

Miranda Bergmeier

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**From:** Judy Phillips <jphillips729@earthlink.net>  
**Sent:** Wednesday, May 05, 2021 4:42 PM  
**To:** Miranda Bergmeier  
**Subject:** Police Chief

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

My family is very appreciative of the professional work the Norwich Police Department has done over the past 19 years. We were very blessed to enjoy the protective services provided by two exceptional law enforcement professionals, Chief(s) Robinson and Frank. Both were exceptionally kind folks, who devoted time and energy to working to help our community in every way.

We respectfully request you reconsider and appoint an interim chief from within the Department as Norwich’s law enforcement needs are evaluated.

We are strong proponents of police reform, including community policing. The issues across the nation are serious, and deserve attention to address the real concerns of law enforcement employees and the communities they serve. Trust and respect must be restored to meet the objective of fair and equitable application of the laws. However, with all respect, forgoing a Chief in our town will not do anything to address the very real issues of policing in other communities. It is a hollow gesture, that certainly does not serve residents of other jurisdictions, but rather it shortchanges Norwich citizens.

Regards

Judy & Joseph M. Phillips  
929 Union Village Road

Miranda Bergmeier

**From:** Nancy Dean <nhdean@comcast.net>  
**Sent:** Friday, May 07, 2021 6:11 PM  
**To:** Miranda Bergmeier; Herb Durfee  
**Subject:** FW: Police

Having been asked to submit this to you, to be added to the SB packet for next week, I hereby do so.

Nancy Dean

**From:** Nancy Dean [<mailto:nhdean@comcast.net>]  
**Sent:** 30 April, 2021 1:28 AM  
**To:** [norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)  
**Subject:** Police

I have watched the evolution of the Norwich Police Dept. for 60 years, starting with a constable who managed to evict (with a little help) a drunk resident from Town Meeting. That was about all you could expect from such an arrangement. Then, we hired one policeman. He could respond to a few calls but could hardly be expected to give 24-hour coverage, seven days a week. As a selectman, I was involved in numerous police studies, including whether to join forces with a neighboring town or do a regional force or do our own. The town did not wish to be reliant on officers who did not know the town well or personnel who might not be available to us when needed or not be the kind of officer we wanted. For nearly complete coverage, it was shown that a minimum of five was required, to be able to cover sick days, vacations and the like. As Sue Pitiger so succinctly stated, the chiefs from Doug Robinson to Jennifer Frank brought us ever more professionalism and town-conscious law enforcement.

There must be a "chief", whether "acting" or actual. Someone must be in charge and responsible for the working of the department. Let us, therefor and as soon as possible, look for an excellent chief who will build on the good work that has been done and continue to uphold the standard we have come to appreciate. The increased incidence of unlawful behavior in Norwich requires well-trained police to handle the protection of citizens and property, the tracking down of transgressors, the ability to take part in prosecutions, when needed, and all the other aspects of police life in today's world. To do that, we need a new chief, now.

Nancy Dean

**Herb Durfee**

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**From:** Ellen Terie <ellenterie@gmail.com>  
**Sent:** Saturday, May 08, 2021 8:44 AM  
**To:** Herb Durfee  
**Subject:** Police comment

Good morning,

I feel like I am a day late, and a dollar short in coming to the table with my concerns, however, 'better late than never.'

As an elected County official I have been loath to express any opinion regarding the Police issue the town is experiencing, although I have been following the back and forth rhetoric on the List-Serve.

That said, recent personal events involving a disgruntled litigant have motivated me to speak up now, albeit in a less public mode. When the incident occurred, the Judiciary security team was involved and told me they had notified local (Norwich) Police as well as the State Police. Of course this is all meaningless if we have no Police to follow up in a timely fashion.

In my humble opinion, as a taxpayer, as a senior citizen, as a community member, as a community official, I think it absolutely necessary and prudent to have viable Police presence/protection. As many have pointed out in the list-serve conversation, Norwich Town is not representative of the chaos that exists in many other places; that does not exempt us from the need to feel safe and protected.

Please share this with the members of the Select Board if you feel it will be beneficial.  
Thank you.

Respectfully,

Ellen Terie

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"Truth does not change according to our ability to stomach it."  
Flannery O'Connor

**Herb Durfee**

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**From:** Edie Farwell <edie.farwell@gmail.com>  
**Sent:** Saturday, May 08, 2021 9:41 AM  
**To:** Herb Durfee  
**Cc:** Jay Mead  
**Subject:** For Selectboard packet - please Hire a New Police Chief

Dear Herb,

Can you please forward this to the Selectboard to be included in a future Board packet? Thank you.

Dear Norwich Selectboard,

I am writing to express my concern for not hiring a new police chief to replace Jennifer Frank. We need positive policing in Norwich, and full police staffing to keep this town working at its best. All police in Norwich have been true community members, have helped build what the police force should be - a positive force for community health- and model to other communities what healthy policing can and should be. We need more examples of this, not less.

It's certainly a hard era for policing in the US and there is need for substantial reform in the sector to weed out harmful police, and enact more healthy police policies and officers. Norwich does this well. Please do not curtail our history of positive policing here for needs that are elsewhere.

I also ask that you look carefully at the data of who responds first to calls for help in domestic violence. Often, the police truly are saviors in such instances, providing needing protection, counseling, and resources. Taking away positive policing in Norwich removes a resource for people in these desperate and dangerous situations to get the timely help they need. As I am sure you know, most of those in the most harms way are women. Please do not remove an important resource for the safety of local women.

Thank you.

Edie Farwell and Jay Mead

645 Turnpike Road  
Norwich, VT 05055

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Miranda Bergmeier

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**From:** Courtney Dragiff <cjdragiff@gmail.com>  
**Sent:** Thursday, May 13, 2021 11:43 AM  
**To:** Miranda Bergmeier  
**Subject:** Resignation from Conservation Commission

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

Hello,

I will be moving out of the area on May 25th and have notified the Conservation Commission that I will no longer be serving on the committee. This email serves as my official resignation.

Thank you!

Courtney Dragiff

254 Main St, Norwich

**Herb Durfee**

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**From:** Roger Arnold <rogerarnoldvt@gmail.com>  
**Sent:** Thursday, May 13, 2021 3:47 PM  
**To:** claudette brochu; Mary Layton; Robert Gere; Marcia Calloway; Herb Durfee  
**Subject:** Fwd: Response on Behalf of the Norwich Selectboard Regarding April 26 Email

Board Members:

FYI only.

----- Forwarded message -----

**From:** Roger Arnold <rogerarnoldvt@gmail.com>  
**Date:** Thu, May 13, 2021 at 3:45 PM  
**Subject:** Response on Behalf of the Norwich Selectboard Regarding April 26 Email  
**To:** Chris Katucki <ckatucki@outlook.com>  
**Cc:** Herb Durfee <HDurfee@norwich.vt.us>

Dear Chris Katucki:

Thank you for your email of April 26, 2021, raising a concern whether the Selectboard’s executive session at its meeting on April 14, 2021, violated the Open Meeting Law (“OML”). On May 12, 2021, the Selectboard authorized the Chair to respond on behalf of the Board, and this email is that response.

A review of the agenda, minutes, and YouTube recording of the open session of the April 14 meeting indicate that the Selectboard did comply with the statute with regard to entering into executive session.

The statute requires that the public body make “a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage.” Here the Selectboard did approve a discrete motion that premature public knowledge of its discussion of pending litigation would place the Selectboard at a substantial disadvantage. Although the particular lawsuit was not identified in the body of that motion, there is no express requirement in the statute for such identification, and the agenda for the meeting did indicate the anticipated executive session was to discuss the matter of *Katucki v. Town of Norwich*. Additionally, the Selectboard’s separate second motion to actually enter into executive session invited the Town’s attorney to participate, a clear indication that the discussion would be attorney-client privileged communications regarding the pending lawsuit. Even if there were some possible issue with the mechanics of the Selectboard’s motions, which the Selectboard denies, clearly there was no wrongful denial of access of the public to the executive session given the disclosed purpose and nature of the executive session discussion.

Therefore, the Selectboard respectfully responds that it has not violated the OML based on the executive session which took place on April 14, 2021.

Roger Arnold  
Selectboard Chair

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

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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:** Amy Stringer <vermont6633@gmail.com>  
**Sent:** Monday, May 17, 2021 7:27 PM  
**To:** Miranda Bergmeier; Herb Durfee  
**Subject:** Police in Norwich

Hello all-

As we have slowly come up to speed on the newly created policing controversy in Norwich, we have become increasingly disheartened. We were of the opinion, after a lifetime of living in Norwich (for one of us) that the NPD was in an excellent place. Little did we know that the serious policing issues across our country had created a rift in our town as well.

Because there are many stories circulating and we may have misunderstood some of them, please forgive and correct any errors in this note. One issue we learned about recently is that our town manager and former chief J. Frank had managed to procure a grant from the Byrne Foundation for body cameras. We thought body cameras were a good thing, protecting both citizens and police. Now we hear that they are a bad thing in the eyes of some. Also, there were complaints that a rich town like Norwich should not accept grants? Where was that complaint when we had grant help toward the blinking crosswalk lights? Not everyone in Norwich is wealthy, and don't grants help us all?

We were also disappointed to hear that J. Frank was repeatedly denied procurement of supplies she requested.

We understand that some in this community would like to examine our policing standards, methods, procedures etc. We do not begrudge them this desire. However, we see no reason this cannot be accomplished while maintaining a fully staffed police force, including a chief. This is what the town has approved at town meeting for many years running.

We understand these discussions may take some time, and we believe it would be detrimental to the town to have a police force in a state of flux for that period.

We look forward to your response.

Sincerely,  
Amy Stringer  
Jaan Laaspere

Miranda Bergmeier

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**From:** Jon Felde <jon.felde@comcast.net>  
**Sent:** Wednesday, May 19, 2021 3:37 PM  
**To:** Miranda Bergmeier  
**Subject:** police review

I have not heard all your discussion regarding policing in Norwich. Some people have expressed the view that we are not Minneapolis or another big city and that our experiences and needs are different. Brattleboro has gone through an examination and issued a report on policing and the community. Their report doesn't necessarily reflect our needs or goals precisely, but their process might offer ideas about how to proceed. Here is a link to their final report.

<https://www.ibrattleboro.com/news-information/town-news/2021/01/brattleboro-community-safety-review-final-report/>

Sincerely,  
Jon Felde  
70 Koch Road  
Norwich

Miranda Bergmeier

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**From:** Chris Katucki <kals95@startmail.com>  
**Sent:** Thursday, May 20, 2021 12:08 PM  
**To:** Planner; Miranda Bergmeier  
**Cc:** arline rotman <arliner@gmail.com>; Miranda Bergmeier; Herb Durfee; Roger Arnold; Jaci Allen; Marcia Calloway  
**Subject:** review Norwich sign regulations, in light of the recent DRB decision?  
**Attachments:** DRB says \_highly unlikely\_ that Norwich sign regulations are valid under First Amendment - Norwich Observer.pdf

Dear Selectboard and Planning Commission:

This is to inquire if the Town has any near-term plans to review its sign regulations, in light of the recent DRB decision.

As you know, on April 1, the Norwich DRB indicated that parts of our sign regulations are unconstitutional under the 2015 United States Supreme Court decision in Reed v. Town of Gilbert. In addition, following that Supreme Court decision, the Vermont League of Cities and Towns, in its October 2015 newsletter, recommended that “towns in Vermont with sign regulations are advised to review, and if necessary revise their regulations so that they comply with the Court’s ruling in this case.”

In light of the DRB decision, it seems prudent for the Town to understand if problems exist with our sign regulations and if so, what are the ramifications of any such problems. Does Reed v. Town of Gilbert mean that content-based exemptions in our sign regulations now apply to commercial signs? I discussed some of these exemptions in the attached blog post, though I am not an expert. My email is to inquire whether the Town has any near-term plans to look into these issues following the DRB’s reminder about the import of Reed v. Town of Gilbert.

Thank you in advance for considering my inquiry.

With appreciation for the work of both the Selectboard and the Planning Commission,

Chris Katucki  
47 Old Coach Road  
Norwich, VT 05055

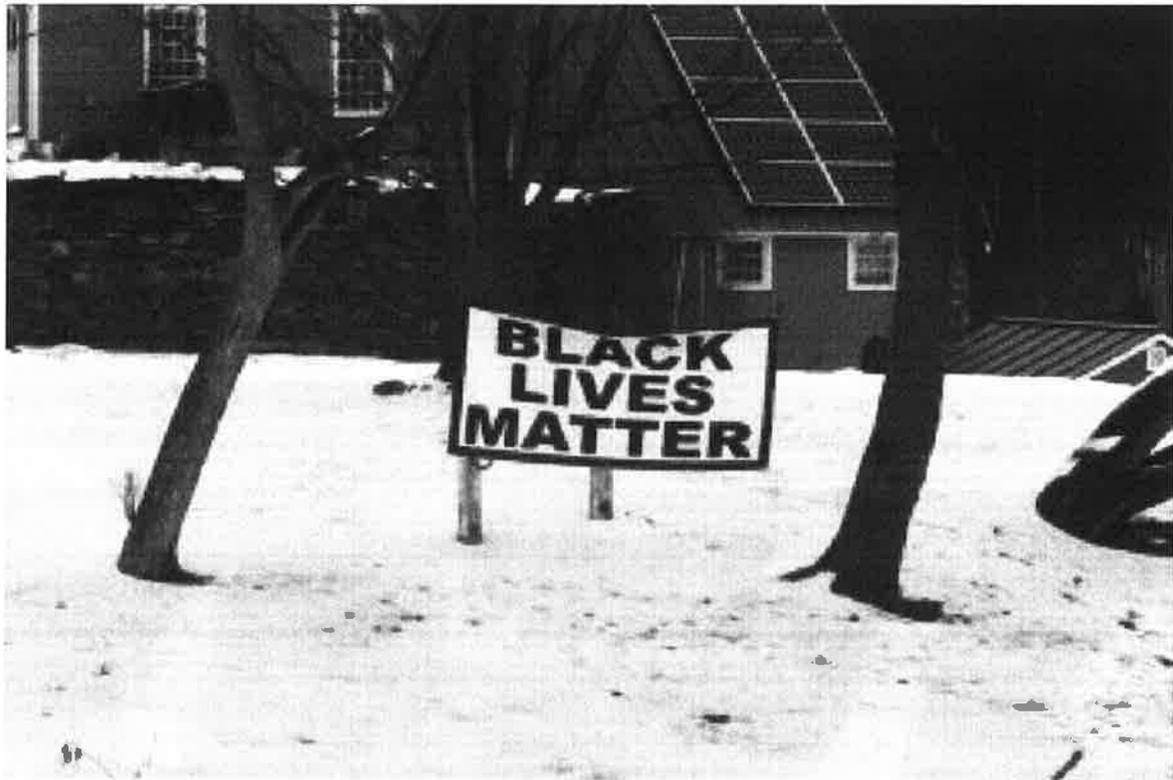
# Norwich Observer

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Occasional news and commentary about local government in Norwich, VT

## DRB says “highly unlikely” that Norwich sign regulations are valid under First Amendment

Posted on **May 3, 2021** by **CTK** —



— Black Lives Matter sign at 236 Main Street. Source: DRB packet for February 18, 2021.

In April, the Norwich Development Review Board (DRB) denied an appeal from the determination by the Zoning Administrator regarding the Black Lives Banner on Main Street. The ZA had concluded that the BLM banner is exempt from the Town's sign regulations.\*

However, perhaps a more far-reaching aspect of this decision is the conclusion by the DRB that it is “highly unlikely” that the content-based aspects of the Norwich sign regulations are constitutional under

the freedom of speech provisions of the First Amendment. The Board cited the 2015 decision of the United States Supreme Court in *Reed v. Town of Gilbert*. The DRB saw the Norwich case as "quite similar to the scenario presented in *Reed v. Town of Gilbert*."

Will there be a rush to erect billboards in Norwich? Unlikely, although your prediction is as good as mine. But the decision puts the Selectboard and Planning Commission on notice that the Town's sign regulations need review and likely revision.

This is not new news. The Vermont League of Cities and Towns (VLCT) recommended such action soon after *Reed v. Town of Gilbert*. "In the wake of this decision, towns in Vermont with sign regulations are advised to review, and if necessary revise their regulations so that they comply with the Court's ruling in this case," said the October 2015 VLCT newsletter at page 6.

Norwich, however, is not the only municipality in the nation that is late to the party in responding to the Supreme Court decision. See examples here and here. The question is whether our local government will heed the reminder provided by the DRB. Is it time to revisit the Norwich sign regulations? What happens if the Town does not? Following *Reed v. Town of Gilbert*, are the Town's sign regulations enforceable or merely advisory?

## What does this mean for the Norwich sign regulations?

The remainder of this long post is my attempt to explain the decisions in *Reed v. Town of Gilbert* and by the DRB and apply them to the Norwich Zoning Regulations. I did some research but I claim no expertise in constitutional or zoning law.

### *Reed v. Town of Gilbert*

Content-based sign laws are "presumptively unconstitutional" under the freedom of speech provisions of the First Amendment, said the Supreme Court in *Reed v. Town of Gilbert*.

How do you tell if a sign ordinance regulates content? One rule of thumb: if one needs to read the sign to determine if the regulations apply, then the sign ordinance is content-based.

At issue in the Supreme Court case were temporary directional signs. Such a sign could not be bigger than six-square feet and needed to be removed one hour after the event. In contrast, "ideological signs" could be 20 square feet in area and had no time limit.

These distinctions are content-based. An official needs to read the sign to decide if the sign is ideological or directional.

The majority opinion said sign regulations can make these distinctions, but *only if* the town showed a compelling reason under "strict scrutiny" review. That standard of review is extremely difficult (nearly impossible?) for a municipality to meet.

For example, it's hard for a town to claim aesthetics or traffic safety justify size limits on directional signs, when bigger ideological signs are allowed. Indeed, in a concurring opinion, Justice Kagan suggested that the Town of Gilbert's reasons do "not pass strict scrutiny, or intermediate scrutiny, or even the laugh test."

Content-based restrictions are in contrast to content-neutral rules. Some examples of the latter are limits on the size or number of signs. Or, prohibitions on lighting or electronic signs.† Nonetheless, even such "time, place or manner" restrictions can interfere with freedom of speech rights, such as a blanket prohibition on residential lawn signs.

The Supreme Court decision did not address commercial signs. Other federal courts of appeals, however apply *Reed v. Town of Gilbert* to commercial signs.

## DRB decision

Content was at issue with the Black Lives Matter banner.

The sign regulations for Norwich are in the Norwich Zoning Regulations (NZR) at section 3.11, which begins at page 40. A list of exemptions is at Table 3.4. See excerpt below.

At issue before before the DRB was the third exemption in that Table for residential flags or banners intended solely for "ornamental or non-advertising purposes." To determine if the BLM banner is not advertising and thus exempt, its content requires review by the ZA. In other words, the exemption is content-based because the sign needs to read to determine if the exemption applies.

The DRB said: "While we need not go further with this constitutional analysis, it is highly unlikely that the content-based exemptions/distinctions in the NZR would survive strict scrutiny."

## Content-based exemptions in Norwich

The list of Exempted Signs in Table 3.4 of the NZR includes several content-based exemptions.

<b>(1) Exempted Signs</b>
Signs erected by the state or town on public roads.
Non-advertising signs placed for directional, safety or public service purposes.
One residential sign per dwelling unit identifying the occupant, not to exceed two square feet in area; and residential flags or banners intended solely for ornamental or non-advertising purposes.
Signs relating to trespassing and hunting, each not to exceed two square feet in area.
Temporary auction, lawn, or garage sale or real estate for sale signs, not to exceed two in number or six square feet in total area, which shall be removed immediately following the event or sale.
Temporary election signs to be posted and removed in accordance with state law.
Temporary signs or banners advertising public or community events, to be displayed in designated locations on town property with the permission of the Town Manager, which shall be removed immediately following the event.
Temporary real estate sign not exceeding six square feet in total area.
One temporary construction sign, not to exceed 16 square feet in area or 10 feet in height, may be placed on any site under development providing such sign is promptly removed following completion of construction.
On-premise historic or landmark signs, not to exceed one in number or six square feet in area.
Wall murals intended solely for artistic, non-advertising purposes.
Window signs which do not exceed 30% of the window pane area.

— Excerpt of NZR, Table 3.4.

It is important to note that an exemption for one type of sign is a restriction for every other type of sign. For example, the second exemption in Table 3.4 allows "public service" signs of any size. Religious, ideological and political signs are restricted. So are commercial signs.

Moreover, although aesthetics can be a legitimate justification, beauty is in the eye of the beholder. As noted in the majority opinion in *Reed v. Town of Gilbert*, it is difficult to justify strict limits on one kind of sign as "necessary to beautify the Town" while at the same time, the Town allows "unlimited numbers of other types of signs that create the same problem."

Again, the second exemption in Table 3.4 is an example. Norwich places no limits on the size or number of directional or public service signs. A business can erect an unlimited number of billboards saying "We support essential workers," however gaudy or plain. But, otherwise a property in the Commercial/Industrial zoning district (easterly side of Route 5 South) is limited two signs which cannot exceed 24 square feet. In the Rural Residential district, the limit is one sign with a maximum size of 4 square feet.

Also, determining what qualifies for the second exemption is difficult. "Creemees at the blue door." Is that an exempt directional sign? Or non-exempt advertising? Some might see it as a public service announcement! Is a flag sporting the Red Sox logo an advertisement? \*\*

Another example is the fifth exemption favoring temporary signs for auction and real estate sales. An "open" flag or a "fresh corn" sign at a farm stand is not exempt.

Also, as the DRB determined, the exemption for residential, non-advertising banners is content-based.

Finally, the definition of a "sign" at page 127 of NZR may contain a content-based exemption. The definition excludes the flag the "any nation, state, or municipality." One federal court of appeals found a similar exemption invalid after *Reed*.

## Implications for Norwich

What does the DRB decision mean for Norwich? If anything, it is a reminder that the Norwich has work to do in light of *Reed v. Town of Gilbert*.

I twice asked Director of Planning and Zoning Rod Francis if he would be suggesting to the Planning Commission that it take action in the near-term to address the sign provisions in NZR. He did not reply to either email.

As a non-expert, I think the VLCT advice from 2015 remains apt. "In the wake of [the decision in *Reed v. Town of Gilbert*], towns in Vermont with sign regulations are advised to review, and if necessary revise their regulations so that they comply with the Court's ruling in this case."

More serious concerns about enforcement are raised in materials apparently distributed at a Local Government Attorneys of Virginia meeting held in October 2015. An excerpt is below.

**4. Risk Assessment.** In reviewing your ordinance for provisions that can still be enforced, your first review should be from a "grammar" perspective: what regulations are content-neutral and still enforceable? However, once you review the words of your ordinance, you need to also do a risk assessment. First Amendment rights receive strong protections from the courts and, once violated, they are impossible to remedy. If you think enforcement of part of your ordinance is a "gray area", then don't enforce it at this time. One example of a risk assessment is discussed in the following paragraph, about temporary signs.

**5. Temporary Signs.** The Supreme Court has long held that citizens' First Amendment rights require that they have the opportunity to express their noncommercial ideas or opinions through temporary signs. Of course, like in the Town of Gilbert, the temporary sign regulations are often content-based. When considering how much of your current ordinance to enforce, it is recommended that you allow as much as possible – or all – temporary signs up to the maximum number, size and location limits afforded under your current ordinance. Moreover, allowing more temporary signs is a decision with relatively low long-term risk, since these types of signs typically are not sufficiently permanent to become nonconforming uses that would be allowed to remain or continue after the adoption of a new ordinance.

**6. Nonconforming use.** Perhaps one of the biggest concerns about signs that are erected in this interim period between the issuance of *Reed* and your new sign ordinance is the possibility of a sign epidemic and thereafter all of those overly-large or unappealing signs being claimed as nonconforming uses. To become a nonconforming use, the use has to have been legal when erected. If your larger or more permanent signs have to go through a sign permit process, see the paragraph below.

## Closing thought

If concerns are credible about the enforceability of all or part of the Norwich sign regulations, then it seems prudent for the Selectboard or Planning Commission to take the time to understand the likelihood that a problem might arise. No sense in having regulations if they don't work. Or, if enforcement results in civil liability for the Town.

## End Notes

\* Although denying the appeal, the DRB disagreed with the Zoning Administrator on one point. The DRB said the BLM banner "should not be tied between or attached to two trees."

† The concurring opinion by Justice Alito in *Reed* provided a list of "some rules that would not be content based." These included;

- Rules regulating the size of signs. These rules may distinguish among signs based on any content-neutral criteria, including any relevant criteria listed below.
- Rules regulating the locations in which signs may be placed. These rules may distinguish between free-standing signs and those attached to buildings.
- Rules distinguishing between lighted and unlighted signs.

- Rules distinguishing between signs with fixed messages and electronic signs with messages that change.
- Rules that distinguish between the placement of signs on private and public property.
- Rules distinguishing between the placement of signs on commercial and residential property.
- Rules imposing time restrictions on signs advertising a one-time event. Rules of this nature do not discriminate based on topic or subject and are akin to rules restricting the times within which oral speech or music is allowed

\*\* See *Metromedia, Inc. v. San Diego*, 453 US 490, 538-39 (1981)(Brennan, J. concurring).

*Thanks for reading my blog. Contact me at [norwichobserver \[at\] gmail.com](mailto:norwichobserver@gmail.com).*



This entry was posted in **DRB, Zoning** by **CTK**. Bookmark the **permalink** [<http://norwichobserver.com/index.php/2021/05/03/dr-b-says-highly-unlikely-that-norwich-sign-regulations-are-valid-under-first-amendment/>] .

5/20/2021

DRB says "highly unlikely" that Norwich sign regulations are valid under First Amendment - Norwich Observer

**One Reply to "DRB says "highly unlikely" that Norwich sign regulations are valid under First Amendment"**

Warr

on **May 4, 2021 at 6:16 am** said:

Very helpful summary — thanks Norwich Ovserver.

Miranda Bergmeier

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**Subject:** FW: FW: review Norwich sign regulations, in light of the recent DRB decision?  
**Attachments:** DRB says \_highly unlikely\_ that Norwich sign regulations are valid under First Amendment - Norwich Observer.pdf

**From:** Rod Francis [<mailto:norwichvtplanner@gmail.com>]  
**Sent:** Thursday, May 20, 2021 5:40 PM  
**To:** Chris Katucki; Miranda Bergmeier; Roger Arnold; arline rotman; Herb Durfee; Jaci Allen; [msbcalloway@gmail.com](mailto:msbcalloway@gmail.com)  
**Subject:** Fwd: FW: review Norwich sign regulations, in light of the recent DRB decision?

Mr Katucki,

Thank you for sharing your observations about a recent DRB decision on an appeal of the Zoning Administrator's decision with regard to the Black Lives Matter sign at 236 Main ST. The last time the Norwich zoning regulations were amended was 2009, they now contain several inconsistencies with state and federal law. As we all know state and federal laws preempt local regulations. The town understands the obligation to apply current law.

In the 2020 Town Plan Land Use chapter Figure 1 (page 11) there are three instances where the need for revision of the Norwich Zoning Regulations (NZR) are noted. Each of these relates to land use districts and uses rather than administrative procedures or sign policy. Nevertheless, it is recognized that the land use regulations in their entirety need to be rewritten.

The Planning Commission is responsible for setting its own work-plan. They have recently received grant support to investigate density provisions of the subdivision regulations in preparation for a more detailed review of the land use regulations.

We recognize the importance of the Reed v Gilbert decision and expect that the new zoning regulations will be responsive to current case law.

--  
Rod Francis  
Director, Planning & Zoning  
Town of Norwich, VT

05/21/21  
07:45 am

Town of Norwich Accounts Payable  
Check Warrant Report # 21-23 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/26/21 To 05/26/21

3

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADKINS	ADKINS PRINTING CO., INC.	05/04/21	TC -land binders 252040	01-5-100758.00 DES. FUND-RECORD RESTORAT	800.00	10206	05/26/21
ATG	ADVANTAGE TRUCK GROUP	04/27/21	Trk 5 - wheel seal X701005304-1	01-5-703403.00 PARTS & SUPPLIES	65.66	10207	05/26/21
ATG	ADVANTAGE TRUCK GROUP	05/07/21	Trk 10 X701005741-1	01-5-703403.00 PARTS & SUPPLIES	109.36	10207	05/26/21
ATG	ADVANTAGE TRUCK GROUP	05/10/21	Trk 10 slack adjusters X701005841-1	01-5-703403.00 PARTS & SUPPLIES	203.88	10207	05/26/21
ANYTIME	ANYTIME CARPET CARE & CLE	05/07/21	PSF - wkly clean Apr/May 970261	01-5-485304.00 CLEANING	360.00	10208	05/26/21
	PSF weekly cleaning for April 29 and May 7						
ANYTIME	ANYTIME CARPET CARE & CLE	05/19/21	Wkly clean May 12 & 19 970270	01-5-485304.00 CLEANING	360.00	10208	05/26/21
	PSF = Public Safety Facility is where this particular cleaning takes place on a weekly basis.						
GRAMBE	BECKY GRAMMER	05/10/21	Postage due for depts POSTAGE-1	01-5-200538.00 POSTAGE	1.26	10209	05/26/21
GRAMBE	BECKY GRAMMER	05/10/21	Postage due for depts POSTAGE-1	01-5-100538.00 POSTAGE	0.63	10209	05/26/21
GRAMBE	BECKY GRAMMER	05/10/21	Postage due for depts POSTAGE-1	01-5-300538.00 POSTAGE	0.63	10209	05/26/21
BENS	BEN'S UNIFORMS	05/07/21	PD - uniforms 95659	01-5-500582.00 UNIFORMS	85.00	-----	--/--/--
BESTSEPT	BEST SEPTIC SERVICE, LLC	05/01/21	TS porty potta 26656	01-5-705500.00 PURCHASED SERVICES	130.00	10210	05/26/21
BETHELMIL	BETHEL MILLS	05/04/21	FD - part 18062	01-5-555528.00 FIRE TRK R & M	3.99	10211	05/26/21
BETHELMIL	BETHEL MILLS	04/28/21	DPW - sign 711179	01-5-703209.00 CULVERTS & ROAD SUPPLIES	36.67	10211	05/26/21
BLAKTOP	BLAKTOP INC	04/30/21	3/8 mix recycle asphalt 28499	01-5-703211.00 ASPHALT PRODUCTS	101.84	-----	--/--/--
BCBS	BLUE CROSS/BLUE SHIELD OF	05/01/21	June 2021 medical ins 122795627	01-5-555123.00 HEALTH INSURANCE	1852.18	10212	05/26/21
BCBS	BLUE CROSS/BLUE SHIELD OF	05/01/21	June 2021 medical ins 122795627	01-5-704123.00 HEALTH INSURANCE	2228.24	10212	05/26/21
BCBS	BLUE CROSS/BLUE SHIELD OF	05/01/21	June 2021 medical ins 122795627	01-5-703123.00 HEALTH INSUR	5943.56	10212	05/26/21
BCBS	BLUE CROSS/BLUE SHIELD OF	05/01/21	June 2021 medical ins 122795627	01-5-425123.00 HEALTH INS	2641.32	10212	05/26/21
BCBS	BLUE CROSS/BLUE SHIELD OF	05/01/21	June 2021 medical ins 122795627	01-5-500123.00 HEALTH INS	6252.93	10212	05/26/21
BCBS	BLUE CROSS/BLUE SHIELD OF	05/01/21	June 2021 medical ins 122795627	01-5-005123.00 HEALTH INSUR	4294.25	10212	05/26/21
BCBS	BLUE CROSS/BLUE SHIELD OF	05/01/21	June 2021 medical ins 122795627	01-5-100123.00 HEALTH INS	2795.40	10212	05/26/21
BCBS	BLUE CROSS/BLUE SHIELD OF	05/01/21	June 2021 medical ins 122795627	01-5-350123.00 HEALTH INS	1592.88	10212	05/26/21
SWENBR	BRIE SWENSON	04/27/21	Rec - cold packs, 1st aid REC SUPPLY -	01-5-425211.00 EQUIPMENT	91.23	-----	--/--/--
BUSINESS	BUSINESS CARD	04/20/21	TC - monthly zoom APRIL ZOOM	01-5-005610.00 OFFICE SUPPLIES	124.99	10213	05/26/21

OK

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESS	BUSINESS CARD	04/20/21	TC - monthly zoom	01-5-005610.00	52.34	10213	05/26/21
	APRIL ZOOM			OFFICE SUPPLIES			
CASELLA	CASELLA WASTE SERVICES	05/01/21	TS - trash, recycle	01-5-705411.00	891.00	-----	--/--/--
	642010			REPAIRS & MAINTENANCE			
CASELLA	CASELLA WASTE SERVICES	05/01/21	TS - trash, recycle	01-5-705308.00	1927.67	-----	--/--/--
	642010			FOOD WASTE DISPOSAL			
CASELLA	CASELLA WASTE SERVICES	05/01/21	TS - trash, recycle	01-5-705305.00	3301.88	-----	--/--/--
	642010			RECYCLING			
CASELLA	CASELLA WASTE SERVICES	05/01/21	Ts - trash, recycle	01-5-705303.00	5102.67	-----	--/--/--
	642011			MUNICIPAL SOLID WASTE			
CONNCH	CHRISTOPHER CONNER	05/19/21	DPW - work boots	01-5-703311.00	197.99	10214	05/26/21
			BOOTS	UNIFORMS			
ATENCIO	CHRISTOPHER ATENCIO	05/17/21	Rec refund camp cxl	01-5-425218.00	500.00	10215	05/26/21
			REFUND	REGISTRATION FEES			
CINTAS	CINTAS CORPORATION	03/31/21	First aid supplies	01-5-703515.00	128.05	10216	05/26/21
			5057083068	Administration			
EYEMED	COMBINED INSURANCE CO OF	05/01/21	Jun 2021 eye insurance	01-2-001126.00	154.32	10217	05/26/21
			164774616	VISION SERV PLAN-PAYROLL			
COMCAST	COMCAST	05/01/21	PSF - phone, internet	01-5-485238.00	519.95	10218	05/26/21
			MAY/JUN 2021	PHONE & INTERNET			
COOP	COOP SERVICE CENTER	05/19/21	PD - cruiser inspection	01-5-500306.00	60.00	10219	05/26/21
			9106	CRUISER MAINT			
CRYSTAL	CRYSTAL ROCK, LLC	04/27/21	24 New Boston Rd water	01-5-705500.00	43.50	-----	--/--/--
			042721	PURCHASED SERVICES			
CRYSTAL	CRYSTAL ROCK, LLC	04/27/21	26 New Boston Rd water	01-5-703507.00	27.75	-----	--/--/--
			4 27 21	SUPPLIES			
DHMC	DARTMOUTH-HITCHCOCK	05/09/21	FD - OSHA physical	01-5-555636.00	136.00	10220	05/26/21
			5/9/21	OSHA COMPLIANCE			
DATAMANN	DATAMANN, INC	05/07/21	DPW - computer mainitenan	01-5-703515.00	90.00	10221	05/26/21
			48226	Administration			
DEADRIVER	DEAD RIVER COMPANY	05/07/21	FD - htg oil 172.7/gal	01-5-555538.00	409.31	10222	05/26/21
			63965	PETROLEUM PRODUCTS			
DEADRIVER	DEAD RIVER COMPANY	05/07/21	300 Main htg oil 274.2/ga	01-5-706103.00	649.86	10222	05/26/21
			68165	HEATING			
DELTA DEN	DELTA DENTAL	05/01/21	Jun 2021 dental insurance	01-5-500125.00	214.40	10223	05/26/21
			JUNE 2021	Dental insurance			
DELTA DEN	DELTA DENTAL	05/01/21	Jun 2021 dental insurance	01-5-704125.00	251.59	10223	05/26/21
			JUNE 2021	DENTAL INSURANCE			
DELTA DEN	DELTA DENTAL	05/01/21	Jun 2021 dental insurance	01-5-555126.00	70.01	10223	05/26/21
			JUNE 2021	DENTAL INSURANCE			
DELTA DEN	DELTA DENTAL	05/01/21	Jun 2021 dental insurance	01-5-703125.00	107.20	10223	05/26/21
			JUNE 2021	DENTAL INSURANCE			
DELTA DEN	DELTA DENTAL	05/01/21	Jun 2021 dental insurance	01-5-425125.00	123.75	10223	05/26/21
			JUNE 2021	Dental insurance			
DELTA DEN	DELTA DENTAL	05/01/21	Jun 2021 dental insurance	01-5-425125.00	37.19	10223	05/26/21
			JUNE 2021	Dental insurance			
DELTA DEN	DELTA DENTAL	05/01/21	Jun 2021 dental insurance	01-5-005125.00	123.75	10223	05/26/21
			JUNE 2021	DENTAL INSURANCE			
DELTA DEN	DELTA DENTAL	05/01/21	Jun 2021 dental insurance	01-5-100125.00	140.02	10223	05/26/21
			JUNE 2021	DENTAL INSURANCE			

OK

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
DELTA DEN	05/01/21	DELTA DENTAL Jun 2021 dental insurance JUNE 2021	01-5-200125.00 DENTAL INSURANCE	37.19	10223	05/26/21
FRIETS	05/18/21	ERIC FRIETS FD - ladder truck fuel FUEL	01-5-555538.00 PETROLEUM PRODUCTS	100.00	10224	05/26/21
Ladder truck was in Cornish for repairs. Ladder truck needed fuel in order to make it back to fire station.						
EVANSMOTO	04/06/21	EVANS GROUP, INC. Gas 490/gal 16770	01-5-703405.00 PETROLEUM PRODUCTS	1258.42	-----	--/--/--
EVANSMOTO	05/03/21	EVANS GROUP, INC. Gas 460 gal 17355	01-5-703405.00 PETROLEUM PRODUCTS	1212.43	-----	--/--/--
EVANSMOTO	05/05/21	EVANS GROUP, INC. Diesel 205/gal 17430	01-5-703405.00 PETROLEUM PRODUCTS	473.06	-----	--/--/--
FERGUSON	04/21/21	FERGUSON WATERWORKS Culvert supplies 1013057	01-5-703209.00 CULVERTS & ROAD SUPPLIES	755.31	-----	--/--/--
FERGUSON	04/29/21	FERGUSON WATERWORKS Rec - Huntley field fence 1018816	01-5-425322.00 REC FIELD CARE	233.91	-----	--/--/--
GMPC	04/26/21	GREEN MOUNTAIN POWER CORP 24 New Boston Rd APR #3	01-5-705501.00 ELECTRICITY	36.58	10225	05/26/21
GMPC	04/26/21	GREEN MOUNTAIN POWER CORP Main St Tower APR #4	01-5-575233.00 TOWER POWER	26.82	10225	05/26/21
GMPC	04/26/21	GREEN MOUNTAIN POWER CORP Beaver Mdw speed sign APR #5	01-5-500204.00 SPEED SIGNS	3.10	10225	05/26/21
GMPC	04/29/21	GREEN MOUNTAIN POWER CORP 319 Main St - solar APR #6	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	20.32	10225	05/26/21
GMPC	04/30/21	GREEN MOUNTAIN POWER CORP 111 Turnpike EV Chg Stati APR #7	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	21.87	10225	05/26/21
GMPC	04/28/21	GREEN MOUNTAIN POWER CORP Street Lights APR #8	01-5-703307.00 STREETLIGHTS	1033.72	10225	05/26/21
SWETHA	05/19/21	HAILEY SWETT ACH issue on employee end ACH ISSUE	01-5-200720.00 Payroll -re-issue of chec	18.47	10226	05/26/21
HOMEDEPOT	05/11/21	HOME DEPOT CREDIT SERVICE FD - equipment maintenanc 8954	01-5-555528.00 FIRE TRK R & M	7.39	10227	05/26/21
K&R	05/01/21	K & R PORTABLE RESTROOM S Rec - porta potty 18484	01-5-425326.00 PORTABLE TOILET	305.00	10228	05/26/21
LEAF	04/30/21	LEAF CAPITAL FUNDING, LLC PD - copier contract 11840117	01-5-500501.00 ADMINISTRATION	82.00	-----	--/--/--
LINCOLN	05/07/21	LINCOLN FINANCIAL GROUP June 2021 life insurance JUNE 2021	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.81	-----	--/--/--
LINCOLN	05/07/21	LINCOLN FINANCIAL GROUP June 2021 life insurance JUNE 2021	01-5-704124.00 DISABILITY/LIFE	87.10	-----	--/--/--
LINCOLN	05/07/21	LINCOLN FINANCIAL GROUP June 2021 life insurance JUNE 2021	01-5-703124.00 DISABILITY/LIFE	275.75	-----	--/--/--
LINCOLN	05/07/21	LINCOLN FINANCIAL GROUP June 2021 life insurance JUNE 2021	01-5-500124.00 DISABILITY/LIFE INS	263.25	-----	--/--/--
LINCOLN	05/07/21	LINCOLN FINANCIAL GROUP June 2021 life insurance JUNE 2021	01-5-005124.00 DISABILITY/LIFE INSUR	129.77	-----	--/--/--
LINCOLN	05/07/21	LINCOLN FINANCIAL GROUP June 2021 life insurance JUNE 2021	01-5-100124.00 DISABILITY/LIFE INS	105.11	-----	--/--/--
LINCOLN	05/07/21	LINCOLN FINANCIAL GROUP June 2021 life insurance JUNE 2021	01-5-350124.00 DISABILITY/LIFE INS	67.62	-----	--/--/--

OK

05/21/21  
07:45 am

Town of Norwich Accounts Payable  
Check Warrant Report # 21-23 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/26/21 To 05/26/21

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
LINCOLN	05/07/21	JUNE 2021 life insurance	01-5-200124.00		51.47	-----	--/--/--
LINCOLN	05/07/21	JUNE 2021 life insurance	01-5-425124.00		64.58	-----	--/--/--
MCNEIL	04/30/21	Prof services	01-5-005300.00		1120.00	10229	05/26/21
NRRA	04/30/21	Ts - glass recycle	01-5-705305.00		184.00	10230	05/26/21
NORNURSE	05/12/21	DPW - ditches	01-5-703209.00		534.00	10231	05/26/21
NORSCHOOL	05/19/21	FY 20-21 tax pmy #7	01-2-001123.00		630288.00	10232	05/26/21
<p>Final payment to the school district from taxes. This payment will make a total of \$11,330,288.00 paid to the school. This is payment #7</p>							
PETESTIRE	04/15/21	Trk 6 summer tires recal	01-5-703403.00		15.00	-----	--/--/--
FRANRO	05/10/21	Plan - Adobe annual renew	01-5-350611.00		499.90	10233	05/26/21
<p>Will post as prepaid expense to: 01-1-004102.00 until next year</p>							
FRANRO	05/10/21	Plan - annual fee	01-5-350611.00		99.98	10233	05/26/21
<p>Adobe annual renewal fee</p>							
<p>Posted in both FY 20-21 and FY 21-22</p>							
SABIL	04/29/21	Trk 5 rear wheel seal	01-5-703403.00		91.81	10234	05/26/21
SABIL	05/10/21	Trk 1 inspection	01-5-703401.00		110.00	10234	05/26/21
SABIL	05/10/21	Quality trailer inspectio	01-5-703401.00		75.00	10234	05/26/21
SABIL	05/10/21	Trk 4 inspection	01-5-703401.00		110.00	10234	05/26/21
SABIL	05/13/21	FD - fire truck inspectio	01-5-555528.00		110.00	10234	05/26/21
KEELSI	05/06/21	PD - flashlight batteries	01-5-500308.00		66.33	-----	--/--/--
STATELINE	05/05/21	Rec - lax balls	01-5-425211.00		26.00	10235	05/26/21
DIW	04/09/21	NEC - signs	01-5-005701.20		85.00	10236	05/26/21
<p>Norwich Energy Committee - sign work</p>							
RADIO	04/30/21	FD - radio repair	01-5-555532.00		512.00	10237	05/26/21
UNIFIRST	05/10/21	DPW - uniforms	01-5-703507.00		81.57	-----	--/--/--
UNIFIRST	05/10/21	DPW - uniforms	01-5-703311.00		184.03	-----	--/--/--
UNIFIRST	05/10/21	B & G uniforms	01-5-704311.00		76.78	-----	--/--/--
VALLEYNEW	03/27/21	DPW ad	01-5-703515.00		115.40	10238	05/26/21

04

05/21/21  
07:45 am

Town of Norwich Accounts Payable  
Check Warrant Report # 21-23 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/26/21 To 05/26/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VALLEYNEW VALLEY NEWS	04/26/21	DPW - Bridge Main ad 128373	01-5-703321.00 BRIDGES	39.10	10238	05/26/21
VALLEYNEW VALLEY NEWS	04/30/21	TM - ad 128631	01-5-005540.00 ADVERTISING	153.90	10238	05/26/21
VERIZWIRE VERIZON WIRELESS	05/01/21	FD - Ipad 9879077807FD	01-5-555625.00 TELEPHONE & INTERNET	40.01	-----	--/--/--
VERIZWIRE VERIZON WIRELESS	05/01/21	Dept head cell phone 9879077807LW	01-5-703505.00 TELEPHONE	40.49	-----	--/--/--
VERIZWIRE VERIZON WIRELESS	05/01/21	DPW - cell 9879077807NR	01-5-703505.00 TELEPHONE	40.49	-----	--/--/--
VERIZWIRE VERIZON WIRELESS	05/01/21	PD Cell phone 9879077807PD	01-5-500501.00 ADMINISTRATION	40.49	-----	--/--/--
VERIZWIRE VERIZON WIRELESS	05/01/21	DPW cell phone 9879077807PW	01-5-703505.00 TELEPHONE	40.49	-----	--/--/--
VERIZWIRE VERIZON WIRELESS	05/01/21	TM cell phone 9879077807TM	01-5-005532.00 T MNGR CELL PHONE	40.49	-----	--/--/--
VTCALRIP VERMONT CAL RIPKEN LEAGUE	05/13/21	Norwich Baseball TOURNEY	01-5-425218.00 REGISTRATION FEES	100.00	10239	05/26/21
VTCAREER VERMONT CAREER FIRE CHIEF	05/10/21	Chief annual due 31	01-5-555342.00 FIRE DUES/MTGS/EDUC	25.00	10240	05/26/21
VTMUNI VERMONT MUNICIPAL ASSESSO	05/01/21	April 2021 Assessor bill 1267	01-5-300300.00 PROFESS SERVICES	2744.70	-----	--/--/--
WBMASON W.B. MASON CO., INC.	02/24/21	Finance ofc supplies 218180600	01-5-200610.00 OFFICE SUPPLIES	87.28	-----	--/--/--
WBMASON W.B. MASON CO., INC.	04/22/21	PD - ink 219642055	01-5-500501.00 ADMINISTRATION	12.75	-----	--/--/--
WBMASON W.B. MASON CO., INC.	04/26/21	Ribbon for time clock 219713364	01-5-704413.00 TOOI	20.35	-----	--/--/--
WBMASON W.B. MASON CO., INC.	04/29/21	B & G time clock 219819443	01-5-704413.00 TOOI	285.98	-----	--/--/--
WBMASON W.B. MASON CO., INC.	05/06/21	DPW & TS supplies 220009787	01-5-703507.00 SUPPLIES	27.00	-----	--/--/--
WBMASON W.B. MASON CO., INC.	05/06/21	DPW & TS supplies 220009787	01-5-705515.00 ADMINISTRATION	48.01	-----	--/--/--
WBMASON W.B. MASON CO., INC.	05/12/21	TC - office supplies 220150937	01-5-100610.00 OFFICE SUPPLIES	63.86	-----	--/--/--
AGANWA WAYNE AGAN	05/16/21	PD - badges 884	01-5-500582.00 UNIFORMS	311.54	10241	05/26/21
WINDSORCL WINDSOR COUNTY TREASURER	05/01/21	FY 21-22 tax pmy #1 FY 21-22	01-2-001128.00 DUE TO WINDSOR COUNTY	19026.50	10242	05/26/21
Will post as prepaid expense to: 01-1-004102.00 until next year						
EARTHLINK WINDSTREAM	05/01/21	Ph for departments 73727985	01-5-350531.00 TELEPHONE	40.00	10243	05/26/21
EARTHLINK WINDSTREAM	05/01/21	Ph for departments 73727985	01-5-705505.00 TELEPHONE	37.13	10243	05/26/21
EARTHLINK WINDSTREAM	05/01/21	Ph for departments 73727985	01-5-425127.00 TELEPHONE	40.00	10243	05/26/21
EARTHLINK WINDSTREAM	05/01/21	Ph for departments 73727985	01-5-300531.00 TELEPHONE	40.00	10243	05/26/21
EARTHLINK WINDSTREAM	05/01/21	Ph for departments 73727985	01-5-275531.00 TELEPHONE	40.00	10243	05/26/21

OK

05/21/21  
07:45 am

Town of Norwich Accounts Payable  
Check Warrant Report # 21-23 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 05/26/21 To 05/26/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EARTHLINK WINDSTREAM	05/01/21	Ph for departments 73727985	01-5-005531.00 ADMIN TELEPHONE	40.03	10243	05/26/21
EARTHLINK WINDSTREAM	05/01/21	Ph for departments 73727985	01-5-100531.00 TELEPHONE	40.00	10243	05/26/21
EARTHLINK WINDSTREAM	05/01/21	Ph for departments 73727985	01-5-200531.00 TELEPHONE	40.00	10243	05/26/21
WRIGHTS WRIGHTS SAWMILL, INC	05/06/21	Mulch by bandstand on grn 1	01-5-704201.00 GARDEN SUPPLIES & PLANTS	135.00	10244	05/26/21
WRIGHTS WRIGHTS SAWMILL, INC	05/05/21	Mulch for TH 2	01-5-704201.00 GARDEN SUPPLIES & PLANTS	180.00	10244	05/26/21
Report Total				710274.54		

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 \$ \*\*\*710,274.54  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Becky Grammer  
Becky Grammer

TOWN MANAGER: Miranda H. Bergmeier  
for Herbert Durfee

SELECTBOARD:

- \_\_\_\_\_  
Roger Arnold  
Chair
- \_\_\_\_\_  
Mary Layton  
Vice Chair
- \_\_\_\_\_  
Robert Gere
- \_\_\_\_\_  
Marcia Calloway
- \_\_\_\_\_  
Claudette Brochu

OK

DRAFT Minutes of the Special Selectboard Meeting of  
Wednesday, May 5, 2021 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: Roger Arnold, Chair; Mary Layton, Vice Chair; Marcia Calloway; Robert Gere; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager. Claudette Brochu was absent until 8:07 pm, when she joined the meeting.

There were about 7 people in the audience.

Also participating: Deborah Hannam.

1. Approval of Agenda. Layton **moved** (2<sup>nd</sup> Gere) to approve the agenda. Friendly amendment by Arnold (2<sup>nd</sup> Calloway) to add to the agenda discussion about setting next meeting's agenda. **Motion approved (4 yes – Brochu absent).**

2. Public Comment. Deborah Hannam said she wants the SB to seriously consider public safety and the correct staffing level for the Norwich Police Department.

3. Capital Budget Work Plan. SB members discussed their ideas, approaches, and priorities for the capital budget. SB members discussed the roles of town department heads. SB members discussed the relative merits and drawbacks of saving for large town expenditures versus bonding. SB members discussed the existing ongoing efforts of the Article 36 Task Force and the Childcare Committee, police department strategy/future, and affordable housing. SB members discussed the seven bullet points listed in the meeting packet, which are:

- understanding of social media policy (with possible amendments), including use of Town's website and other designated websites;
- Code of Ethics
- yearly training in conflict of interest and OML policies
- rules of procedure and conduct for committee meetings
- training in agenda setting
- understanding procedures or expectations for soliciting grants, proposing budget recommendations and projects
- expectations for posting of agendas/minutes, scheduling remote and in-person meetings, and procedures for interacting with the Town Manager's office

SB members agreed to address and discuss each of the points at future meetings.

4. 2021-22 Goals. SB members discussed possible goals for FY2022. Among the possibilities were: updating the personnel policies, standardizing the committee procedures, animal ordinance, and town website issues.

\*Claudette Brochu joined meeting at 8:07 pm.

5. Reauthorization of the MOU for the Norwich Finance Committee with the Norwich School Board. Layton **moved** (2<sup>nd</sup> Gere) to table the decision to ratify the Memorandum of Understanding between the Norwich Selectboard and the Norwich School Board regarding the Norwich and Dresden Finance Committees, as included in the Selectboard meeting packet, until such time as we have a

quorum of Finance Committee members. **Motion approved unanimously.**

6. Adjourn. Gere moved (2<sup>nd</sup> Calloway) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 9:19 pm.

By Miranda Bergmeier

Approved by the Selectboard on \_\_\_\_\_, 2021

---

Roger Arnold  
Selectboard Chair

Next Meeting – May 12, 2021 – Meeting at 6:30

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

Miranda Bergmeier

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**From:** Marcia Calloway <msbcalloway@gmail.com>  
**Sent:** Monday, May 10, 2021 5:23 PM  
**To:** Miranda Bergmeier; Roger Arnold  
**Subject:** Fwd: Selectboard Draft Minutes for 5-5-2021

Hello Miranda,

I believe the last sentence of paragraph 3 in the 5/5/2021 Draft Minutes may actually refer not to Capital Budget but rather to Selectboard oversight of commissions and the like. It currently says:

"SB members discussed the seven bullet points listed in the meeting packet, which are: • understanding of social media policy (with possible amendments), including use of Town's website and other designated websites; • Code of Ethics • yearly training in conflict of interest and OML policies • rules of procedure and conduct for committee meetings • training in agenda setting • understanding procedures or expectations for soliciting grants, proposing budget recommendations and projects • expectations for posting of agendas/minutes, scheduling remote and in-person meetings, and procedures for interacting with the Town Manager's office."

I think it should more correctly be a separate paragraph relative to those issues about committee work which Roger brought up in his memorandum to the board. Suggested language for a new paragraph, numbered 4:

4. Town Committee Work discussion. The Selectboard discussed the need for a committee handbook which include topics such as • understanding of social media policy (with possible amendments), including use of Town's website and other designated websites; • Code of Ethics • yearly training in conflict of interest and OML policies • rules of procedure and conduct for committee meetings • training in agenda setting • understanding procedures or expectations for soliciting grants, proposing budget recommendations and projects • expectations for posting of agendas/minutes, scheduling remote and in-person meetings, and procedures for interacting with the Town Manager's office."

Many thanks,

Marcia

----- Forwarded message -----

From: **Miranda Bergmeier** <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)>

Date: Mon, May 10, 2021 at 2:39 PM

Subject: Selectboard Draft Minutes for 5-5-2021

To: [norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org) <[norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)>

... have been posted at <http://norwich.vt.us/wp-content/uploads/2021/05/draft-minutes-050521-Spec-Mtg.pdf>

Miranda Bergmeier

Assistant to the Town Manager

Town of Norwich

P.O. Box 376

Norwich, VT 05055

802-649-1419 x101

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(3)

DRAFT Minutes of the Selectboard Meeting of  
Wednesday, May 12, 2021 at 6:30 pm

This meeting was conducted via teleconference using ZOOM, in order to maintain appropriate physical distance under COVID-19 precautions. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 15 people in the audience.

Also participating: Stuart Richards, Brie Swenson, Linda Cook, Matt Swett, Cheryl Lindberg, Jaan Laaspere, Sharon Racusin, Robyn Mosher, Bob Stevens, Amy Stringer, Charlotte Metcalf, Zay Gamez.

1. Approval of Agenda. SB members agreed to defer agenda item #10 (Fit-up Costs for F550 Purchase) to a future meeting. Brochu **moved** (2<sup>nd</sup> Layton) to approve the agenda, as amended. **Motion approved unanimously.**
2. Public Comment. Stuart Richards asked about the timing of the #9 agenda item (re: Policing). Arnold said he would strictly adhere to time limits on agenda items, as posted, and will ask the SB to reorder agenda items if necessary to address #9 at the posted 8:00 pm timeframe.
3. Consent Agenda. Brochu **moved** (2<sup>nd</sup> Layton) to approve the consent agenda. **Motion approved unanimously.**
4. Town Manager's Report. Durfee said the DPW Equipment Operator position has been filled with a promising hire. We have advertised for the Finance Director opening and Durfee is working with Robert Half employment agency to potentially bring on an additional person into the Finance Office. We are in discussions with the police union to finalize the interim police position. We have received 10 proposals to the IT Services FRP, which will be reviewed by a team, including Rob Gere and possibly Rod Francis. Brie Swenson, Recreation Director, joined the meeting to provide information about the Recreation Department. Swenson talked about the needs of the Rec Dept. as they relate to the DPW's work. DPW maintains the rec fields, distributes picnic tables in parks, installs grills at Ballard, mows rec fields, sets up and tears down the ice rink, maintains Tracy Hall gym, among other activities. Swenson said she relies on DPW help a great deal. Swenson said the tennis courts' projected life span is 40 years; we are at the end of that time and cracks have appeared that need maintenance. The River Valley Club rents tennis courts and that provides revenue to help with the expenses of upkeep. Swenson said she works really well with the current finance office; she has applied to grant funding to pay for day camp and after care and also a natural playground at Barrett. Swenson said that hiring for summer camps is going very well. She said we have benefitted greatly from private donations (over \$100,000 in donations for Huntley, in particular) over the years. Swenson agrees that a structured approach to donations is necessary. Linda Cook asked about maintenance costs resulting from increased use of structures. Swenson said there have been no increases in costs for programs. Brochu asked how waitlists for Rec programs work. Swenson said she sets aside approximately 20% of the available slots for families in some sort of need.
5. Follow-up from Capital Budget Work Plan and '21-22 Goal Setting. Arnold shared his computer screen to show the SB's Trello board with a plan for the SB's work over the upcoming meetings. SB members discussed the schedule for upcoming work. Matt Swett said the Fire Department has received a bid that will expire on June 2, 2021 if not acted on before that. If the bid

expires, then the price would likely go up significantly. Swett requested that the SB take up the issue of the Fire Department purchase at the SB's May 26, 2021 meeting.

6. Presentation of Purchasing Policy Revisions. SB members discussed draft revisions to the town's purchasing policy. Brochu **moved** (2<sup>nd</sup> Layton) to accept the first reading of the Purchasing Policy, as revised and included in the Selectboard meeting packet. **Motion approved unanimously.**

7. Presentation of Gift Policy Revisions and Issues. SB members discussed work thus far toward developing a gift policy. SB members discussed relative merits of unrestricted, versus restricted, gifts and also the possibility of barring gifts to certain town functions where a gift could pose possible conflicts of interest. SB members agreed to re-order the agenda to move to the policing discussion next, after a 10-minute break. Cheryl Lindberg reminded the SB about the role of the Trustees of Public Funds.

8. [Moved to later time in meeting]

9. Discussion of Policing Plan and Community Discussions. Arnold said that on April 28, 2021 the SB voted to affirm the appointment of Keeling as Interim Police Chief and take 6 months to conduct public discussions about policing. Durfee said he is working on ironing out the details of elevating Keeling to the Interim Chief position; he has a meeting tomorrow toward that end. Durfee is also working on a way to provide coverage for 4 officers, but he also needs to work with the police union to arrange for that. Stuart Richards said he feels it's important to have full police department (PD) coverage and wonders how long it will be before we have full coverage. Durfee said all normal shifts are currently covered. Jaan Laaspere said we had a very satisfactory chief before Chief Frank left. We wondered why we are seeking to fix something that wasn't broken. Sharon Racusin said she thought Frank's resignation was the perfect time to figure out what our policing needs are. Robyn Mosher said she thinks we should go forward with restoring full police staffing. Bob Stevens said the town as a whole needs to speak on this policing issue, not only a small group of residents. He'd like to see a town-wide vote and wonders how soon a town vote can happen. Amy Stringer asked if Chief Frank said, upon leaving, there were any problems with the PD or with the police union. Arnold asked fellow SB members what the SB wants to do next on this issue and when. Brochu said she'd like to conduct a repeat of the 2007 process, including facilitated discussions and community conversations and interviews with peer departments in other towns. Layton agreed and said we need to consider equity "font and center" and consider the needs and concerns of communities of color. Brochu said we need to acknowledge our unconscious biases. Gere talked about the 2007 process and said it was a year-long process where we only have 6 months. Calloway said she thinks we need to honor the town's advisory vote regarding a 4-officer PD. Brochu said we need more analysis and understanding of police calls data. Robyn Mosher suggested that we be sure to include members of the community who are people of color and LGBTQ so we will have the benefit of their experiences. SB members agreed to submit memos for the next SB packet explaining their ideas on how to proceed with this process. Charlotte Metcalf said this conversation has become richer because more people have become involved. Stuart Richards referenced police statistics in the Annual Town Report. Zay Gamez spoke against community policing and in favor of the upcoming process to examine policing in Norwich.

8. SB members discussed proposed revisions to the Fund Balance Reserve Policy. SB members agreed to talk more in the future about establishing a transportation fund.

10. [Deferred to a later meeting]

11. Equipment Safety Grant for Norwich Fire Dept. Durfee said this is an annual grant opportunity.

Matt Swett explained that this grant is to help purchase PPE for the Fire Department. Brochu **moved** (2<sup>nd</sup> Layton) to approve the expenditure of up to \$3,999.50 from the Fire Department Equipment designated fund for the town's share, under the terms of an anticipated VLCT PACIF grant, for the cost for PPE jackets and pants and to authorize the Town Manager to apply for said grant. **Motion withdrawn by Brochu and Layton** after discussion about confusion regarding the amount of money actually needed in order to make the purchase. SB members agreed to take up the issue again at a future meeting, after the proper amount has been determined.

12. Town Manager Improvement Plan (Executive Session). SB members agreed to take up re-order agenda item #12 and take up agenda #13 first.

13. Response to Katucki Complaint. Durfee explained that the town's attorney will prepare a response to Katucki's complaint/lawsuit. Layton **moved** (2<sup>nd</sup> Gere) to authorize the Selectboard chair to work with the town manager and town's attorney on a response to the complaint filed by Chris Katucki and to effect a cure, as appropriate. **Motion approved unanimously.**

12. Executive Session to Discuss Town Manager Improvement Plan. Layton **moved** (2<sup>nd</sup> Gere) to enter executive session under 1 VSA §313(a)(3) to discuss the Town Manager performance improvement plan, and to invite the Town Manager to join said executive session. **Motion approved unanimously.** The SB moved into executive session at 9:48 pm.

Brochu **moved** (2<sup>nd</sup> Layton) to enter public session. **Motion approved unanimously.** The SB moved into public session at 10:26 pm.

14. Adjourn. Brochu **moved** (2<sup>nd</sup> Gere) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 10:26 pm.

By Miranda Bergmeier

Approved by the Selectboard on \_\_\_\_\_, 2021

\_\_\_\_\_  
Roger Arnold  
Selectboard Chair

Next Meeting – May 26, 2021 – Meeting at 6:30

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

**From:** claudette brochu <cbrochu30@gmail.com>  
**Sent:** Tuesday, May 18, 2021 10:23 PM  
**To:** Miranda Bergmeier  
**Cc:** Roger Arnold  
**Subject:** additions/changes to minutes 5/12/21

Under #4: There was significantly more discussion with Brie than is reflected in the minutes. I am not sure how we can capture the actual discussion but feel we need to do so. Perhaps add a link to the minutes to the YouTube or CATV video for that segment?

Under #5: Add last sentence-the majority of the board agreed to add the FD truck purchase on the next agenda.

Under #7: After this sentence- '**SB embers discussed relative merits of unrestricted, versus restricted, gifts and also the possibility of barring gifts to certain town functions where a gift could pose possible conflicts of interest.**' Add-Calloway stated she found multiple statutes related to gifts. She will share the relevant statutes with the board.

Typos: above bolded sentence-"embers" should be "members".

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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..

Miranda Bergmeier

**From:** Larry Wiggins  
**Sent:** Wednesday, May 19, 2021 12:01 PM  
**To:** Herb Durfee  
**Cc:** Becky Grammer; Masaki Schuette; Miranda Bergmeier  
**Subject:** 2021 Ford F550 Body, Plow, Wing, Sander and Controls Project Bid Evaluation  
**Attachments:** RE: F550 big evaluation

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

After discussion with the two bidders regarding precisely what is included, not included, or an option with regard to their bid proposals on the above referenced project, the Public Works Dept is recommending a contract award to Viking - Cives of Williston, Vermont in the amount of \$58,200 (please reference the attached Bid Evaluation Sheet for actual bid comparison).

The apparent low bidder at the bid opening was HP Fairfield with a bid of \$57,400 vs Viking-Cives' bid of \$60,400, however with closer bid evaluation (looking at the various options and deducts), Viking- Cives is actually the lowest responsive bid.

Some key factors in the evaluation are:

1. HP Fairfield's Option 2 more closely meets the Town's bid package requirements compared to HP Fairfield's Option 1, however, Option 2 still does not meet several of the bid package specifications. The Total Project Cost (for Option 2) is \$58,400.
2. Viking – Cives meets all the bid specifications with one exception (a low oil system shutdown) and the Total Project Cost is \$58,200 after the \$2,200 deduct for the base spreader control system.

My budget request (reference my email dated 05/20/20) was for \$109,000 (Total amount estimated for the Ford F550 cab and chassis with body, plow, wing, sander and controls).

The Ford F550 cab and chassis invoice amount is \$49,126.

Funds available for Body, Plow, Wing, Sander and Controls after F550 cab and chassis purchase: (\$109,000 – \$49,126) = \$59,874

Viking-Cives bid proposal = \$58,200

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

**Town of Norwich, VT**  
**2021 Ford F550, Body, Plow, Wing, Sander and Controls Project**  
**Bid Evaluation**

5/10/2021

		VIKING CIVES	HP FAIRFIELD	
			MG - Option 2	EVEREST- Option 1
1	Combination live/dump body, front plow, wing, sander and ground speed control system installed on 2021 Ford F550 cab and chassis, completely operational and in accordance with the contract specifications* *Bidder shall attach the bidder's Project Specifications Agreement/Deviations List to Proposal. Bidder shall also provide the name and model of the materials application ground speed control system included in bid here.	\$58,200.00  (Including \$2200 deduct)	\$58,000.00	\$57,000.00
2	Manuals for all installed items - both operational and service manuals including materials application ground speed control system per bid documents	\$0.00	\$0.00	\$0.00
3	Onsite at Norwich Public Works - calibration of sander and crew training	\$0.00	\$400.00	\$400.00
4	24/7 Technical Support onsite and via phone, email, fax, etc. for one year from date of onsite calibration and training	\$0.00	\$0.00	\$0.00
5	Miscellaneous work required by the contract but not Itemized on the proposal form	\$0.00	\$0.00	\$0.00
6	General Conditions	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$58,200.00</b>	<b>\$58,400.00</b>	<b>\$57,400.00</b>

MEMO  
May 21, 2021  
From: R. Arnold  
To: Selectboard Members  
Re: Scope of analysis for police study in Norwich

Recent departure of leadership in the police department, public comments from the community, and national conversations on policing have informed my comments below.

I am particularly interested in learning from organizations, perspectives, and studies that were not available or else not centered in previous community studies on policing in the early and mid 2000s.

Scope of Police Review

**Review existing department data to understand what our current model of policing in Norwich looks like.**

- To the extent deemed advisable by the Town Manager, include a document and data review using tracer methodology. In such a review, the purpose of the tracer methodology or audit would not be to address the individual incidents from each data point but to instead gain understanding and context for the data by learning more about the kinds of situations that lead to their categorization.

**Develop a process to hear and learn from community organizations**

- Identify stakeholders and stakeholder questions in the fields of mental health, child protection, addiction and recovery supports, advocacy organizations to learn how they meet community needs and the scope of their interactions and collaborations with the police

**Critically analyze the capabilities and the expertise of the Norwich Police Department and determine where responsibilities can be shifted, if applicable**

- Learn about possible alternative response strategies for community concerns:
  - Learn an understanding of non-police response strategies to address emergency behavioral health and social service needs for all living and passing through Norwich.
  - Develop possible non-police response strategies or create new capacities for Town ordinance violations and “nuisance complaints,” such as off-leash dogs.
  - To the extent applicable, identify policy that supports police officers in distinguishing behavioral health crises from threats to community safety
  - Become aware of new technologies in traffic enforcement and their role in assisting in impartial policing



- More meaningfully engage with nearby municipalities to create regional, multidisciplinary, community teams able to respond to crisis situations with complex causal factors. An adopted regional model may include:
  - Advanced training for dispatch to appropriately triage behavioral health and social service calls
  - A regional network of clinical staff and medical first responders able to initiate contact, assess, de-escalate, and provide transport for people who are intoxicated, mentally ill

### **Ensure that the Police Department understands and meets community safety needs**

- Citizens, Town Officials, and police department must understand the impacts of historic, systemic racism on current policing practices. This is not the same as anti-bias or anti-racist training, which may happen in addition to, but not instead of, training on systemic racism.
- Cultural responsiveness and humility with diverse populations (LGBTQ+, elderly, people with DD/ID, non-English speakers).
- Training that ensures compliance with Norwich's adopted enhanced fair and impartial policing policy
- Make an ask of school community and School Board to affirm or define so-called community policing models or any other operating procedures or programmatic outputs that involve school-aged children

### **Adopt practices that maximize transparency and public information to the Norwich Police Department**

- Ensure compliance with 2020 Selectboard policy on the posting of Police Standard Operating Procedures and Key Department Directives onto town website

### **Operational and capital budgeting as they relate to current policing practices**

- Determine what capital budgeting items are a question of policy (i.e body cameras) vs. what must be funded as part of having a police department

### **Possible Commitments**

- Board will commit resources to convening experts from different areas of relevant expertise both nationally and locally, to the extent applicable and possible, during warned special meetings. Meetings will follow the Board's Rules of Conduct for Regular and Special Meetings.

- Town Manager with Board will identify, select, and commit resources for facilitated community conversations, ideally someone with identifiable expertise in facilitation and ideally from outside the immediate Norwich community. Community conversations should include
- The Town of Norwich may consider community members for committee assignments on one or more areas of research or topics, but I otherwise question the efficacy of assigning the full scope of reform efforts to a committee structure
- The Town of Norwich should participate in a community health needs assessment and equity and inclusion survey parallel to this work on policing. “What does public safety look like?” is a question that has broader meaning beyond policing.

#### Work Products

- Create page on town website for the purposes of keeping members of the public informed on reform efforts
- Recordings and presentations from convened experts
- A data-driven summary or addendum for policing reports that were produced from early 2000s.

#### Key Dates

- June 9, 2021: goal date for interim staffing solution. Board will finalize scope of policing review, define commitments and resources, and decide on work products.
- December 2021: end of six-month period, the suggested period of time for review
- March 2022: Town Meeting Day

To: Selectboard  
From: Marcia Calloway  
Date: May 21, 2021  
Re: Policing in Norwich

The brief from Roger Arnold, Selectboard Chair, was to write a memorandum to the Selectboard to summarize what we have been hearing, reading, and thinking about policing in Norwich. To do that, I looked at community comment, state law, state news, federal information about rural policing, and academic literature on the issue of crime, race and policing in urban context. Due to length, I present this with conclusions first, then recommendations, then the information from which I determined the conclusions and recommendations.

What I conclude:

1. Currently and historically, Norwich is concerned with safety as well as justice for all. As a community in the U.S., Norwich citizens understand they are not immune to any of the ills of society, and no one wants to see another person, anywhere, victimized by anyone for any reason. This includes everything from violent break-ins on the outer edges of town, to descriptions of police interactions which individuals found perhaps unwarranted or targeted or somehow threatening. Indeed, this also includes the type of recent event reported by Roxana Sharlet which involved a failure of community residents to care for one another when they witnessed something wrong happening in front of them.
2. When Norwich reviewed policing in 2007, there was not such an awareness of the broader social justice issues now being actively discussed all over the nation. However the Norwich Police Services Committee (“NPSC”) made some recommendations that are still recommended by at least one scholar, i.e. Community Policing and community involvement are best practices. The NPSC further recommended the appointment of “an advisory committee to serve as a sounding board, help advise the Police Chief and Selectboard, and thoroughly vet questions of public safety,” and they identified two towns (Brattleboro and Hinesburg) having such public safety committees in place.
3. State law appears to require a police chief being appointed even if there is only one police officer in the town police ‘force.’ Unfortunately, there appears to have been a conflation of understanding about a ‘chief’ and ‘an officer.’ The current police issue is not about whether there is a chief or not – there must be a chief. Rather, the facts are (a) Norwich decided on 4 officers in 2006; (b) Norwich has had 4 officers since 2007; (c) one officer left the force in 2021 and she just happened to also be the chief. The issues before us now are: (I) whether or not we hire another officer to replace the officer who left, so that we continue to have 4 officers; and (II) what should policing in Norwich look like going forward.
4. Nothing I have read recommends eliminating police. On the contrary, there seems to be consensus that elimination of that critical public safety structure is understood to cause destabilization of communities and increases in crime. However, successfully safe communities appear to need a combination of police using the Community Policing model, with some form of additional community involvement.

What I recommend:

1. Hire another officer to bring the force back to four (4) officers. Per state law, one of them will serve as “chief.”
2. As discussed in multiple Selectboard meetings, the Selectboard should facilitate a community-involved review of Norwich policing. That review should start with a thorough understanding of the 2007 NPSC report. However, rather than replicate the same form of report, the Selectboard should appoint a Community Policing Committee (“CPC”) with
  - a. A citizen-informed charge from the Selectboard including
    - i. to review and consider what the policy of Community Policing should mean for Norwich. It may not mean that police wearing guns visit the school, for example, but it may mean that the community is able to identify collaborative interactions which ensure that the police and the community members know each other and work together to ensure safety and justice for all.
  - b. Six (6) members appointed by the Selectboard to include

- i. Two Selectboard members
- ii. Two Norwich residents who oppose replacing the vacant officer position – those two members shall seek out input from similarly-minded residents
- iii. Two Norwich residents who advocate for replacing the vacant officer position – those two members shall seek out input from similarly-minded residents

The purpose of a six (6) member Community Policing Committee (“CPC”) will be to require a negotiated consensus of agreement about the expectations for successful police/community interaction. The CPC meetings would conform to all Open Meeting Law requirements.

3. Follow the recommendation of the NPSC for the Selectboard to
  - a. Immediately appoint an advisory committee, the Norwich Selectboard Police Advisory Committee (“SPAC”) to include at least three Norwich citizens and one Norwich police officer. The Selectboard charge to SPAC should include:
    - i. The SPAC would be expected to receive and/or solicit citizen input on a routine basis and possibly in response to events such as the one highlighted by Roxana Sharlet.
    - ii. Any SPAC meetings would conform to all Open Meeting Law requirements.
    - iii. Once a month SPAC would be included on the Selectboard agenda for the purpose of airing and/or taking action on issues identified by either the SPAC members or the Selectboard, and for making public announcements of any changes in law or police policy which could affect the residents and general public.
  - b. Establish policies – Consistent with state law<sup>1</sup>, the Selectboard will establish general policies, to be enacted by the police department in conjunction with the results of the CPC agreement and in on-going consultation with SPAC, including on-going review of what is working, what is not working, what duties might better be removed from police responsibilities such as a technology to enforce speeding violations and so on.

#### Basis for recommendations and conclusions

#### What I have heard from the community:

- Many members of the community have written the Selectboard and spoken at meetings against the hiring of a ‘police chief.’ The specific number of people can be found by looking at the Selectboard packets showing correspondence sent in, and the minutes of Selectboard meetings.
  - The concerns we heard have primarily mirrored the concerns being expressed nationally about ‘over policing,’ ‘militarized’ or aggressive policing, and the risks to and feelings of some members of the community about policing in general.
- Many members of the community have written the Selectboard and spoken at meetings in favor of hiring a ‘police chief.’ The specific number of people can be found by looking at the Selectboard packets showing correspondence sent in, and the minutes of Selectboard meetings.
  - These concerns have included the feeling that the former police chief had done a good job invoking “Community Policing” as a policy which was decided by the town several years ago; and some people shared concerning examples of their own experience with actual crimes such as at least two ‘terrifying’ break-ins in their homes.
- We have been reminded about the community history regarding police decisions:
  - On March 6, 2007, there was an “Advisory” article on the ballot for town meeting, which resulted in a vote for four (4) police officers.
  - In April 2007, based on concerns which prompted the Advisory article, a committee (the Norwich Police Services Committee or “NPSC”) was convened to undertake an extensive review of the police force size and policy in 2007, and a report was generated. The report can be found in the Selectboard packet for May 12, 2021. The committee’s Findings and Recommendations begin on packet page 40.

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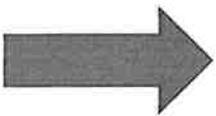
<sup>1</sup> 24 VSA 872(a)

- Wisely looking first at statutory responsibilities, the committee concluded and recommended, among other things:
  - “The law ... is very clear. In a town such as Norwich, with the town manager form of government, the selectboard establishes policy and appoints the town manager. The town manager is accountable to the selectboard, is an employee of the selectboard and is responsible for the day-to-day running and administration of the town. The police chief is appointed by the town manager, is accountable to the town manager for financial and human resources-type issues (e.g. vacation days, salary) but has a tremendous amount of autonomy in running the police department.” Report, packet page 40
  - “We... recommend that the selectboard, with input from Norwich residents, establish general policies, to be enacted by the Police Department, on topics such as enforcement of traffic and trucking laws, treatment of juveniles by the Department, visibility of officers, forums on police related issues and, public announcement of changes in police policy. The NPSC, in the course of this report, has made many suggestions for such policies and urge that the selectboard establish a vehicle for ongoing discovery of information on this subject from town residents. “Many members of the NPSC as well as town residents suggested the implementation of an ombudsperson or grievance committee to address those questions for which there is not a satisfactory answer found between the Police Department and an individual town resident or group of residents .... There are serious legal impediments to the formation of such of committee. (See interview with Dominick Cloud included in Appendix c.11.) The Selectboard could, however, appoint an advisory committee to serve as a sounding board, help advise the Police Chief and Selectboard, and thoroughly vet questions of public safety .... Brattleboro and Hinesburg both have such public safety committees in place.” Report, packet page 42.
  - “The Committee [recommended] the adoption of the Community Policing model for Norwich. Compared to the traditional "enforcement model" (the one with which Norwich [was using] ... and with which there [was] strenuous disagreement from town residents), the community Policing model puts the stated needs of town residents above a myopic concern with the enforcement of laws. This does not suggest a policy of lawlessness but rather an interest in discovering the priorities of town residents and having police behavior concentrate on enactment of those desires *within the requirements of the statutes.*” Report, packet page 43.

What I am reading:

- State Law

- Apparently a police chief is required if there is a police force. See 24 VSA 1931 Police Officers
  - (a) The legislative body, and in its stead, the town manager, when appointed pursuant to chapter 37 of this title, of a municipality as defined in section 2001 of this title may establish a police department and appoint police officers and a chief of police who shall be a police officer. Such legislative body or town manager may temporarily appoint qualified persons as additional police officers when necessary, or appoint qualified persons as temporary police officers in the event no police department is established, shall specify the term and duties of such officers, and may fix their compensation, which may be paid by the municipality. They shall be sworn and shall hold office during good behavior, unless sooner removed for cause, or in the case of temporary police officers, for the term specified. Such appointment, oath, and removal shall be in writing and recorded in the office of the clerk of the municipality.
  - (b) The direction and control of the entire police force, except as otherwise provided, shall be vested in the chief of police. If the chief of police is absent or disabled, or if the office of chief of police is vacant, the appointing authority may appoint another officer to discharge the duties of the chief of police.
  - (c) The legislative body or town manager shall report the creation of a new police department or the elimination of an existing police department to the Vermont Criminal Justice Council within five working days of the creation or elimination. The report shall include the effective date of creation or elimination, the mailing address for the police department, and the name of the appointed police chief. (Amended 1969, No. 282 (Adj. Sess.), § 3; 1971, No. 194 (Adj. Sess.), § 1; 2009, No. 14, § 2.)



- State news about police discussions:
  - Policing is an issue again in the forefront of both national and state news. One local and relatively recent article describes the debate in the largest Vermont municipality.
    - “Cut the Police: The Bid to Slash Law Enforcement Funding in Vermont,” June 16, 2020, describing the debate in Burlington and noting both the calls around the state for reconfiguration or funding cuts for police, and the stated needs for police protection. Found here: <https://www.sevendaysvt.com/vermont/cut-the-police-the-bid-to-slash-law-enforcement-funding-in-vermont/Content?oid=30613964>
- Federal information about rural policing issues:
  - Trying to find information about rural issues, the U.S. Department of Justice, Office of Justice Programs, March 20, 2020, created a report of listening sessions with rural law enforcement stakeholders to discuss concerns, challenges and needs. They concluded, among other things:
    - “Rural law enforcement agencies face increasing rates of crime and disorder – and often have dwindling resources with which to combat them.” See <https://bja.ojp.gov/news/conversations-rural-law-enforcement-leaders-volume-1> with link to summaries.
- Academic literature on the issue of crime, race, policing in the context of urban areas
  - Not having time to do a thorough investigation for all recent scholarship, I looked for a current scholar who was considering how the issues of policing have evolved and what solutions might be considered. I found Patrick Sharkey, Sociologist, Princeton.
  - Patrick Sharkey, Stuck in Place: Urban Neighborhoods and the End of Progress toward Racial Equality, U. Chicago Press, 2014
    - “There is minimal concrete evidence on how to support organization, social capital, and institutional strength within communities, but an array of formal and informal approaches have been proposed. As a starting point, public spaces like parks, school buildings, and even sidewalks must be maintained and monitored, so that crime is less of a threat, signs of physical disorder are less prevalent, and public spaces are open to all segments of a community. Policing strategies such as community policing, and linkages between the police and other key institutions in a community, such as the church, can serve to alter the role of the police so that they are seen as partners within a community as opposed to adversaries.” *Id.* at 182
  - Patrick Sharkey, Uneasy Peace: The Great Crime Decline, The Renewal of City Life, and The Next War on Violence, Norton, 2018
    - Referring to the deaths of Eric Garner, Michael Brown, Tamir Rice, Walter Scott, Freddie Gray, Sharkey says “These deaths are not independent, isolated incidents. They are only the most visible examples of a national approach to confronting violent crime, and the larger problem of urban poverty, in the nation’s poorest, most segregated neighborhoods. This approach began at the tail end of the 1960s, when the United States abandoned its efforts to confront urban poverty with a campaign focusing on justice and investment and settled on an alternative strategy that relied heavily on the police and the prison. Since then, police departments nationwide have been bolstered by growing federal and state funding and emboldened by a policy of aggressive, zero-tolerance policing that targeted low-income communities of color. The rise of intensive policing was accompanied by increasingly punitive criminal justice policies and more aggressive prosecution of offenders, leading to historically and internationally unprecedented levels of incarceration.” *Id.* at xx.
    - In the 1990s the New York model of “‘fixing broken windows’ evolved into the practice of arresting every potential troublemaker in sight.” *Id.* at 154. That model “was replicated across the country. Since 1990, as crime declined nationally, the arrest rate for major crimes...plummeted.... Police took over public spaces and became a constant, sometimes menacing presence in low-income communities of color.” *Id.* at 155.
    - In the 2000s, the New York police commissioner shifted that policy to limit the need for aggressive enforcement: “The essence of the police role in maintaining order is to reinforce the

informal control mechanisms of the community itself.” *Id.* at 156. Sharkey identifies three steps to that reality:

- “make sure that the efforts of police officers and their supervisors are aligned to achieve a goal that is broader than reducing crime.” *Id.*
- “reorient policing toward the goal of rebuilding trust between police and the communities they serve. *Id.* at 157. “Funding is necessary to implement new training and to allow departments to hire new officers whose role is not to enforce the law but rather to build relationships with community residents...Community policing...” *Id.* at 158
- “acknowledge the role that police have played in reducing violence, and to double down on proven methods of controlling violent crime without targeting entire communities.” *Id.*
- Regarding community involvement, “Programs relying on community engagement tend to draw in a small number of residents with a remarkable commitment to the neighborhood, people who work tirelessly for the collective good. These programs may generate positive changes and bring residents together for feel-good events designed to strengthen the community – but over time, programs that rely on residents’ time and effort tend to run out of steam, ...” *Id.* at 174.
  - “Maybe the answer [to why these efforts run out of steam] is obvious: (1) organizing to confront violence takes lots of time and effort; (2) this time and effort usually is not compensated; and (3) much of the value derived from the effort goes to people outside the community.” *Id.*
  - “perhaps it is time to develop alternative, complementary approaches to generating informal social control...time to create a new entity to ‘protect and serve’ residents, one that is created from the community, and one that is compensated for performing the enormously valuable work of keeping the city safe.” *Id.* at 175.
- Conclusion, “we must move beyond the narrow call for reforms of policing and the criminal justice system. The nation is at risk of experiencing a new wave of rising violence. ... if violence begins to rise, the consequences of urban inequality will become much more severe....The police play a crucial role in the effort to maintain social order, but their role has to shift. ... The war on violence – with all its tremendous physical, emotional, social, educational, and financial costs – starts with investment.” *Id.* at 185.
- Patrick Sharkey, “Why do we need the police?”, *The Washington Post*, June 12, 2020 <https://www.washingtonpost.com/outlook/2020/06/12/defund-police-violent-crime/?arc404=true>
  - “The calls to end policing as we know it contain a sort of trap. The best evidence we have makes clear that police are effective in reducing violence, and without designating some group to combat this problem, efforts to weaken them through budget cuts — “defund the police” — are likely to have unanticipated consequences and to destabilize communities. In many cities this is likely to lead to a rise in violence. And research shows that, when violence increases, Americans of all races become more punitive, supporting harsher policing and criminal justice policies. That’s how we got to this point.”
  - “Those who argue that the police have no role in maintaining safe streets are arguing against lots of strong evidence. One of the most robust, most uncomfortable findings in criminology is that putting more officers on the street leads to less violent crime.”
  - “Police are effective at reducing violence, the most damaging feature of urban inequality. And yet one can argue that law enforcement is an authoritarian institution that historically has inflicted violence on black people and continues to do so today.
  - “it is not hard to envision a place where police officers are confined to [responding to crimes] — and otherwise serve as backup to outreach workers, counselors, mediators, social service providers, unarmed traffic safety agents and EMTs, becoming involved only if the first responder requests assistance or an arrest.”

Memorandum  
Date: May 19, 2021  
Subject: Town of Norwich Police Service Conversation  
From: Mary Layton  
To: Norwich Selectboard  
CC. Herb Durfee, Miranda Bergmeier

Hi All,

I would like to see monthly “panels” of experts in a Town Hall format with presentations by the panels and conversation from the community. If the “six month” hiring hiatus started in April, and considering that we are getting organized now, I would like to consider convening these events in June, July, August, and September. I think they should be Special Meetings of the Selectboard that are stand-alone events.

The topics I would like to consider are based on these questions:

Can Norwich build on its concept of “community policing” to broaden it so that a new concept of community includes building trust and communication with populations that have been historically and presently marginalized by interactions with police?

What are incidents and events that require police intervention?

What are incidents and events that could be handled by social service agencies? What is the availability and cost of such social service intervention?

What are stories of persons who have not been well served by police in our community?

What aspects of prevention of crime are fostered by police vs. social service agencies?

What are the pros and cons of technological solutions to problems such as speeding?

Is it fair to recognize that there are limits to mitigation of such problems as drug addiction that lead to crimes such as burglary, child abuse, domestic abuse, traffic accidents, assault; in terms of police intervention, mental health services, sentencing, legal services? Are we expecting police to solve greater systemic societal issues that are beyond the scope of their jobs?

I would like to form up panels from these type of people: police, social serve agency members, prosecutors, public defenders, BIPOC people, LGBTQ persons, doctors.

To: Norwich Selectboard, Town manager

From: Claudette Brochu

Subject: Policing assessment strategy

May 17, 2021

.....  
**Background:** With the resignation of Chief Frank, there have been discussions on how best to address the vacancy. Multiple Selectboard meetings, Listserve postings, as well as individual communications to Selectboard members, has exposed a rift in public opinion. The Board has determined that an Interim Plan be implemented while simultaneously conducting an assessment of the policing needs in town. The last assessment of policing needs occurred in 2007 with a follow-up report provided in 2009. In the ensuing years, and our town has changed. A new assessment of policing needs and practices is overdue.

I would urge everyone to keep an open mind as we move forward with this process. We, the Town, may decide to follow the plan in place or decide to move in a different direction. In the interim, significant changes in policing will not change (see SB minutes from 5/12/21-Town Manager updates).

I have addressed some issues/concerns related to Process below.

**Process:**

**Issue #1:** The Covid-19 pandemic has made public gatherings, as used in either the previous policing needs assessment or the Town Plan discussions, impossible to hold. However, with easing of restrictions for public gatherings, there is the possibility that public gatherings can be held. The question unanswered is whether or not residents will be comfortable attending in-person meetings. I favor the process currently being used for the Childcare Committee and Article 36 Task Force but would expand the public members to 5-7 citizen members.

**Recommendation:** Utilize multi-modal methods to facilitate community involvement. These would include in-person sessions, Zoom meetings, a professionally developed survey soliciting citizen feedback, one-on-one interviews

with police and community members (especially with BIPOC community members). The final determination would be made by the commissioners.

**Issue #2:** How do we, the Selectboard, and residents assure that the information obtained is as unbiased as possible?

**Recommendation:** The use of a facilitator was used in the previous policing study. I strongly recommend that we use a facilitator for all meetings as well as professional assistance with survey development and evaluation of results.

**Issue #3:** How do we encourage residents to participate when many are afraid to speak out in public?

**Recommendation:** A paper survey could help provide the anonymity needed by some residents. Since the survey would be sent to town residents only, the results could be presumed to be submitted by residents.

**Issue #4:** We need call data and other policing data, such as patrol info.

**Recommendation:** The police call data need to be available for review. The data should be presented in a single format. I believe that we have heard that state data differs from town data. Explanations of various categories may need to be obtained. For example, the "Citizen's assistance" category does not break down the nature of the calls. Ditto for "Agency assist". We need detailed information as well as an understanding of what a "typical" day in the life of a Norwich police officer looks like. Especially important is how many calls per week/month/year are calls for services such as mental health support, substance abuse support and other social service requests. We also need to know how much time is spent on motor vehicle enforcement (eg. Speeding/ stop sign violation, etc).

I am sure there are other issues I have failed to address, but this is my initial thoughts.

Claudette



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

To: Herb Durfee-Town Manager  
Town of Norwich Select Board  
Town of Norwich Finance Dept.

Re: Letter of Transmittal for the 2021 VLCT PACIF Grant & Use of the NFD Equipment  
Designated Fund PO# 369524

Date: May 20, 2021

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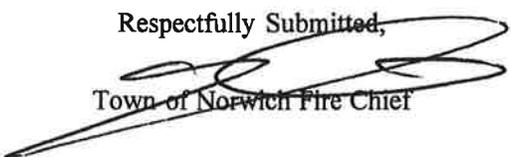
Herb *et al*:

The Norwich Fire Department is looking for approval to spend up to \$8,000 from the Fire Equipment Designated Fund to purchase three new sets of firefighter turnout gear (PPE). The new PPE will be replacing three sets of PPE that are 16 years old and have reached the far end of their reasonable protective life. NFPA 1851 specifies that "the firefighter protective ensemble or ensemble components must be retired from service no more than 10 years from the date the ensemble or ensemble component was manufactured." The cost of the gear may be reduced if the Norwich Fire Department wins a VLCT PACIF grant of which the maximum award is \$1,000.

The upgrade to Norwich FDs structural firefighting PPE from the Fire Equipment Designated Fund:

- PPE Jackets x 3: \$4,658.00
  - PPE Pants x 3: \$3,290.00
- TOTAL  
w/Shipping: \$7,999.00<sup>1</sup>

Info. attached. Thanks for your consideration.

Respectfully Submitted,  
  
Town of Norwich Fire Chief

<sup>1</sup> Figures are "ball-park" and not final price quotes, although there won't be much deviation.

369524

TO: <i>Town Finance Dept.</i>	SHIP TO:
ADDRESS: <i>Tracy Hall</i>	ADDRESS:

REQ. NO.	FOR:	DATE: <i>5-5-21</i>
DATE REQUIRED: <i>5-5-21</i>	HOW SHIP:	TERMS:

<i>7</i>	<i>Globe G-Extreme PPE Turnout Jacket</i>	<i>\$4,658</i>	<i>✓</i>
<i>7</i>	<i>Globe G/PS PPE Turnout Pant</i>	<i>\$3,290</i>	<i>✓</i>
<i>3</i>	<i>Total Jacket and PANTS</i>	<i>\$7,948</i>	<i>✓</i>
	<i>Shipping</i>	<i>\$50</i>	<i>✓</i>
	<i>Order Total</i>	<i>\$7,998</i>	<i>✓</i>

<b>IMPORTANT</b> OUR ORDER NUMBER MUST APPEAR ON ALL INVOICES-PACKAGES, ETC. PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO SHIP COMPLETE ORDER BY DATE SPECIFIED.	PLEASE SEND COPIES OF YOUR INVOICE
	PURCHASING AGENT



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

# QUOTATION

No. : 209123

**Doc. Date :** 05/05/2021  
**Payment Terms :** NET30  
**Valid Until:** 06/05/2021  
**Customer PO:**  
**Salesperson :** Jeff Taylor  
**Page :** Page 1 of 2

**Bill To**

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

**Ship To :**

Chief Alex Northern  
300 Main St.  
Norwich VT 05055

**Globe G-Xtreme 3.0 Jacket + GPS Pant 2021**

3	157	Globe G-Xtreme 3.0 Jacket, Agility * Contains PFAS	724.19	2,172.56
		Color: Gold		
3	62	GXT 3.0 Jacket Liner, Glide ICE 2 Layer	347.27	1,041.81
3	E	GXT 3.0 Jacket Moisture Barrier, Stedair 3000 * Contains PFAS Chemicals	180.29	540.87
3	179703G	Scotchlite Triple Trim, NYC 3"	115.29	345.88
		Color: LY		
3	1910413C	Pocket, #13P-C Radio 2"x 3.5"x 8"	47.81	143.42
		Location: Left Chest		
3	1910564	Self Mic Strap	2.76	8.28
		Location: Above Radio Pocket		
3	N110267	Helmet Snap/Mic Strap/ 2.5 x 9 Holder	23.03	69.10
		Location: Right Chest		
		Flashlight Holder		
33	19721	Letter, 3" Scotchlite	3.00	99.00
		Color: LY		
		NORWICH (Row A)		
		FIRE (Row B)		
3	N110132	Letter Patch, Hanging 5"x 20"	35.02	105.07
		For last names		

Add \$3/letter for last names sewn on hanging letter patch. For planning purposes this quote uses an example of 8 letters per name.

3	THMBLOOP	Nomex Wrister with Black Thumb Loop	11.15	33.45
3	1910506	Reinforcements, Cuffs, Self Material	8.81	26.44
		Color: Gold		

**Subtotal: 1,501.62 \$4,657.88**

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

From: BERGERON PROTECTIVE CLOTHING LLC  
To: Norwich VT Fire Department

Document No. : 209123  
Doc. Date : 05/05/2021

[Redacted Header]				
3	F57	Globe GPS Pant, Agility * Contains PFAS	574.15	1,722.44
		Color: Gold		
3	62	GPS Pant Thermal Liner, Glide Ice 2Lyr	286.77	860.31
3	E	GPS Pant Moisture Barrier, Stedair 3000 * Contains PFAS	144.60	433.79
3	27903	Scotchlite Triple Trim, 3" Around Cuffs	25.16	75.49
3	290105L	Grey Suede Knees	19.31	57.92
3	N2FL102	Silizone Padded Cathedral Knees	35.44	106.32
3	290108	Pant Grey Suede Cuffs		
3	GPSSUS	GPS STD Black Padded H-Back Suspender		
3	2912127	Pocket Divider - Self Material	11.47	34.41
		Location: L Leg		
		Split 1/3 Front, 2/3 back of pocket		
		<b>Subtotal:</b>	<b>1,096.90</b>	<b>\$3,290.68</b>

<b>Subtotal</b>	7,948.56
<b>Shipping &amp; Handling</b>	50.00
<b>Total</b>	7,998.56

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



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

To: Town Manager  
Town of Norwich Select Board

Re: Letter of Transmittal / Authority to Purchase Fire Department Rescue/Pumper

Date: April 5, 2021

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This memorandum is to request authorization for the Norwich Fire Department (NFD) to purchase a new Rescue/Pumper to replace our 2000 pumper and to pay for the purchase with monies from the Fire Apparatus Designated Fund. The lowest compliant bidder is Dingee Machine located in Cornish, New Hampshire.<sup>1</sup> The estimated total purchase price, with recommended options, is \$546,049. As of June 30, 2022, the fire apparatus Designated Fund balance will be approximately \$612,029.

There is also an option of a Lithium-Ion Battery Auxiliary Power and Idle Reduction Unit (APU) costing \$18,000. This would increase the total estimated purchase cost to \$564,049. For comparison, if the current Engine 1, the unit that is normally the first-out, had been equipped with an APU in 2020, diesel fuel use would have been reduced by 67 gallons, which translates to a 25% reduction in fuel consumption.<sup>2</sup>

A total of seven responses to the Request for Bids (RFB) were received with the base bids ranging from a high of \$689,758 to a low of \$534,732. The degree of compliance with the bid specifications varied with the most compliant bid also being the low bid submitted by Dingee Machine. If the proposed purchase is approved and a contract is signed in May 2021, delivery of the new pumper is expected in July 2022 when the current Engine 2 will be 22 years old. The bids were received on February 5, 2021 and the RFB required that the proposal remain in full force and effect for 90 calendar days from the date of the bid opening which is May 6, 2021. Dingee Machine, the lowest compliant bidder, has agreed to extend this for 30 more days to June 5, 2021.

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<sup>1</sup> See pg. 6 of the Town Master Financial Policy

<sup>2</sup> See pg. 12 for a further explanation of APU

The Norwich Fire Department is staffed by a committed group of active and well trained paid-on-call firefighters who dedicate their time and energy to protect and serve Norwich residents at a significant savings<sup>3</sup> to the Town. They are not full-time firefighters and take time away from their family, work and other activities, including during bad weather and in the middle of the night, to serve the community.

Firefighting is a hazardous job and it is important that firefighters have modern firefighting equipment and tools to safely and efficiently perform their duties. The fire department has an aging fleet that does not meet the current safety and emission standards and results in reduced reliability. The NFPA recommends that “. . . fire departments should seriously consider the value (or risk) to fire fighters of keeping fire apparatus more than 15 years old in first-line service.” The newest pumper, Engine 1, is 16 years old, which does not comply with this recommendation. The oldest apparatus of the fire department, Ladder 1, is 31 years old. The new rescue/pumper the fire department now seeks to purchase will replace one that will be 22 years old when replaced and will make their jobs safer and more efficient. Details of these improvements are contained in the attached materials.

The following explanatory and supporting documents are attached to this memorandum.

- Purchase Order
- Bid Process, Evaluation and Recommendation
- Rationale for Current and Future Fleet Composition
- Why Replace Engine 2 Now
- Lithium-Ion Battery Auxiliary Power and Idle Reduction Unit (APU)
- Apparatus Replacement Plan
- Electric Fire Apparatus
- Why the Purchase of a Used Rescue/Pumper is Not Advised
- Request for Bids and Addendum

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<sup>3</sup> For example, one full-time firefighter for one 40-hour shift, with benefits, would cost approximately \$85,000 per year. The FY 22 budget includes \$31,000 for the paid-on-call firefighters.



**New Engine 1 Purchasing Recommendation and Supporting Documents**  
**Norwich Fire Department**  
**April 5, 2021**

Table of Contents

1. Bid Process, Evaluation and Recommendation .....	1
2. Rationale for Current and Future Fleet Composition .....	5
3. Why Replace Engine 2 Now .....	9
4. Lithium-Ion Battery Auxiliary Power and Idle Reduction Unit (APU) .....	12
5. Apparatus Replacement Plan .....	12
6. Electric Fire Apparatus .....	13
7. Why the Purchase of a Used Rescue/Pumper is Not Advised .....	16
8. Request for Bids and Addendum .....	16

**1. Bid Process, Evaluation and Recommendation**

The process began in early 2020 with an evaluation of department needs based on the mission of the department and functions that would increase firefighter safety and operational efficiency. This process was followed by the development of an outline specification and finally the development of the Request for Bids (RFB) package. The RFB was distributed to ten potential bidders on December 17, 2020. As provided for in the RFB a pre-bid conference was held by Zoom on January 5, 2021. A total of ten potential bidders participated in this conference. As a result of this pre-bid conference and subsequent questions asked by potential bidders two clarification addenda to the specification were issued.

A total of seven bids were received by the bid due date of February 5, 2021. A detailed review of the bids received including a comparison with the requirements specified in the RFB was undertaken and the following two tabulations were prepared. The first is a tabulation of the bid prices with the options and the second is a tabulation of the primary features specified in the RFB and the bidder's compliance with those features.

The most compliant bidder was Dingee Machine who also had the lowest price. Dingee Machine is a local small business located in Cornish, New Hampshire and was the company that built the current Engine 1, completed building Engine 2 when the initial contractor went bankrupt, built Tanker 1 and the Utility. All of these units were well built, met or exceeded the specifications, and are currently in-service. Dingee Machine proposes to build the rescue/pumper on a Sutphen cab and chassis. Sutphen is one of the five top fire apparatus builders in the country and has been in business since 1890.

The town of Hollis, New Hampshire has seven pieces of fire apparatus built by Dingee Machine. They have a 2019 rescue truck on a Sutphen cab and chassis and recently took delivery of a pumper also built on a Sutphen cab and chassis. I, Chief Northern, talked to the Hollis Fire Chief who stated he is very satisfied with the quality of the build, general and warranty service provided and would purchase another piece of fire apparatus from Dingee Machine (they have seven from Dingee Machine).

The following is a discussion of some of the options included within the bid package. These options are separated because they add to the base price. Our original focus was to keep the base price under \$550,000.

- The RFB specified a Waterous CSU pump which has rated capacities of 1500, 1750, 2000 or 2250 gpm. The CSU pump is a very efficient pump and has water flow into the impeller from both sides. The alternate Waterous pump is a CX pump which has a maximum rated capacity of 1500 gpm and the water flows into the impeller from one side. It is a less efficient and smaller pump than the CSU pump. The recommended option is to stay with the CSU pump rated at 1500 gpm.
- The RFB specified a 450 hp engine with 1250 lbf-ft of torque and an alternative of a 380 hp engine with 1150 lbf-ft of torque. The current Engine 2 has a 300 hp engine with 950 lbf-ft of torque. The current Engine 1 has a 350 hp engine with 1050 lbf-ft of torque. There are times that the 350 hp engine in Engine 1 is inadequate when climbing hills which increases response time. The recommended option is the 450 hp engine.
- Engine 1 has a 10-kW 120 VAC generator, and Engine 2 has a 5-kW generator, both are powered by the vehicle engine. The generators are used for powering the telescoping scene lights and to provide power to portable lights both outside and inside of a structure. In addition, it is used to power exhaust fans to remove smoke or other hazardous gases from a structure and provide power for other tools. It is the plan of the department to change to battery-operated fans, lights and tools and not adopt this option with the intent of reducing our carbon emissions footprint.
- The cabin HEPA filter will significantly reduce Volatile Organic Compounds<sup>1</sup> (VOCs) in the cab after returning from a fire, improving firefighter health & safety. It is recommended that this option be adopted.
- The RFB includes a water tank gauge on the left side pump panel visible to the pump operator. This option would add two additional large water tank gauges on the left and right sides of the cab providing better visibility of the remaining water in the water tank for the pump operator and Incident Commander. It is recommended that this option be adopted.
- The lithium-ion APU is discussed in another portion of this document.
- The intercom system uses noise-reducing headsets which have the capability of providing a reduction in noise level from the engine, air horns and siren, to the firefighters in the cab and allows discussion among the firefighters in the five seats. It also allows the pump operator to be at the pump panel and also communicate using the radio while having ear protection. This item is recommended to be adopted since it increases firefighter safety and efficiency.

The recommended price of \$546,049 is based upon the 450 hp engine, cabin HEPA filter, extra tank level gauges and intercom. If the APU is added, it increases the price to \$564,049. The lowest bid price, the most compliant bid and the good experience that the department has had with Dingee Machine supports the recommendation that Dingee Machine be chosen to build and maintain the new Rescue/Pumper.

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<sup>1</sup> Studies have found that, after a structure fire, firefighter PPE had a greater than fivefold increase, above background levels, in off-gas concentrations of styrene, benzene, 1,4-dichlorobenzene, acetone, and cyclohexane.

NFD New Engine I  
Page 3 of 16

Make	E-ONE	KME	Pierce	Rosenbauer	Spartan	Spartan/Alexis	Sutphen/Dingee
Dealer	Desorcie Emergency Products	BULLDOG Fire Apparatus	Allegiance Fire & Rescue	Specialty Vehicles	New England Fire Equipment & Apparatus	Lakes Region Fire Apparatus	Dingee Machine Co.
Base Price				\$553,307.00			\$534,732.00
Deduct Alternative for Early Cab & Chassis Payment				\$10,245.00			\$0.00
Discounted Price	\$559,311.00	\$689,758.00	\$582,912.00	\$543,062.00	\$578,011.00	\$616,615.00	\$534,732.00
<b>Deduct Alternative</b>							
Replace factory discharge manifold with supplier built intake and discharge manifolds	N/A	N/A	N/A	N/A	N/A	N/A	(\$5,000.00)
Change Cummins L9 450 hp, 1250 lb ft to Cummins L9 380 hp, 1150 lb ft	(\$6,080.00)	(\$6,093.00)	(\$11,000.00)	(\$6,350.00)	(\$10,815.00)	(\$9,841.00)	(\$5,975.00)
<b>Add Alternative</b>							
Smart Power Systems, Model HR-8 8 KW hydraulic hot shift PTO driven generator	\$20,300.00	\$20,758.00	\$30,600.00	\$17,627.00	\$23,206.00	\$24,205.00	\$20,600.00
Cabin high-efficiency particulate air (HEPA) filter to remove toxic particles and contaminants that are airborne in the cab.	\$1,877.00	\$2,578.00	Standard	\$2,759.00	Standard	\$1,284.00	\$1,622.00
FRC LED Tank Display, MAXVISION, Large Remote on left and right side of cab between front and rear windows	\$1,900.00	\$1,742.00	\$2,204.00	\$784.00	\$1,412.00	\$912.00	\$1,061.00
Lithium-Ion Battery Auxiliary Power and Idle Reduction Unit	\$18,550.00	\$25,000.00	\$8,100.00	\$12,886.00	\$32,195.00	\$21,955.00	\$18,000.00
Digital wireless intercom system.	\$8,120.00	\$10,366.00	\$10,500.00	\$9,381.00	\$11,963.00	\$6,987.00	\$8,634.00
Delta from Low Base Bid	\$24,579.00	\$155,026.00	\$48,180.00	\$8,330.00	\$43,279.00	\$81,883.00	\$0.00
Calendar days from execution of contract to delivery of apparatus FOB Norwich	364	450	200 Working Days	395	420	340	420



## **2. Rationale for Current and Future Fleet Composition**

In 1995 the makeup of the Fire Department fleet was as follows.

- Engine 2: 1956 (39 years old) gasoline Ford, 600 gpm front mount pump (Class B pump, capacity at 120 psi, not 150 psi as currently required), 250 gallons of water.
- Engine 3: 1969 (26 years old) gasoline Ford, 750 gpm front mount pump, 1,000 gallons of water.
- Engine 4: 1981 (14 years old) gasoline Ford, 1,000 gpm front mount pump, 1,250 gallons of water. This was the first-out pumper.
- Engine 5: 1989 (6 years old) gasoline Ford, 750 gpm front mount pump, 200 gallons of water. This was a mini-pumper and carried a minimum amount of equipment.
- Tanker 1: 1980 (15 years old) gasoline International, 750 gpm front mount pump, 1,000 gallons of water, 2,000-gallon porta-tank. (The chassis was a used Highway Department truck that had been in an accident, with a used pump and a used body with tank. It was an unsafe vehicle.)
- Ladder 1: 1951 (44 years old) gasoline Maxim ladder truck, 75' aerial, open cab (acquired from the Hanover Fire Department in 1979 and replaced in late 1995 with a 1975 (20 years old) diesel cab forward 100' Maxim ladder truck after the older aerial ladder failed the annual structural test).

The total pumping capacity of the fleet, not including the tanker, was 3,100 gpm. The total water carried was 3,700 gallons.

None of the apparatus had crew cabs (a crew cab has additional seating behind the driver and officer) and were from the era where firefighters rode the rear step, a very dangerous practice. Engine 4, the first-out pumper, had seating only for 2.

In the period from 1995 through 1999 a fire department improvement plan was developed including an apparatus replacement plan with a long-term goal of 2 pumpers, 1 tanker, 1 ladder and 1 forestry truck.

At the request of the Selectboard, the apparatus replacement plan (based on NFPA standards 1901, 1500 and national best-practices) was formalized in 1997 and a long-term budget and necessary contributions to a Designated Fund to support the fleet were developed. In addition to the requirements of the national Insurance Services Office (ISO) discussed below, the reason for two pumpers, and other apparatus, includes the following:

### The reasons for two Pumpers:

- In normal operations Engine 1 is the first-out engine, followed by Tanker 1 and Engine 2. (This order changes depending on whether the fire call is in the hydrant district, outside of the hydrant district or involves a chimney fire.) Engine 1's responsibility is fire attack and it proceeds directly to the scene. Engine 2's responsibility is water supply and it may lay hose to a pressure hydrant, draft from a portable tank being supplied by tankers, a dry hydrant or a surface source.
- If one pumper is on another call, out-of-town on mutual-aid or out of service for maintenance, there still is one pumper to provide an initial response to an incident in Norwich.



### The reasons for the aerial ladder with ground ladders and pump:

- Norwich has many structures which are heated with wood or where wood is used as a supplemental heat source. This results in calls for chimney fires every year. Many of the chimneys cannot be reached with the ladders carried on a pumper. The aerial ladder carries an assortment of ground and roof ladders that are longer than are carried on a pumper. It also carries salvage tools and covers, vent fan, water vacuum, basement pump and similar equipment not carried on a pumper. Depending on its size, it takes three or four firefighters to place a ground ladder to reach the roof of many structures and then to place a roof ladder to reach the chimney. Having an aerial ladder reduces the number of personnel needed to reach the chimney and provides a much safer, stable working platform. The same is true if there is a fire in the upper stories of a structure and a vent hole needs to be made in the roof to allow heat and smoke to escape to reduce fire spread and make it safer for firefighters working inside the structure.
- The reason for a pump on this dual-purpose ladder truck, is to provide a second pumper in case one of the primary pumpers is on another call or out of service. This allowed the number of pumpers to be reduced from 3 to 2.



**The reasons for a tanker includes:**

- Most of Norwich is not served by a hydrant system. Since water is the prime extinguishing agent for structure fires as well as for brush fires, it is important to have an adequate water supply for initial fire attack while a longer-term water supply is being developed. The tanker performs this function since it carries 2,000 gallons of water. In addition, if a tanker shuttle, including mutual-aid tankers, is being operated to convey water from a surface source or dry hydrant to the fire, the tanker carries a 2,500-gallon folding tank that serves as a reservoir for tankers to dump water into and the water supply pumper pumps from the folding tank and sends it to the attack pumper at the fire.



**The reasons for a utility/forestry truck:**

- A majority of the approximately 44 square miles of Norwich is grassland, fields or forests and subject to wildfires. The prime wildfire seasons are in the spring after snow cover is gone and before fields green up and in the fall after vegetation goes dormant and before snow cover. A few years ago, there was a 138-acre wildfire, large by Vermont standards, off of Mitchell Brook Road. A typical structural pumper needs to stay on a road and is designed for fires that need higher water flows. For example, the small hand lines on Engine 1 and Engine 2 are 1 3/4" in diameter and flow 150 gpm.
- In 2002 Forestry 1 was added to the fire department fleet. It has a skid unit that can easily be changed from one cab and chassis to another and is currently on its third cab and chassis. It is a smaller vehicle than a pumper and is an all-wheel-drive vehicle. It has 1,000 feet of 1" forestry hose with adjustable nozzles that flow 11 to 22 gpm. It also has a water tank and pump with foam to increase the effectiveness of the water, 5-gallon back packs, and an assortment of tools for building a fire line.



During the period of developing the NFD improvement and replacement plan, a rural water supply plan was developed to improve fire protection in the non-pressurized hydrant portion of Norwich. Through local contributions, grants and appropriations, a number of dry hydrants (non-pressurized) have been installed and drafting points certified for capacity during drought conditions. The installation of new dry hydrants is still continuing.

In 1995 the Insurance Services Office (ISO) Public Protection Classification (PPC) for Norwich was Class 5 in the pressurized hydrant district, Class 9 outside the hydrant district and Class 10

more than 5 road miles from the fire station. The PPC is used by most insurance companies to determine property insurance costs including homeowner's insurance. The PPC ranking ranges from 1, which is the best classification and lowest insurance costs, to 10, which means there is no protection and the highest insurance cost.

In 1999 the ISO did an on-site review, including field operation evaluations, of Norwich fire protection in accordance with the Fire Suppression Rating Schedule<sup>2</sup> (FSRS). As a result of this evaluation the PPC changed from Class 9 to Class 4 within 5 road miles of the fire station. This resulted in a significant reduction (in some rural areas of Norwich as much as a 50% reduction) in the cost of homeowners' insurance for properties within 5 road miles of the fire station. Norwich was the first community in Vermont to obtain a PPC classification of 4 in the rural area outside the hydrant district.

In addition to developing a rural water supply plan and capability, critical to achieving the PPC Class 4, as required by the FSRS, was a fleet that included a minimum of two pumpers with a total minimum pumping capacity of 2,000 gpm and one service ladder truck. A service ladder truck carries all the equipment mentioned above for the aerial ladder except for the aerial ladder itself. The number of pumpers and pumping capacity needed by the fire department is determined by the fifth highest fire flow calculated by the ISO. The ISO determines the necessary fire flows for all insured commercial, industrial and similar structures in Norwich. For example, the necessary fire flow for Dan and Whit's is 2,500 gpm, the 1820 House is 2,000 gpm, the Marion Cross School is 3,000 gpm and Fogg's Hardware is 5,500 gpm. 2,000 gpm is the needed fire flow (NFF) used by ISO for determining the PPC.

When the new Engine 2 was purchased in 2000, the pumper fleet was reduced from four pumpers to three: Engine 2, Engine 4 and Engine 3 (which had been numbered Engine 5 earlier). Engine 3 was taken out of service when the ladder with a pump was purchased and Engine 3 was not needed as a backup pumper.

#### 2021 Apparatus

- Engine 1: 2005 (16 years old) diesel, 1500 gpm midship pump, 1,000 gallons of water and crew cab.
- Engine 2: 2000 (21 years old) diesel, 1500 gpm midship pump, 1,000 gallons of water and crew cab. (This is the pumper scheduled for replacement now.)
- Tanker 1: 2002 (19 years old) diesel with 500 gpm PTO pump, 2,000 gallons of water and 2,500-gallon porta-tank.
- Ladder 1 (Quint): 1991 (30 years old) diesel, 75' aerial, 1,500 gpm pump, 300 gallons of water and crew cab.
- Utility/Forestry 1: 2019 (2 years old) chassis with a 2002 (19 years old) skid unit with forestry pump, water, foam, hose, forestry equipment and utility equipment.
- Car 1: 2013 Ford Interceptor.

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<sup>2</sup> The FSRS is promulgated by ISO and, in Vermont, was approved by the Department of Financial Regulation for determining the PPC that is then used for determining property insurance costs. 50% of the rating is based on the fire department, 40% on water supply and 10% on emergency communications.

The total pumping capacity, not including the tanker, is 4,500 gpm, which is an increase from 3,100 gpm in 1995. The total water carried is 4,300 gallons, an increase from 3,700 gallons in 1995.

Between 1995 and 2020, *the fire department fleet has been reduced from 4 pumpers to 2 pumpers* while increasing the total pumping capacity and amount of water carried. The fleet now also includes one tanker, one ladder truck (which includes ground ladders, salvage equipment, hose, water and pump) and one utility/forestry truck. Because the two pumpers and tanker were replaced in the period from 2000 to 2005, all of these vehicles are at least 16 years old or older. Unless there is some significant change in the fire or other similar risk in the future, the current fleet is the right size for Norwich.

### **3. Why Replace Engine 2 Now**

The National Fire Protection Association (NFPA) is a global nonprofit organization, established in 1896, devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards. The standards published by the NFPA have made buildings safer and reduced accidents and injuries in many occupations including the fire service. While the standards adopted by NFPA are advisory, OSHA has adopted many of the standards to determine compliance with health and safety regulations. The Request for Bids for the new Rescue/Pumper was based on NFPA 1901: Standard for Automotive Fire Apparatus.

The following is an excerpt that explains the recommended life of fire apparatus and the reasons for the recommended life from Appendix D, Guidelines for First-Line and Reserve Fire Apparatus of NFPA 1911: Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles.

D.1 General. To maximize fire fighter capabilities and minimize risk of injuries, it is important that fire apparatus be equipped with the latest safety features and operating capabilities.

In the last 10 to 15 years, much progress has been made in upgrading functional capabilities and improving the safety features of fire apparatus. Apparatus more than 15 years old might include only a few of the safety upgrades required by the recent editions of the NFPA fire department apparatus standards or the equivalent Underwriters Laboratories of Canada (ULC) standards. Because the changes, upgrades, and fine tuning to NFPA 1901 have been truly significant, especially in the area of safety, fire departments should seriously consider the value (or risk) to fire fighters of keeping fire apparatus more than 15 years old in first-line service.

It is recommended that apparatus more than 15 years old that have been properly maintained and that are still in serviceable condition be placed in reserve status; be upgraded in accordance with NFPA 1912; and incorporate as many features as possible of the current fire apparatus standard (see Section D.3). This will ensure that, while the apparatus might not totally comply with the current editions of the automotive fire apparatus standards, many of

the improvements and upgrades required by the current editions of the standards are available to the fire fighters who use the apparatus.

Apparatus that were not manufactured to the applicable NFPA fire apparatus standards or that are over 25 years old should be replaced.

Norwich Engine 2 was put in service in the year 2000 and would be replaced by the new engine. At the time of its proposed replacement in 2022, it will be 22 years old.

NFD Engine 2 was a transitional engine at the time of purchase and the first NFD Engine that included a crew cab which seats five including four seats with Self Contained Breathing Apparatus (SCBA) so that firefighters may don the SCBA while responding to a fire. It was built on a 1999 commercial Freightliner FL80 crew cab chassis with a mid-ship mounted pump. It was a significant upgrade over the older apparatus it replaced. In 1991 the Occupational Safety and Health Administration's (OSHA) had adopted what is referred to as the two-in/two-out requirement. This requirement is enforced in Vermont by the Vermont Occupational Safety and Health Administration (VOSHA) which is a part of the Vermont Department of Labor and applies to public sector employees as well as private employees. The OSHA rule requires, for anything but an incipient fire, extinguishable by a fire extinguisher, that a minimum of 4 qualified interior firefighters be on-scene and available before starting interior operations. Having a crew cab helps the fire department meet this requirement.

In the 1998, the lowest compliant bidder for Engine 2 was Tibotrac Inc, located in Terrebonne, Quebec a suburb of Montréal, Canada. Export Development Canada (EDC), a Crown corporation, provided a letter of credit to guarantee the construction and delivery of the vehicle. Unfortunately, the builder, who also built many utility trucks, lost the contract for utility trucks that was part of their business and went bankrupt. The body of the Norwich engine had essentially been finished and EDC requested that the body work already completed be used in order to reduce their costs. When the body was delivered to Dingee Machine, as was the FL80 cab and chassis with pump, to finish the work, it was determined that the thickness of the aluminum body, which was supposed to be 3/16" thick was actually only 1/8" thick. This required some additional reinforcing to make it serviceable. The letter of credit covered all of the additional cost, above the bid price, of completing the construction of Engine 2 that was put in service in 2000.

Some features that will improve firefighting safety and efficiency of the proposed replacement of Engine 2 include:

- The proposed new engine will have more compartment space to carry the equipment that is needed with the expanded mission of the fire department to include medical, rescue and hazardous materials service.
- The ladders on the current engine are on an outside rack that lowers to provide firefighter access to the ladders and suction hose. The ladders and suction hose are exposed to winter weather including snow, sleet and ice, and when the rack is lowered, it restricts access to some of the body compartments. On the proposed new engine, the ladders and suction hose are stored out of the weather. This improves firefighter safety and efficiency.

- On the current engine, the Self-Contained Breathing Apparatus (SCBA) are held in place with pressure clips and may come loose in a quick stop or accident and become dangerous projectiles. In the proposed new engine, the SCBA will have a positive restraint that has an easily accessible pull handle between the legs to release.
- The proposed new engine has a HEPA filter in the cab to reduce firefighter exposure to VOCs when returning from a fire. This is important to firefighter health.
- The proposed new engine has helmet storage in the cab to reduce the danger from a flying helmet in an accident.
- The proposed new engine has an air-conditioned cab for fire fighter rehab during hot weather, to prevent heat exhaustion.
- The proposed new engine has antilock brakes and traction control to improve firefighter safety when traveling to or from an emergency incident.
- The existing engine has an electric operated pump priming system which draws about 300 amps when operating. The proposed pumper priming system is air operated, instead of electric, and draws about 0.4 amps when operating. It also has an automatic feature which reduces the complexity of priming, and maintaining the prime, of the pump.
- The current engine has no LED lights and the proposed engine will have all LED lights.
- The current engine has no intercom system or protection for firefighters' ears from the noise of the engine, air horns and siren. The proposed new engine cab has an intercom system with noise-reducing headsets to reduce the possibility of ear damage and improve communications in the cab.
- The proposed new engine meets the EPA 2021 Greenhouse Gas Phase 2 requirements which require an improvement in fuel efficiency and has a Selective Catalytic Reduction (SCR) system to significantly reduce NOx emissions and a Diesel Particulate Filter (DPF) to significantly reduce particulate emissions.
- The minimum thickness of the aluminum plate for the new engine body is 3/16" instead of 1/8" making it a more durable Engine 2.
- The new engine has treated frame rails and cross members, with a lifetime warranty, to prevent rust or corrosion. This is especially important in Vermont where roads are treated with salt which is a corrosive.

In addition, if the current Engine 2 is replaced now but it is kept in service while the existing Engine 1 (2005) is refurbished for \$25,000 to \$50,000, it is possible that Engine 1's life could be extended to 25 to 30 years as a second-out apparatus. Refurbishing Engine 1 would include a complete review of all systems with repairs as necessary, incorporation of safety features as recommended by NFPA 1912, an inspection of the chassis frame rails and cross members, which were not treated for rust or corrosion protection, and repair as necessary, repair and painting of damaged body components and painting as necessary, replacing most warning and scene lights with LED lights and other similar items. After refurbishment of Engine 1 is completed, the 2000 Engine 2 would be sold, possibly for \$15,000 to \$25,000, to offset part of the cost of refurbishment.

#### **4. Lithium-Ion Battery Auxiliary Power and Idle Reduction Unit (APU)**

The Lithium-Ion Battery Auxiliary Power and Idle Reduction Unit (APU) is intended to reduce fuel use and carbon emissions. The nature of the operation of a fire rescue/pumper is that it spends a lot of time at a scene where the pump is not operating but the warning lights and communication devices need to be kept operating. The proposed APU reduces idle time and fuel use by shutting off the engine after a preset time if the parking brake is on and the pump is not being used. The warning lights and communication devices during this period of time will be powered by lithium-ion batteries. If the battery voltage falls to an amount that would not be able to power those devices, the engine would be automatically started. The specified system would be able to operate the warning lights and communication devices for a minimum of two hours.

The benefits of the APU include the following:

- Significant reduction in idle time.
- Reduction in CO emissions in the vicinity of the vehicle improving firefighter health and safety.
- Reduction in CO<sub>2</sub> emissions. About 22.38 pounds of CO<sub>2</sub> are produced by burning a gallon of diesel fuel.
- Reduced engine wear and maintenance costs.
- Reduced fuel costs.

Based upon the number of calls that Engine 1 responded to in 2020 and fuel usage, it is estimated that this will reduce annual fuel use by 25%, annual CO<sub>2</sub> emissions by 2500 pounds and annual fuel cost by \$186 with a simple payback period of 96 years.

#### **5. Apparatus Replacement Plan**

As previously discussed, between 1995 and 1999 a fire department improvement plan was developed which included what type of fleet was needed to provide fire protection to Norwich along with an apparatus replacement plan which included the needed annual contributions to a designated fund to maintain the fleet without incurring debt.

It was determined that an annual appropriation of \$95,000 was needed to fund the replacement of vehicles on a timely schedule. Because of the condition and age of the fleet in 1995, the two pumpers and the tanker were replaced during a five-year period from 2000 to 2005. In order to accomplish this without periodic significant increases in the appropriations for the designated fund, there have been times when the fund seemed to have a very large balance. The estimated current replacement value for the fleet is approximately \$1.9 million. This requires an annual appropriation of approximately \$94,000, assuming an average vehicle life of 20 years which is longer than the 15-year standard from the NFPA. The following table shows the history of appropriations to the designated fund from 2006 to 2022. In this seventeen-year period, the needed appropriations to the designated fund were only achieved three times.

Fiscal Year	Appropriation	Fiscal Year	Appropriation
2006	57,500	2015	63,298
2007	95,000	2016	64,622
2008	95,000	2017	65,975
2009	95,000	2018	63,000
2010	65,000	2019	60,000
2011	9,000	2020	30,000
2012	60,000	2021	15,000
2013	62,000	2022	20,000
2014	62,000		

The following is an example of the annual appropriations needed to the designated fund to maintain a reliable, safe and efficient fleet in order to avoid the necessity of borrowing funds.

Fire Department Apparatus								
Fiscal Year	Beginning Balance	Appropriation	Interest Earnings	Expenditures	Ending Balance	Equipment Replaced	Age	Notes
2020	547,029	30,000	10,941		587,970			
2021	587,970	15,000	11,759		614,729			
2022	614,729	20,000	12,295	546,049	100,975	Engine 2	22	
2023	100,975	95,000	2,019	50,000	147,994	Engine 1	18	Rehab
2024	147,994	100,000	2,960	37,100	213,854	Car 1	11	
2025	213,854	100,000	4,277		318,131			
2026	318,131	100,000	6,363	440,000	(15,506)	Ladder	35	
2027	(15,506)	100,000	0		84,183			
2028	84,183	100,000	1,684	250,800	(64,933)	Tanker 1	26	
2029	(64,933)	100,000	0		33,769			
2030	33,769	100,000	675		134,444			
2031	134,444	100,000	2,689		237,133			
2032	237,133	100,000	4,743		341,875			
2033	341,875	100,000	6,838		448,713			
2034	448,713	100,000	8,974		557,687			
2035	557,687	100,000	11,154	704,000	(35,159)	Engine 1	30	

## 6. Electric Fire Apparatus

There has been some discussion about the wisdom of investing in a new fire rescue/pumper that would be powered by a diesel engine and have a working life of 15 to 20 years, considering new technologies available with all-electric vehicles and the goal to reduce the Town's carbon footprint.

Fire apparatus needs to be available 24/7/356 and able to be refueled in the field during a major incident and quickly refueled after a call to stay in-service. With what's available from current, or mid-term-projected, all-electric technology, this is not feasible.

Fire apparatus is unlike local delivery vehicles and long-haul vehicles that can be recharged overnight or at recharging stations along their routes while long-haul drivers are taking mandated breaks.

The major energy needs for a fire pumper are rotational energy to drive the wheels and rotational energy for the fire pump and minor use for powering accessories, like lights, radios, etc.

The three key requirements for an all-electric powered fire pumper are batteries that have the capability to meet the maximum kW withdrawal rate from the battery, meet the needed kWh storage for normal and emergency operations, and require only a short time to recharge, including in the field at a long duration incident.

The NFPA/UL/ISO pump acceptance test for a 1500 gpm pumper, which is what the fire department is proposing, is 190 minutes long, uses about 470 kWh of energy and has a peak energy usage of about 150 kW. This does not include the energy needed to power accessory uses. A 65-gallon diesel fuel tank is equivalent to approximately 2,460 kWh stored in batteries.

For comparison with currently available long-haul vehicles, the all-electric Volvo over-the-road tractor trailer has a battery capacity of 300 kWh and takes about 2 hours to recharge. Freightliner's Cascadia semi-truck has a 550 kWh battery pack. The proposed Tesla Semi truck is advertised as using less than 2 kWh per mile and having a 300 or 500 mile range. This would equate to a 570 kWh or 950 kWh battery. Tesla claims that they will be recharged using a network of megachargers so that they could be recharged in about 30 minutes. Again, for comparison, a 65-gallon diesel tank, as proposed for the new pumper, stores the equivalent of 2,460 kWh of energy. None of these alternatives meet the operational requirements for a fire pumper at the scene of a fire.

The NFD-proposed fire rescue/pumper will use a Cummins clean diesel engine that will meet the EPA 2021 Greenhouse Gas Phase 2 requirements and will have Selective Catalytic Reduction (SCR) which uses Diesel Exhaust Fluid (DEF), diluted Urea, to convert NOx emissions into nitrogen (~78% of the air we breathe is nitrogen), water and carbon dioxide. The diesel engine is approved for the use of B20 biodiesel which is a blend of 20% B100 and 80% diesel fuel. Biodiesel has slightly less BTUs per gallon but burns cleaner and has fewer emissions. The engine will be rated at 450 HP (336 kW) with 1250 lbf-ft of torque.

Another technology that may have application to fire apparatus is fuel cells that produce electricity using hydrogen as the fuel. With hydrogen the only exhaust from the fuel cell is water vapor and warm air. Hydrogen is sometimes referred to as a firefighter's nightmare since it burns clean without a visible flame because there is no carbon which causes the typical flame color.

A typical hydrogen fuel cell vehicle is a sort of hybrid because it uses a battery for initial power to the electric motors and for storing energy from regenerative braking and the fuel cells. It needs a battery for initial operation, because there is a lag in production of electricity at start-up from the fuel cell. The electricity from the fuel cell powers electric motors, similar to an all-electric vehicle, that drives the wheels and accessories and powers an electric motor coupled to the fire pump. It has an advantage over the battery-powered all-electric vehicle in that it can be refueled in a short period of time.

The fuel cell technology, Fuel Cell Electric Vehicle (FCEV), is currently being tested in California for local delivery vehicles and port-based tractors that move commodities from the

docks to freight terminals and need to be easily refueled to reduce down time. California already has at least 42 hydrogen fueling stations with many in the San Francisco – San Jose area and in the Los Angeles – Long Beach area. UPS has been testing FCEVs for use in their delivery vans and will be testing Toyota's zero-emission hydrogen semi-trucks for bulk movement of freight.

One of the developers of hydrogen fuel cell vehicles is Nikola whose tractor for hauling a trailer has a range of 500 to 750 miles and can be refilled with hydrogen in 10 to 15 minutes. Kenworth and Toyota are also developing similar vehicles.

Sweden is making a major investment in hydrogen and has established the Scandinavian Hydrogen Highway Partnership (SHHP) whose purpose is to promote hydrogen as a clean energy carrier for cars and is developing a public refueling infrastructure. Its vision is to be one of the first countries in Europe where hydrogen is commercially available and used in a network of refueling stations.

For wide use of both battery-powered electric and fuel cell-electric vehicles, there needs to be a major investment in the infrastructure to support refueling with hydrogen or recharging batteries.

Rosenbauer has developed what they advertise as an “All Electric” fire truck. The following is some information about that truck.

The Menlo Park (California) Fire Department recommended to their Board that they purchase a Rosenbauer “Concept Fire Truck” (a CFT) but the Board did not agree because of the price.

The Los Angeles Fire Department currently has a Rosenbauer CFT on order for about \$1.2 million. It will essentially function as a light duty fire rescue vehicle and not as a first line, fully-equipped pumper.

Some observations about the CFT that LA has ordered:

- The truck will have a lot of innovative features like: all-wheel drive, very maneuverable including the option of steerable front and rear wheels, with a short wheelbase-overall length and width, adjustable ground clearance, capacity for eight fire fighters, and a fully-electric operation of between 30 minutes and two hours based on pump use.
- The truck won't really be “All Electric” but actually a hybrid. Two high-voltage batteries will have a capacity of 100 kWh, about the same as a Tesla Model S.
- The truck will have a 200 kWh “range extender.” The range extender is actually a 500 hp Volvo diesel engine that can be coupled to the fire pump and a generator. This diesel engine will have more HP than the engines in either NFD Engine 1 or Engine 2 or the proposed new engine.
- The fire pump flow capacity will be 750 gpm, which is about one-half of the capacity of most fire pumpers used in the United States. Most pumpers in the US now have a minimum capacity of 1500 to 2000 gpm.
- The water tank will have a capacity of 320 gallons, which is small for a city department but much smaller than what most rural departments use which normally carry 1000 to 1250 gallons of water due to lack of fire hydrants and longer distances from water sources. For

instance, our Engine 1 and Engine 2 carry 1,000 gallons of water (as will the proposed new pumper) and Tanker 1 carries 2,000 gallons of water.

- The CFT has a limited hose bed capacity compared to what is needed for a rural fire truck.

Overall, the Rosenbauer CFT is a step towards the future but it is premature to contemplate getting a fully-electric pumper in Norwich now or in the near or midterm future. At a minimum, to get a fully-electric fire pumper, the technology would need to develop battery density that is increased and recharging time that is decreased which does not yet exist.

## **7. Why the Purchase of a Used Rescue/Pumper is Not Advised**

Per our apparatus replacement plan, we began discussing replacing Engine 2 a little over two years ago. As part of a thorough investigation into all of our options the Apparatus Replacement Committee investigated the purchase of a used piece of apparatus. We were looking for a roughly equivalent purchase compared to our current Engine 1. It became quickly apparent that this was not a good strategy, especially in keeping with our capital plan. The purchase of a used Rescue/Pumper showed no economic benefit and would not meet the goals of the Towns' green initiative. Specifically, much of the fire apparatus available in the used market have varying green energy attributes and they wouldn't meet the strict environmental standards of today's 2021 diesel engines.

Secondly, we found that we were trying to fit a very specific set of requirements, to apparatus that just weren't suitable for our mission. Compartment space, the rating of the pump, required safety features and crew transport capability are all variable and difficult to re-create in a used purchase.

Finally, other used apparatus purchase concerns include engine wear/tear, amount of hours the pump has been used, does the pump have a current certification test, rust, the length of the body and turning radius/cramp angle, an uncertain maintenance history, trust in the seller, no warranty coverage and meeting current NFPA standards are all in question when contemplating a used apparatus purchase.

## **8. Request for Bids and Addendum**

# **Norwich Fire Department**

## **BID PACKAGE AND SPECIFICATIONS FOR: One 1,500 gpm Rescue/Pumper**

**Mandatory Pre-Bid Conference:  
01-05-2021 at 1000 Hours**

**Bids are due on:  
02-05-2021 at 1000 Hours**

**Date of Specifications:  
December 17, 2020**

## Table of Contents

1.	Introduction .....	1
2.	Form of Proposal .....	3
3.	Form of Contract .....	7
4.	General Requirements .....	10
5.	Chassis.....	11
6.	Cab.....	12
7.	Pump and Pump Panel.....	13
8.	Foam System .....	15
9.	Water Tank .....	15
10.	Hose Crosslays .....	16
11.	Rear Hose Bed.....	16
12.	Pumper/Rescue Body .....	16
13.	Right Side of Body.....	17
14.	Rear of Body .....	17
15.	Left Side of Body .....	18
16.	Lighting and Warning Devices.....	18
17.	Electrical.....	19
18.	Paint.....	20

## 1. Introduction

1.1 The Town of Norwich (hereinafter referred to as the Owner) is accepting sealed bids for the furnishing of a fire rescue/pumper as described in these specifications. Bids are to be received at the Town Managers Office, 300 Main Street, P.O. Box 376, Norwich, VT 05055-0376 on or before 02-05-2021 at 1630 Hours. Bids shall be marked "Fire Department Pumper Bid" on the outside of a sealed envelope. Late bids, email bids, scanned bids, telephone bids, or faxed bids will not be accepted.

1.2 A mandatory pre-bid conference will be held on 01-05-2021 at 1000 hours by ZOOM because of COVID-19. Please notify Fire Chief Alex Northern by email at anorthern@norwich.vt.us by Wednesday, December 29, 2020 at 1630 hours, to receive an invitation to the meeting. The conference is intended to clarify the bid requirements, review the layout and equipment storage on the current Engine 1 and provide an opportunity for questions and answers. Since this will not be an in-person meeting the last page of this document contains an attachment with pictures of the current Engine 1. If necessary an addendum to these specifications will be issued following the pre-bid conference. All questions related to this specification and any addenda shall be in writing and addressed to the Town Manager at the above address.

1.2.1 ZOOM attendance and sign-in at the pre-bid conference by an authorized representative of the bidding firm is required in order to be deemed responsive to this request for bids and bids from those not attending will deemed non-responsive

1.3 Bids are to be submitted in triplicate and on the Form of Proposal and include a full set of the bid documents on a USB Flash Drive in PDF format, with supplemental material, contained in Section 2. The Contractor shall submit a detailed description of the apparatus proposed to be furnished, including the manufacturer and model of all components not built by the Contractor, arranged in the same order as the specifications and drawings of the proposed apparatus from the front, left side, rear and right side as well as the layout of the hose bed with the bid. The detailed description of the chassis shall include a list of all standard and optional components proposed.

1.4 It is the intent of the specifications to establish the functional requirements of a fire department rescue/pumper with a 1,500 gallon per minute (gpm) pump and a 1,000 gallon water tank.

1.5 All equipment furnished shall be manufacturer's latest model. Appurtenances and/or accessories not mentioned herein, but necessary to furnish a complete unit ready for use upon delivery, shall be included and shall conform to the best practice known to the fire apparatus trade in design, quality of workmanship and material.

1.6 These specifications shall be construed as minimum. Should the manufacturer's current published data or specifications exceed these, they shall be considered minimum and be furnished.

1.7 Full compliance is required with NFPA 1901 *Standard for Automotive Fire Apparatus* (2016 Edition) as if the Standard was fully incorporated herein, except where specifically waived by this specification. The fact that an item is not listed in these specifications does not relieve the Contractor from compliance with any requirement of the Standard. An exception is made for Minor Equipment as specified in NFPA 1901 Sections 5.9.3 and 5.9.4 which shall be provided as detailed elsewhere in these specifications. If a specific item of equipment is mentioned, for

example ladders, pike poles, extinguishers, suction hose, etc. and if not specified as provided by Owner it shall be provided by the Contractor.

1.8 Full compliance is required with all applicable current Federal and State laws, rules and regulations.

1.9 "Owner" refers to the Town of Norwich. "Contractor" refers to the company making the proposal and building the fire apparatus.

1.10 The Contractor shall have insurance coverage to cover all liability and physical damage for the apparatus and equipment, as well as product liability insurance in the amount of \$3,000,000, and shall be the primary insurer of same, regardless of other insurance available, until delivery of the apparatus and equipment to Owner and written acceptance by the Owner. The Contractor shall provide to the Owner, prior to execution of any contract, a "Certificate of Insurance" for the liability and physical damage insurance and the product liability insurance in a form acceptable to the Owner.

1.11 The Owner plans to make progress payments on the apparatus as defined in the Form of Contract. The Owner desires that its progress payments be protected against failure of the Contractor to perform for any reason including bankruptcy. The Contractor shall include in its bid package a proposal for guaranteeing the security of Owner's progress payments with a performance bond, irrevocable letter of credit or some other instrument that will protect the Owner against any loss because of non-performance of the Contractor for any reason. The Contractor may propose an alternative to the progress payments as defined in the Form of Contract if it meets the criteria in this paragraph for protection of the Owner for any payments made before the Owner gives written notice of acceptance of the apparatus.

1.12 The Town of Norwich shall be the sole interpreter of these specifications and sole judge as to whether any proposal complies with these specifications. The Town reserves the right to cancel the invitation for bids, reject any or all bids in whole or in part, and to waive any informality in any or all bids.

## 2. Form of Proposal

Date: \_\_\_\_\_

Norwich Fire Department  
Town of Norwich  
300 Main Street  
P.O. Box 376  
Norwich, VT 05055-0376

We propose and agree to furnish, conditioned upon your acceptance of our proposal and the execution and approval of a contract, one current-technology pumper/tanker fully complying with your specifications entitled "Bid Package and Specifications for One 1,500 gpm Rescue/Pumper" dated December 17,2020 Any modifications in layout and "as equal" substitutions are fully listed and detailed in the attached sheets entitled Modifications and Substitutions to Specifications.

The following describes the apparatus we propose to furnish:

Height	
Width	
Length	
Angle of approach	
Angle of departure	
Cramp Angle	
Total volume of compartments in cu. ft. The Contractor shall detail the location, size and volume of each compartment in their proposal	
Weight front axle (fully loaded)	
GAWR front axle	
Weight rear axle (fully loaded)	
GAWR rear axle	
GVW	
GVWR	
Calendar days from execution of contract to delivery of apparatus FOB Norwich	
Total price of apparatus FOB Norwich	

The following are itemized reductions in the total price of the apparatus if the following items are changed as described.

Paragraph No.	Description	Cost Reduction
7.2	Replace factory discharge manifold with supplier built discharge manifold	
5.3	Change Cummins L9 450 hp, 1250 lb ft to Cummins L9 380 hp, 1150 lb ft	

The following are itemized increases in the total price of the apparatus if the if the following items are changed as described.

Quantity	Description	Total Cost
1	Complete Smart Power Systems, Model HR-8 8 KW hydraulic hot shift PTO driven generator with command and control center and with breaker/switch panel, electric rewind Hannay 200' live reel with yellow 10/3 cable and Circle D 4 outlet Powerbox Yellow Junction Box with light (NS) with GFP and 2 – 110 volt covered outlets on each pump panel. Powerbox to be connected to reel cable with pigtail with strain relief. Hydraulic generator to provide full output at all engine speeds from 700 rpm to governed engine speed. All outlets and cable connections to be 15 amp twist lock. Contractor to supply cable and junction box. Junction box to be mounted in bracket on right pump panel. Control switches to be provided for cable reel, left pump panel outlets and right pump panel outlets.	
1	Cabin high-efficiency particulate air (HEPA) filter to remove toxic particles and contaminants that are airborne in the cab.	
2	FRC LED Tank Display, MAXVISION, Large Remote on left and right side of cab between front and rear windows	
1	Lithium-Ion Battery Auxiliary Power and Idle Reduction Unit (APU). The unit may use the Lithium-Ion Batteries used for engine starting and the APU or use a separate set of Lithium-Ion Batteries. The APU shall automatically operate after five minutes (adjustable) of idle when the vehicle engine is running, the pump or any PTO operated functions are not running, the parking brakes are on and the transmission is in neutral. The APU shall be sized to operate all the electrical systems, including warning and scene lights, but not the air conditioner, for a minimum of two hours. The APU system shall automatically restart the engine if battery voltage drops to the point that the APU system is unable to meet the electrical demand and be able to be recharged by the chassis engine alternator or 120 VAC shore power. The control unit shall allow the system to be turned off.	
1	Installed digital wireless intercom system. The intercom shall consist of a master module and control unit and five noise reducing headsets (minimum of 20 dBA), one for each riding positions. The master control unit shall allow connection to a mobile radio and have a minimum range of 300'. The headsets for the Officer position and the Driver/Pump Operator shall have PTT capability for the mobile radio and all the headsets shall be able to monitor mobile radio traffic, including transmissions from the Officer and Driver/Pump Operator. The headsets shall be rechargeable with chargers provided as part of the system and include hanging	

Quantity	Description	Total Cost
	brackets at a location approved by the Owner.	

This proposal shall remain in full force and effect for 90 calendar days from the date of the bid opening.

Attached to this proposal is a detailed description of the apparatus proposed to be furnished arranged in the same order as the specifications and drawings of the proposed apparatus from the top, front, left side, rear and right side and of the hose bed and the cab.

Submitted by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email



### 3. Form of Contract

#### CONTRACT

CONTRACT made this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the TOWN OF NORWICH (hereinafter called "Owner") and whose mailing address is \_\_\_\_\_ (hereinafter called "Contractor").

The Owner and Contractor, in consideration of the mutual undertakings hereinafter set forth, agree as follows:

#### 1. The Apparatus and Equipment:

The Contractor shall furnish to the Owner apparatus and equipment according to the Specifications required by Owner and Contractor's Proposal accepted by the Owner.

#### 2. Contract Documents:

This Contract shall consist of the following contract documents:

- A. This executed Contract;
- B. Exhibit A, The Town's Bid package and Specifications for One 1,500 gpm Rescue/Pumper dated December 17, 2020;
- C. Exhibit B, the Contractor's Proposal in response to the Town's Invitation to Bid;
- D. Exhibit C, Addendum; and
- E. Exhibit D, Certificate of Insurance.

#### 3. Delivery:

Delivery of the apparatus and equipment set forth in this Contract to Owner shall be FOB Norwich on or before \_\_\_\_\_. Delays occasioned by war, strike, explosion, or acts of God or an order of a court of competent jurisdiction are excepted.

#### 4. Payment:

The Owner agrees to purchase and pay for the subject apparatus and equipment for the total sum of \$\_\_\_\_\_ in the following manner:

The, Owner shall make monthly progress payments to Contractor towards the total balance due on the Contract less 10% retainage as follows: This balance due of the Contract price shall be payable on a monthly basis based on the material and labor supplied by the Contractor less ten percent (10%) of the material and labor amount which shall be withheld by Owner. The remaining 10 percent (10%) of the total Contract amount will be paid by Owner to the Contractor within thirty (30) days following the satisfactory completion of all terms of the Contract.

Satisfactory completion of all terms of the Contract shall include delivery of the apparatus and equipment to the Owner, testing of the apparatus and equipment by the Owner, written acceptance of the apparatus and equipment by the Owner to Contractor, which shall not be unreasonably withheld, and one eight-hour training course given by Contractor of the apparatus and equipment for Owner's fire department.

The Owner shall not owe interest to the Contractor on any retained amounts of money due to the Contractor under this Contract.

**5. Security of Progress Payments:**

To be added based on Contractor's proposal.

**6. Warranty:**

The Contractor shall warranty all material and workmanship for the following minimum periods of time, beginning on the date of satisfactory completion of all terms of the Contract and written acceptance by the Owner. The warranty shall include parts and labor with no deductibles.

- All material and workmanship not otherwise specified – 5 years
- Cab and Body structural cracks and corrosion – 10 years
- Paint – 15 years, 10 years non-prorated
- Frame rails and cross members – 25 years
- Water tank and foam tank – lifetime non-prorated

Further, Contractor guarantees that all materials and workmanship shall be of the best grade and quality and Contractor, at its own expense, shall replace such materials or parts that may fail or be defective if such failure is attributable to defective material or inferior workmanship within the terms of the warranty period.

If failures or defects should occur before written acceptance of the apparatus and equipment by Owner, Owner agrees to give Contractor a reasonable period of time, but no longer than 30 days, to correct same. The Owner shall give to the Contractor a notice in writing with specific detail as to any defective materials or workmanship.

**7. Insurance:**

The Contractor shall have insurance coverage to cover all liability and physical damage for the apparatus and equipment and shall be the primary insurer of same, regardless of other insurance available, until delivery of the apparatus and equipment to Owner in Norwich and written acceptance by the Owner. The Contractor shall have, and maintain during the period of the contract, product liability and physical damage insurance in the minimum amount of \$3,000,000.

**8. Assignment and Default**

This Contract is not assignable. Bankruptcy or insolvency of the Contractor shall be considered a breach of the Contract and the Owner may declare the Contractor in default of the contract. Any other condition that a reasonable person would determine would prevent the Contractor from satisfactorily performing under the terms and conditions of this contract shall be considered a breach of the Contract and the Owner may declare the Contractor in default of the contract.

**9. Dispute Resolution:**

Should any grievance or dispute arise between Owner and Contractor arising out of or relating to the application or interpretation of this agreement that cannot be resolved by negotiation, either Party may demand that the grievance or dispute be submitted to mediation. In the event of such demand, the Parties shall mutually select a mediator and shall equally bear the costs of such mediation. The place of mediation shall be at a location chosen by the Owner in Windsor County, Vermont. If the Parties cannot reasonably agree on a mediator, or if the mediation is not successful

in resolving the grievance or dispute, the Parties may submit the matter to the Windsor County Superior Court for interpretation under Vermont law.

**10. Amendment of the Contract:**

This contract shall only be amended by a document, in writing, signed by both parties.

**11. Applicable Law:**

This Contract is made and executed in the State of Vermont and shall be construed and interpreted in accordance with the laws of Vermont.

OWNER

CONTRACTOR

Town of Norwich

P.O. Box 376

Norwich, VT 05055-0376

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

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Duly Authorized

Duly Authorized

[corporate seal]

#### **4. General Requirements**

4.1 One current-technology 1,500 gpm rescue/pumper with a short wheelbase and overall length and with a body top as low as possible with the maximum functional compartment space possible.

4.2 The maximum overall length of the pumper from the maximum front projection to the maximum rear projection shall not exceed 30'.

4.3 The maximum height of the pumper measured from the floor to the highest projection with the cab in normal position shall not be higher than the cab top or 10' whichever is higher and the maximum height with the hose cover doors open of not more than 13.5'.

4.4 The minimum angle of approach shall be 10° and the minimum angle of departure shall be 10°.

4.5 Wherever dissimilar metals are in contact they shall be separated by a corrosion and electrolysis inhibitor.

4.6 All lights are to be LEDs

4.7 Where a particular brand and model is specified, the specification should be read to include "or equal." unless otherwise specified by the abbreviation NS indicating "No Substitution". If an "or equal" product is proposed, Contractor shall detail same in their bid and provide specifications of the product. The Owner reserves the right to accept or reject any "or equal" product if the Owner determines that the product is not equivalent.

4.8 The pumper configuration, including hose bed layout and compartment size and location, described in these specifications is to demonstrate one layout that would be acceptable to the Owner. The Contractor may propose functionally equivalent layouts.

4.9 The Contractor shall provide a minimum of one pre-construction conference to go over the details of construction prior to starting construction of the apparatus. The pre-construction conference may be at the Owners location in Norwich or at the Contractor's factory. If the pre-construction conference is at the Contractor's factory the Contractor shall provide for attendance of two representatives of the Owner at the Contractor's cost.

4.10 The Contractor shall provide two inspection trips to the factory for two individuals at the Contractor's cost. The trip shall provide time for a complete inspection of the apparatus and a check against each item in these Specifications and NFPA 1901.

4.11 The Pump Certification Tests are to be certified by Underwriters Laboratories. Two copies of this certification and all other tests required by NFPA 1901 shall be provided by the Contractor to the Owner at the time of delivery of the apparatus.

4.12 The Contractor shall mount all equipment provided as part of this proposal and all other minor equipment specified in NFPA 1901 and provided by the Owner.

4.13 The apparatus shall be delivered by the Contractor to the Norwich Fire Department FOB Norwich.

4.14 The Contractor shall specify warranty on all components of the apparatus including those supplied by the chassis and pump manufacturer and service location(s). The minimum warranty shall be as specified in Section 6 of the Form of Contract.

4.15 The Contractor shall provide a minimum of eight hours of training by a factory-authorized technician at a time and location to be determined by the Owner.

## 5. Chassis

5.1 Current-production-year four door custom cab over fire truck chassis with minimum of 10" crew area raised roof including all standard and optional equipment necessary to meet this specification. The cab and chassis may be made by the same builder as the body or may be made by Spartan, HME (Including SFO-MFD ) or similar supplier as long as it meets all the requirements of this specification.

5.2 The chassis frame rails and cross members shall be galvanized or treated with another product that provides equivalent protection from corrosion and rust with a warranty as specified herein.

5.3 Cummins L9 450 HP turbocharged diesel with 1,250 lb-ft torque certified to meet the EPA 2021 Greenhouse Gas Phase 2 requirements and approved for use with B20 Biodiesel with a Cummins E Brake.

5.4 The exhaust brake shall not be operative when the transmission is in pump mode.

5.5 The alternator shall be sized to handle the full electrical load required during the pump test without a load manager.

5.6 Allison 3000 EVS Series 5 speed automatic transmission with push-button controls. The transmission shall be equipped with a lock-up control circuit that will automatically shift the transmission into the appropriate lock-up gear when the pump is shifted into gear and shall be wired to prevent the transmission from shifting through the gears while the pump is engaged.

5.7 A 110 VAC air compressor shall be supplied of adequate size to maintain air system pressure from shore power. This does not change the NFPA 1901 requirement for a quick buildup air brake system.

5.8 The parking brake shall be controlled by a push  
brakes using mechanical spring force.

-pull valve in

5.9 Upon application of the parking brake the transmission shall shift into neutral.

5.10 A driver controlled differential lock shall be installed on the rear axle. This feature shall allow the main differential to be locked and unlocked when encountering poor road or highway conditions, where maximum traction is needed, for use at speeds no greater than 25 MPH. The differential lock shall be controlled by a lighted locking rocker switch accessible to the driver.

5.11 An Anti-Skid Braking System (ABS) shall be provided to improve braking control and reduce stopping distance in slippery conditions. This braking system shall be fitted to all of the axles.

5.12 An automatic traction control (ATC) system shall be provided. The ATC system shall apply the ABS when the drive wheels loose traction. There shall be a lighted switch accessible to the driver to disable the ATC system.

5.13 The front and rear steel wheels shall be painted the cab color with stainless lug nuts and hub covers.

5.14 The minimum fuel tank capacity shall be 50 gallons.

5.15 A fuel/water separator shall be provided.

5.16 The front tires shall be Michelin XZY-2 (NS).

5.17 The rear tires shall be Michelin XDN2 (NS).

5.18 The inner rear tires shall have a valve extender to allow easy access for checking and maintaining air pressure.

5.19 On-Spot chains for rear tires shall be provided with the control in cab. (NS)

5.20 The minimum turning cramp angle shall be 45°.

- 5.21 The front pumper shall be a minimum of 10" stainless steel painted with red/yellow chevrons.
- 5.22 Dual heated flat mirror heads shall be supplied with a convex mirror below the primary mirrors.
- 5.23 The horizontal exhaust shall discharge in front of right rear tires and be designed to connect to the Nederman Norwich Fire Station exhaust system.
- 5.24 Provide 2 - wheel chocks with horizontal mounting, in front of left rear wheels.
- 5.25 Provide 1 - automatic disconnect when the master switch is turned on male grounded shoreline receptacle with cover for 110 VAC power mounted near driver's door.
- 5.26 Provide 1 - green warning light adjacent to shoreline receptacle to indicate when master switch is on.

## **6. Cab**

- 6.1 The ignition switch shall be keyless.
- 6.2 The cab shall have 5 seats as follows.
  - 6.2.1 1 - Driver Bostrom Sierra high back ABTS with air suspension and upholstered with heavy duty low seam Durawear Plus material.
  - 6.2.2 1 - Officer SCBA seat with Bostrom SecureALL SCBA bracket with storage compartment in pedestal and upholstered with heavy duty low seam Durawear Plus material. (Owner to provide SCBA.)
  - 6.2.3 3 - SCBA rear seats with Bostrom SecureALL SCBA bracket with storage compartment in pedestal and upholstered with heavy duty low seam Durawear Plus material. (Owner to provide SCBA.)
- 6.3 Space provided for mounting 2 two-piece mobile radios (control head and transmitter/receiver) and one local repeater. For more information see the Electrical section.
- 6.4 The maximum first step for entering cab shall be 14" without reducing the required Angle of Approach. The first step may be a drop down, folding or similar configuration.
- 6.5 Provide a High-resolution color reverse (backup) CCD camera with minimum 5" TFT-LCD color display easily visible to the driver.
- 6.6 The heating and air conditioning shall be capable of cooling the interior of the cab from 120° F ambient to 80° in 30 minutes or less and heating the interior of the cab from 0° F to 70° F in 30 minutes or less. The heater shall be capable of defrosting the windshield and maintain a clear condition to 0° F. The heater shall have a defog mode that clears the windshield and the front side glass of any flash fogging in 30 seconds or less.
- 6.7 Provide 2 - Whelen 60CREGCS white/red dome light mounted in cab front right and left with separate switch for the red. The white lights shall operate when cab door is open.
- 6.8 Provide 2 - Whelen 60CREGCS white/red dome lights mounted in cab rear right and left with separate switches for the red. The white lights shall operate when cab door is open.
- 6.9 2 - Whelen Pioneer Plus Single Panel Combination Flood/Spot 10,000 lumen scene lights, one mounted on left side of cab and one on right side of cab.
- 6.10 Smooth bright finish aluminum map and book box mounted on engine cover with continuous-hinged lid, lift handle and hold open device. (Owner to approve location and design.)

6.11 Smooth bright finish aluminum EMS box with roll-up door with two adjustable shelves for carrying medical supplies, including EMS bag, ZOLL AED, backboard head blocks and straps and two E size oxygen tanks. (Owner to approve location and design.)

6.12 Mounting for one backboard. (Owner to provide back board and approve location and design.).

6.13 1 - gooseneck reading light to the left of officers seat. (Owner to approve location and design.)

6.14 Provide two powered USB ports and one 12 VDC port at locations approved by the Owner.

6.15 Outlets and wiring and mounting of five Streamlight Survivor chargers, five portable radio chargers, one MSA TIC charger, one MSA multi-gas meter charger with power supplied from the shoreline connection. (Owner to provide equipment and approve the locations.)

6.16 1 - 2½ gallon air pressurized water fire extinguisher with mounting bracket to be installed at a location to be approved by the Owner.

6.17 1 – 30# Ansul Redline Dry Chemical (FORAY) A/B/C Extinguisher. with mounting bracket to be installed at a location to be determined by Owner. (NS)

6.18 1 – set of Irons, Halligan and 6 lb. flat head axe, strap with mounting bracket to be installed at a location to be determined by Owner. (Owner to provide Irons)

## **7. Pump and Pump Panel**

7.1 Maximum width of the pump panel shall be 44”.

7.2 Midship-mounted-side-panel-operated Waterous Model CSU 1,500 gpm single-stage double suction centrifugal pump with pump manufacturer’s manifolds and mechanical seals.

7.3 FRC INControl 400 pressure governor and instrument panel (TGA401-D00) with high idle control with transmission in neutral and the parking brake on (NS) The high idle control shall be pre-set to operate at 1400 rpm and automatically disconnect when the pump is engaged.

7.4 Waterous Overheat Protection Manager with control panel, light and audible alarm that discharges to water tank.

7.5 The pump suction side adjustable pressure relief valve shall be preset to 160 psi and adjustable without removing any panels.

7.6 Air-operated pump shift control with green "Okay to Pump" lights with one light in cab on control console next to pump shift control and one light on pump panel. Pump shift interlock so that pump cannot be shifted from road to pump or pump to road if transmission is not in neutral.

7.7 A Trident automatic 2 location with gauge air operated priming system shall be installed for priming the fire pump and for priming the front suction while pumping from the tank.

7.8 2 - 6" side suction with long-handle chrome cap on the right side. Left side suction to have a behind-the-panel hand-wheel-operated butterfly valve with position indicator and externally adjustable intake side relief valve (Monarch Intake Valve) set at 160 psi and have a 6" x 4" Storz 30° elbow adapter with blind Storz cap.

7.9 1 - 5" stainless steel full flow front suction with electric slow open and close butterfly valve with position indicator and 6” male fitting with long handle chrome cap at right side of front bumper.

7.10 All discharges shall be individually-gated with controls on the pump panel.

- 7.11 All ball valves shall be full diameter, full flow, serviceable without removing the pipe fittings, with a brass body, stainless steel ball and dual self-adjusting seats.
- 7.12 All 2½" and 1½" valves are to be full flow Push-Pull, self-locking with bushing where the rod passes through the pump panel except for the valves for the 2½" pony suction and the two 2½" discharges on the driver side pump panel which shall have a handle that projects through the pump panel and moves vertically with open up and closed down.
- 7.13 All discharges, including pre-connects, shall have a drain with valve on discharge side of the valve.
- 7.14 All intakes shall have a drain with valve on intake side of the valve.
- 7.15 Master drain valve for all drains except for the hose line side of discharge and intake valves.
- 7.16 All suction and discharge connections for hose shall be National Hose Thread (NHT) except 1½" threads which shall be National Pipe Straight Hose Thread (NPSH). The NPSH 1½" thread is an exception to NFPA 1901.
- 7.17 1 - full flow 2½" gated side (pony) suction on pump panel with chrome plug.
- 7.18 2 - 2½" discharges on left side pump panel directly connected to pump discharge manifold with 30° chrome discharge adapter with integral drain and a 2½" x 1½" reducer and 1½" chrome caps.
- 7.19 1 - 2½" discharge on right side directly connected to pump discharge manifold with 30° chrome discharge adapter with integral drain and a 2½" x 1½" reducer and 1½" chrome cap.
- 7.20 1 - 3½" discharge on right side with manual rotary control and valve position indicator directly connected to pump discharge manifold with integral drain and 3½" x 4" 30° chrome or polished aluminum alloy elbow with 4" Storz fitting with blind Storz cap.
- 7.21 2 - 1½" discharges with swivels for 1¾" crosslays.
- 7.22 1 - 1½" rear discharge at front of rear hose bed for 2" rear pre-connect.
- 7.23 1 - 2½" rear discharge at front of rear hose bed for 2½" rear pre-connect.
- 7.24 The minimum pipe size for the 1½" discharges is 2" and the 2" and 2½" discharges is 2½". The rated flow capacity of all 1¾" pre-connect discharges shall be 200 gpm, 2" pre-connect discharge shall be 250 gpm, 2½" discharges shall be 350 gpm, 4" discharge shall be 750 gpm and the Elkhart monitor shall be 1,000 gpm. The friction loss between the pump discharge manifold and discharge hose fitting shall not exceed 10 psi at the rated flow.
- 7.25 1 - 3" discharge with hand-wheel-operated valve and valve position indicator located on pump panel for an Elkhart Stinger 2.0 monitor to be mounted midship in front of hose bed with 18" TFT "Extend-a-gun" riser with top mount fixture (Elkhart 8298). Height to be adequate to allow operation over a 360° radius. The length of pipe and elbows or other fittings shall be kept to a minimum to reduce friction loss at high flows. (Owner to supply portable monitor but not top mount fixture.)
- 7.26 Minimum of 3½" full flow tank to pump suction line with check valve to allow a minimum flow of 500 gpm.
- 7.27 1½" gated tank fill line.
- 7.28 Brushed stainless steel non-glare finish side-mount pump panel located at front of body on left side with logically arranged controls and gauges to make identification of function easy. All

push-pull control rods for valves shall have a remote control guide with nylon sleeve. (Owner to approve pump panel layout.)

7.29 Brushed stainless steel panel on right side to match pump panel.

7.30 1 FRC TankVision Pro Level gauge for water tank.

7.31 1 FRC TankVision Pro Level gauge for foam tank

7.32 Switches for ground lights, left scene lights, rear scene lights, right scene lights, left telescoping mast light, right telescoping mast light, pump panel lights, hose bed lights, pump house heater and 2 spares.

7.33 Air horn push button on pump panel with light switches.

7.34 2½" gauges for all discharges. The pressure tap for these gauges shall be as close to the discharge point or top mounted monitor as reasonably possible.

7.35 All gauges to be silicon filled and non-freezing.

7.36 Color code labels and controls for pre-connects and discharge ports. (Owner to approve color coding scheme.)

7.37 All piping shall be non-corrosive stainless steel, except for piping and fittings that are continuously wetted with foam concentrate or foam concentrate/water solution, with full flow flexible sections as needed. All piping that is continuously wetted with foam concentrate or foam concentrate/water solution shall be constructed of materials that will not be damaged or corroded by continuous exposure to the foam solution or foam concentrate.

7.38 Suction and discharge pressure test connections for pump service testing on pump panel.

7.39 Totally enclosed pump house with aluminum under-the-pump heat retention pan with easily removable sections and heat provided by a heater with fan able to maintain the pump house above freezing when the outside temperature is -10° F, with control switch on pump panel with on indicator light with other switches.

7.40 Mounting for 1 – Light Attack Vindicator Nozzles and 1 - New York Style 15/16" solid stream nozzle on right pump panel. (Owner to supply nozzles.)

7.41 Mounting for 1 – Light Attack Vindicator nozzle on left pump panel. (Owner to supply nozzle.)

7.42 1 – 6' Fire Hooks Unlimited New York Roof Hook mounted on left side pump panel.

## **8. Foam System**

8.1 1 - FRC Model 2002, 5 gpm discharge side direct injection foam proportioning system with controls mounted on pump panel for two pre-connect 1¾" crosslays and rear 2" and 2½" pre-connects for foam. Adjustable in 0.1% increments from 0.1% to 10.0%. (NS)

## **9. Water Tank**

9.1 Polypropylene tank with lifetime non-prorated warranty with capacity of 1,000 gallons of water and 50 gallons of foam. The foam tank fill tower shall incorporate a removable screen and arranged so that foam concentrate from a 5 gallon container can be dumped directly to the bottom of the tank to minimize aeration without the use of funnels or other special devices

## **10. Hose Crosslays**

10.1 Three transverse hose beds at front of body as low as possible. Two for 200' of double jacket 1¾" hose one for 400' of 1¾" hose. The front two beds are for pre-connects and the third for a dead load. (Owner to provide hose.)

10.2 Owner to approve method to prevent unintentional deployment of hose which shall be designed to allow easy deployment of hose by firefighters.

10.3 Aluminum bright diamond plate hinged cover for easy loading.

## **11. Rear Hose Bed**

11.1 The hose bed shall be of sufficient size to accommodate the following hose loads from left to right:

11.2 200' of 2½" double jacket hose pre-connect. (Owner to provide hose.)

11.3 200' of 2" double jacket hose pre-connect. (Owner to provide hose.)

11.4 2,000' of 4" synthetic Large Diameter Hose with Storz couplings split into two compartments of approximately the same size. (Owner to provide hose.)

11.5 800' of 2½" double jacket hose. (Owner to provide hose.)

11.6 Hosebed dividers shall be adjustable, removable smooth aluminum plate with extruded aluminum base welded to the bottom, sanded and deburred rounded edge at the back end of each divider with radius corner

11.7 Aluminum diamond plate hose bed cover strong enough to support three firefighters on top of cover with weighted red Hypalon rear flap that extends to bottom of hose bed at rear.

11.8 Owner to approve method to prevent unintentional deployment of hose which shall be designed to allow easy deployment of hose by firefighters.

## **12. Pumper/Rescue Body**

12.1 All aluminum alloy construction. Body corners to be large diameter radius. Minimum thickness of aluminum plate is 3/16". All corners and joints to be smooth uniform radiuses, tight fitting and without pits or jagged edges. Equivalent stainless steel is an acceptable alternative.

12.2 The body shall be long enough to accommodate the specified extension and roof ladders and suction hose fully enclosed and not less than 15'.

12.3 Body and compartments of sufficient size to accommodate all NFPA required and recommended equipment and hose and equipment specified herein.

12.4 All compartments shall the maximum size available at location specified.

12.5 Rescue/Pumper style body with Buffalo butt style with compartments extending to rear of body, including back step, with square back and rounded corners.

12.6 All compartment doors shall be AMDOR roll-up shutter doors.

12.7 All compartments shall have interior lights actuated by opening of door with light in cab that notifies if a door is open.

12.8 All wearing and walking surfaces, including the area between the Buffalo butts, shall be constructed of bright finish diamond treadplate material with non-slip material as required by NFPA 1901.

12.9 All horizontal surfaces, vertical surfaces to right and left of pump panels, vertical surfaces on inside of and between the buffalo butts and compartment tops to be bright finish aluminum treadplate material.

12.10 All hose beds shall be vented, drained and constructed of extruded aluminum. The rear hose bed floor shall be easily removable for access to water tank. A removable panel shall be provided for access to water-level and foam gauge sending units without removing the entire hose bed floor.

12.11 All compartments, shelves and roll out trays shall have red removable modular Dri-Dek floor neatly fitted and finished. Compartment floors below adjustable roll-out shelves shall be fitted with Dry-Dek floor.

12.12 All compartments shall have sweep out floor and have vent and drain.

12.13 All compartments shall be fully gasketed and provided with drip rails.

12.14 Access shall be provided to telescoping lights, hose bed, monitor and other functional areas using permanent or folding steps constructed of aluminum or stainless steel with grab or hand rails.

12.15 All steps and running boards shall be well lit.

### **13. Right Side of Body**

13.1 1 – compartment a minimum of 26" deep at bottom and 13" deep at top ahead of rear wheel with two adjustable roll-out shelves at bottom and one fixed and two adjustable shelves at top.

13.1.1 1 - 20# CO2 fire extinguisher.

13.2 1 – compartment a minimum of 13" deep with two adjustable shelves over wheel well.

13.3 1 – compartment a minimum of 26" deep at bottom and 13" deep at top compartment behind rear wheel with one roll-out shelf at bottom and one fixed and two adjustable shelves at top. Provide 110 VAC outlet at top for battery chargers. The roll-out shelf at bottom is for one battery powered PPV fan (22.88"W x 26"H x 11"D), one electric powered NPV smoke ejector (Supervac HF164 with Tilt Frame). (Both Owner provided.)

13.4 2 - SCBA bottle holders, each to hold two Scott 4,500 psi 30 minute bottles or Scott 5,500 psi 45 minute bottles, one ahead of and one behind rear wheel located so as to minimize reduction in adjacent compartment sizes. (Owner to provide bottles.)

13.5 2 - Whelen Pioneer Plus Single Panel Combination Flood/Spot 10,000 lumen scene light.

13.6 1 – Whelen Pioneer Plus Dual panel combination flood/spot 20,000 lumens 12-volt DC telescoping mast light with pole mount adapter at front of pump panel with switch on pump panel.

### **14. Rear of Body**

14.1 Minimum of 26" deep compartment with a roll-out shelf at bottom and two adjustable shelves at top behind the water tank. This bottom of this compartment is to open into the right and left side compartments at the bottom behind the rear wheel. This roll-up door and adjacent rear body is to be painted with red/yellow chevrons and E1 on the roll-up door.

14.2 1- compartment with hinged door at upper right of body beside hose bed and above roll-up side doors for 1 – 15' length of 6" lightweight hard suction

- 14.3 1- compartment with hinged door at upper left of body beside hose bed and above roll-up side doors for 1 – 15' length of 6" lightweight hard suction.
- 14.4 1- compartment with hinged door at right side of body next to water tank for 1-2-section 28' extension (Duo-Safety 1200-A NS), 1-16' roof (Duo-Safety 875-A NS ) and 1-10' folding (Duo-Safety 585-A NS) ladders and 1-6', 1-8', 1-10' and 1-12' fiberglass I-Beam pike poles.
- 14.5 2 - Whelen Pioneer Plus Single Panel Combination Flood/Spot 10,000 lumen scene lights.
- 14.6 2 - handrails, one on each side of buffalo butt.
- 14.7 Corner or folding steps at intersection of rear compartment and buffalo butts for access to hose bed and upper left and right compartments.
- 14.8 10" rear step between buffalo butts.
- 14.9 1 - rubber covered handrail between buffalo butts below hose bed.
- 14.10 Mounting for 1 – Heavy Attack Vindicator nozzles and 1 – Blitz Attack Vindicator nozzle on left side rear of buffalo butt. (Owner to supply nozzles.)

## **15. Left Side of Body**

- 15.1 1 – minimum of 26" deep compartment with vertical reinforced divider ahead of rear wheel with two adjustable roll-out shelves at bottom and three adjustable shelves at top of left section. Right section to have mounting for 1- Ferno Model 71-S Two-Piece Basket Stretcher and two tubes for storage of Scott 4,500 psi 30 minute bottles or Scott 5,500 psi 45 minute bottles (Owner to provide SCBA bottles).
- 15.2 1 – minimum of 26" deep compartment with two adjustable shelves over wheel well plus one shelf without a lip attached to the lower adjustable shelf for an accountability board.
- 15.3 1 – minimum of 26" deep compartment behind rear wheel with one adjustable roll-out shelf at bottom and adjustable shelves and tubes and mounting for Paratech 7 bag 92 ton air bag set with plywood spacers with Master Control Package including case, one set of Paratech RescueStruts Vehicle Stabilization Kit, one Power Hawk Model P-16 IN-1 Rescue System including Power Pusher Rams, Extensions and Couplers. Provide 110 VAC outlet and mount Power Hawk 110 VAC charger. (All Owner provided.)
- 15.4 1 - SCBA bottle holder to hold 2 Scott 4,500 psi 30 minute bottles or Scott 5,500 psi 45 minute bottles ahead of rear wheel located so as to minimize reduction in adjacent compartment sizes. (Owner to provide bottles.)
- 15.5 2 - Whelen Pioneer Plus Single Panel Combination Flood/Spot 10,000 lumen scene light.
- 15.6 1 – Whelen Pioneer Plus Dual panel combination flood/spot 20,000 lumens 12-volt DC telescoping mast light with pole mount adapter at front of pump panel.

## **16. Lighting and Warning Devices**

- 16.1 All warning, clearance, scene and ground lights shall be Whelen lights unless otherwise specified.
- 16.2 2 -Federal Signal Split-Vision 3 Pod SLR with Spectra Lux multicolor LED technology for center light with red end lights and center light programmed to be white when calling for ROW and red when blocking ROW to be mounted on left and right side of front cab top.
- 16.3 2 - Federal Signal Red SLR LED rotating beacon located at rear visible to the side and rear.

16.4 2 - Whelen SurfaceMax Series red wig-wag LEDs mounted on front of cab as far to the left and right as possible.

16.5 6 - Whelen red LEDs located on left and right side at front of front fender, over rear wheel well and at rear.

16.6 2 - Whelen SurfaceMax Series wig-wag amber LEDs mounted at rear on Buffalo butt as high as possible.

16.7 2 - Whelen SurfaceMax Series wig-wag red LEDs mounted at rear on Buffalo butt below amber lights.

16.8 2 - Whelen SurfaceMax Series mounted as a unit on the left and right side of the Buffalo butt with top light red brake lights, middle light amber arrow directional lights and the bottom light white backup lights.

16.9 1 - Whelen Eight light Traffic Advisor Dominator Series mounted above the rear compartment door with controls in cab.

16.10 1 - Federal Model PA-300MSC solid state electronic siren with attached noise-canceling microphone mounted for convenient access for driver and officer with one chrome or polished aluminum 100 watt speaker mounted in front bumper with low profile floor mounted switch for officer and horn operated control for driver that switches from horn to siren control when electronic siren is in the on position.

16.11 2 - Grover "Stuttertone" air horns with floor switch right side of cab and halyard on the left side of cab mounted in front bumper.

## **17. Electrical**

17.1 Where high or low voltage electrical cord, that is not in a conduit or other protective sheath, penetrates a metal surface, rubber or plastic grommets or bushings shall be installed.

17.2 1 - Cole-Hersee master battery switch mounted to left of driver's seat.

17.3 1 - master switch for emergency lights in addition to individual switches for Federal Signal Split-Vision SLR lights, rear SLR lights, front emergency lights, side emergency lights and rear emergency lights in cab.

17.4 1 - master switch for all lights controlled at pump panel except as provided in the following item.

17.5 1 of the left side pump panel lights to be controlled by the parking brake.

17.6 All switches in cab for emergency lights and compartments lights and other lights to be functionally arranged in single console easily accessible to driver or officer. (Owner to approve location and design of console.)

17.7 Space to mount a VHF two piece mobile radio (control panel and separate receiver/transmitter) with the control panel in a position that will be convenient for use by the driver and officer and space for the receiver/transmitter. (Owner will supply and mount radio.)

17.8 Space to mount a VHF two piece mobile radio (control panel and separate receiver/transmitter) with the control panel in an accessible location with an in-channel mobile repeater with a bandpass and notch filter. (Owner will supply and mount radio and repeater.)

17.9 All interior switches to be heavy-duty toggle switches with integral indicator lights.

17.10 All exterior switches to be heavy-duty weatherproof toggle switches with indicator lights.

17.11 1 - battery charger/conditioner wired into batteries with 110 VAC power received from the shore line receptacle.

17.12 110 VAC power receptacle in left rear compartment for rescue tool charger with 110 VAC power received from the shoreline receptacle. (Owner to provide charger.)

17.13 110 VAC power receptacle in right rear compartment for battery chargers with 110 VAC power received from the shoreline receptacle. (Owner to provide charger.)

17.14 A minimum of 2 spare switches in cab for future use.

## **18. Paint**

18.1 All exterior and exposed surfaces to be sanded, cleaned, primed, and painted with a minimum of three coats of Dupont Imron paint with a clear finish coat and buffed to provide a high gloss quality finish. Paint shall be red Imron 65296u. Contractor to provide paint samples to Owner for approval before painting.

18.2 Cab to be white Imron 817u over red. White to start below windows and above grill on front.

18.3 Front and rear wheels shall be painted the same red as body.

18.4 The interior of all compartments shall be painted with a high quality scratch and chip resistant grey on white splatter paint.

18.5 Contractor shall provide a container of touch-up-paint to the Owner.

18.6 6" Reflective striping to be white and location to be approved by Owner.

18.7 Gold leaf lettering and detailing to match current Norwich Engine 1. Apparatus designation will be "Engine 1". Left and right doors to have NORWICH and ENGINE 1. Front of cab to have NFD on left side and E1 on right side.

18.8 The rear of the apparatus and roll-up door is to be painted with red/yellow chevrons and have NFD and E1 in reflective striping to match "Keep Back 500' marking.

18.9 The front bumper is to painted with red/yellow chevrons.

Attachment with pictures of current Engine 1 is on the next page.



**Addendum No. 1**  
**January 8, 2021**  
**Norwich Vermont Fire Department**

This is Addendum No. 1 to the Bid Package and Specifications for: One 1,500 gpm Rescue/Pumper, Dated December 17, 2020 based on questions asked during the pre-bid ZOOM meeting on January 5, 2021. *Explanatory and clarification material are in italics.* Thank you for your participation in the meeting.

Page 1, Item 1.1. Bids are to be received at the Town Managers Office, 300 Main Street, P.O. Box 376, Norwich, VT 05055-0376 on or before 02-05-2021 at 1630 Hours. Bids shall be marked "Fire Department Pumper Bid" on the outside of a sealed envelope. *Disregard the time specified on the cover page, bids are due on February 5, 2021 by 1630 hours.*

Page 1 Item 1.7 Full compliance is required with NFPA 1901 Standard for Automotive Fire Apparatus (2016 Edition) as if the Standard was fully incorporated herein, except where specifically waived by this specification. *This includes Section 4.13.1 Rollover Stability and all other sections not specifically waived by this specification.*

Page 2 Item 1.11. “. . . The Contractor may propose an alternative to the progress payments as defined in the Form of Contract if it meets the criteria in this paragraph for protection of the Owner for any payments made before the Owner gives written notice of acceptance of the apparatus.” *The intent of this section is to provide protection for any payments made by the Owner to the Contractor before written acceptance of the apparatus by the Owner so that the Owner may recover all the payments made if needed.*

Page 3 Item 7.2 Itemized Deductions “Replace factory discharge manifold with supplier-built discharge manifold.” *This should read “Replace factory discharge manifold with supplier-built discharge and/or intake manifold.”*

Page 11 Item 5.8 should read “The parking brake shall be controlled by a push-pull valve in the cab that engages the rear brakes using mechanical spring force.” *The PDF version of the specification misplaced some words.*

Page 12 Item 5.21 The front bumper shall be a minimum of 10” stainless steel painted with red/yellow chevrons. *The 10” is a vertical dimension of the bumper and not the distance the bumper projects in front of the cab.*

Page 12 Item 5.22 Dual heated flat mirror heads shall be supplied with a convex mirror below the primary mirrors. *The intent of this item is West Coast mirrors not Bus mirrors.*

Page 13 Item 7.8. 2 - 6" side suction with long-handle chrome cap on the right side. Left side suction to have a behind-the-panel hand-wheel-operated butterfly valve with position indicator and externally adjustable intake side relief valve (Monarch Intake Valve) set at 160 psi and have a 6" x 4" Storz 30° elbow adapter with blind Storz cap. *There is no valve required for the right-side 6" suction.*

Page 15 Item 7.39 Totally enclosed pump house with aluminum under-the-pump heat retention pan with easily removable sections and heat provided by a heater with fan able to maintain the

pump house above freezing when the outside temperature is -10° F, with control switch on pump panel with on indicator light with other switches. *It is the intent of this section that the pump house be enclosed on all sides, with removable bottom panels, to the maximum extent reasonably possible with the heater sized to keep everything in the pump house from freezing. It is not the intent of this section that rollup doors enclose the pump panels.*

Page 16 Item 10.1 Three transverse hose beds at front of body as low as possible. Two for 200' of double jacket 1¾" hose one for 400' of 1¾" hose. The front two beds are for pre-connects and the third for a dead load. (Owner to provide hose.) *The crosslays may be single or double stack.*

Page 16 Item 12.1 All aluminum alloy construction. Body corners to be large diameter radius. Minimum thickness of aluminum plate is 3/16". All corners and joints to be smooth uniform radiuses, tight fitting and without pits or jagged edges. Equivalent stainless steel is an acceptable alternative. *Section 12.1 of the specification states that equivalent stainless steel is an acceptable alternate to an aluminum body.*

Page 17 Item 12.9 All horizontal surfaces, vertical surfaces to right and left of pump panels, vertical surfaces on inside of and between the buffalo butts and compartment tops to be bright finish aluminum treadplate material. *This does not include the rear facing vertical surface of the body where the chevrons, warning and other lights are installed but does include the inner surfaces of the body facing the rear step.*

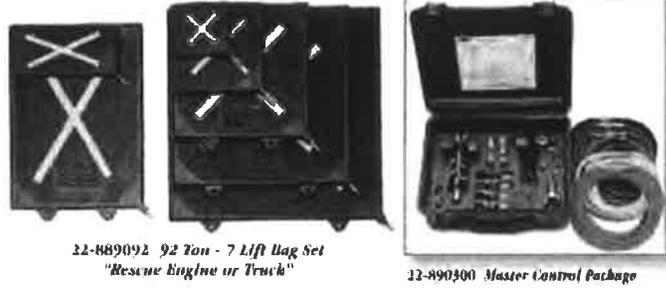
Page 17 Item 13.1.1 1 - 20# CO2 fire extinguisher. *This extinguisher shall be provided by the Contractor. See Section 1.7 “. . . If a specific item of equipment is mentioned, for example ladders, pike poles, extinguishers, suction hose, etc. and if not specified as provided by Owner it shall be provided by the Contractor.”*

Page 18 Item 15.3 1 – minimum of 26" deep compartment behind rear wheel with one adjustable roll-out shelf at bottom and adjustable shelves and tubes and mounting for Paratech 7 bag 92 ton air bag set with plywood spacers with Master Control Package including case, one set of Paratech RescueStruts Vehicle Stabilization Kit, one Power Hawk Model P-16 IN-1 Rescue System including Power Pusher Rams, Extensions and Couplers. Provide 110 VAC outlet and mount Power Hawk 110 VAC charger. (All Owner provided.)

*The Paratech 7 bag 92 ton air bag set includes the following components plus ¼" plywood spacers sized for each bag. The Master Control Package is stored in compartment L2 and does not need special shelving.*

**Paratech Model 92, 7 Lift Bag Set**

Bag	Dimensions (in) LxWxD
KPI-1	6 x 6 x 0.6
KPI-3	6 x 12 x 0.6
KPI-5	10 x 10 x 0.6
KPI-12	15 x 15 x 0.8
KPI-17	21 x 15 x 0.8
KPI-22	20 x 20 x 0.8
KPI-32	24 x 24 x 0.8

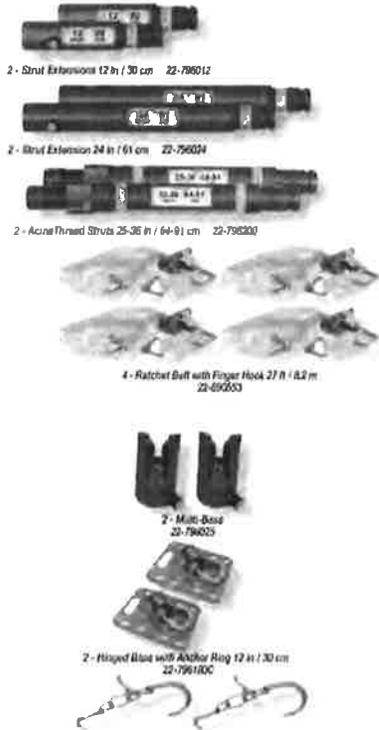


The Paratech RescueStruts Vehicle Stabilization Kit includes the following components.

**STANDARD VSK**

Paratech's flagship kit and the "standard" when addressing your stabilization needs. This kit covers everything from small vehicles to large commercial/municipal vehicles.

Maximum load up to 40,000 lb / 18,144 kg with a 4:1 safety factor



Kit Part No.	Net Weight: lb	kg
22-796850	87.3	44.2

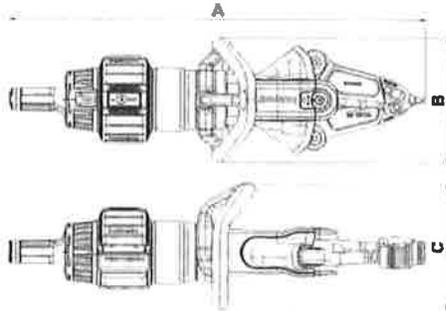
Part No.	Description	Quantity
22-796200	Acorn Thread Strut 25-36 in / 64-91 cm	2
22-796012	Strut Extension 12 in / 30 cm	2
22-796024	Strut Extension 24 in / 61 cm	2
22-796025	Multi-Base	2
22-796100C	Hinged Base w/Anchor Ring 12 in / 30 cm	2
22-690553	Ratchet Belt w/Finger Hook 27 ft / 8.2 m	4
22-796101	The Down Keys w/L Hook	2



Specification Addendum

Page 4 of 7

*Replace the Power Hawk P-16 Rescue Tool with the Holmatro Combi Tool PCT50. The tool dimensions are 35.4" x 10.6" x 10.7" (AxBxC) in the following drawing (Owner Provided).*



*Delete the Power Hawk BC-U1 Battery charger. Provide 110 VAC outlet for Holmatro PCM2 Mains Power Connector (Owner Provided).*

*Provide mounting for the following Power Hawk equipment. Dimensions are in the following brochure. Equipment is Owner provided.*

<b>Power Hawk Equipment</b>	<b>Quantity</b>
P-25 Power Pusher Ram - 25 in.	1
P-40 Power Pusher Ram - 40 in.	1
E-24 Ram Extension - 24 in.	2
E-48 Ram Extension - 48 in.	2
2C0516-1 Ram Coupler	4

**POWER HAWK® P-16 RESCUE SYSTEM SPECIFICATIONS:**  
NOTE: ROLLER SIZES OF SOME ITEMS MAY VARY

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



**P-16 Rescue Tool**  
Powerhead Output Torque: 72,000 in-lbs (8138 N-m)  
Input : Output Ratio: 5956:1  
Powerhead Articulation Angle: 70°  
Attachment Pins: High-strength steel, self-cleated  
Motor (Inrush Current): 220 Amps  
Motor Current @ No Load: 23 Amps  
Motor Current @ Max. Load: 166 Amps  
Pigtail Cable Length: 12' (305 mm)

**With No Attachments**  
Weight: 12 lbs (14.5 kg)  
Envelope (LxWxH): 17" x 10" x 12" (432 x 254 x 305 mm)

**With E-1001 Sprockets Attached**  
Spreading Force (at max. angle): 8,000 to 17,000 lbs (35.6 to 48.0 kN)  
Spreading Force (at lock of arm): 17,500 to 85,200 lbs (78.0 to 201.2 kN)  
Weight: 41 lbs (18.6 kg)  
Envelope (LxWxH): 25" x 10" x 22" (635 x 254 x 305 mm)  
Opening Distance: 18" (350 mm)

**With C-1801 Curved Cutter Attached**  
Cutting Force (at max. angle): 30,000 lbs (133.4 kN)  
Weight: 44 lbs (19.9 kg)  
Envelope (LxWxH): 24" x 10" x 12" (610 x 254 x 305 mm)  
Opening Distance: 5" (127 mm)

**With CS-1000 Straight Cutter Attached**  
Cutting Force (at max. angle): 45,000 lbs (201.1 kN)  
Cutting Force (at lock of arm): 21,000 lbs (93.4 kN)  
Spreading Force: 10,000 to 18,000 lbs (44.5 to 80.1 kN)  
Weight: 47.5 lbs (21.5 kg)  
Envelope (LxWxH): 27" x 10" x 22" (686 x 254 x 305 mm)  
Opening Distance: 10" (254 mm)

**PC-100 Controller Unit**  
Power Input: 12 Volts DC  
Case: Sealed  
Weight: 3.8 lbs (2.5 kg)  
Envelope (LxWxH): 11" x 4.5" x 7.5" (279 x 114 x 190 mm)

**CA-4M Power Cable Assembly**  
Cable Length: 52 ft (16 m)  
Weight: 8.8 lbs (3.9 kg)

**PWR-12MP Power Pack**  
Battery Type: 12 V Valve-Reg. Sealed Lead-Acid  
Battery Capacity: 33 Amp-hr @ 20 Hr  
Case: Fully Vented  
Charge Indicator: Needle with test button  
Power Connectors: 2 high amp  
Weight: 29.6 lbs (13.4 kg)  
Envelope (LxWxH): 11.8" x 8" x 11" (300 x 203 x 254 mm)

**POWER PUSHER® Rams & Extensions**

**P-40 Power Pusher Ram**  
Fully Extended Length: 41 in (104.1 cm)  
Fully Retracted Length: 23 in (58.4 cm)  
Stroke Length: 12 in (30.5 cm)  
Adjustment Length: 8 in (15.2 cm)  
Housing Slot Width: 2.25 in (5.7 cm)  
Weight: 36 lbs (16.3 kg)

**P-25 Power Pusher Ram**  
Fully Extended Length: 27 in (68.6 cm)  
Fully Retracted Length: 16 in (40.6 cm)  
Stroke Length: 5 in (12.7 cm)  
Adjustment Length: 6 in (15.2 cm)  
Housing Slot Width: 2.25 in (5.7 cm)  
Weight: 27 lbs (12.2 kg)

**E-24 Ram Extension**  
Length: 24 in (61.0 cm)  
Weight with handle: 15 lbs (6.8 kg)

**E-48 Ram Extension**  
Length: 48 in (121.9 cm)  
Weight with handle: 30 lbs (13.6 kg)

**2C0516-1 Ram Coupling**  
Connects Power Pushers and Extensions Weight: 5 lbs (2.7 kg)

**2C0551-1 Swivel Base Set**  
Attach to Rams, Extensions for angled operations  
Weight: 13 lbs (5.9 kg)

**Saw Extrication Kits**  
**SZA-1015 Kit** includes Milwaukee Cordless Sawzall, Power Adapter, 16 Ft. Power Cable, 5 Touch Blades, 1 Ax Blade, Contractors Bag  
Weight: 18 lbs (8.2 kg)  
**SZK-2000 Kit** adds Milwaukee 6.5 Circular Saw, Metal Cutting Blade and Power Adapter Weight: 25 lbs (11.3 kg)

**JC4-16 Jumper Cables**  
16 Ft. 4 Ga. Red connector one end Heavy-duty clamps other end

**EC4-16 Extension Cable**  
16 Ft. 4 Ga. Red connector both ends

**BKPK-500 Back Pack**  
Back pack for Power Pack Weight: 6 lbs (2.3 kg)

**LB-1204 Flood Light**  
50 Watts, 3.9 Amps, 4" Dia.  
Halogen bulb, On/Off switch

**BC-U1 Battery Charger**  
Input Voltage & Freq: 90-230 V AC 50-60 Hz  
Max. Output Current: 4 A @ 5%  
Max. Output Voltage: 14.8 ± .20 V DC  
Weight: 2.4 lbs (1.1 kg)  
Envelope (LxWxH): 6.5" x 4.2" x 2" (172 x 107 x 51 mm)

Specification Addendum

Page 6 of 7

Page 19 Item 17.7 Space to mount a VHF two piece mobile radio (control panel and separate receiver/transmitter) with the control panel in a position that will be convenient for use by the driver and officer and space for the receiver/transmitter. (Owner will supply and mount radio.)

Page 19 Item 17.8 Space to mount a VHF two piece mobile radio (control panel and separate receiver/transmitter) with the control panel in an accessible location with an in-channel mobile repeater with a bandpass and notch filter. (Owner will supply and mount radio and repeater.)

*The location provided for the receiver/transmitter portion of the radios specified in sections 17.7 and 17.8 shall be easily accessible for installation and service. The control head for the radio specified in section 17.8 shall be easily accessible for changing frequencies. In the current Engine 1 these components are mounted under the Officer's seat and the rear seat behind the Officer's seat. The location shall be approved by the Owner.*

*The receiver/transmitters are 8" x 2.5" x 9" (W x H x D).*

*The repeater is 6.8" x 1.7" x 6" (W x H x D).*

*The control heads are approximately 3" x 7.5" x 3.5" (H x W x D) plus mounting bracket.*

*The band-pass filter is approximately 6" x 6.25" x 2" and the notch filter 5.25" x 2.75" x 6" (D x W x H).*

Page 19 Item 17.9 All interior switches to be heavy-duty toggle switches with integral indicator lights. *This should be interpreted to include rocker switches.*

Page 20 Item 18.1 All exterior and exposed surfaces to be sanded, cleaned, primed, and painted with a minimum of three coats of Dupont Imron paint with a clear finish coat and buffed to provide a high gloss quality finish. Paint shall be red Imron 65296u. Contractor to provide paint samples to Owner for approval before painting.

Page 20 Item 18.2 Cab to be white Imron 817u over red. White to start below windows and above grill on front.

*An alternate to Dupont Imron paint may be proposed as long as it is equivalent or better than Imron paint and data on equivalency is provided as required by Section 4.7.*

Page 20 Item 18.7 Gold leaf lettering and detailing to match current Norwich Engine 1. Apparatus designation will be "Engine 1". Left and right doors to have NORWICH and ENGINE 1. Front of cab to have NFD on left side and E1 on right side. *The marking on the front of the cab is not required to be gold leaf and may be decals.*

Specification Addendum

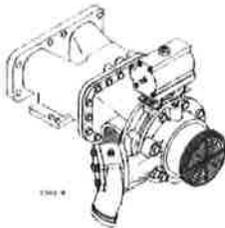
Page 7 of 7

Page 20 18.8 The rear of the apparatus and roll-up door is to be painted with red/yellow chevrons and have NFD and E1 in reflective stripping to match Keep Back 500' marking. And 18.9 The front bumper is to painted with red/yellow chevrons. *The chevrons specified in Sections 5.21, 14.1, 18.8.and 18.9 shall be reflective material that meets the requirements of NFPA 1901 Section 15.9.3.*

**Addendum No. 2**  
**January 12, 2021**  
**Norwich Vermont Fire Department**

This is Addendum No. 2 and supplements Addendum No. 1 to the Bid Package and Specifications for: One 1,500 gpm Rescue/Pumper, Dated December 17, 2020 based on questions asked subsequent to the ZOOM meeting on January 5, 2021. *Explanatory and clarification material are in italics.*

Page 13 Item 7.8 2 - 6" side suction with long-handle chrome cap on the right side. Left side suction to have a behind-the-panel hand-wheel-operated butterfly valve with position indicator and externally adjustable intake side relief valve (Monarch Intake Valve) set at 160 psi and have a 6" x 4" Storz 30° elbow adapter with blind Storz cap. *The valve specified, or equivalent, is a Waterous Monarch valve and uses a Jamesbury wafer-Sphere butterfly valve. It has a provision for a pre-valve relief valve, a drain and a choice of a manual worm gear or pneumatic actuator or electric rotary actuator. The specification requires a hand-wheel-operated butterfly valve with position indicator. See the following diagram.*



Page 14 Item 7.25 1 - 3" discharge with hand-wheel-operated valve and valve position indicator located on pump panel for an Elkhart Stinger 2.0 monitor to be mounted midship in front of hose bed with 18" TFT "Extend-a-gun" riser with top mount fixture (Elkhart 8298). Height to be adequate to allow operation over a 360° radius. The length of pipe and elbows or other fittings shall be kept to a minimum to reduce friction loss at high flows. (Owner to supply portable monitor but not top mount fixture.) *The Elkhart 8298 deck mount adapter allows use of the 8297 (Elkhart Stinger 2) as a deck gun, and is designed for a pre-plumbed pipe directly from the pump. The 8298F adapter consists of the 3" 150# flat faced ANSI flange, cast waterway, swivel ring, and anti-rotation pins for the 8298EX. The 8298P adapter consists of the 3" NPT female thread, cast waterway, swivel ring, and anti-rotation pins for the 8298EX. See the following diagram for the 8298F with the 8298EX. The picture is of existing Engine 1 with 8298P with the 8298EX. The 18" TFT "Extend-a-gun" riser position indicator should be wired to the compartment door open light specified in Section 12.7*



**Fig. 2**  
**8298F 2.0 Deck Mount Adapter**





April 21, 2021

Dear Valued Customer,

United Plastic Fabricating, Inc. wants to thank you for your support of our products. It appears we share similar challenges with our customer base as we entered 2021 with a strong backlog and a quest to find available labor. UPF continues to work on process improvements at each of our plants to meet these needs. We anticipate a flow line addition at our Ocala plant this month. Unfortunately, as manufacturers we cannot control certain costs when we have to rely on external sources when those means are universally affected. Such is the case of raw materials. The following shared article is taken from the Plastics Exchange.

*"This Polypropylene environment has been like none other in our 20 years of making spot resin markets. The supply/demand imbalance that sent spot Polypropylene prices parabolic in Feb still remains and the under supply is likely to continue for months ahead. The plastics industry has been recovering from a series of substantial production disruptions that began with the late August hurricanes and then continued to pile on in succession, culminating with the massive mid-February winter storm that hit the Houston/Louisiana region. The storm shut down the vast majority of US petrochemical and plastics production facilities, decimating PE supplies and driving PP resin inventories to record lows. After seeing virtually zero fresh railcar offers during the latter half of February, the recovery began and startup resin began to show up in the first half of March. The quality of offers continued to improve as the month wore on, but with widespread force majeure declarations in place, producers' prime materials were solely utilized to fill contract orders, which were on reduced allocation during March and remained so as April began, reports the Plastics Exchange."*



(graph used from Plastics Exchange 4/16/21)



To complicate sourcing options, an explosion to a major resin manufacturing facility closed that plant which further affected the availability supply. UPF has been working hard to source our raw material polypropylene sheet to meet the demand for our custom fabricated poly products. Obtaining polypropylene sheet has come at a major cost increase as resin alone has seen a 300% increase between April 1, 2021 and April 3, 2020. It is not uncommon for UPF's raw material pricing to fluctuate 2-3 times a year with single digit +/- factors. UPF plans for these changes and we typically absorb the good and bad. At the close of Q-1, we recognized a deep impact to this expense which we will not be able to absorb with the current state and forecasted short term costs. Effective May 1<sup>st</sup>, UPF will be instituting a 5% surcharge for any new orders on total invoice less freight/taxes. This surcharge does not nearly cover existing costs and we are hopeful that we can weather the current state without additional increases while until the market stabilizes.

Please feel free to contact me with any clarification. UPF appreciates your business.

Regards,

*Patrick Cahill*

Patrick Cahill  
Director of Sales and Business Development  
UNITED PLASTIC FABRICATING, INC.  
165 Flagship Drive  
North Andover, MA 01845  
P: 978-989-0264  
P: 800-638-8265  
C: 978-360-4546  
[www.unitedplastic.com](http://www.unitedplastic.com)

**Subject:** Surcharges - Fire Dept. truck quote

**From:** Dingee Machine Co [mailto:[dingeemachine@comcast.net](mailto:dingeemachine@comcast.net)]  
**Sent:** Tuesday, May 04, 2021 2:46 PM  
**To:** Alex Northern; [neil@nafulton.net](mailto:neil@nafulton.net); Matt Swett  
**Subject:** Surcharges

Good afternoon,

In regards to your question of being able to hold our quoted price on your truck beyond the one hundred twenty (120) days from the bid opening that we previously agreed to.

Attached you will find two (2) examples of what we are seeing this year for price increases/surcharges from suppliers- of which there are many. The two (2) largest dollar suppliers for your truck would be Sutphen and Waterous. The Sutphen Corporation is anticipating a 2%-3% surcharge mid-summer. Waterous just had a price increase on May 1st. We are also seeing increases in our raw material, which seem to be weekly.

All of that having been said, it is not unreasonable to think that if we updated our cost in the fall for this truck, we would be seeing an approximate 2%-4% increase in our charges to you- between \$10,920.98-\$21,841.96 in real money.

Let us know if you have any other questions.

Thank you,

Larry

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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.

Onspot of North America <onspot@onspot.com>

4/29/2021 10:21 AM

## Price Adjustment Notification

To dingeemachine@comcast.net



### Price Adjustment - Effective 6/1/2021

Dear Onspot Customer,

Effective June 1, 2021, Onspot of North America will begin implementing an overall price increase of 2.5% on full sets.

If you have any questions related to the price adjustment or its implementation feel free to contact your local Regional Manager or by calling our Inside Sales Team at 800-224-2467. A separate mailing will be sent with a file containing the updated price list for your company.

Onspot remains committed to finding ways to increase our value as a supplier by meeting the needs of our customers with easy, trouble free solutions. We appreciate your continued business and we look forward to serving you in the future.

Sincerely,

Shane Woodman  
Sales Manager, North America

New Engine 1 Supplemental Material for Selectboard  
Norwich Fire Department  
May 4, 2021

**Mutual-Aid: What It Is, How It Works**

Norwich provided mutual-aid to other fire departments 31 times in 2020 and received mutual-aid from other fire departments 9 times.

Norwich is a member of the Upper Valley Regional Emergency Services Association (UVRESA). UVRESA has approximately 36 members in both Vermont and New Hampshire. The Bylaws provide that the “. . . purpose of the Association shall be to promote cooperation among member fire departments in the prevention and fighting of fires, to improve fire fighting methods, to protect the lives and property of the citizens of the member communities, and to promote the professional abilities of member fire departments.” It also states: “Mutual aid assistance is intended to supplement rather than replace local effort.”

A key part of being a member of the mutual aid organization is that local fire departments are expected to maintain the appropriate number of vehicles and firefighters to handle their own normal local incidents to avoid placing an undue burden on other departments. This approach has made the regional mutual-aid arrangement work well, because all communities plan and provide for their own typical emergencies with respect to equipment, personnel and training. Mutual-aid is not a substitute for a local fire department fulfilling its own responsibilities. It is only intended to augment the existing strength of a local department when there is a major incident or situation that requires additional resources beyond the norm.

There are two different ways mutual-aid is provided. The first applies when a department requests specific assistance during an incident when its own resources are not adequate to handle the incident. For example, a department may request specific additional alarm levels, pumpers, tankers or aerial equipment. The second type of mutual-aid, called “auto-aid”, is when 911 dispatch receives a call about an incident and makes a decision on which equipment to send based upon a standardized schedule, known as a run card, describing the type and location of a fire. For instance, once a call is answered by dispatch and the nature of the emergency is determined, dispatch decides whether it is a still alarm, a general alarm or 1<sup>st</sup> alarm incident, and then the appropriate auto-aid equipment is dispatched from other departments at the same time as the local department is dispatched. Firefighters are notified by radio, pagers, text messages and a phone app referred to as Active 911 that allows dispatch, and a monitor at the fire station, to track the status of each responder and display on a map their progress in responding to the incident or to the fire station to respond with apparatus.

Norwich is divided into nine zones based upon the location and response times of nearby departments as well as one town-wide wildfire zone and one town-wide mass casualty zone.

The following is an example of the current run card for Zone 1.

**ZONE 1: In Town Hydrant District includes Route 5 South to King Arthur Flour (number 135).**

**ZONE: GENERAL** Norwich Pagers – Smoke Investigation, Exposed Structure, Chimney Fire w/o Extension, Sprinkler Water Flow, Fire Alarm, Brush Fire, CO Detector  
**1<sup>st</sup>** Tone Norwich Pagers – Credible Report of Structure Fire  
**2<sup>nd-4<sup>th</sup></sup>** Re-Tone Norwich Pagers

ALARM	ENGINES	LADDERS	TANKERS	OTHER	COVER	SPECIAL
General	Norwich E-1 Norwich E-2	Norwich L-1	Norwich T-1			Air: Hartford Rescue Fairlee Air Trailer
1 <sup>st</sup>	Hanover Thetford	Hartford		Norwich FAST		
2 <sup>nd</sup>	Lebanon Hartland	Hanover		Norwich Support Team Upper Valley Ambulance	Lyme	Tanker: Hartford Lebanon Thetford
3 <sup>rd</sup>	Strafford Fairlee	Lebanon			Lebanon	Strafford Fairlee
4 <sup>th</sup>	Hartford				Plainfield Eng	Ladder: Lebanon

For comparison, the following is an example of the 1996 run card for Zone 1.

**ZONE 1: In Town District and I-91**

**ZONE: STILL** Norwich Pagers  
**1<sup>st-4<sup>th</sup></sup>** Norwich Pagers and Siren

ALARM	ENGINES	LADDERS	TANKERS	COVER	SPECIAL
1 <sup>st</sup>	Norwich E-4 Norwich E-3 Norwich E-5 Norwich E-2	Norwich L-1	Norwich T-2	Hanover Eng	Air - Hartford Rescue
2 <sup>nd</sup>	Hartford Hanover Thetford	Hanover	Hartford Hanover Thetford	Lebanon Eng	
3 <sup>rd</sup>	Lebanon Hartford Lebanon	Hartford	Thetford Hartford Strafford	Lyme Eng	
4 <sup>th</sup>	Lyme Lebanon Thetford	Lebanon	Fairlee Plainfield	Hanover Eng	

In 1996 a first alarm response required four engines from Norwich. Now a first alarm response requires only two engines from Norwich, one from Hanover and one from Thetford. This is an example of how the region-wide mutual-aid agreement has transitioned from the original form of mutual-aid to auto-aid<sup>1</sup>, which was also one of the reasons that Norwich could reduce its fleet from four engines to two engines while maintaining the same level of protection. However, if Norwich were to have fewer than two engines, Norwich would not be able to provide the

<sup>1</sup> Norwich was one of the first communities in UVERSA to implement auto-aid followed by Hartford, Hanover and Lebanon and now most of UVRESA.

minimum level of response for its own emergencies required by the regional mutual-aid agreement. For instance, if a general alarm is dispatched and one engine is on a call or out of service, Norwich would not have the minimum equipment to handle the second incident as expected in the agreement.

As discussed in the earlier document, “New Engine 1 Purchasing Recommendation and Supporting Documents”, reducing Norwich’s fleet to fewer than two engines would also have an adverse effect on our ISO rating, increasing everyone’s property insurance costs. For example, currently the nearest mutual-aid ladder truck, a tower ladder, is in Hanover. It is approximately 47’ long and designed to respond to incidents that occur in Hanover, including its large institutional structures. By design, Norwich Ladder 1 is about 37’ long to provide better accessibility to some of the rural parts of Norwich. It is lighter, more maneuverable, and can more easily reach smaller structures on smaller roads.

In addition, with respect to determining the Public Protection Classification (PPC) that would be applied to Norwich by the ISO, an auto-aid ladder truck provided by Hanover or another town—if Norwich were to rely solely on auto-aid—would have to respond to all reported structure fires, as defined by ISO, in Norwich, which would include responding to all fire alarm activations, all reports of smoke in buildings as well as all confirmed structure fires. Doing so would significantly increase the number of required responses by a auto-aid ladder truck to Norwich, adversely impacting the sending community since its equipment would be less available to meet its own needs. As a practical matter, the sending community would have developed a capital plan for its fire department expecting to rely on the availability of its own equipment to handle its own calls without supporting increased calls coming from Norwich, which is why the regional mutual-aid agreement establishes the current expectations of all member communities.

Another aspect of the mutual aid system that affects Norwich’s ISO rating involves the distances from sending communities to Norwich. The ISO has a Deployment Analysis standard contained in the Fire Suppression Rating Schedule (FSRS): “The built-upon area of the fire protection area should have a first-due engine company within 1 ½ road miles and a ladder-service company within 2 ½ road miles.”

The Hartford fire station is 6.4 miles from the Norwich fire station. The Hanover fire station is 2.1 miles from the Ledyard Bridge and it is 3.4 miles from the Hanover fire station to the Norwich fire station. If Norwich were to rely solely on either Hartford or Hanover to supply more fire suppression equipment, neither one would meet that minimum ISO standard and would considerably decrease the coverage area in addition to increasing the response times to incidents after alarms are issued. Every minute of delay increases property damage caused by the fire by and also increases the danger faced by occupants of the property and firefighters as the fire hazard worsens with delayed suppression.

Due to all of the above factors, relying solely on another community to supply a needed ladder truck to Norwich would also reduce the credit the ISO would give to Norwich. It gives a higher rating (leading to a better classification) to Norwich, because it has its own ladder truck—with its closer proximity to respond to incidents—rather than relying solely on auto-aid coverage

## **Background about the Insurance Services Office (ISO) and Its Effect on NFD Operations**

In 1889 the National Board of Fire Underwriters started the process of evaluating the needs of fire departments in fire facilities throughout the country. In 1916 the first Grading Schedule was developed to evaluate the adequacy and reliability of water supply systems and the adequacy of the fire departments and condition of their apparatus. In 1971 the Insurance Services Office (ISO) was formed and became responsible for the Grading Schedule. The Grading Schedule was the predecessor to the Fire Suppression Rating Schedule (FSRS).

The following is the ISO's description of the Public Protection Classification (PPC) system:

ISO collects information on municipal fire-protection efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data using our Fire Suppression Rating Schedule (FSRS). We then assign a Public Protection Classification from 1 to 10. Class 1 generally represents superior property fire protection, and Class 10 indicates that the area's fire-suppression program doesn't meet ISO's minimum criteria.

By classifying communities' ability to suppress fires, ISO helps the communities evaluate their public fire-protection services. The program provides an objective, countrywide standard that helps fire departments in planning and budgeting for facilities, equipment, and training. And by securing lower fire insurance premiums for communities with better public protection, the PPC program provides incentives and rewards for communities that choose to improve their firefighting services.

ISO has extensive information on more than 40,000 fire-response jurisdictions.

The FSRS evaluation is based 50% on its rating of the fire department, 40% on water supply and 10% on emergency communications.

As a result of thousands of hours of donated time by our paid on-call firefighters starting in the 1990s, the Norwich FD has made a conscious effort to improve the effectiveness and professionalism of its department. It instituted enhanced training programs for its volunteers, installed more dry fire hydrants for water supply in the rural part of town and developed a logical, cost effective plan that would allow the town to reduce its fleet (to reduce excess costs) while enhancing fire suppression capabilities, which included better coordination with the regional mutual-aid system.

Specifically, some of the changes made by the NFD to date include the following:

- A careful evaluation of fleet needs was made which determined that only 2 engines (rather than 4 engines), 1 ladder truck (a Quint) and 1 tanker would fit the current and projected future needs of Norwich in the context of the mutual-aid agreement. The capital apparatus plan, first developed in 1997, took 13 years to implement. Engine 2 was acquired in 2000, Tanker 1 in 2002, Engine 1 in 2005 and a used Ladder 1 (Quint) in 2010. The evaluation also determined needed pump sizes, hose loads and types of equipment to meet the needs of

providing a high level of fire protection to Norwich. The current need to replace Engine 2, and why, has been fully explained in an earlier document.

- The number of training sessions were increased from 11 per year to 24 per year plus an additional 12 sessions for new firefighters and an additional 12 sessions for the EMS Division, along with significant additional specialized training. The Department requires firefighters to become Pro-Board and state-certified at the level known as Firefighter I and encourages certification at the Firefighter II, Fire Instructor I and Fire Officer I & II levels. The kind of time donated by Norwich firefighters to take these courses and become state-certified was significant. For example, becoming certified at the Firefighter I level requires 144 hours of classroom and practical skills work not including the additional time that homework and studying for tests also required. A large number of Norwich firefighters have finished at least the Firefighter I course and others went on to higher levels of certification, all without getting any compensation for their time from the Town. It is estimated that, in 2019, members donated approximately 1665 hours of uncompensated time<sup>2</sup> to the fire department with an estimated value of \$39,000.
- The department developed a rural water supply plan including mapping and evaluation of water supply sources, both surface suction sources and dry hydrant surface sources. It evaluated each of these sources to determine the volume of the supply available in a 2% drought situation and had those results certified by a registered professional engineer.
- It also conducted a two-hour field test of the rural water supply plan using Norwich equipment and mutual-aid tankers to demonstrate the capability to deliver the Needed Fire Flow in the areas not served by the Fire District hydrant system. The distance from the fill site to the location of the fire incident in the field test was approximately 5 miles, which was greater than the distance from other identified fill sites to potential fire locations within 5 road miles of the fire station.
- The NFD additionally developed detailed Standard Operating Procedures to improve firefighter safety and efficiency. Understanding and operating routinely consistent with those SOPs
- It developed pre-plans that anticipated potential hazards and how to suppress fires in such locations efficiently. Such plans took into account the water supply that would be needed at all such locations and the sources of such water, in addition to identifying things like where electrical or gas shutoffs were located.

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<sup>2</sup> Examples of donated time include: *TRAINING*: Monthly Training, Firefighter Basic Training, Mutual Aid Training, Vermont Fire Academy/EMS Classes, Driver/Operator Training, Member Initiated Extra Training. *COMMUNITY ENGAGEMENT*: Touch-a-Truck, Flood MCS Skating Rink, Halloween Open House, MCS Fire Safety, NNS Fire Safety, Norwich Fair, Parade Details, HHS Graduation Parade, Funeral Details, Station Tours & Truck Rides. *MAINTENANCE*: Apparatus Maintenance, Equipment Maintenance, SCBA Maintenance, Station Maintenance, Apparatus Inspection, Station Upkeep, Driving Trucks to Dingee/Sable, Dry Hydrant Testing, Annual Pump Testing. *ADMINISTRATION*: Chief Meetings, Officer Meetings, Committee Work, Data Entry, Community Service, Administration & Grant Writing.

- The department improved its own record keeping.
- It also worked with the Rural Fire Protection Task Force in Vermont, now called the Rural Fire Protection program, to develop a process acceptable to the ISO for evaluating the drought capacity of water supply sources. The Task Force helped obtain federal and state grant funds to assist fire departments like Norwich<sup>3</sup> with the installation of dry hydrants. The program to date has assisted more than 215 fire departments install more than 996 dry hydrants. While Norwich was one of the first Vermont fire departments to achieve a Public Protection Classification of 4 in the rural part of Norwich, this program has helped many other departments improve their rural PPC, as well.

### **ISO Evaluations of the Norwich Fire Department**

In 1999 the ISO Public Protection Classification evaluation of Norwich was based on the 1980 version of the FSRS. The evaluation involved an on-site visit, inspection and inventory of the apparatus, review of records and field evaluation of the Fire District water system and the rural water supply capability of the fire department.

After the evaluation, the PPC for Norwich was greatly improved for a large area of the town. Ratings before the evaluation were a 10 (for areas more than 5 road miles from the fire station), a 9 (for areas less than 5 road miles from the fire station) and a 5 (within the hydrant area of the Fire District). The ratings after the evaluation were a 10 for areas more than 5 road miles from the fire station but an improved 4 for the rest of the town.

Historically ISO has conducted a review of large departments every 10 years and small departments every 20 years. More recently this has changed and periodically ISO sends a survey, referred to as the “Community Outreach Program”, to municipalities that ask a number of questions to determine if a resurvey is needed. The questions relate to the three primary areas that are evaluated in determining PPC—the fire department, water supply and emergency communications. The purpose of the survey is to determine if there has been a change in the risk of fire or the ability of the fire department to respond to that risk. For example, if a community has seen a significant increase in area protected, population or development, those changes would result in further investigation to determine if there was a need for a resurvey. The same is true if there has been a reduction in the capability of the department to respond to the risk such as, for example, a reduction in the number of pumpers or ladders available to respond to the risk.

There were significant revisions made to the ISO’s Fire Suppression Rating Schedule (FSRS) in 2012. As a result of these revisions, a resurvey was made of all departments that ISO rates. In many cases, if there were not significant changes in the department from a previous survey, the information in the database was just updated.

This was true of Norwich, and in 2015 Norwich received the results of that resurvey: the PPC remained a 10 for properties more than 5 road miles from the fire station and a 4 for the rest of

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<sup>3</sup> Norwich has received grants for 9 dry hydrants.

the town. Absent some change in the fire risk in Norwich (such as a major increase in population or buildings, which is highly unlikely), or a change in the Norwich fire department's effectiveness and equipment, water supply or emergency communications compared to its last evaluation, it is unlikely there will be an ISO resurvey of Norwich in the near or midterm future.

### **Recommendations for Fleet Size Applies to the Current Circumstances of Norwich**

The memorandum provided to the Selectboard, "New Engine 1 Purchasing Recommendation and Supporting Documents", on pages 6 through 9, discusses the reasons for the current fleet composition for Norwich—based on current needs of Norwich for emergency and fire protection. They are not outdated, because the characteristics of Norwich as a town, namely those that involve risk of fire—its population and type, size and number of structures—have not changed much in the past 24 years.

The analysis provided regarding the current fleet size is similar to the analysis done in 1997 when developing the apparatus replacement plan requested by the Selectboard at that time. The analysis ended with the comment: "Unless there is some significant change in the fire or other similar risk in the future, the current fleet is the right size for Norwich." As discussed in the earlier section of this document on mutual-aid, the fleet size recommended then was based on having automatic responses of mutual-aid, referred to as auto-aid, on initial dispatch, which is still applicable today.

At the same time, the analysis also takes into account that Norwich needs to remain capable of responding to its own still alarm and general alarm fire calls. The memorandum includes a recommendation (page 11) that the replacement dates for apparatus be spread out so that the current Engine 1 is refurbished before the current Engine 2 being replaced is sold. This approach would keep two engines in service at all times and allow the more expensive replacement cost of the current Engine 1 to be significantly delayed. Refurbishing the current Engine 1 immediately after receiving the replacement for our current Engine 2 would also serve to widen the future replacement interval of the two engines so as not to put the burden of replacing two engines in a such a short time span. It is this type of dynamic revaluation of the replacement schedule that we do on an annual basis.

**Town of Norwich Master Financial Policy**

**Section 2: Purchasing Policy**

**Effective:** Upon Adoption

**Purpose:** This policy intends to obtain the highest quality goods and services for the Town of Norwich at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, to encourage purchases which are ecologically friendly or 'greener', and to provide for public confidence in the procedures established and overseen by the Town Manager related to public purchasing and the Policy contained herein. Policy: In order to exercise financial control over the purchasing of goods and services, Town employees and applicable appointed/elected officials will adhere in all ways to the procedures outlined below.

**Comment [CC1]:** to encourage purchases which are ecologically friendly or 'greener'

**Authority:** 24 VSA S1236(3) further provides that the Town Manager shall, "*...be the general purchasing agent of the Town and purchase all supplies for every department thereof; but purchases of supplies for departments over which the manager is not given control, and of the town school district shall be made according to requisition therefore by such departments or school directors*".

**Procedures:**

1. **Affirmative Action and Local Preference:** Whenever possible, qualified small, minority and/or women-owned, and labor surplus businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and/or women owned and labor surplus businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or part with federal funding the Town may not exercise a preference for local businesses. Where possible and appropriate there should be an attempt to encourage and select 'green products' which will help reduce greenhouse gas production and be otherwise 'eco-friendly.' Similarly, Norwich will consider suppliers/businesses which employ such reduction practices and 'green' purchasing policies in the provision of their work. This preference for 'green' products and ecologically-friendly practices, and an awareness of greenhouse gas production and other negative impacts on the earth, is incorporated by reference for the whole of the Master Financial Policy and shall apply to all purchases described in this document, including but not limited to paragraphs 4.c., 4.d. and 4.e. of this section.

**Comment [CC2]:** Where possible and appropriate there should be an attempt to encourage and select 'green products' which will help reduce greenhouse gas production and be otherwise 'eco-friendly.'" Similarly, Norwich will consider suppliers/businesses which employ such reduction practices and 'green' purchasing policies in the provision of their work. This preference for 'green' products and ecologically-friendly practices, and an awareness of greenhouse gas production and other negative impacts on the earth, is incorporated by reference for the whole of the Master Financial Policy and shall apply to all purchases described in this document, including but not limited to paragraphs 4.c., 4.d. and 4.e. of this section.

2. **Code of Conduct:**

a. Employees, officers, and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer, or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or

agent; any member of his/her immediate family, his/her partner, or an organization which employs him or her, or is about to employ any of the above; has a financial or personal interest in the firm/vendor for award.

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

3. **Documentation:** For purchases utilizing federal funds, records documenting the procurement process for any purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or negotiation, audit, or other action involving the other records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by 1 VSA § 317a. (Refer to <https://legislature.vermont.gov/statutes/section/01/005/00317a>)

**Comment [CC3]:** I neglected to look at the parenthetical which referred to archived material, so well done picking up on it. The difficulty is that the parenthetical is not needed. Anyone can and should find the most up-to-date version of a statute by just googling the citation. I think we are better to omit the reference to a particular page.

**Comment [CC4]:**

#### 4. **Purchasing Authority:**

- a. The Town Manager is the **Purchasing Agent** for the Town. The Town Manager is responsible for ensuring that the best possible price and quality are obtained with each purchase and shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.
- b. **Use of Designated and Special Purpose Funds:** In all cases, approval of the Selectboard is required for the use of any Designated and Special Purpose Funds related to any expenditure.
- c. **Incidental Purchases:** Department Heads, under the supervision of the Town Manager, may make purchases of up to \$2,500 for budgeted items, without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town. Prior to making such purchase, obtaining three (3) bids, while not required, is preferred.

- d. **Minor Purchases:** Department Heads, under the supervision of the Town Manager, may make purchases with a value between \$2,500 and \$10,000 but only with prior approval of the Town Manager via a Purchase Order. Such purchases are limited to the amount of the budget authorized by the Town. Prior to making any such purchase, at least three (3) competitive bids shall be obtained and included as part of the Purchase Order submitted to the Town Manager for approval.
  - e. **Major Purchases**
    - i. All purchases between \$10,000 and \$25,000 require prior approval of the Selectboard, approval of a Purchase Order by the Town Manager, and at least three (3) competitive bids. An item or service will be selected based on cost, the quality of the goods/services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town, as applicable.
    - ii. The Town Manager shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.
    - iii. If federal funding is used for purchases between \$3,000 (or \$2,000 in the case of construction projects subject to Davis-Bacon requirements) and \$150,000, price or rate quotes must be obtained from three or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.
    - iv. **Large purchase or simplified acquisition threshold under federal regulations:** Large purchases with a value greater than \$25,000 but less than \$150,000 must follow a sealed bid process as outlined below.
    - v. Purchases at or exceeding \$150,000, or construction projects of any value that are funded with federal dollars, must follow a sealed bid process as outlined below and also follow any procurement guidelines as outlined in the grant agreement (e.g. 2015 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). In addition, a pricing analysis must be completed by the Town Manager or a qualified consultant prior to issuing the request for proposal (RFP) to ensure that there is a reasonable estimate against which to compare bid proposal pricing.
5. **Sealed Bid Process:** The sealed bid process shall be initiated by the issuance of a Request for Bids/Proposals (RFB/RFP) prepared by the respective Department Head under the supervision of the Town Manager, along with an approved Purchase Order. Notice of the RFB/RFP shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, advertisement placed in a newspaper of general circulation in the region, and advertisement placed on the Town's webpage. The Town Manager may reasonably opt to use other advertising methods (e.g. Norwich Listserve), known state/national associations with bid listing capabilities, and other bid notice locations) to help ensure the most competitive process possible, taking into account the cost and likely benefit of such additional advertising.

6. **Bid Specifications:** For any RFB/RFP, a list of bid specifications shall be prepared for each purchase equal to \$2,500 or greater and shall be available for inspection at the Town Offices, at the respective department's office involved in the bid process, and on the Town's webpage ([www.norwich.vt.us](http://www.norwich.vt.us)). Bid specifications shall include:

- a. Bid name
- b. Bid submission deadline
- c. Date, location, and time of bid opening
- d. Specifications for the project or services including quantity, design, and performance features
- e. Bond and/or insurance requirements
- f. A copy of the proposed contract
- g. Any special requirements unique to the project or purchase
- h. Delivery or completion date, and required deliverables specific to each milestone date and completion date.
- i. For construction projects, language that sets a requirement for a bid Guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis-Bacon compliance if that is a requirement of the federal agency providing the funding.
- j. For construction projects over \$2,000, a statement that contractors will provide be provided with a copy of the most current wage determination (from the US. Department of Labor website. ~~at~~ See: <https://beta.sam.gov/content/wage-determinations>; <https://beta.sam.gov/content/home>) and evidence of compliance with ~~must comply with~~ the Davis-Bacon Act.
- k. In some cases, the Town will require disclosure of the bidder's indirect overhead rate.
- l. Language that reserves for the Town the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award that in its sole and absolute judgement will best serve the Town's interest. The Town reserves the right to investigate the financial condition of any bidder to determine his/her ability to assure service throughout the term of the contract.

**Comment [CC5]:** Do we/should we be citing this? If we are the wage determination page is here. I am always reluctant to cite to webpages as the links and information changes so frequently. Might we be better to make general reference to the government website e.g. "For construction projects over \$2,000, a statement that contractors will provide a copy of the most current wage determination from the U.S. Department of Labor website."

Field Code Changed

#### 7. Bid Submission:

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

that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

8. **Bid Opening:** Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager and the respective Department Head. When the Selectboard is involved, the Town Manager shall prepare a summary of the bid opening and report to the Selectboard at a duly warned meeting so the Selectboard can make its decision. The bid opening will include the name and address of bidder, for lump sum contracts, the lump sum base and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the amount of security furnished with each bid, if required.
9. **Criteria for Bid Selection:** In evaluating bids, the Town will consider the following criteria:
  - a. Price.
  - b. Bidder's ability to perform within the specified time limits.
  - c. Bidder's experience and reputation, including past performance for the Town.
  - d. Quality of the materials and services specified in the bid.
  - e. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
  - f. Bidder's financial responsibility.
  - g. Bidder's availability to provide future service, maintenance, and support.
  - h. Nature and size of bidder.
  - i. Contract provisions that are acceptable to the Town.
  - j. For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the RFB/RFP.
  - k. Bidder is not on any debarment list related to the goods and services the bidder provides.
  - l. Any other factors that the Town determines relevant and appropriate in connection with given project or service.
  - m. Federal contracts require that there will be no preference exercised for local contractors or suppliers.
  - n. Federal contracts require that minority and women-owned businesses and labor surplus businesses must be included in the solicitation list for the RFB/RFP.
  - o. Federal contracts require that the Selectboard not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).
  - p. Negative impact to the environment by excess production of Green house gasses or use of materials deleterious to health, consistent with the requirements in Procedures paragraph 1 above.;
10. **Change Orders:** If specification changes are made prior to the close of the bid process, the RFB/RIP will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated, unless a mandatory pre-bid meeting is included as part of the bid process. In the instance of a mandatory pre-bid meeting, a new bid process does not have to be initiated. Instead, the bidders attending the pre-bid meeting will be notified and provided with any relevant change order documentation with sufficient time to meet the deadline requirement or notification by the Town that the deadline has been amended. Once a bid has been accepted, if changes to the specifications become necessary,

the Town Manager will prepare a change order specifying the scope of the change. Once approved, the contractor and the Town Manager must sign the change order.

11. **Exceptions:** The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions.
  - a. **Competitive Proposals:** If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a RFB/RFP or Request for Qualifications (RFQ prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least three vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.
  - b. **Sole Source Purchases:** If the Town Manager for Minor Purchases and the Selectboard for Major Purchases, determines in writing that there is only one source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source. If federal funds are involved, sole source purchases are only permitted subject to such allowance by the respective federal (or state) agency administering such funds.
  - c. **Recurring Purchases:** If the total value of a recurring purchase of a good or service is anticipated to exceed \$10,000 during any fiscal year, the bid process shall be used and specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process. It is recommended that such recurring expenses not exceed 3-5 years without initiating a new bid process.
  - d. **Emergency Purchases:** The Town Manager may award contracts and make purchases totaling up to \$25,000 for meeting the needs of a public emergency without complying with the bid process. Usually within 70 hours of such public emergency, emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services. Any additional emergency purchasing exceeding the \$25,000 threshold must be approved by the Selectboard at a duly warned meeting (whether a regular, special, or emergency meeting of the Board). The Selectboard may authorize additional emergency expenditures or authorize the Town Manager to make additional purchases without complying with the bid process, but only up to that time that adherence to the normal bid process can be carried out.
  - e. **Professional Services:** The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$25,000. Federally funded, non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and

MFP pages 6-11

Section 2: Purchasing Policy

Drafts dated: 5-5-21 msc; 5-7-21 RG; 5-7-221 msc

should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

## Town of Norwich Master Financial Policy

### Section 2: Purchasing Policy

**Effective:** Upon Adoption

**Purpose:** This policy intends to obtain the highest quality goods and services for the Town of Norwich at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, to encourage purchases which are ecologically friendly or 'greener', and to provide for public confidence in the procedures established and overseen by the Town Manager related to public purchasing and the Policy contained herein. Policy: In order to exercise financial control over the purchasing of goods and services, Town employees and applicable appointed/elected officials will adhere in all ways to the procedures outlined below.

**Comment [CC1]:** to encourage purchases which are ecologically friendly or 'greener'

**Authority:** 24 VSA S1236(3) further provides that the Town Manager shall, "*...be the general purchasing agent of the Town and purchase all supplies for every department thereof; but purchases of supplies for departments over which the manager is not given control, and of the town school district shall be made according to requisition therefore by such departments or school directors*".

#### Procedures:

1. **Affirmative Action and Local Preference:** Whenever possible, qualified small, minority and/or women-owned, and labor surplus businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and/or women owned and labor surplus businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or part with federal funding the Town may not exercise a preference for local businesses. Where possible and appropriate there should be an attempt to encourage and select 'green products' which will help reduce greenhouse gas production and be otherwise 'eco-friendly.'" Similarly, Norwich will consider suppliers/businesses which employ such reduction practices and 'green' purchasing policies in the provision of their work. This preference for 'green' products and ecologically-friendly practices, and an awareness of greenhouse gas production and other negative impacts on the earth, is incorporated by reference for the whole of the Master Financial Policy and shall apply to all purchases described in this document, including but not limited to paragraphs 4.c., 4.d. and 4.e. of this section.

**Comment [CC2]:** Where possible and appropriate there should be an attempt to encourage and select 'green products' which will help reduce greenhouse gas production and be otherwise 'eco-friendly.'" Similarly, Norwich will consider suppliers/businesses which employ such reduction practices and 'green' purchasing policies in the provision of their work. This preference for 'green' products and ecologically-friendly practices, and an awareness of greenhouse gas production and other negative impacts on the earth, is incorporated by reference for the whole of the Master Financial Policy and shall apply to all purchases described in this document, including but not limited to paragraphs 4.c., 4.d. and 4.e. of this section.

#### 2. Code of Conduct:

a. Employees, officers, and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer, or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or

agent; any member of his/her immediate family, his/her partner, or an organization which employs him or her, or is about to employ any of the above; has a financial or personal interest in the firm/vendor for award.

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

3. **Documentation:** For purchases utilizing federal funds, records documenting the procurement process for any purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or negotiation, audit, or other action involving the other records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by 1 VSA § 317a.

4. **Purchasing Authority:**

- a. The Town Manager is the **Purchasing Agent** for the Town. The Town Manager is responsible for ensuring that the best possible price and quality are obtained with each purchase and shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.
- b. **Use of Designated and Special Purpose Funds:** In all cases, approval of the Selectboard is required for the use of any Designated and Special Purpose Funds related to any expenditure.
- c. **Incidental Purchases:** Department Heads, under the supervision of the Town Manager, may make purchases of up to \$2,500 for budgeted items, without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town. Prior to making such purchase, obtaining three (3) bids, while not required, is preferred.
- d. **Minor Purchases:** Department Heads, under the supervision of the Town Manager, may make purchases with a value between \$2,500 and \$10,000 but only with prior approval

**Comment [CC3]:** I neglected to look at the parenthetical which referred to archived material, so well done picking up on it. The difficulty is that the parenthetical is not needed. Anyone can and should find the most up-to-date version of a statute by just googling the citation. I think we are better to omit the reference to a particular page.

of the Town Manager via a Purchase Order. Such purchases are limited to the amount of the budget authorized by the Town. Prior to making any such purchase, at least three (3) competitive bids shall be obtained and included as part of the Purchase Order submitted to the Town Manager for approval.

e. **Major Purchases**

- i. All purchases between \$10,000 and \$25,000 require prior approval of the Selectboard, approval of a Purchase Order by the Town Manager, and at least three (3) competitive bids. An item or service will be selected based on cost, the quality of the goods/services offered, and the ability, capacity, and skill of the vendor demonstrated under prior contracts with the Town, as applicable.
- ii. The Town Manager shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies, and services. The Town Manager shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.
- iii. If federal funding is used for purchases between \$3,000 (or \$2,000 in the case of construction projects subject to Davis-Bacon requirements) and \$150,000, price or rate quotes must be obtained from three or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.
- iv. **Large purchase or simplified acquisition threshold under federal regulations:** Large purchases with a value greater than \$25,000 but less than \$150,000 must follow a sealed bid process as outlined below.
- v. Purchases at or exceeding \$150,000, or construction projects of any value that are funded with federal dollars, must follow a sealed bid process as outlined below and also follow any procurement guidelines as outlined in the grant agreement (e.g. 2015 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). In addition, a pricing analysis must be completed by the Town Manager or a qualified consultant prior to issuing the request for proposal (RFP) to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

5. **Sealed Bid Process:** The sealed bid process shall be initiated by the issuance of a Request for Bids/Proposals (RFB/RFP) prepared by the respective Department Head under the supervision of the Town Manager, along with an approved Purchase Order. Notice of the RFB/RFP shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, advertisement placed in a newspaper of general circulation in the region, and advertisement placed on the Town's webpage. The Town Manager may reasonably opt to use other advertising methods (e.g. Norwich Listserve), known state/national associations with bid listing capabilities, and other bid notice locations) to help ensure the most competitive process possible, taking into account the cost and likely benefit of such additional advertising.
6. **Bid Specifications:** For any RFB/RFP, a list of bid specifications shall be prepared for each purchase equal to \$2,500 or greater and shall be available for inspection at the Town Offices,

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

- a. Bid name
- b. Bid submission deadline
- c. Date, location, and time of bid opening
- d. Specifications for the project or services including quantity, design, and performance features
- e. Bond and/or insurance requirements
- f. A copy of the proposed contract
- g. Any special requirements unique to the project or purchase
- h. Delivery or completion date, and required deliverables specific to each milestone date and completion date.
- i. For construction projects, language that sets a requirement for a bid Guarantee in the amount of 5% of the bid price from all bidders, as well as performance and payment bonds in the amount of 100% of the contract price from the contractor awarded the bid. If federally grant funded, the bidders must also include costs for Davis-Bacon compliance if that is a requirement of the federal agency providing the funding.
- j. For construction projects over \$2,000, a statement that contractors will provide a copy of the most current wage determination from the U.S. Department of Labor website. See **the current cite here:** <https://beta.sam.gov/content/wage-determinations>; and evidence of compliance with the Davis-Bacon Act.
- k. In some cases, the Town will require disclosure of the bidder's indirect overhead rate.
- l. Language that reserves for the Town the right at its sole discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award that in its sole and absolute judgement will best serve the Town's interest. The Town reserves the right to investigate the financial condition of any bidder to determine his/her ability to assure service throughout the term of the contract.

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#### **7. Bid Submission:**

- a. All bids must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager, and plainly marked with the name of the bid. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt by the Town. Any bid may be withdrawn in writing prior to the scheduled time for the opening of the bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. For some bids, technical proposals will need to be submitted in a separately sealed envelope from the sealed cost proposal. This occurs when the technical proposals will be reviewed and ranked according to the criteria for bid selection, regardless of cost, before opening the cost proposals.
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8. **Bid Opening:** Every bid received prior to the bid submission deadline will be publicly opened and read aloud and recorded by the Town Manager and the respective Department Head. When the Selectboard is involved, the Town Manager shall prepare a summary of the bid opening and report to the Selectboard at a duly warned meeting so the Selectboard can make its decision. The bid opening will include the name and address of bidder, for lump sum contracts, the lump sum base and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the amount of security furnished with each bid, if required.
  
9. **Criteria for Bid Selection:** In evaluating bids, the Town will consider the following criteria:
  - a. Price.
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  - d. Quality of the materials and services specified in the bid.
  - e. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
  - f. Bidder's financial responsibility.
  - g. Bidder's availability to provide future service, maintenance, and support.
  - h. Nature and size of bidder.
  - i. Contract provisions that are acceptable to the Town.
  - j. For construction projects over \$2,000, contractor's indication of acceptance of wages in the current wage determination provided as part of the RFB/RFP.
  - k. Bidder is not on any debarment list related to the goods and services the bidder provides.
  - l. Any other factors that the Town determines relevant and appropriate in connection with given project or service.
  - m. Federal contracts require that there will be no preference exercised for local contractors or suppliers.
  - n. Federal contracts require that minority and women-owned businesses and labor surplus businesses must be included in the solicitation list for the RFB/RFP.
  - o. Federal contracts require that the Selectboard not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).
  - p. Negative impact to the environment by excess production of Greenhouse gasses or use of materials deleterious to health, consistent with the requirements in Procedures paragraph 1 above.
  
10. **Change Orders:** If specification changes are made prior to the close of the bid process, the RFB/RFP will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated, unless a mandatory pre-bid meeting is included as part of the bid process. In the instance of a mandatory pre-bid meeting, a new bid process does not have to be initiated. Instead, the bidders attending the pre-bid meeting will be notified and provided with any relevant change order documentation with sufficient time to meet the deadline requirement or notification by the Town that the deadline has been amended. Once a bid has been accepted, if changes to the specifications become necessary, the Town Manager will prepare a change order specifying the scope of the change. Once approved, the contractor and the Town Manager must sign the change order.

11. **Exceptions:** The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions.
- a. **Competitive Proposals:** If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a RFB/RFP or Request for Qualifications (RFQ prepared by the Selectboard or its designee that includes the factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least three vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process shall be followed. If architectural or engineering services are being solicited, this should be used with the most qualified firm or individual awarded the bid and price or fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1) the bid submission need not be sealed; and 2) price will not be the primary factor in the proposal selection.
  - b. **Sole Source Purchases:** It the Town Manager for Minor Purchases and the Selectboard for Major Purchases, determines in writing that there is only one source for a proposed purchase, it may waive the bid process and authorize the purchase from the sole source. If federal funds are involved, sole source purchases are only permitted subject to such allowance by the respective federal (or state) agency administering such funds.
  - c. **Recurring Purchases:** If the total value of a recurring purchase of a good or service is anticipated to exceed \$10,000 during any fiscal year, the bid process shall be used and specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process. It is recommended that such recurring expenses not exceed 3-5 years without initiating a new bid process.
  - d. **Emergency Purchases:** The Town Manager may award contracts and make purchases totaling up to \$25,000 for meeting the needs of a public emergency without complying with the bid process. Usually within 70 hours of such public emergency, emergency expenditures may include immediate repair or maintenance of town property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services. Any additional emergency purchasing exceeding the \$25,000 threshold must be approved by the Selectboard at a duly warned meeting (whether a regular, special, or emergency meeting of the Board). The Selectboard may authorize additional emergency expenditures or authorize the Town Manager to make additional purchases without complying with the bid process, but only up to that time that adherence to the normal bid process can be carried out.
  - e. **Professional Services:** The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$25,000. Federally funded, non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency issuing the grant funding.

**DRAFT**

**2021 VTrans Bicycle/Pedestrian Program - Design/Construction Criteria Template**

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**Applicant Name: Town of Norwich**

**Project Title--Design/Construction: Beaver Meadow Rd Sidewalk**

**Application Checklist – If any elements are missing, application may not be considered.**

Make sure everything is included and pages numbered.

- (1) Project Application Form (separate PDF file)

All other materials noted below to be provided in the same order as below.

- (2) Project Evaluation Criteria Documentation for the applicable project type (completed BELOW)
- (3) Project Map(s)
- (4) Budget support information (e.g. detailed cost estimate)
- (5) RPC review confirmation letter
- (6) Current letter of support from the municipal governing body acknowledging their willingness to provide the local match and future maintenance responsibility
- (7) Documentation of contact with VTrans District office if project is on the state system
- (8) Supporting Documentation (scoping study or equivalent report, maps, and drawings) Note: If the scoping study is in a publicly accessible location online, applicants may provide a link with reference to relevant pages as appropriate.

## DESIGN/CONSTRUCTION PROJECTS

1. **Community Need—25 Points:** How does the proposed project contribute to an existing or planned bicycle and/or pedestrian network? If the proposed project is a sidewalk along a street that already has a sidewalk, explain why the redundant facility is needed. What destinations or populations are served? What walking and/or bicycling access or safety problem are you trying to solve?

Beaver Meadow Road is part of a popular route in the Town of Norwich used by people driving, walking, bicycling, running, and more. This 2 mile “loop” route connects Norwich’s Village on Main Street, Beaver Meadow Road, Moore Lane, Turnpike Road, and then back down Main Street into the Village. The Town of Norwich is proposing to extend their sidewalk network on Beaver Meadow Road by constructing a 0.67-mile long section of 5ft concrete sidewalk with granite curbing on the western side of the road to complete the popular loop in the community. Currently, a sidewalk network exists between southern Beaver Meadow Road, Main Street, and Turnpike Road. This route is already maintained in winter by snowplow. As a dead-end network, plow drivers must return the way they came and retrace their path. Should a sidewalk be completed on Beaver Meadow Road, this completion of the loop will offer some efficiency to maintenance crews being able to maintain the whole loop without doubling back as is currently the case.

Users travel to the end of the sidewalk network then must negotiate with vehicles in the travel lane in the 25mph zone up to Moore Ln to complete the loop (a gap of 0.67 miles). Many members of the public indicated that they perceive traffic to be speeding faster through this road. Trucks driving on this road in particular have a strong presence as their engines are louder and vehicles are larger. This stretch is considered to be a low crash area. Based on crash data the VTrans Crash Query Tool, there has been one reported crash in the project area in the past five years (2014 - 2019). It was of low severity, resulting in property damage only. There are a number of locations along Beaver Meadow Road that have limited sight distances due to curves or hills in the road which add to safety concerns with pedestrians in the 12ft travel lane with no striped shoulder.

This route provides access to several community destinations, including:

- Huntley Meadows community park
- Norwich Community Pizza Oven
- American Legion
- Saint Francis of Assisi Church
- Bill Ballard Trail
- Norwich’s Village Center and elementary school

In addition to the 5ft concrete sidewalk with granite curbing, the proposed construction includes 3 crosswalks, where one location is at a mid-block location to access a pedestrian bridge and the Huntley Meadows Recreation Area. The crosswalk designs will include high visibility enhancements like signage and crosswalk lighting, and even Rectangular Rapid Flashing Beacons (RRFBs) specifically at the mid-block location. These elements will support the FHWA STEP initiatives. There will also require the relocation of 2 Green Mountain Power utility poles and a town owned fire hydrant. This sidewalk alignment design is intended to complement existing stormwater management along Beaver Meadow Road through extension of existing culverts and ditches, and installation of additional culverts below driveways and along key segments of new sidewalk.

**15-25 Points** – Project is an important part of a pedestrian or bicycling network and serves obvious bike/ped generators and/or the project includes measures identified in the FHWA STEP initiative.

**5-14 Points** – Project is in an area of low land use density or not clearly contributing to a local network.

**0-4 Points** – Unclear how proposed facility contributes to a network or solves a safety problem

- 2. Economic Development—10 Points:** How does the project contribute to broad local community and economic development goals? How does the project contribute to ongoing local placemaking or economic development initiatives?

Beaver Meadow Road connects the town's Main Street with a Church, numerous single-family homes, the Norwich Public Pizza Oven, and Huntley Meadows park and is 0.5 miles away from the designated village center on Main St. The village center is home to many businesses such as eateries like the Norwich Inn, shops like Dan and Whit's, and municipal services and the elementary school down the street. This section of sidewalk will improve the safety and accessibility for those to reach the village center.

The zoning district along Beaver Meadow Road in the study area is Village Residential I. This district provides a medium density residential neighborhood setting that is close to municipal services.

**6-10 Points** – Specific references to community planning or economic development documents that support the project.

**0-5 Points** – Vague or non-existent references to community planning or economic development documents that support the project

3. **Well-supported budget —20 points:** How were the project costs developed? Are all required project elements (admin, engineering, construction, inspection) adequately budgeted for? Be sure to include backup documentation for project costs. Include reasonable contingency for inflation over the life of the project.

The budget was generated as part of the Beaver Meadow Rd Scoping Study completed by Dubois & King who used the VTrans 5-year construction cost Averages and included a 20% contingency and inflation at 4% per year to the construction year. TRORC staff assisted with generating the percent estimates for Design Engineer, right of way costs with 22 affected abutters and legal expenses, Construction Inspection Services and Municipal Project Manager costs. The Town intends to contract with Two Rivers-Ottawaquechee Regional Commission as the MPM who will work closely with the DPW Director and Town Manager.

Please reference the detailed budget estimate sheet for line-item costs which includes 4% inflation per year built in.

**11-20 Points** – Cost is well documented/detailed and consistent with bid history on similar projects.

**0-10 Points** – Cost is significantly less than similar projects, no detail provided or missing costs.

4. **Complexity—10 points:** What complexities does your proposed project have and how do you plan to address them? Response must address need for right of way, anticipated permitting, natural resource constraints or identified cultural resource (historic or archaeological) impacts anticipated for the project. If a scoping or planning report is attached, please highlight or reference the applicable sections.

The scoping study identified a few items for consideration. Overall starting on p. 15 it discusses Natural Resources in the area. There are no Wetlands or Rare, Threatened or Endangered Species impacted with this project aside from consideration towards the Long-Eared Bat which is an endangered species throughout Vermont.

Bloody Brook runs adjacent to Beaver Meadow Road in the northern section of the study corridor. Bloody Brook drains into the Connecticut River southeast of the

**DRAFT**

project area. Between Moore Lane and the northern Huntley Street intersection, portions of Beaver Meadow Road are in the Department of Environmental Conservation's (DEC) designated River Corridor. Based on the Norwich Zoning Regulations (amended in 2009), Bloody Brook has a 100-foot setback for Primary Shoreland Protection Area. However, the same portions of Beaver Meadow Road that are in the river corridor are also already within the 100-foot setback. Because of the adjacencies of river corridor (and flood hazard) areas in this corridor, any application for a flood hazard bylaw permit will also need to be submitted to the local DEC Floodplain Manager for review and comment.

Under Cultural Resources, the ARA found no historic archaeological sites within or adjacent to the project area, but found four within a mile of the project area. The Historic Resources Inventory and ARA did not identify national register listed or eligible properties. There was one state register listed property was identified, the circa 1780 Burton-Ballard house located at 149 Beaver Meadow Road. The HRI report recognizes this structure as eligible for the National Register. The report recommends avoiding impacts to the stone wall associated with this residence wall and its surrounding historic plantings. The construction design will be planned to best avoid impacts to the stone wall.

There are also 22 abutters identified along this 0.67 mile stretch of project impact zone. This study began during the Covid lockdown and the consultant established a project website along with public survey opportunities – p.20. The resulting survey feedback received 422 responses with 313 in support for a new sidewalk along Beaver Meadow Road. With 22 abutters, it will be extremely important for the Town via the MPM to continue communications and clarity on project implementation and expectations.

All these considerations were considered when the Town selected the preferred alternative on the western side of the road to be the least impactful for construction.

**6-10 Points** – Fewer complexities, or for thorough identification of multiple complexities and specific efforts taken to address them.

**0-5 Points** – Complexities include ROW acquisition, significant permitting challenges, design constraints, significant structural components such as bridges or retaining walls, etc.

- 5. Project coordination – 5 points:** To your knowledge, are there other state or local projects in the same area that might impact the project timeline and schedule for completion? Is the project on a state-maintained route? Is the funding being used for elements of a larger project funded through other sources?

No other conflicting projects are planned along this corridor other than the Green Mountain Power utility pole and town fire hydrant relocation which will be part of this project scope.

**3-5 Points** – No conflicting projects.

**0-2 Points** – Several conflicts or coordination needs.

6. **Equity—10 Points:** How does your project directly address the needs of more vulnerable populations, specifically the needs of children, older persons, people with mobility challenges and low- or moderate-income households? What outreach was performed to include disadvantaged communities, especially low income, BIPOC, people with disabilities and others, in the planning of this project.

The proposed construction of this sidewalk would provide a safer route for school children to walk to the elementary school in the village. As a popular walking/biking/running route that connects to Main St as well as the heavily used Huntley Meadows Community Park, the sidewalk provides a safe pedestrian infrastructure for all those who walk and run (with their dogs, pushing strollers, riding bikes with their children). The sidewalk also accesses the Norwich Community Pizza Oven, the American Legion and Saint Francis of Assisi Church.

Project communications, such as the website and associated survey, were advertised in Norwich through local news stories, the Town website, and on the local list serv. The local concerns meetings were announced physically, right on Beaver Meadow Road where it would be impacted. By installing these sandwich boards, all community members passing by the area were advised of this project and opportunity. The local concerns meetings were conducted virtually due to Covid and so it was widely accessible to the public. The project team reached out specifically to the American Legion and the Saint Francis of Assisi Church as they would be impacted stakeholders during the implementation if it moved forward (specifically parking access to their facilities as the space would be converted to sidewalk).

The project has been discussed multiple times over Board of Selectmen meetings for project updates and well as at the final scoping preferred alternative presentation. During the project phase, a project website was set up (now no longer active) and between September 1st and September 30th, the official project survey received 422 responses.

**6-10 Points** – Project that provides direct access to a vulnerable population e.g. a sidewalk from an underserved community, a senior center, or community center to a downtown or clear documentation of outreach to disadvantaged populations.

**1-5 Points** – Equity is only addressed in broad terms.

**0 Points** – Equity not addressed.

7. **Multi-modal potential —5 points:** How does your proposed project coordinate with other modes of transportation? Will it improve walking or bicycling access to transit, rail service or park and ride facilities?

As previously noted, this section of Beaver Meadow Road plays in an important role as part of an overall 2-mile loop in the community for all users. Closing this 0.67-mile gap will provide a safer loop that connects to the park and ride facility located in Huntley Meadows Recreation Area that also services Advance Transit's Brown Route (which connects to Hanover, NH to Dartmouth College). The consultant's initial Local Concerns meeting public survey asked about how users use Beaver Meadow Road (p.23). The mode share results indicated that of the 1064 responses, 685 users (64%) combined either walked, biked or run along the roadway. This proposed project to close the gap will be a significant safety improvement to this corridor and to all users.

**5 Points** – Projects that provide direct access to another transportation mode e.g. a sidewalk that connects directly to a transit stop or park and ride

**0-4 Points** – Project is part of a larger plan to connect to another transportation mode in the near future

8. **State designated centers —5 points:** Is the proposed project within a state designated center?

The project area is just 0.5 miles away from the designated Norwich Village Center and is an important connection to it.

**5 Points** – Project is contained primarily within a state designated center (such as downtowns, villages, or neighborhood growth centers recognized by the Vermont Department of Housing and Community Development).

**0-4 Points** – Project leads to, but is not primarily within, a state designated center.

*Designated centers can be confirmed on the state Planning Atlas -*  
<http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas>

9. **Project Management—10 Points:** Describe your plan for keeping this project moving forward. What management practices do you now have, or plan to put in place, to successfully administer the project from design through construction? Who will manage the project (municipal staff, RPC or other)?

The Town intends to contract with Two Rivers-Ottawaquechee Regional Commission as the MPM who will work closely with the DPW Director and Town Manager. The Town has contracted with TRORC previously on other projects as MPM as they are knowledgeable and professional in keeping projects moving forward.

**6-10 Points** – Plan outlined for managing the project, including adequate or additional staffing.

**0-5 Points** – Vague or ill-defined management plan.



Approximately 3600ft  
5ft concrete sidewalk with  
granite curbing on the western  
side to connect a 2 mile  
loop from Beaver Meadow/  
Moore/Turnpike/Main St.

**2021 VTrans Bike Ped Grant  
Town of Norwich  
Beaver Meadow Road Sidewalk Construction  
Alternative 1: Western Side**

- Existing sidewalk network
- Proposed sidewalk expansion



# Specific Constraints

This section of the Sidewalk Scoping Study reviews the entire project corridor and identifies specific constraints on either side of the road. Utilities, terrain, and safety concerns have been identified as constraints when they occur within or adjacent to the publicly owned right of way and would impact the feasibility and/or cost of sidewalk or roadway construction along Beaver Meadow Road.

## Constraints along Beaver Meadow Road (1 of 5)



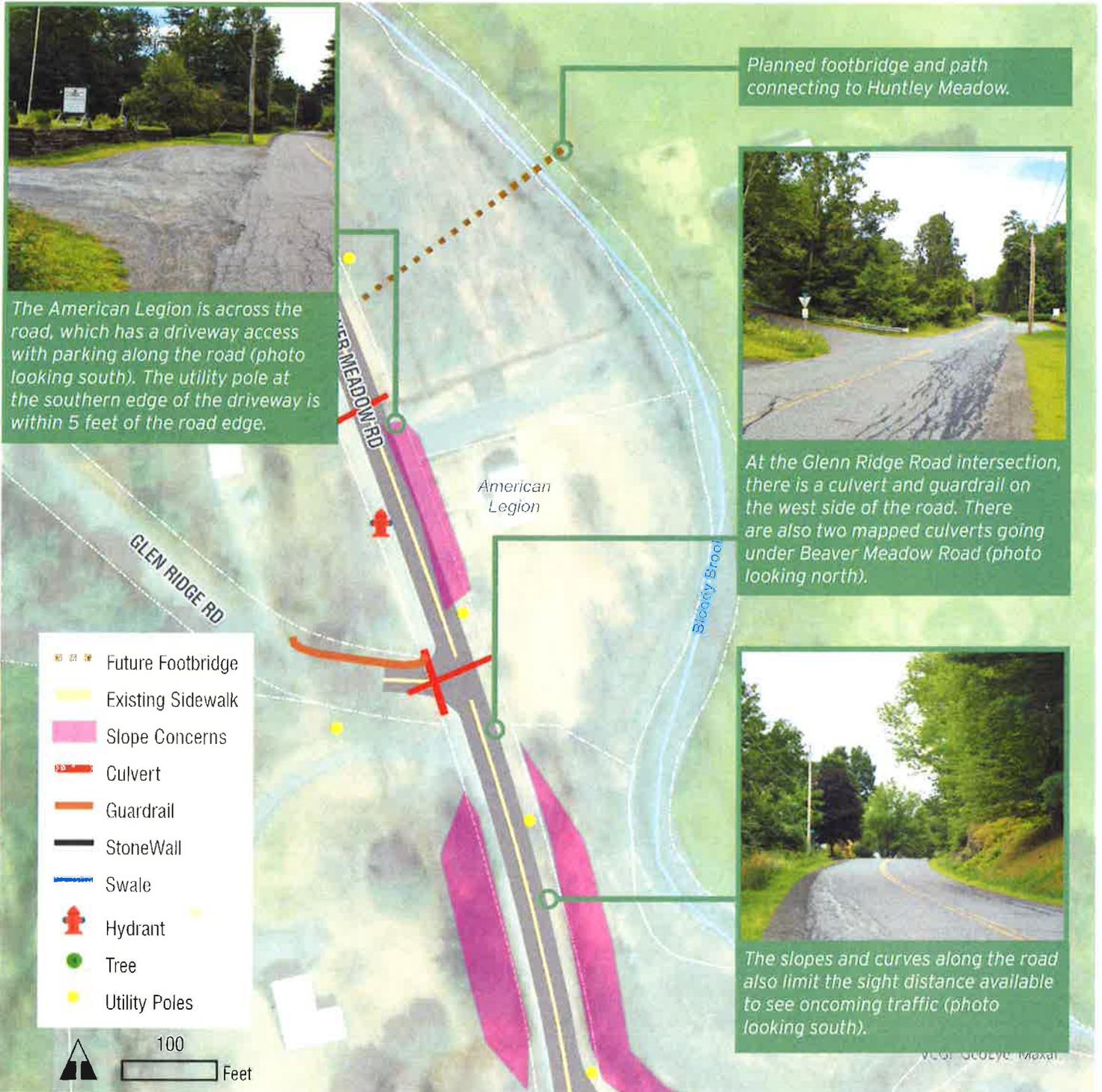
Constraints along Beaver Meadow Road (2 of 5)



### Constraints along Beaver Meadow Road (3 of 5)

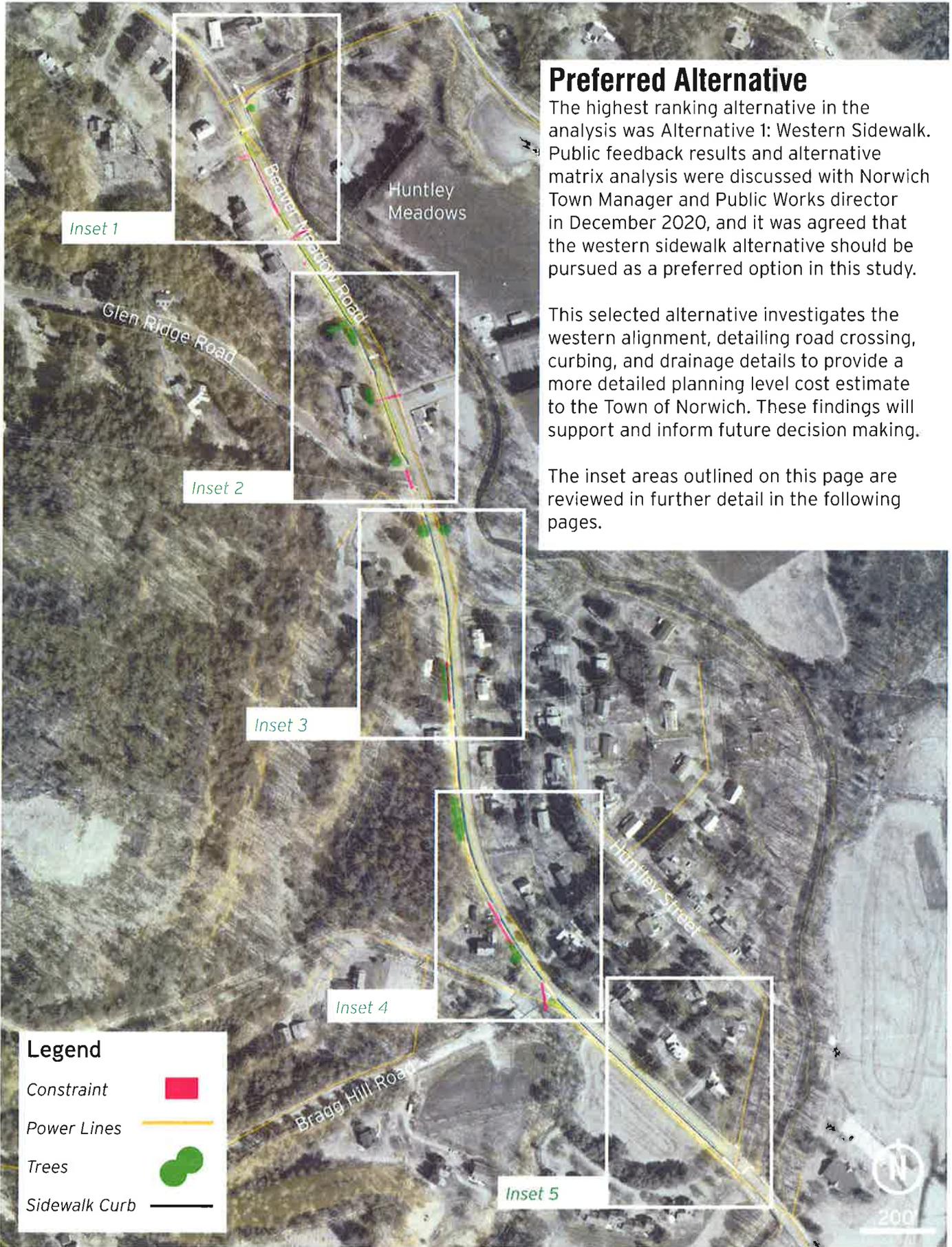


## Constraints along Beaver Meadow Road (4 of 5)



## Constraints along Beaver Meadow Road (5 of 5)





## Preferred Alternative

The highest ranking alternative in the analysis was Alternative 1: Western Sidewalk. Public feedback results and alternative matrix analysis were discussed with Norwich Town Manager and Public Works director in December 2020, and it was agreed that the western sidewalk alternative should be pursued as a preferred option in this study.

This selected alternative investigates the western alignment, detailing road crossing, curbing, and drainage details to provide a more detailed planning level cost estimate to the Town of Norwich. These findings will support and inform future decision making.

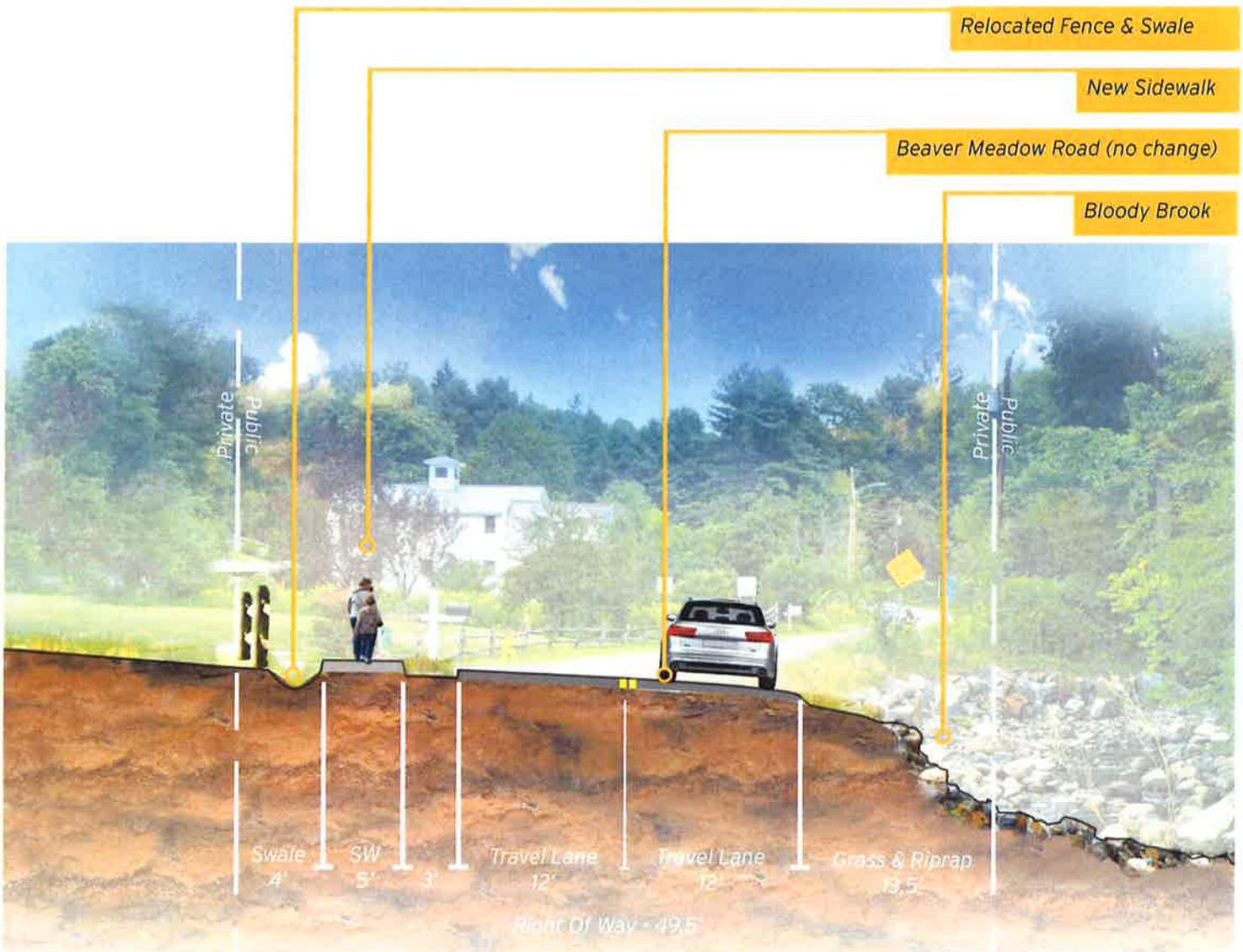
The inset areas outlined on this page are reviewed in further detail in the following pages.

**Legend**

- Constraint
- Power Lines
- Trees
- Sidewalk Curb

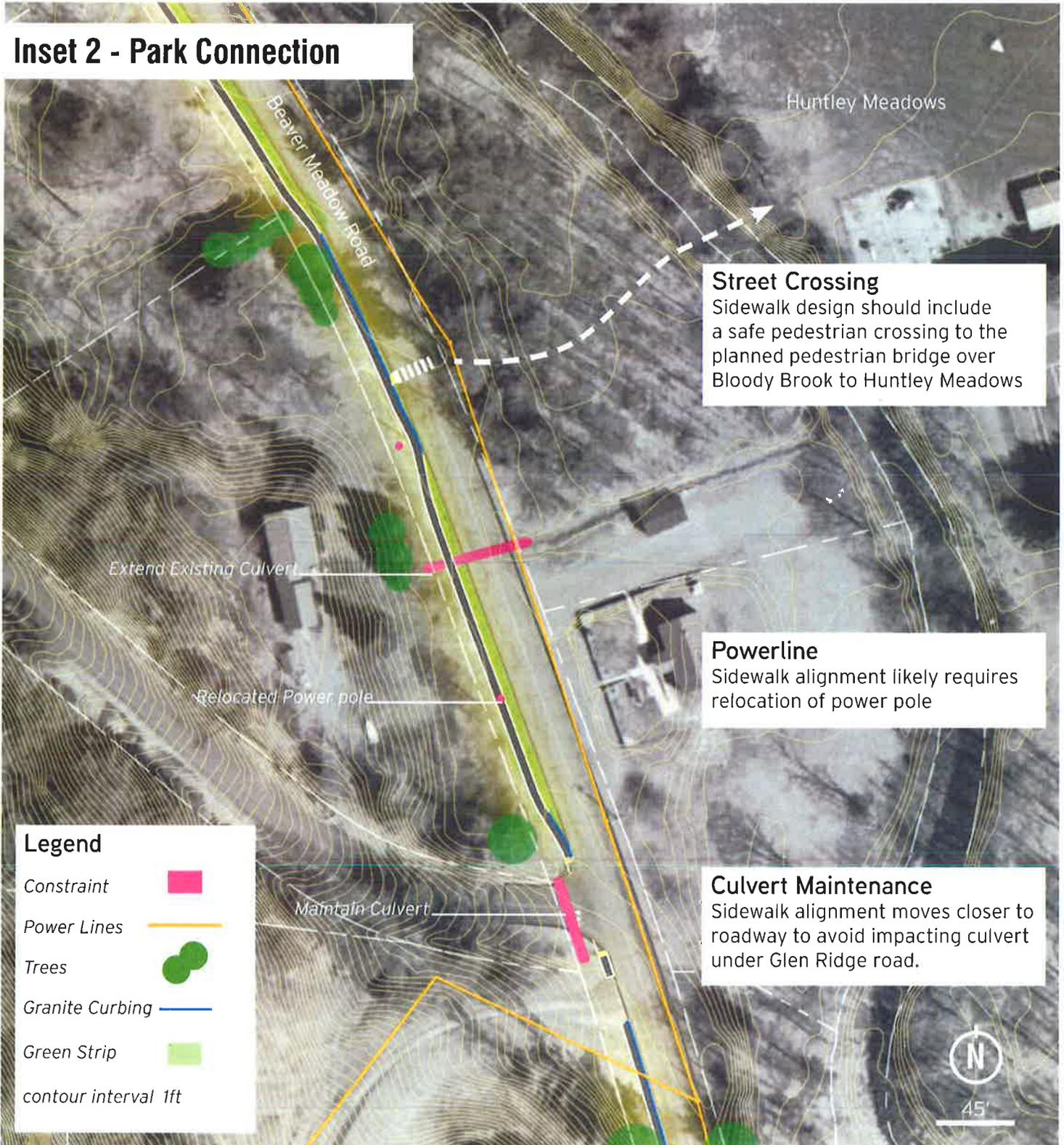
### Inset 1 - Moore Lane



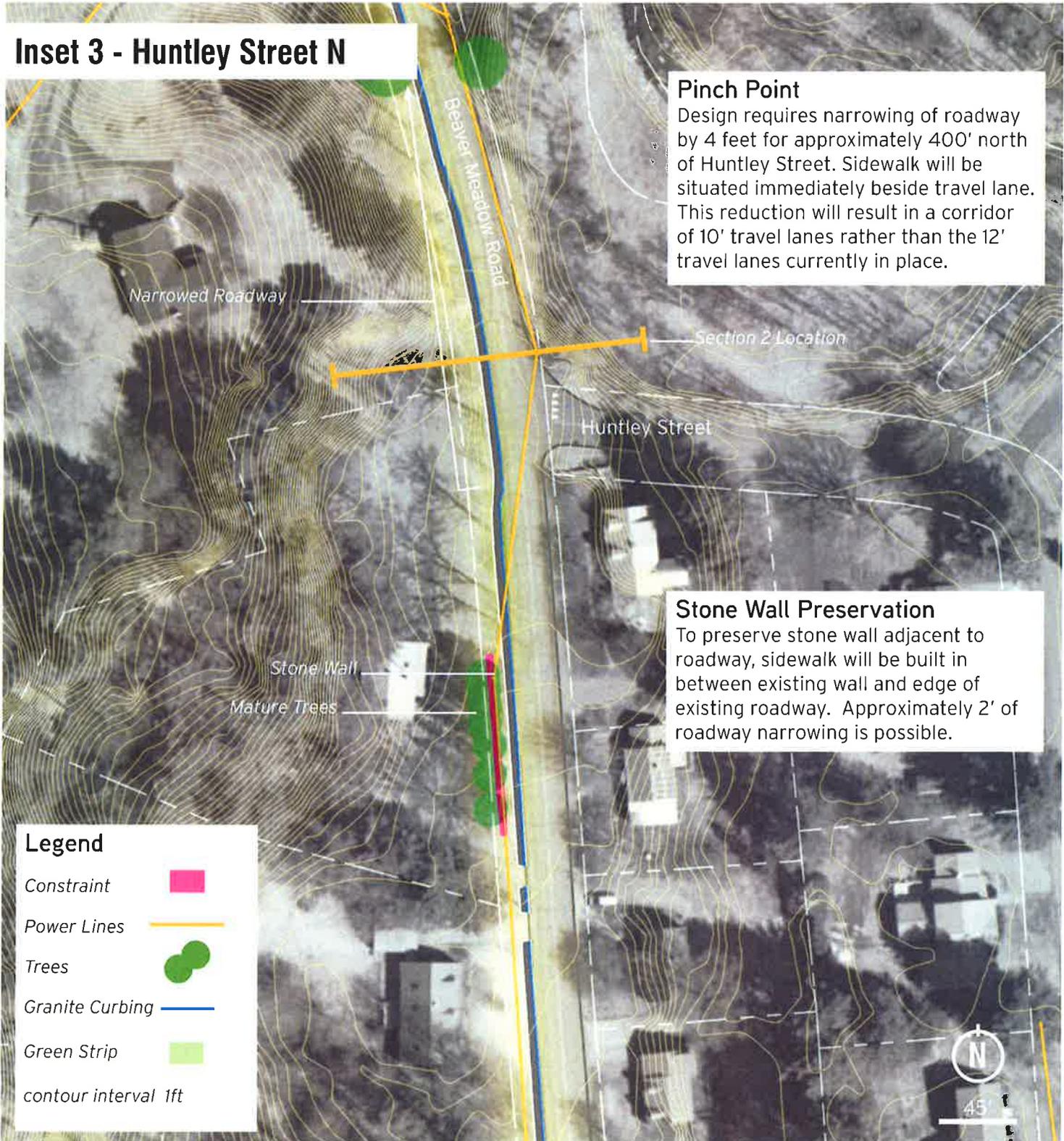


## Section 1 - Bloody Brook

## Inset 2 - Park Connection



### Inset 3 - Huntley Street N



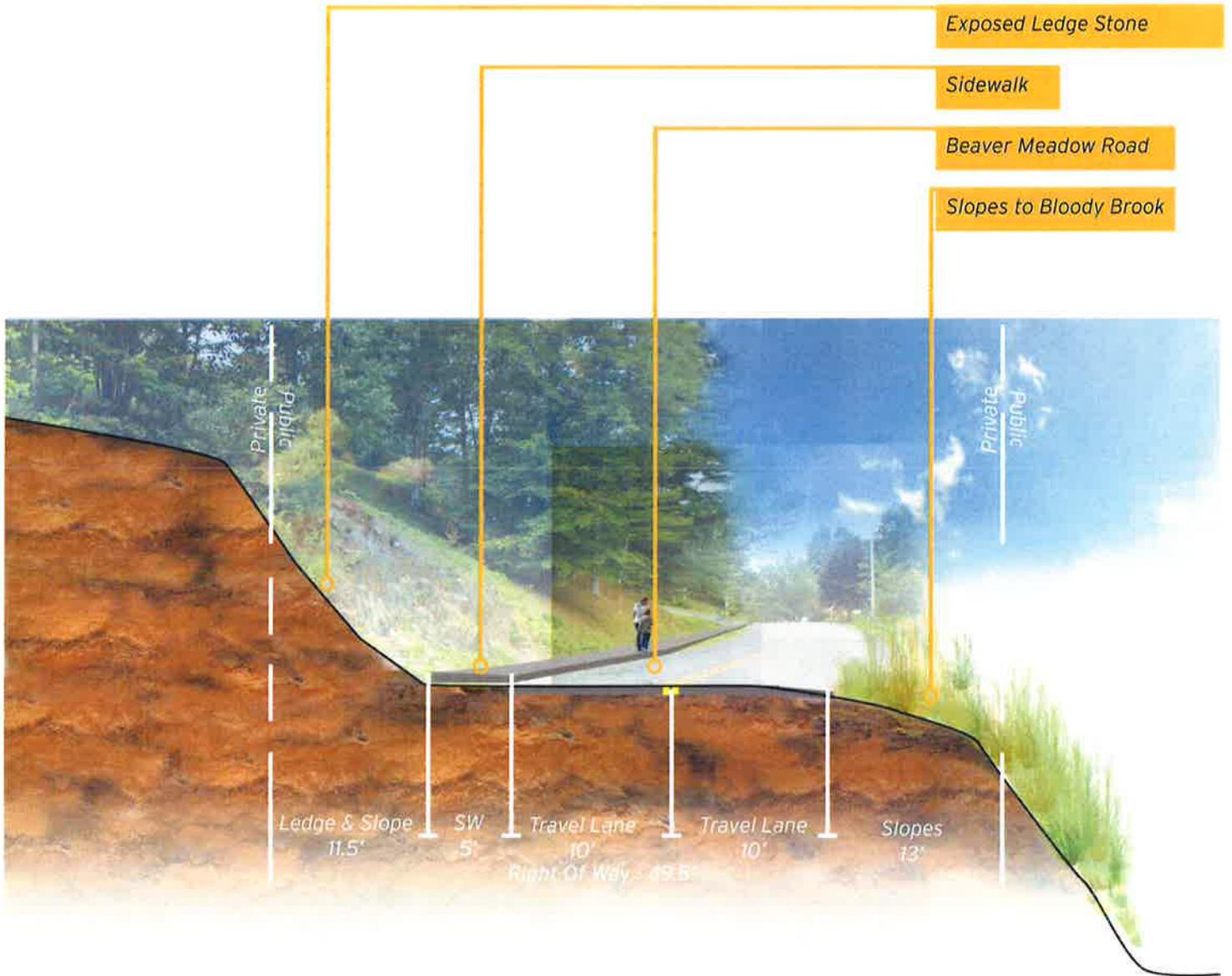
**Pinch Point**  
Design requires narrowing of roadway by 4 feet for approximately 400' north of Huntley Street. Sidewalk will be situated immediately beside travel lane. This reduction will result in a corridor of 10' travel lanes rather than the 12' travel lanes currently in place.

**Stone Wall Preservation**  
To preserve stone wall adjacent to roadway, sidewalk will be built in between existing wall and edge of existing roadway. Approximately 2' of roadway narrowing is possible.

**Legend**

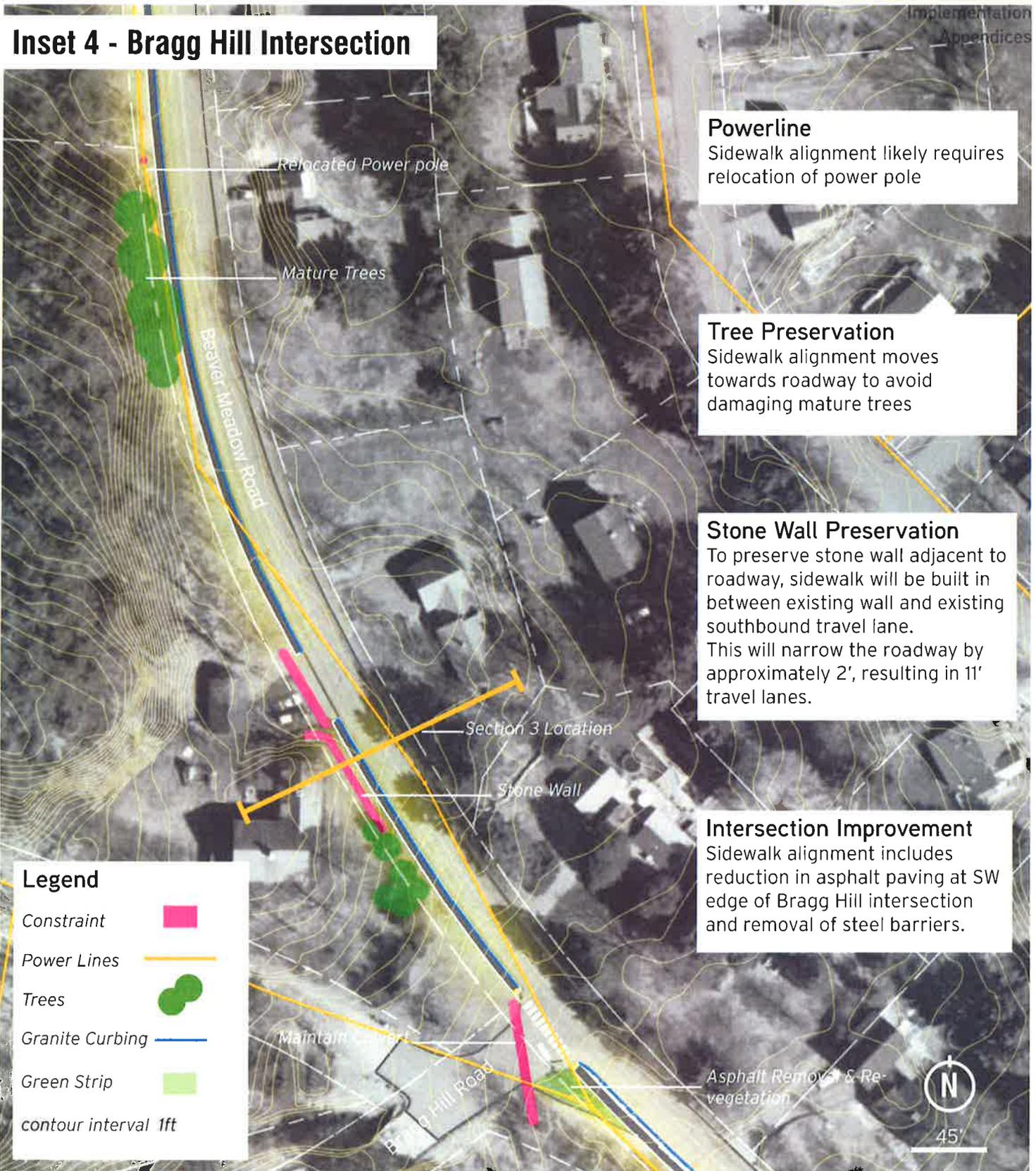
- Constraint 
- Power Lines 
- Trees 
- Granite Curbing 
- Green Strip 

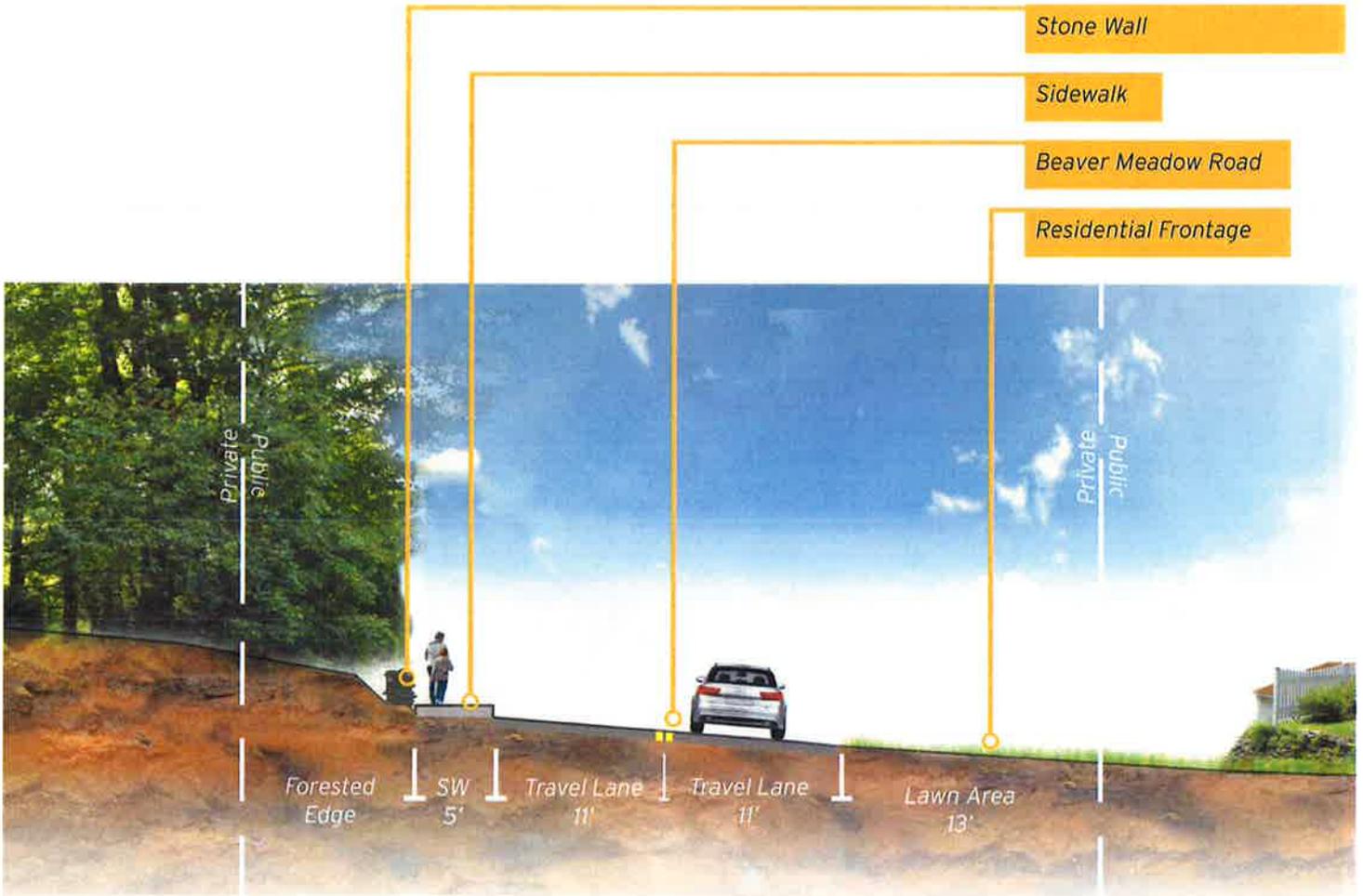
contour interval 1ft



## Section 2 - Huntley Street North

### Inset 4 - Bragg Hill Intersection





### Section 3 - Rock Wall

## Inset 5 - Huntley South



**Town of Norwich**  
**Beaver Meadow Road Sidewalk Construction Estimate 5/17/2021**

Design / Engineering (20% of construction)	\$159,664.31
Right of Way Costs (22 easements x \$1000 + attorney costs)	\$28,000.00
Sidewalk Construction (from Dubois & King, including 4% inflation per year)	\$665,267.94
20% construction contingency	\$133,053.59

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**Construction Total: \$798,321.53**

Construction Inspection Engineering (15%)	\$119,748.23
Municipal Project Management (10%) (town anticipates TRORC to be MPM)	\$107,773.41

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<b>Total Project:</b>	<b>\$1,213,507.47</b>
<b>USE:</b>	<b>\$1,215,000.00</b>
Grant Request:	\$972,000.00
Town Match:	\$243,000.00

**Town Funding Sources for Match: Designated Sidewalk Fund.**

**Town of Norwich - Beaver Meadow Road Sidewalk - Western Side**  
**Initial Cost Estimates Provided by Dubois & King using VTrans 5 Yr Average Price List**

Item No.	Description	Units	Quantity	Dubois & King		Inflation for 2026 construction (4% each year)
				Unit Cost	COST	COST
201.11	Clearing and Grubbing	A	0.40	\$33,793.48	\$13,517.39	\$15,680.17
203.15	Common Excavation	CY	850	\$12.35	\$10,497.50	\$12,177.10
203.16	Solid Rock Excavation	CY	20	\$40.68	\$813.60	\$943.78
203.32	Granular Borrow	CY	65	\$20.32	\$1,320.80	\$1,532.13
204.25	Structure Excavation	CY	60	\$23.82	\$1,429.20	\$1,657.87
301.25	Crushed Gravel	CY	600	\$40.21	\$24,126.00	\$27,986.16
406.25	Marshall Bituminous Concrete Pavement	T	150	\$180.67	\$27,100.50	\$31,436.58
404.65	Emulsified Asphalt	CWT	2	\$22.00	\$44.00	\$51.04
613.15	RipRap Heavy Type	CY	50	\$63.13	\$3,156.50	\$3,661.54
601.26	18" CPEP(SL)	LF	90	\$66.10	\$5,949.00	\$6,900.84
618.15	Bituminous Concrete Sidewalk 5ft	T	590	\$367.12	\$216,600.80	\$251,256.93
616.21	Vertical Granite Curb	LF	2150	\$50.03	\$107,564.50	\$124,774.82
608.54	Detectable Warning Surface	SF	90	\$45.10	\$4,059.00	\$4,708.44
675.34	Square Tube Sign Post and Anchor	LB	30	\$20.00	\$600.00	\$696.00
675.20	Traffic Signs Type A	SF	6	\$12.85	\$77.10	\$89.44
630.15	Flaggers	HR	480	\$30.88	\$14,822.40	\$17,193.98
641.10	Traffic Control	U	1	\$40,000.00	\$40,000.00	\$46,400.00
641.15	Portable Changeable Message Sign	U	2	\$4,300.16	\$8,600.32	\$9,976.37
651.35	Topsoil	CY	100	\$35.46	\$3,546.00	\$4,113.36
651.15	Seed	LB	30	\$8.73	\$261.90	\$303.80
651.25	Hay Mulch	T	0.4	\$857.35	\$342.94	\$397.81
651.18	Fertilizer	LB	95	\$3.83	\$363.85	\$422.07
651.20	Agricultural Limestone	T	0.4	\$575.41	\$230.16	\$266.99
635.11	Mobilization/Demobilization	U	1	\$40,000.00	\$40,000.00	\$46,400.00
653.01	Erosion Prevention and Sediment Control	U	1	\$45,000.00	\$45,000.00	\$52,200.00
629.29	Relocation of 1 Fire Hydrant	EA	1	\$3483.38	\$3,483.38	\$4,040.72
<b>CONSTRUCTION TOTAL:</b>					<b>\$573,506.85</b>	<b>\$665,267.94</b>
w/20% Contingency:				\$114,701.37	\$688,208.22	\$798,321.53
Design/Engineering @ 20%:				\$137,641.64	\$825,849.86	\$957,985.84
Construction Inspection @15%:				\$103,231.23	\$929,081.09	\$1,077,734.07
Project Management (MPM) @10%:				\$92,908.11	\$1,021,989.20	\$1,185,507.47
ROW Costs: (22 easements x \$1000 + attorney costs)				\$28,000.00	\$1,049,989.20	\$1,213,507.47
<b>Grand Total</b>					<b>\$1,007,000.00</b>	<b>\$1,215,000.00</b>
<b>Grant Request:</b>					<b>\$805,600.00</b>	<b>\$972,000.00</b>
<b>20% Town Match:</b>					<b>\$201,400.00</b>	<b>\$243,000.00</b>
					<b>Grant Request:</b>	<b>\$972,000.00</b>
					<b>Town Match:</b>	<b>\$243,000.00</b>

	COST	COST + 4yrs Inflation
Relocation of 2 GMP Utility Poles	\$10,000.00	\$11,600.00
<i>*ineligible participating costs to be paid by GMP</i>		
<b>Total</b>		<b>\$11,600.00</b>



Herb Durfee, Town Manager  
Town of Norwich  
P.O. Box 376  
Norwich, VT 05055

May 12, 2021

Dear Mr. Durfee,

I am pleased to provide a letter of support for the 2021 Vermont Bicycle and Pedestrian Program application for construction of Alternative #1 Western Sidewalk from the 2019 Beaver Meadow Road Sidewalk Scoping Study. This is a new sidewalk expansion on Beaver Meadow Road to connect existing connections to Moore Ln. This will be an excellent connection to an existing active pedestrian loop for the town.

The project is also in line with the Transportation Pedestrian and Bicycle goals in the Two Rivers-Ottauquechee Regional Plan which are to "expand opportunities for walking and bicycling in the region" and "promote walking and bicycling as a viable means of transportation in the region" (p.78).

I have reviewed the grant application and deemed it complete for submission.

Please contact me if you have any questions.

Sincerely,



Rita Seto, AICP  
Senior Planner

128 King Farm Rd.  
Woodstock, VT 05091  
**802-457-3188**  
**trorc.org**

Gerald Fredrickson, Chair  
Peter G. Gregory, AICP, Executive Director

Town of Norwich, Vermont



CHARTERED 1761

**DRAFT**

Jon Kaplan, P.E.  
Bicycle and Pedestrian Program Manager  
State of Vermont  
Highway Division  
Municipal Assistance Bureau  
219 North Main St.  
Barre, VT 05641

May 26, 2021

Re: Town of Norwich Letter of Support for 2021 VTrans Bicycle and Pedestrian Grant Application – Large Scale for Beaver Meadow Road

Dear Mr. Kaplan,

The Norwich Selectboard overwhelmingly supports applying for a large scale grant through the 2021 VTrans Bicycle and Pedestrian Program. The Town of Norwich is excited about this section and how it will improve the walkability and safety of users around this popular 2 mile loop near the village. A scoping study for this project was completed in March of 2021. The Selectboard hopes this study will make our grant application more promising as the project is better prepared to move to the engineering and implementation phase.

It is understood that the Town of Norwich will be responsible for 20% of local match towards the construction grant and that the Town would be responsible for the future maintenance of the constructed sidewalk.

Thank you in advance for your consideration.

Sincerely,

Roger Arnold,  
Norwich Selectboard Chair

## 2021 VTrans Large-scale Bicycle and Pedestrian Grant Application

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11. Will you accept an award less than you applied for?  YES  NO

**IF YES**, please indicate below whether local funds will be used to make up the shortfall or if the project scope will be reduced:

- Keep Scope of project the same and make up shortfall with other funds
- Reduce project scope – Describe and provide cost breakdown (attach backup with supporting materials, if necessary)

Note: If the project scope is to be reduced, document what part of the project you would accept partial funding for and break out the costs associated with that part or segment. Attach additional pages if necessary. If adequate information is not provided, partial funding will not be considered. Use Partial Funding Template provided by VTrans.

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# 2021 VTrans Large-scale Bicycle and Pedestrian Grant Application

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## 9. Estimated Project Costs:

<b>Engineering/Administration/Project Manager:</b> Costs associated with survey, design, plans development, permitting, development of bid documents, bid analysis and Municipal Project Manager - typically around 25% of construction.	Engineering/ Admin/MPM Cost  \$ 267,438
<b>Right of Way:</b> Cost of appraisals, property owner compensation and associated legal fees.	ROW Cost  \$ 28,000
<b>Construction:</b> Cost of paying contractors to build projects, including a reasonable contingency. Please attach as much detail/ backup information as available to support the construction estimate.	Construction Cost  \$ 798,322
<b>Construction Inspection :</b> Cost to provide oversight of contractor during construction - typically around 15% of construction.	Const. Insp.Cost  \$ 119,748
<b>TOTAL DESIGN/CONSTRUCTION AMOUNT APPLIED FOR :</b> (including 20% local share)	\$ 1,215,000

## 10. Have you received any other grant funding for this project? Please describe and include the source of funding:

No other grant funding is planned for this project.

## 2021 VTrans Large-scale Bicycle and Pedestrian Grant Application

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8. Project Description: Please give a brief description of the project (100 words or less.) Detailed information should be submitted as part of addressing the selection criteria. Be sure to include identifying streets or landmarks that the proposed project links at either end (e.g. New concrete sidewalk with granite curbing on Main St. from Elm St. to Maple St.).

The town is proposing to construction a 3600ft 5ft ADA bituminous concrete sidewalk with granite curbing along the western side of Beaver Meadow Road from Huntley St/Heritage Ln intersection to Moore Ln. This would complete a 2 mile active pedestrian loop.

# 2021 VTrans Large-scale Bicycle and Pedestrian Grant Application

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1. Project Title: Beaver Meadow Rd Sidewalk Extension
  
2. Applicant Name(s): Town of Norwich
  
3. Project Contact Info:
  - a. Name: Herb Durfee
  - b. Mailing Address: PO Box 376
  - c. Town: Norwich
  - d. Zip Code: 05055
  - e. Email Address: hdurfee@norwich.vt.us
  - f. Phone Number: (802) 649-1419
  
4. Fiscal Information:
  - a. Accounting System  Automated  Manual  Combination
  - b. DUNS # 042743021
  - c. Fiscal Year End Month
  
5. RPC(s)
  
  
6. Primary Facility Type:  Sidewalk  Bike Lane  Shared-use Path  
 Shoulder  
 Other (Please describe)
  
  
7. Approximate project length in feet : 3600ft