

**Forested Riparian Buffer  
Memorandum of Agreement**

between  
**White River Natural Resources Conservation District**  
and  
**Town of Norwich**

This Memorandum of Agreement is entered on April 20, 2021, by White River Natural Resources Conservation District (WRNRCD) located at 28 Farmvu Drive, White River Junction, VT 05001 and Town of Norwich (landowner) located at Tracy Hall, 300 Main Street, Norwich, VT. This agreement sets forth the conditions under which the landowner will maintain the Forested Riparian Buffers (buffers) installed by WRNRCD through the Vermont Trees for Streams Program at Beaver Meadow Road north of Huntley Street. This agreement may be amended at any time by mutual consent of the parties in writing.

**A. Landowner Responsibilities:**

- a. Maintain and preserve the buffers for a minimum of 10 years. The buffer consists of an average width 35 feet along 130 feet in length for a total of 0.25 acres of streambank on the Bloody Brook.
- b. Proper buffer maintenance and preservation include:
  - 1. No landscaping within the buffer but allowing the buffer to return to a wild and natural state.
  - 2. Refrain from removing vegetation (woody or herbaceous), harvesting, or allowing grazing within the agreed upon buffer area.
  - 3. If applicable, watering in the first year to ensure proper plant/root establishment.
- c. Landowner/ is not responsible for vegetation damaged from natural overflow events. However, if vegetation is damaged, landowner agrees to contact the district to apply for additional Trees for Streams installation(s) of a buffer in the same location.
- d. Allow WRNRCD access to the buffer location for the duration of the contract to evaluate the survivability, and natural regeneration of the work accomplished.

**B. Organization Responsibilities:**

- a. Provide technical and administrative oversight of all work performed.
- b. Provide all necessary supplies and labor.
- c. Implement additional plantings or further maintain buffer based on findings during evaluation or from vegetation damaged from natural overflow events.

**C. Duration of Contract**

- a. The landowner and district agree to the responsibilities outlined in Section A and B in this agreement until April 2031.

*By signing the Memorandum of Agreement Town of Norwich agrees to the terms and conditions set forth in this document. Landowner also provides consent for spatial information and photographs of the buffer to be shared with the conservation cooperators.*

**White River NRCD**

\_\_\_\_\_  
Jennifer Byrne, District Manager  
802-369-3167

**Town of Norwich**

\_\_\_\_\_  
Herb Durfee, Town Manager  
802-649-1419 x1

*Handwritten signature and date: 5/12/21*

3



226 Holiday Drive, Suite 20 • White River Junction, VT 05001  
802.291.7000 • Fax: 802.291.7273 • TTY: 711  
Email: info@tphtrust.org • Website: twinpineshousing.org

Starlake Village Leaseholders Association, WSID #20308  
c/o Twin Pines Housing  
226 Holiday Drive, Suite 20  
White River Junction, VT 05001



May 15, 2021

Roger Arnold  
Chair, Town of Norwich Select Board  
PO Box 376  
Norwich, VT 05055

Dear Mr. Arnold:

Enclosed is a copy of the Source Protection Plan (SPP) for the Starlake Village Leaseholders Association (SVLA) water system (VT WSID #20308). This SPP defines the land surface area, or Source Protection Area (SPA) that is believed to contribute water to our public drinking water supply. Contaminants that are released into the environment within this area could threaten the drinking water supply at Starlake Village.

Please assist in the protection of this vital resource by considering potential contamination sources when determining land use changes within the SPA. We ask that you please notify the SVLA and Twin Pines Housing (TPH) if a permit application related to a property within the SPA is filed.

Thank you for your attention to this matter. If you have any questions or I can be of assistance, please call me at TPH. My extension is 102.

Sincerely,

Steve Usle  
Homeowner Coordinator



**SOURCE PROTECTION PLAN**

**for**

**Starlake Village Leaseholders Association**

Norwich, Vermont

WSID# 20308

c/o Twin Pines Housing Trust  
226 Holiday Drive, Suite 20  
White River Junction, VT 05001

Prepared by Timothy J. Cronan  
System Operator, OP03819

Original – August 1999  
Updated – September 2004  
Updated – January 2009  
Updated – October 2011  
Updated – October 2014  
Updated – October 2017  
Updated – May 2021

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**This document updates the Source Protection Plan (SPP) that was prepared by Sprague GeoScience, dated August 1999. The plan was last updated in 2004, 2009, 2011, 2014, and 2017**

## **Overview of Water System**

The Starlake Village Leaseholders Association (SVLA) water system, located on Starlake Lane, consists of one "bedrock" well (WR #416), a control/treatment building that houses two-booster pumps and treatment equipment, a 7,000-gallon storage tank, approximately 875 feet of 3" PVC water main and 14 service connections. There are no fire hydrants or commercial businesses connected to this system. The system services a population of approximately 50 residents. The well is located on a parcel of land referred to in the Town of Norwich tax maps as Lot 12-3.2. The land is owned by Twin Pines Housing Trust and is leased to the SVLA.

As reported by the driller, A & W Artesian Well Company of Vermont, the well was completed on June 20, 1991. The well is 480 feet deep with 56 feet of 6-inch diameter steel casing. The driller's yield is 80 gallons per minute. The overburden materials in the vicinity of the well have been logged as sand and gravel from 0 to 9 feet. Granite bedrock was encountered at 9 feet below ground surface.

The source protection area (SPA) for Well 1 is teardrop shaped, and consists of two (2) zones. Zone 1 consists of a 200-foot radius about the well and is considered the well isolation zone. This is an area where land uses activities are very restricted. The remaining portion of the SPA (Zone 2) extends to the northwest to the top of Blood Mountain. This land is thought to be the primary recharge area to the well. Maps showing the SPA are presented on Figures 1 and 2 (Sprague GeoScience, 1999).

## **Existing Land Uses and Potential Sources of Contamination**

The current land uses observed within the SPA consist of the residential area of Starlake Village, woodlands, Interstate 91, and an electric transmission corridor owned by Green Mountain Power (formerly Central Vermont public Service). Starlake Village is serviced by two on-site septic systems that are located outside the SPA and are not considered a potential source of contamination (PSOC).

**Table 1 - Land Uses and Property Owners within SPA**

Map-Lot #	Owner Name and Address	Land Use/PSOC
11-77	Norwich Association Inc. PO Box 906 Norwich, VT 05055	Forested Land. Not considered a PSOC
12-3.1	Robert Sherwin	Land- Not considered a PSOC
12-3.2	Twin Pines Housing Trust 240 South Main Street, Suite 4 White River Junction, VT 05001	14.9 Acres (see below)
Leased Land 12-3.2	SLVA c/o Twin Pines Housing Trust	Land leased for 14 single-family homes (Starlake Village). Four of these lots are within SPA. Houses utilize propane fuel and two common leach fields located outside of the SPA. Not considered a PSOC.
None	State of Vermont	Interstate 91, <b>PSOC #1</b>
None	Green Mountain Power (GMP) (formerly CVPS)	Transmission Line Corridor, <b>PSOC #2</b>

**Table 2 - Potential Sources of Contamination (PSOC)**

Land Use/PSOC	PSOC #	Zone 1	Zone 2	Risk Evaluation
Interstate 91	1	No	Yes	Moderate
CVPS transmission line corridor	2	No	Yes	Low to Moderate

**There are no PSOCs located within 200-feet (Zone 1) of Well 1.**

PSOCs in relation to well 1 are shown in Figures 1 – 3, pages 7 – 9.

## Assessment of Risk

### PSOC# 1: Interstate 91

**Risk: Moderate**

The interstate, located within or near Zone 2, is considered a potential source of contamination due to the application of road salt, which could cause elevated levels of sodium and chloride in the well. In addition, there is also the potential for a spill from traffic accidents or leaks from vehicles, which could result in a release of petroleum products.

**PSOC# 2: Utility Corridor**

**Risk: Low to moderate**

The GMP transmission line corridor is approximately 1800 feet from the well and considered a potential source of contamination due to the use of herbicides along this corridor. In the past, prior to its transfer to GMP, the Central Vermont Public Service Corporation had selectively treated this corridor with Accord (Glyphosate) & Arsenal Powerline (Imazapyr) via hand pump backpack sprayer. CVPS' next scheduled vegetation maintenance cycle was in 2015.

### **Management of Risk**

In order to reduce the potential risks, Twin Pines Housing Trust on behalf of the SLVA will conduct the following activities:

1. A letter will be sent to local and regional boards and State agencies requesting that the SLVA be notified if any permit application is filed regarding properties located within the SPA.
2. A letter will be sent to the owners of the property located within the SPA as well as all of the SLVA notifying owners (or leaseholders) that their property is located within or near the Starlake Village SPA.
3. The Vermont AOT will be notified in writing that a portion of Interstate 91 runs through the SPA of the Starlake Village public water system.
4. GMP will be sent a letter requesting that they refrain from, or minimize the use of herbicides in this area.

Copies of the example letters along with mailing addresses are located in Appendix A.

### **Contingency Plan**

**Contact Information**

Fire/Police (emergency)	911
Norwich Fire Department (non-emergency)	(802) 649-1133
Norwich Police Department (non-emergency)	(802) 649-1460
VT State Police (non-emergency)	(802) 234-9933
Vermont Drinking Water & Groundwater Protection Division	800-828-1535
(after hours)	(802) 741-5311
Hazardous Material Spills	800-641-5005
Twin Pines Housing Trust	(802) 291-7000
Timothy Cronan, System Operator (OP03819)	(802) 649-1278
Kata Sasvari, Pres., Starlake Village Leaseholders Assoc.	(603) 667-0691

### **Normal Pump and System Operation**

- Water is pumped from the well via a submersible pump at a rate of 18 GPM to the 7,000-gallon storage tank.
- Sequest-All WSF-20 (manufactured by Sper Chemical Corporation, Clearwater, FL) is injected into the water during the submersible operation through an LMI chemical feed pump to sequester the iron and manganese in the raw water.
- Sodium hypochlorite solution is also injected into the water during the submersible pump operation through an additional LMI chemical feed pump to provide disinfection.
- Booster pumps pump the treated water from the 7,000-gallon storage tank into the distribution system.

### **Emergency Shutdown of Pump**

**This shutdown procedure is for an emergency that has been discovered prior to contamination of the well. A boil /do not use order must be implemented immediately if it is discovered that the water in the storage tank has been contaminated.**

#### **Short Term (one week)**

For emergency shutdown of the well pump, locate and turn off the circuit breaker marked "well" located in the breaker box of the pump house. This will only shutdown the well water supply to the 7,000-gallon storage tank. The residents will still have water from the storage tank via the booster pumps. This will provide approximately 5 five days of use as long as the water in the tank had not been contaminated. A restriction on water use could extend that time for an estimated 4 days.

#### **Long Term (over one week)**

Bulk water can be brought in to refill the 7,000-gallon storage tank by contacting the Norwich Fire Department, or other bulk water hauler. A boil water order must be implemented if any water is brought in from an unapproved source or transported in unapproved haulers.

#### **Extended Long Term**

In the event that the existing water source becomes unusable, options include drilling one or more wells or installing treatment to remove the contaminant(s) in question. The Vermont Drinking Water and Groundwater Protection Division must approve any new source or treatment.

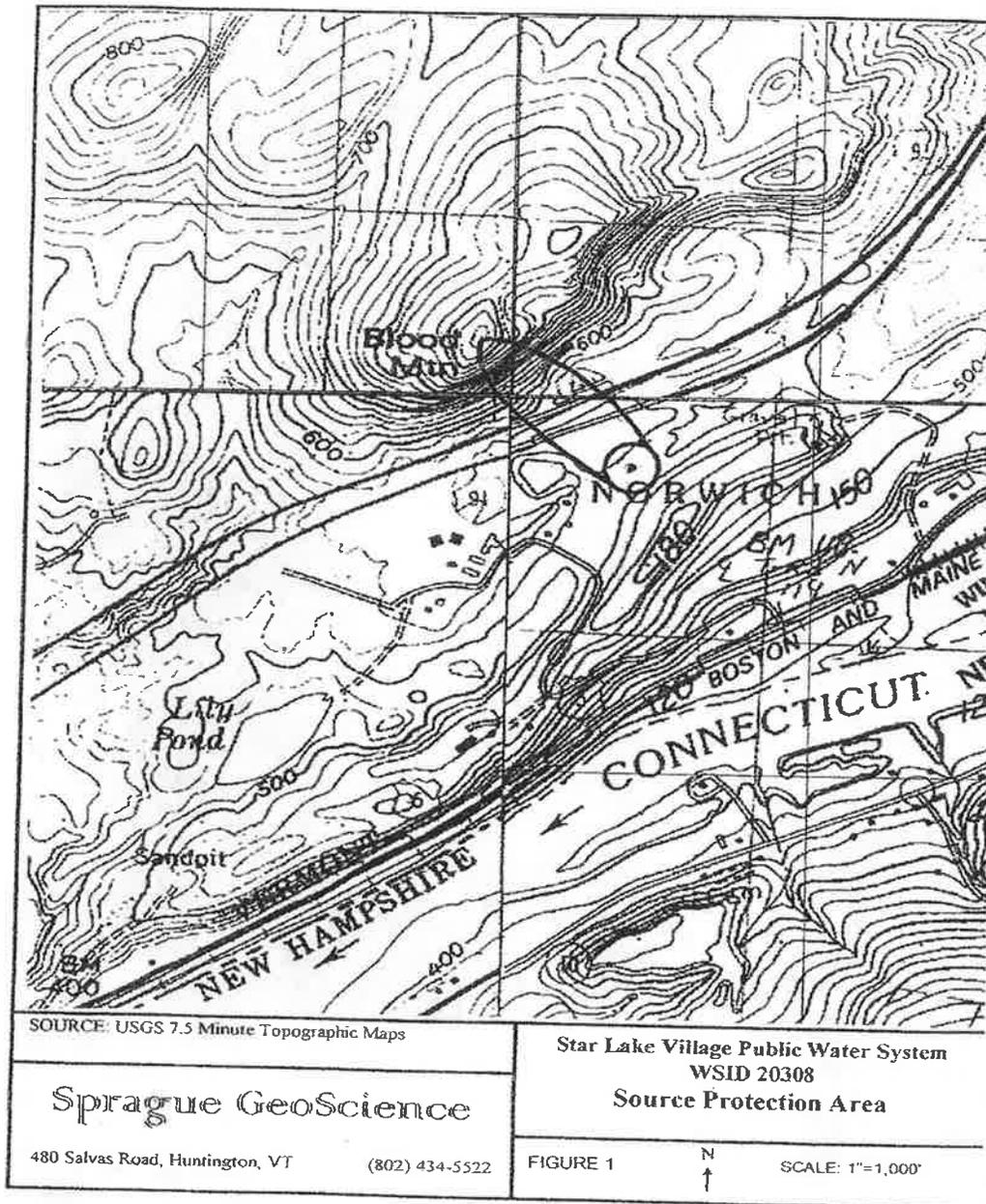


Figure 1 - USGS 7.5 Topographic Map - (Sprague GeoScience, 1999) identifies the locations of the potential sources of contamination (PSOCs) in relation to well 1

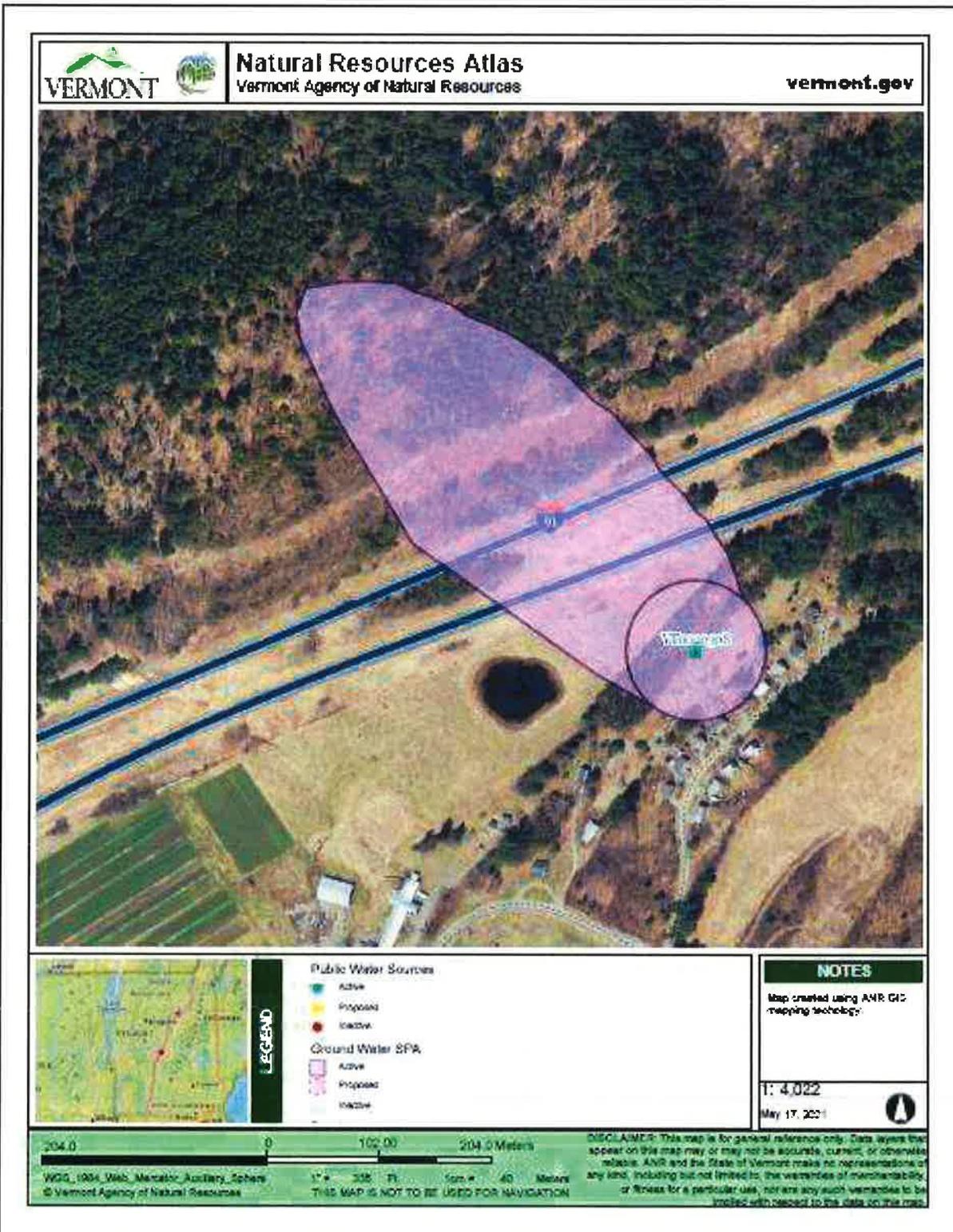


Figure 2 – Aerial photograph showing VT0020308 well, well protection zone, and source protection area

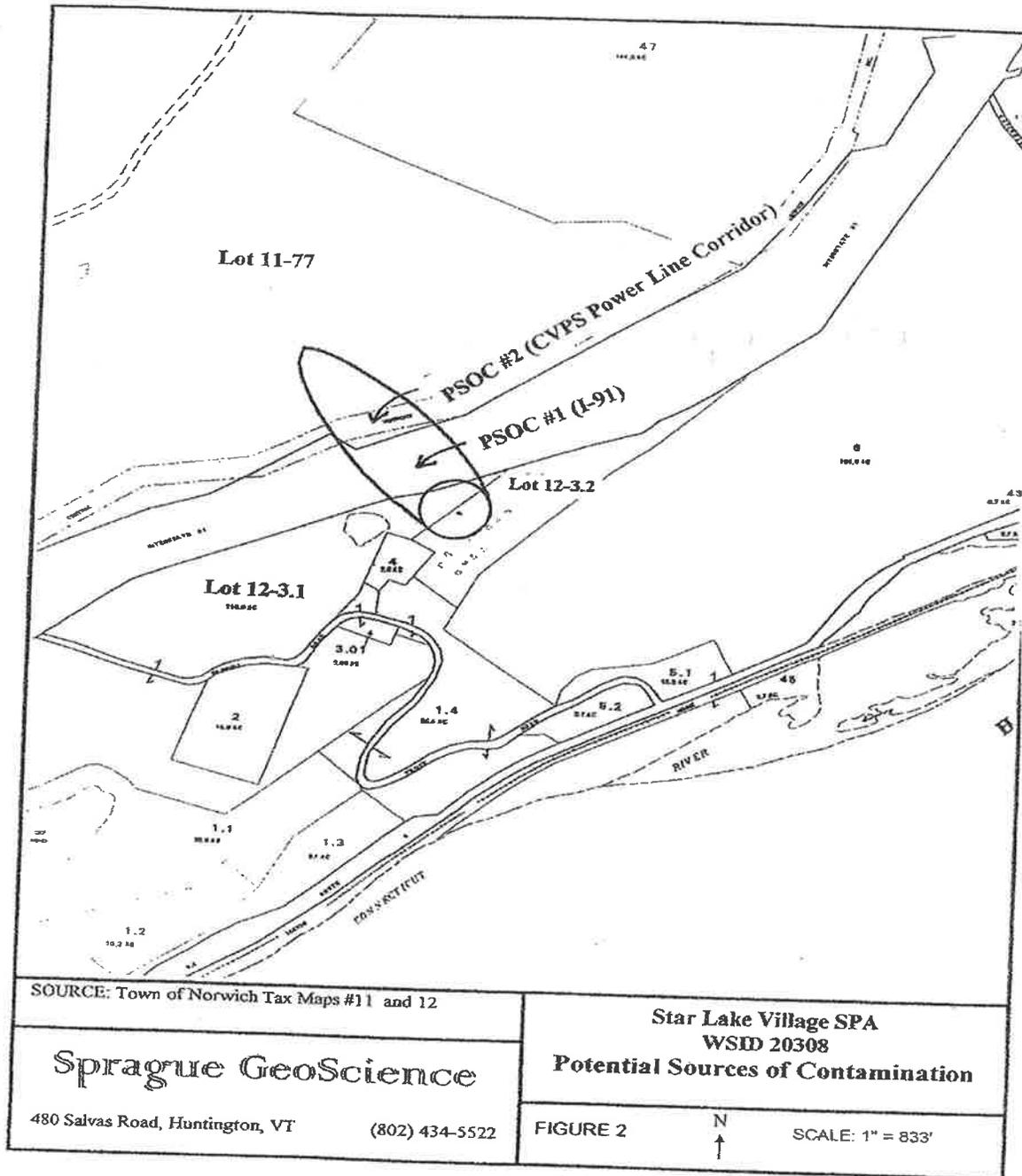


Figure 3 - (Sprague GeoScience, 1999) - Potential Sources of Contamination

## **Appendix**

### **List of Local and Regional Boards and State Agencies to Receive Letter**

Roger Arnold, Chair Town of Norwich Select Board PO Box 376 Norwich, VT 05055

Rod Francis, Norwich Zoning Administrator PO Box 376 Norwich, VT 05055

John Lawe, Norwich Health Officer PO Box 376 Norwich, VT 05055

Bonnie Munday, Norwich Town Clerk PO Box 376 Norwich, VT 05055

Terry Shearer, Regional Engineer, State of VT Department of Environmental Conservation,  
Regional Office 100 Mineral Street Springfield, VT 05156

Linda Matteson, District 3 Coordinator, District #3 Environmental Commission, c/o Natural  
Resources Board, 10 Baldwin Street, Montpelier, VT 05633-3201

Vermont Agency of Transportation, 1 National Life Drive, Drawer 33 Montpelier, VT 05633-5001

Green Mountain Power, 163 Acorn Lane Colchester, VT 05446

**Letter to Starlake Village Resident:**



226 Holiday Drive, Suite 20 • White River Junction, VT 05001  
802.291.7000 • Fax: 802.291.7273 • TTY: 711  
Email: [info@ctrust.org](mailto:info@ctrust.org) • Website: [twinpineshousing.org](http://twinpineshousing.org)

Starlake Village Leaseholders Association, WSID #20308  
c/o Twin Pines Housing  
226 Holiday Drive, Suite 20  
White River Junction, VT 05001

May 15, 2021

Dear Starlake Village Homeowner,

A single drilled well, located between Starlake Lane and Interstate 91, provides the drinking water to all of the homes on Starlake Lane. Assuring that this well does not become contaminated is of great importance to all of us. A comprehensive Source Protection Plan (SPP) for this well was developed in 1999, and updated in 2004, 2009, 2011, 2014 and 2017. It is again being updated at this time.

A map showing the well and the Source Protection Area (SPA) is enclosed.

We request your assistance and cooperation in the protection of this vital resource. Though your property may not be in the SPA, please:

- Avoid over-application of fertilizers, herbicides, or chemicals to lawns or other areas of your property. Many of these products can move down through the soil and enter the groundwater causing contamination.
- Never dispose of used motor oil, anti-freeze, or other hazardous chemicals or waste materials on your property into storm sewers or drains as these products can also move through the soil and into the groundwater.

We also ask you to be vigilant in noting and reporting any changes in use or activities that may threaten this valuable resource.

Thank you for your cooperation. If you have any questions, please call me at Twin Pines Housing. My extension is 102.

Sincerely,

A handwritten signature in black ink that reads "Steve Usle".

Steve Usle  
Homeowner Coordinator

*Twin Pines Housing Trust is an equal opportunity provider and employer.*



Letter to Starlake Village Neighbor:



726 Holiday Drive, Suite 20 • White River Junction, VT 05001  
802.291.7000 • Fax: 802.291.7271 • TTY: 211  
Email: info@tphtrust.org • Website: twinpineshousing.org

Starlake Village Leaseholders Association, WSID #20308  
c/o Twin Pines Housing  
726 Holiday Drive, Suite 20  
White River Junction, VT 05001

May 15, 2021

Robert Sherwin  
156 Farrell Farm Rd  
Norwich, VT 05055

Dear Mr. Sherwin:

You are receiving this letter to make sure you are aware that your property, or a portion of it, is within the Source Protection Area (SPA) for the Starlake Village Leaseholders Association (SVLA) water system (VT WSID #20308): a public water system located between Starlake Lane and Interstate 91. The enclosed map indicates the location of the well and the boundary of the SPA around the well. Contaminants that are released into the environment within this zone threaten the drinking water supply.

A water supply is vulnerable to contamination from many types of land uses and activities, such as road salt, septic systems, and improper disposal of hazardous materials. If the groundwater supplying the well becomes contaminated, it may be impossible to reduce contaminants to a level that would allow its continued use as a drinking water source.

We request your assistance and cooperation in the protection of this vital resource. There are a number of ways in which residents and businesses within an SPA can help reduce the possibility of contamination of the water source. For example:

- Avoid over-application of fertilizers, herbicides, or chemicals to lawns or other areas of your property. Many of these products can move down through the soil and enter the groundwater causing contamination.
- Never dispose of used motor oil, anti-freeze, or other hazardous chemicals or waste materials on your property into storm sewers or drains as these products can also move through the soil and into the groundwater.

On behalf of the residents and the users of the SVLA water system, thank you for your cooperation in protecting this important resource. If you have any questions, please call me at Twin Pines Housing. My extension is 102.

Sincerely,

Steve Usie  
Homeowner Coordinator



Letter to Town and State Officials:



226 Holiday Drive, Suite 20 • White River Junction, VT 05801  
802.291.7000 • Fax: 802.291.7273 • TTY: 711  
Email: info@tphtrust.org • Website: twinpineshousing.org

Starlake Village Leaseholders Association, WSID #20308  
c/o Twin Pines Housing  
226 Holiday Drive, Suite 20  
White River Junction, VT 05801

May 15, 2021

Roger Arnold  
Chair, Town of Norwich Select Board  
PO Box 376  
Norwich, VT 05855

Dear Mr. Arnold:

Enclosed is a copy of the Source Protection Plan (SPP) for the Starlake Village Leaseholders Association (SVLA) water system (VT WSID #20308). This SPP defines the land surface area, or Source Protection Area (SPA) that is believed to contribute water to our public drinking water supply. Contaminants that are released into the environment within this area could threaten the drinking water supply at Starlake Village.

Please assist in the protection of this vital resource by considering potential contamination sources when determining land use changes within the SPA. We ask that you please notify the SVLA and Twin Pines Housing (TPH) if a permit application related to a property within the SPA is filed.

Thank you for your attention to this matter. If you have any questions or I can be of assistance, please call me at TPH. My extension is 102.

Sincerely,

Steve Usle  
Homeowner Coordinator



Letter to Vermont AOT:



226 Holiday Drive, Suite 20 - White River Junction, VT 05001  
802.291.7000 • Fax: 802.291.7270 • TTY: 711  
Email: info@tphtrust.org • Website: twinpineshousing.org

Starlake Village Leaseholders Association, WSID #20308  
c/o Twin Pines Housing  
226 Holiday Drive, Suite 20  
White River Junction, VT 05001

May 15, 2021

Vermont Agency of Transportation  
1 National Life Drive, Drawer 33  
Montpelier, VT 05633-5001

Dear Sir or Madam:

Enclosed is a copy of the Source Protection Plan (SPP) for the Starlake Village Leaseholders Association (SVLA) water system (VT WSID #20308). This SPP defines the land surface area that is believed to contribute water to our public drinking water supply. Contaminants that are released into the environment within this area could threaten the drinking water supply at Starlake Village.

A portion of Interstate 91 is located within Zone 2 of the Source Protection Area (SPA). I-91 is considered a potential source of contamination due to the application of road salt, which could cause elevated levels of chloride and sodium in the drinking water. In addition, there is also the potential for a spill of from traffic accidents or leaks from vehicles, which could result in a release of petroleum products.

Please assist in the protection of this vital resource by considering the SVLA water system with regard to the application of road salt on I-91. Also, please notify the SVLA and Twin Pines Housing (TPH) of the release of petroleum products from traffic accidents or leaks from vehicles on I-91 that could potentially contaminate the water system.

Thank you for your attention to this matter. If you have any questions please call me at TPH. My extension is 102.

Sincerely,

Steve Usle  
Homeowner Coordinator



Letter to GMP:



226 Holiday Drive, Suite 20 • White River Junction, VT 05301  
802.291.7000 • Fax: 802.291.7273 • TTY: 711  
Email: info@tphtrust.org • Website: twinpineshousing.org

Starlake Village Leaseholders Association, WSID #20308  
c/o Twin Pines Housing  
226 Holiday Drive, Suite 20  
White River Junction, VT 05301

May 15, 2021

Green Mountain Power  
163 Acorn Lane  
Colchester, VT 05446

Dear Sir or Madam:

Enclosed is a copy of the Source Protection Plan (SPP) for the Starlake Village Leaseholders Association (SVLA) water system (VT WSID #20308). This SPP defines the land surface area that is believed to contribute water to our public drinking water supply. Contaminants that are released into the environment within this area could threaten the drinking water supply at Starlake Village.

The GMP (formerly CVPS) transmission line corridor is approximately 1800 feet from the well at Starlake Village, which is within Zone 2 of the Source Protection Area (SPA). It is considered a potential source of contamination due to the application herbicides within this corridor. It is our understanding that in the past CVPS and/or GMP had been selectively treating with Accord (Glyphosate) and Arsenal Powerline (imazapyr) with a hand pump backpack sprayer.

Please assist in the protection of this vital resource by considering the SVLA water system and refraining from or minimizing the use of herbicides within the SPA. Please notify the SVLA and Twin Pines Housing (TPH) of a change in the type of herbicide used in the SPA so that the SPP can be appropriately updated.

Thank you for your attention to this matter. If you have any questions please call me at TPH. My extension is 102.

Sincerely,

Steve Usie  
Homeowner Coordinator



Miranda Bergmeier

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**From:** Sage McGinley-Smith <sagemcginleysmith@hanovernorwichschools.org>  
**Sent:** Sunday, May 23, 2021 8:45 AM  
**To:** Miranda Bergmeier  
**Subject:** Stepping down from conservation commission

Hello,

My name is Sage McGinley-Smith, and I am a current Commissioner on the Norwich Conservation Commission. I am writing to step down from my position as a Commissioner, as my family recently moved to Hanover, NH, making me no longer a Norwich resident. Please let me know if there is anything else I need to do!

Sincerely,

Sage McGinley-Smith

345 Campbell Flat Road  
Norwich, Vermont 05055

27 May 2021

The Selectboard,  
Town of Norwich, Vermont

Dear members of the Selectboard,

I'm writing to tell you – as I told my colleagues on the DRB a few days ago -- that I will retire at the end of June from my service on the Development Review Board.

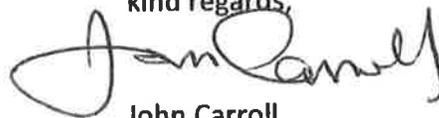
Like you, I value public service and working with folks who make Vermont "this brave little state". As with my service decades ago on the Norwich and Dresden school boards, then in the Vermont Senate, and currently on the Vermont State Board of Education and the Norwich Board of Civil Authority, my service on our town's Development Review Board has been fascinating and challenging, always a learning experience.

So why leave the DRB? The answer is simple: it's time for me to pay better attention to the rest of my life.

In two more spins around the sun, I'll turn 80. Nan and I are blessed with good health, three daughters, nine grandchildren, and their families, all of whom live in New England. We want to do more for them and with them. I'm also retiring from other local boards, but I'll continue my community service in East Africa and, voters willing, my service as Town Moderator. And we'll continue to look after friends and neighbors. In my 'free time' I'm eager to get back to carpentry projects for family, restoring old wooden boats, painting *en plein air*, and engaging more with this amazing world.

I applaud you, as members of our town's Selectboard, for your service. Your work is at the heart of *res publica* – the core of democracy. Sorting through conflicting opinions and resolving competing interests is hard – and your work is essential to effective community governance and cooperation. I thank you for your service.

kind regards,



John Carroll

Cc: Arline Rotman, Chair, Development Review Board

3

Miranda Bergmeier

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**From:** Amy Stringer <vermont6633@gmail.com>  
**Sent:** Monday, May 31, 2021 8:26 AM  
**To:** Miranda Bergmeier  
**Subject:** Norwich Police letter  
**Attachments:** Police letter R3 signed.docx

Hello,  
As stated during the public comment period of the May 26, 2021 Selectboard meeting, there are a significant number of Norwich residents who feel strongly that our police force should return as quickly as possible to the four officer model, including hiring a new chief.

The attached letter contains the statement which was read into the record on the 26th and the names of 34 residents who signed it.

Respectively submitted,

Jaan Laaspere  
Amy Stringer

May 17, 2021

To the Norwich Selectboard and Town Manager-

We urge you to reconsider your decision to effectively reduce the police force and postpone hiring a chief.

We ask that you keep the four officer (including chief) model we approved in March at the town meeting and hire a new chief as soon as possible.

We understand that some in the community would like to examine our current policing standards and we support that effort, but we believe that is best accomplished with our full force in place.

Thank you-

Amy Stringer  
Sue Pitiger  
Debbie Hannam  
Bob Leyton  
Arline Rotman  
Jaan Laaspere  
Bob Stevens  
Barry Rotman  
Libby Robbie  
Kimberly Chase-Adler  
Teresa Lyons  
Barry Polidor  
Robyn Mosher  
Judy Phillips  
Joyce Knights  
William Pierce  
Miriam Richards

Charlotte Metcalf  
Lucy Rojansky  
Matthew Rojansky  
Nicholas Christakis  
Doug Wilberding  
Lani Carney  
Chris Rimmer  
Craig Barry  
Emily Pengelly  
Terry Samwick  
Philip Zea  
Betsy Zea  
Tracy Hinck  
Ken Hinck  
Calvin Knights  
Priscilla Vincent  
Stuart Richards

Miranda Bergmeier

**From:** charlotte metcalf <metcalfcharlotte738@gmail.com>  
**Sent:** Wednesday, June 02, 2021 11:27 AM  
**To:** Roger Arnold; claudette brochu; Marcia Calloway; Mary Layton; robert gere  
**Cc:** Herb Durfee; Miranda Bergmeier  
**Subject:** -for select board packet next meeting

Please add this paragraph provided to me by a POLICE OFFICER explaining that the Thetford “police budget” may not carry all the expenses that a Norwich “police budget” does thereby inflating the the Norwich cost of policing. It is important to see if the Thetford police budget pays for a share of the cost of running Town Hall where the department is located and if the police benefits are separated from the benefits of all town employees or are included in Thetford’s Town Budget. The Norwich policing budget includes all salaries, benefits and the cot of running the building the department occupies.

We may be underestimating the true cost of running the Thetford department by failing to take those things in to account.

"It is also important to note that when comparing various town policing budgets they are not apples to apples. For example, it is my understanding that Thetford does not include the officers benefits packages (medical, retirement etc...) in their police budget but instead includes it in the town budget under one big umbrella line for all town employee benefits. The personnel benefits package, which is included in the NPD budget, significantly inflates the budget. To conduct a true comparison of costs expended it would be important to make sure the budgets actually match. Ex: if one includes the costs of personnel benefits and the cost of a physical facility while the other does not because the police department is in Town Hall so expenditures such as electricity, heat, sewer costs, alarm costs, cleaning costs etc are wrapped up in a Town budget and not the PD budget and benefits are in a town line in the budget and not in the PD budget - then the numbers being compared would not be an accurate reflection of costs expended."

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This board's commendation of Chief Frank on her departure falls far short of Windsor's welcome. Her reflections on policing in this article are profound. They illuminate Norwich's loss. My belief is that no one should live in fear of being vandalized or burgled or stumble on a drug exchange any more than a person of color should fear being pulled over by police. It really does not matter the number of times these things happen. The fact is they do. There are just some matters that require police intervention, and unless we know we are protected at all hours we are vulnerable at all times.

On looking up these towns for "data", I discovered that Thetford has actually reduced its force this year so it has only 3 police with the chief doubling on patrol duty.

If we joined with Thetford, the chief at least would be required to cover a total of 88 square miles.

Windsor has the same population as we do yet 2 1/2 x the # officers to cover 1/2 the square miles.

Hartford has 2 1/2 x our population but almost 6 x the number of police.

square mile    population    #officers    budget

Norwich	44.7	3400	4	\$600,000
Hartford	45.9	10,000	23	\$3.3 million
Windsor	20	3553	10	\$1.6 million
Thetford	44.2	2600	3	\$415,000

[https://www.eagletimes.com/news/windsors-new-police-chief-shares-vision-for-policing/article\\_3b44ec9f-fae5-5977-a782-e58ddd63c25c.html](https://www.eagletimes.com/news/windsors-new-police-chief-shares-vision-for-policing/article_3b44ec9f-fae5-5977-a782-e58ddd63c25c.html)

**From:** Sharon Racusin <sdracusin@gmail.com>  
**Sent:** Thursday, June 03, 2021 11:02 AM  
**To:** Miranda Bergmeier  
**Cc:** Me  
**Subject:** Policing Study

To the Select Board;

Thank you to all who weighed in with recommendations about how to proceed regarding policing in the next 6 months.

This is one of the important issues of our time. The harms of policing are neither “urban issues,” as one Board member recently asserted, nor should they be seen as a non-issue for Norwich or anywhere else in our country. It is important to understand the cumulative history of policing, what duties the police are expected to perform, and how safety is formed in our communities.

We should analyze the data from 911 calls and dig into exactly what the NPD does according to their stats which they list in broad, undefined categories. We should speak to our neighboring towns since we all suffer from the same issues: over policing and not enough investment in keeping people healthy and safe. Some health and safety agencies should be multi-town. This is becoming more obvious as we all compete for hires within the dearth of police applicants. Something to think about, too, is the lack of accountability to communities as police move around the country in search of a job. There is almost no record of wrong-doing much to the chagrin of the communities they end up in.

We should not create one committee made up of polarized citizens, nor should we have any type of listening sessions where discussion and debates will reach a stalemate. We already know where each side rests. There are people who want to keep their property safe while there are those who see that paradigm as part of *the* historical problem of policing but want the community to be a safe one.

If it is decided to form committees, then it behooves the Board to establish out a mutually agreed upon direction for all committee members. Third party facilitation would be key. To this end, more than one committee should be tasked with sifting through the 911 calls and the duties performed, or multiple committees may be tasked with a exploring different aspects of an issue, such as “Metal Health Responses and Police”

We may want to consider an RFP to pay for an independent, third-party study. A study could collect the types of calls, what the NPD responds to and how they have categorized their calls. The goal of the study should be to find out what amount of work currently done by the NPD is actually about health and safety and should be done by other agencies.

Furthermore, after hearing what Herb had to say about the union, it sounds to me as though this body dictates how much policing communities are required to have. Not only how much policing but the type of equipment they are required to have and mandated to pay for in their cruisers such as a tactical shield and ballistic helmet. It would be worthwhile to find out how to extricate ourselves from them.

It is now more clear to me why the NPD has had as much independence as they do. This is not any different than any other police department in the country. For instance: should an armed officer have implied or real directives to establish a presence in the school? Were the parents informed that would happen before it became normalized and folded into a false narrative called "community policing"? In a country where death by gun has made us all numb, I would like to know how an armed person is considered a role model? What happened to the status of the librarian, a special teacher or a coach?

Ultimately, we must start to think about a department of public safety.

I join with many others in our community who believe that safety, health and wellness is not the job of the police. In a recent resolution put forward to the board, community members suggested creating a health and wellness survey. Vital Communities, the corporation that is D-H, VNA and Hospice groups in the Upper Valley, has just created one. I don't know if what we would have produced would be different. This is the one that was just delivered via Tracy Hall: <https://survey.jsi.com/s3/Upper-Valley-Community-Health-Needs-2021>

Sincerely,  
Sharon Racusin  
76 McKenna Rd

Miranda Bergmeier

**From:** Paul D. Manganiello <Paul.D.Manganiello@dartmouth.edu>  
**Sent:** Thursday, June 03, 2021 2:05 PM  
**To:** Roger Arnold  
**Cc:** Miranda Bergmeier  
**Subject:** Fw: BMR Sidewalk -Not the result we were expecting

Hi Roger,

This is for the public record. I'm not sure when we will be discussing policing and public safety, but the discussion about safety on Beaver Meadow Road and public safety and the policing overall are also linked. I was walking into town with my wife. We passed a patrol car idling by the Veterans Hall just hanging out waiting for someone to speed by. no one did. When we got to Main street we crossed at the blinking lights, pushed the button, started to proceed into the crosswalk when a NY licensed car went barreling through. When police are doing "stuff" which isn't related to public safety (break-ins, domestic violence, etc.) they are not only wasting their time but tax payers dollars.

On the list serve awhile back someone posted that in Canada after they placed video cameras to monitor traffic violations, individuals modified their behavior appropriately; they cautioned that resulted in decreased venue for the municipalities. That is a wonderful outcome, well worth the loss in revenue!!!

Thanks for considering my concerns, I look forward to the Town Sponsored discussions in the future.  
Paul

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**From:** Andy Scherer <[andymscherer@gmail.com](mailto:andymscherer@gmail.com)>  
**Sent:** Thursday, June 3, 2021 1:38 PM  
**To:** Peter Orner <[peterorner@gmail.com](mailto:peterorner@gmail.com)>; Shoshana Hort <[shoshanahort@earthlink.net](mailto:shoshanahort@earthlink.net)>; Alberto Rdz <[apaniagua81@gmail.com](mailto:apaniagua81@gmail.com)>; Colleen Fox <[cjfoxh@yahoo.com](mailto:cjfoxh@yahoo.com)>; Vincent Crow <[pvcrow@gmail.com](mailto:pvcrow@gmail.com)>; Mark S. Laser <[Mark.S.Laser@dartmouth.edu](mailto:Mark.S.Laser@dartmouth.edu)>  
**Subject:** BMR Sidewalk -Not the result we were expecting

Hi BMR sidewalk supporters,  
What should have been a rubber stamp Wed. night has been turned on its head. We had hoped that the selectboard would officially vote to apply for the grant that would cover 80% of the 2nd phase (engineering portion) of the sidewalk study. However, in the 11th hour, it was brought to the attention of the board and town manager that there is no stand-alone, phase 2 grant! Rather, if one applies for the phase 2 (engineering) grant, they are bound to apply for the 3rd (construction) phase of the grant together. To make a long story short, the board, with the recommendation of the town manager, did not feel comfortable applying for the combined grant and voted NOT to apply for the grant at this time. This was incredibly frustrating for everyone and the town admitted fault in not catching this mistake sooner.

Advocates for the sidewalk at the meeting pressed the board and town manager to take serious measures to calm speeding and improve safety on BMR now. The board also pledged to work with the community on the sidewalk issue and help move it forward. In all likelihood, it will go up as an article to be voted on by the entire town at next year's town meeting in March 2022.

We all hate to see this dragged out another year but we feel like the application, funding sources and capital planning will be in a better place to make it worth the wait and improve our chances for success. As always, thanks for your support and patience and we will keep you updated as things develop in the coming months.

Best regards,  
Vince Crow  
Colleen Fox  
Shoshana Hort  
Mark Laser  
Peter Orner  
Alberto Rodriguez  
Andy Scherer

Miranda Bergmeier

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**From:** Jennifer Roby <jennifer.w.robby@gmail.com>  
**Sent:** Thursday, June 03, 2021 2:50 PM  
**To:** Miranda Bergmeier  
**Subject:** Policing in Norwich

Dear Members of the Select Board,

I am writing in support of the: *"RESOLUTION TO THE SELECTBOARD OF THE TOWN OF NORWICH, VERMONT, TO REQUEST AN IN-DEPTH REVIEW OF POLICING AND COMMUNITY WELLNESS,"* as presented to the Select Board in April, 2021.

I look forward to community conversations about public safety and community needs. I appreciate the Select Board members' written reflections which I read in the packet (5/26/21) and am encouraged that much good will emerge as we engage deeply with these issues now. Thank you all.

Sincerely,

Jennifer Roby  
380 Main Street  
Norwich, VT

MEMO

June 4, 2021

From: R. Arnold

To: Selectboard

Re: Resignations and opens positions from Town Committees

**Resignations from Town Committees**

- In an email from the Town Manager’s office dated May 13, the Board received notice that Courtney Dragiff resigned from her term on the Conservation Commission ending in 2024.
- In the June 9 packet, there will be a letter from John Carroll informing the Board of his resignation from his term ending 2022 on the Development Review Board.

I recommend the Board recognize and thank the above individuals for their distinguished service and direct the Chair to work with the Town Manager’s office to advertise these vacancies.

**Open Positions**

The draft minutes from the March 18 meeting indicate that John Lawe’s three year term ended end on April 30, 2021.

There are two open positions on the Solid Waste Committee.

There are two Alternates available for the Development Review Board

There is a three-year open position on the Recreation Council

I recommend that we list these positions as vacant under their respective areas of the website and allow for advertising language that allows for “rolling” applicants.

**Finance Committee**

There remain four open positions on the Finance Committee and the Board should consider reauthorizing the MOU for the Norwich Finance Committee with the Norwich School Board. I welcome ideas and strategies from Board members for the particular recruitment for this Committee.

06/04/21

Town of Norwich Accounts Payable

11:27 am

Check Warrant Report # 21-25 Current Prior Next FY Invoices For Fund (General)

Page 1 of 7

HTML5BGRAMMER

All Invoices For Check Acct 03(General) 06/09/21 To 06/09/21

3

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADKINS	ADKINS PRINTING CO., INC.	05/24/21	TC - binder supplies 225655	01-5-100758.00 DES. FUND-RECORD RESTORAT	300.00	10256	06/09/21
ADVANCE	ADVANCE AUTO PARTS	03/23/21	Trk 4 frt end repair 20 4100	01-5-703403.00 PARTS & SUPPLIES	18.39	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	02/09/21	Rec - snowmobile oil 2202	01-5-425322.00 REC FIELD CARE	24.60	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	04/14/21	DPW - returns 2914	01-5-703403.00 PARTS & SUPPLIES	-112.14	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/06/21	DPW - stock 3168	01-5-703403.00 PARTS & SUPPLIES	61.25	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/06/21	DPW supplies 3169	01-5-703403.00 PARTS & SUPPLIES	41.64	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/06/21	DPW- supply 3170	01-5-703403.00 PARTS & SUPPLIES	45.96	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/06/21	DPW - return 3200	01-5-703403.00 PARTS & SUPPLIES	-29.42	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	04/15/21	Trk 6 maintenance 5320	01-5-703403.00 PARTS & SUPPLIES	28.31	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/17/21	DPW - supply 6901	01-5-703403.00 PARTS & SUPPLIES	489.10	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/17/21	Trk 10 repair 6902	01-5-703403.00 PARTS & SUPPLIES	24.42	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/19/21	Trk 13 brakes 7034	01-5-703403.00 PARTS & SUPPLIES	54.56	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/19/21	Trk 13 repair 7035	01-5-703403.00 PARTS & SUPPLIES	143.57	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/19/21	DPW - stock 713	01-5-703403.00 PARTS & SUPPLIES	60.92	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/19/21	Trk 13 brakes 715	01-5-703403.00 PARTS & SUPPLIES	81.36	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	05/21/21	Trk 13 8101	01-5-703403.00 PARTS & SUPPLIES	46.67	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	03/23/21	FD Ladder truck 8194	01-5-555528.00 FIRE TRK R & M	437.60	10257	06/09/21
ADVANCE	ADVANCE AUTO PARTS	04/14/21	Trk 6 9170	01-5-703403.00 PARTS & SUPPLIES	209.53	10257	06/09/21
ATG	ADVANTAGE TRUCK GROUP	05/11/21	Trk 10 - repair X701005893	01-5-703403.00 PARTS & SUPPLIES	430.25	10259	06/09/21
LEWELLYNA	ALBERT LEWELLYN, JR.	06/01/21	Boots - per union contrac BOOTS	01-5-703311.00 UNIFORMS	200.00	10260	06/09/21
BETHELMIL	BETHEL MILLS	05/19/21	DPW - paint 19014	01-5-703209.00 CULVERTS & ROAD SUPPLIES	32.95	10261	06/09/21
BETHELMIL	BETHEL MILLS	05/21/21	Rec - field care 19185	01-5-425322.00 REC FIELD CARE	96.97	10261	06/09/21
BETHELMIL	BETHEL MILLS	05/28/21	FD - trash can 19692	01-5-555630.00 OFFICE SUPPLIES	38.99	10261	06/09/21
BLODGETT	BLODGETT SUPPLY	05/05/21	DPW - vent pipe replace S027185173	01-5-703511.00 REPAIRS & MAINTENANCE	139.28	10262	06/09/21
BUSINESS	BUSINESS CARD	05/26/21	Flags AM FLAGPOLE	01-5-706109.00 BUILDING SUPPLIES	106.85	10263	06/09/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESS	05/20/21	BUSINESS CARD TH - zoom monthly fee MAY ZOOM	01-5-005610.00 OFFICE SUPPLIES	124.99	10263	06/09/21
BUSINESS	06/02/21	BUSINESS CARD Tank clean fee ST OF VT	01-5-703515.00 ADMINISTRATION	50.00	10263	06/09/21
This is a yearly fee on two tanks - one at 300 main St & one at 26 New Boston Rd. Billing comes from St of VT Dept of Environmental Conservation Waste Mgmt & Prevention Division. Fee is \$50.00 for petro cleanup fund tank per tank. The state only takes credit card payment or ACH w/drawal. This was paid with town credit card						
BUSINESS	06/02/21	BUSINESS CARD Tank clean fee ST OF VT	01-5-706113.00 REPAIRS & MAINTENANCE	50.00	10263	06/09/21
This is a yearly fee on two tanks - one at 300 main St & one at 26 New Boston Rd. Billing comes from St of VT Dept of Environmental Conservation Waste Mgmt & Prevention Division. Fee is \$50.00 for petro cleanup fund tank per tank. The state only takes credit card payment or ACH w/drawal. This was paid with town credit card						
BROWN	05/24/21	CHARLIE BROWN'S DPW - jack & filter 48837	01-5-703403.00 PARTS & SUPPLIES	11.90	10264	06/09/21
LINDBERG	05/27/21	CHERYL A LINDBERG Lunch & mail LISTERS	01-5-300610.00 OFFICE SUPPLIES	29.15	10265	06/09/21
LINDBERG	05/27/21	CHERYL A LINDBERG Lunch & mail LISTERS	01-5-300538.00 POSTAGE	106.04	10265	06/09/21
COMCAST	05/20/21	COMCAST Th & DPW phone MAY 2021	01-5-703505.00 TELEPHONE	292.08	10266	06/09/21
COMCAST	05/20/21	COMCAST Th & DPW phone MAY 2021	01-5-275632.00 SERVER MAINTENANCE	39.90	10266	06/09/21
COTT	06/01/21	COTT SYSTEMS INC TC - software 140720	01-5-100613.00 SOFTWARE	260.00	-----	--/--/--
D&W	05/25/21	DAN & WHIT'S GENERAL STOR EV charge station locks 6341533	01-5-005610.00 OFFICE SUPPLIES	11.99	10267	06/09/21
DHMC	05/11/21	DARTMOUTH-HITCHCOCK FD - supplies 20210414	01-5-555424.00 EMS TOOLS/ EQUIP	115.39	10268	06/09/21
DINGEE	05/17/21	DINGEE MACHINE COMPANY FD - Tanker & Ladder 8807	01-5-555528.00 FIRE TRK R & M	568.50	10269	06/09/21
R & M on Tanker 1 and Ladder 1 trucks for fire department						
DINGEE	05/24/21	DINGEE MACHINE COMPANY FD - Engine 1 repair 8811	01-5-555528.00 FIRE TRK R & M	845.00	10269	06/09/21
ECONO	05/10/21	ECONO SIGNS, LLC DPW - hard hats 10-967516	01-5-703311.00 UNIFORMS	30.50	10270	06/09/21
EVANSMOTO	04/20/21	EVANS GROUP, INC. B & G non eth gas 000828	01-5-704405.00 PETROLEUM PRODUCTS	69.22	-----	--/--/--
EVANSMOTO	05/19/21	EVANS GROUP, INC. Diesel 402/gal 17762	01-5-703405.00 PETROLEUM PRODUCTS	948.63	-----	--/--/--
EVANSMOTO	05/19/21	EVANS GROUP, INC. B & G non eth gas 2018	01-5-704405.00 PETROLEUM PRODUCTS	81.70	-----	--/--/--
FERGUSON	05/13/21	FERGUSON WATERWORKS Trk 4 1021842	01-5-703403.00 PARTS & SUPPLIES	52.82	-----	--/--/--
FIRSTLIGH	05/15/21	FIRSTLIGHT FIBER May phone invoice 9198721	01-5-705505.00 TELEPHONE	0.69	10271	06/09/21
FIRSTLIGH	05/15/21	FIRSTLIGHT FIBER May phone invoice 9198721	01-5-425127.00 TELEPHONE	1.64	10271	06/09/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FIRSTLIGH	05/15/21	FIRSTLIGHT FIBER May phone invoice 9198721	01-5-350531.00 TELEPHONE	1.08	10271	06/09/21
FIRSTLIGH	05/15/21	FIRSTLIGHT FIBER May phone invoice 9198721	01-5-275531.00 TELEPHONE	0.60	10271	06/09/21
FIRSTLIGH	05/15/21	FIRSTLIGHT FIBER May phone invoice 9198721	01-5-300531.00 TELEPHONE	0.77	10271	06/09/21
FIRSTLIGH	05/15/21	FIRSTLIGHT FIBER May phone invoice 9198721	01-5-200531.00 TELEPHONE	3.38	10271	06/09/21
FIRSTLIGH	05/15/21	FIRSTLIGHT FIBER May phone invoice 9198721	01-5-100531.00 TELEPHONE	3.15	10271	06/09/21
FIRSTLIGH	05/15/21	FIRSTLIGHT FIBER May phone invoice 9198721	01-5-005531.00 ADMIN TELEPHONE	15.93	10271	06/09/21
GALLS, LLC	05/06/21	GALLS, LLC PD - uniforms 18305867	01-5-500582.00 UNIFORMS	34.36	10272	06/09/21
GNOMON	05/27/21	GNOMON COPY Lister's - binding 59709	01-5-300550.00 PRINTING	20.50	10273	06/09/21
GOODPOINT	05/07/21	GOOD POINT RECYCLING Mar/Apr recycle 76490	01-5-705305.00 RECYCLING	230.70	10274	06/09/21
GMPC	05/25/21	GREEN MOUNTAIN POWER CORP Main St Tower MAY #1	01-5-575233.00 TOWER POWER	18.53	10275	06/09/21
GMPC	05/25/21	GREEN MOUNTAIN POWER CORP Street Lights MAY #2	01-5-703307.00 STREETLIGHTS	999.63	10275	06/09/21
GMPC	05/24/21	GREEN MOUNTAIN POWER CORP Main St P7 MAY #3	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	27.76	10275	06/09/21
GMPC	05/17/21	GREEN MOUNTAIN POWER CORP Academy Rd Lights MAY #4	01-5-703307.00 STREETLIGHTS	40.08	10275	06/09/21
HANOVER	05/17/21	HANOVER NH AMBULANCE SERV FD - Ambulance transport 20-1507	01-5-555903.00 AMBULANCE BILLS	483.80	10276	06/09/21
		Ambulance transport by Hanover Ambulance Service.				
IRVINGOIL	02/17/21	IRVING ENERGY DISTRIB. & Propane 72.8/gal 250981	01-5-705503.00 PROPANE	104.10	-----	--/--/--
IRVINGOIL	02/17/21	IRVING ENERGY DISTRIB. & Propane 39.3/gal 251280	01-5-705503.00 PROPANE	56.20	-----	--/--/--
IRVINGOIL	05/18/21	IRVING ENERGY DISTRIB. & Propane 176.8/gal 251503	01-5-703503.00 PROPANE	252.82	-----	--/--/--
IRVINGOIL	02/17/21	IRVING ENERGY DISTRIB. & Propane 492.4/gal 251583	01-5-703503.00 PROPANE	704.13	-----	--/--/--
IRVINGOIL	05/18/21	IRVING ENERGY DISTRIB. & Generator at PSF maintena 5693	01-5-575620.00 EMERG GEN MAINT	868.02	-----	--/--/--
		Public Safety Facility generator maintenance				
IRVINGOIL	04/12/21	IRVING ENERGY DISTRIB. & PSF - generator repair 86074	01-5-575620.00 EMERG GEN MAINT	395.30	-----	--/--/--
IRVINGOIL	05/31/21	IRVING ENERGY DISTRIB. & late fee STATEMENT	01-5-575620.00 EMERG GEN MAINT	7.21	-----	--/--/--
IRVINGOIL	05/31/21	IRVING ENERGY DISTRIB. & late fee STATEMENT 1	01-5-705503.00 PROPANE	19.99	-----	--/--/--
JOESEQUIP	05/21/21	JOE'S EQUIPMENT SEV. INC. B & G trimmer 1-132851	01-5-704413.00 TOOLS	199.99	-----	--/--/--
LEAF	05/25/21	LEAF CAPITAL FUNDING, LLC PD - copier 11947293	01-5-500501.00 ADMINISTRATION	82.00	-----	--/--/--

Town of Norwich Accounts Payable  
 Check Warrant Report # 21-25 Current Prior Next FY Invoices For Fund (General)  
 All Invoices For Check Acct 03(General) 06/09/21 To 06/09/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
LEBFORD	05/25/21	Trk 1 repair 418123	01-5-703401.00 OUTSIDE REPAIRS	119.95	10277	06/09/21
LEBFORD	05/11/21	Trk 1 - repair 45004319	01-5-703403.00 PARTS & SUPPLIES	130.23	10277	06/09/21
LEBFORD	05/11/21	Trk 1 - repair 45004320	01-5-703403.00 PARTS & SUPPLIES	150.46	10277	06/09/21
MADISON	06/01/21	Binder pmy for life insur BINDER PMY	01-5-100124.00 DISABILITY/LIFE INS	105.11	10278	06/09/21
		VLCT is switching carriers for disability & life insurance. They decide who this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MADISON	06/01/21	Binder pmy for life insur BINDER PMY	01-5-500124.00 DISABILITY/LIFE INS	129.77	10278	06/09/21
		VLCT is switching carriers for disability & life insurance. They decide who this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MADISON	06/01/21	Binder pmy for life insur BINDER PMY	01-5-703124.00 DISABILITY/LIFE	275.75	10278	06/09/21
		VLCT is switching carriers for disability & life insurance. They decide who this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MADISON	06/01/21	Binder pmy for life insur BINDER PMY	01-5-500124.00 DISABILITY/LIFE INS	209.04	10278	06/09/21
		VLCT is switching carriers for disability & life insurance. They decide who this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MADISON	06/01/21	Binder pmy for life insur BINDER PMY	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.81	10278	06/09/21
		VLCT is switching carriers for disability & life insurance. They decide who this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MADISON	06/01/21	Binder pmy for life insur BINDER PMY	01-5-704124.00 DISABILITY/LIFE	87.10	10278	06/09/21
		VLCT is switching carriers for disability & life insurance. They decide who this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MADISON	06/01/21	Binder pmy for life insur BINDER PMY	01-5-425124.00 DISABILITY/LIFE INSUR	64.58	10278	06/09/21
		VLCT is switching carriers for disability & life insurance. They decide who this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MADISON	06/01/21	Binder pmy for life insur BINDER PMY	01-5-350124.00 DISABILITY/LIFE INS	67.62	10278	06/09/21
		VLCT is switching carriers for disability & life insurance. They decide who				

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
		this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MADISON	06/01/21	MADISON NATIONAL LIFE Binder pmy for life insur	01-5-200124.00	51.47	10278	06/09/21
		BINDER PMY	DISABILITY/LIFE INS			
		VLCT is switching carriers for disability & life insurance. They decide who this will be & let the towns know. Up to now, it has been Lincoln Life. Going forward it will be Madison National Life Insurance. Payment is considered as the "binder pmy" required.				
MAYER	05/31/21	MAYER & MAYER Due by employee May 2021	01-2-001120.00	50.00	10279	06/09/21
		MAY 2021	EMPLOYEE JUDGEMENT ORDER			
NEMRC	05/20/21	NEW ENGLAND MUNI RESOURCE Fin - contract help	01-5-200112.10	110.00	10280	06/09/21
		48036	FINANCE OFFICER WAGE			
NEMRC	05/27/21	NEW ENGLAND MUNI RESOURCE Fin - contract work	01-5-200112.10	192.50	10280	06/09/21
		48062	FINANCE OFFICER WAGE			
PBA	05/31/21	NEW ENGLAND PBA, INC May 2021 union dues	01-2-001117.00	414.00	-----	--/--/--
		MAY 2021	UNION DUES PAYABLE			
NORAMSAF	05/19/21	NORTH AMERICAN SAFETY, IN DPW - safety jacket	01-5-703311.00	61.90	10281	06/09/21
		57600	UNIFORMS			
		Safety jacket for new employee				
NORTRAX	03/03/21	NORTRAX DPW - Loader fuel filters	01-5-703403.00	266.04	10282	06/09/21
		2070107	PARTS & SUPPLIES			
PETESTIRE	05/07/21	PETE'S TIRE BARNS, INC DPW - tire mounted	01-5-703401.00	180.00	-----	--/--/--
		267558	OUTSIDE REPAIRS			
PETESTIRE	05/24/21	PETE'S TIRE BARNS, INC DPW - tires mounted	01-5-703401.00	282.00	-----	--/--/--
		267770	OUTSIDE REPAIRS			
GRIGGSPET	05/19/21	PETER GRIGGS C-19 mileage reimburse	01-5-555119.10	51.75	10283	06/09/21
		C-19 MILE #3	C-19 Mileage reimburse			
PIKE	05/21/21	PIKE INDUSTRIES INC 3/4" gravel	01-5-703207.00	177.89	-----	--/--/--
		1130020	GRAVEL & STONE			
POSTMASTE	06/01/21	POSTMASTER TH - PO Box rental	01-5-275538.00	92.00	10284	06/09/21
		TH FY 21-22	POSTAGE			
		Tracy Hall P O Box rental for the next year beginning with July 1 to June 30 of each year. This is being posted in the fiscal year of FY 21-22				
REDSTART	10/01/20	REDSTART FORESTRY, INC NCC - phragmites control	01-5-650630.00	297.50	10285	06/09/21
		8511	TRAILS			
RIVERROAD	04/15/21	RIVER ROAD VETERINARY CLI PD - vet for cat	01-5-500201.00	304.50	10286	06/09/21
		352785	ANIMAL CONT/LEASH LAW			
RIVERROAD	04/15/21	RIVER ROAD VETERINARY CLI PD - Cat vet	01-5-500201.00	304.50	10286	06/09/21
		352787	ANIMAL CONT/LEASH LAW			
RIVERROAD	04/15/21	RIVER ROAD VETERINARY CLI PD - vet for cat	01-5-500201.00	304.50	10286	06/09/21
		352788	ANIMAL CONT/LEASH LAW			
SABIL	05/11/21	SABIL & SONS INC B & G trailer inspection	01-5-703401.00	75.00	10287	06/09/21
		90842	OUTSIDE REPAIRS			
SABIL	05/24/21	SABIL & SONS INC Trk 10 inspection	01-5-703401.00	110.00	10287	06/09/21
		90914	OUTSIDE REPAIRS			
SABIL	05/24/21	SABIL & SONS INC FD - tow of fire engine	01-5-555528.00	600.00	10287	06/09/21
		90934	FIRE TRK R & M			
SOLAFLECT	05/19/21	SOLAFLECT SOLAR PARK I, L May solaflect fee	01-5-706101.00	780.28	-----	--/--/--
		MAY 21	ELECTRICITY			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SOLAFLECT	05/19/21	SOLAFLECT SOLAR PARK I, L May solaflect fee MAY 21	01-5-703501.00 ELECTRICITY	67.85	-----	--/--/--
SOLAIV	05/19/21	SOLAFLECT SOLAR PARK IV, Monthly solar net fee 2105-01	01-5-485233.00 ELECTRICITY	531.00	-----	--/--/--
SOLAIV	05/19/21	SOLAFLECT SOLAR PARK IV, Monthly solar net fee 2105-01	01-5-500204.00 SPEED SIGNS	144.00	-----	--/--/--
SOLAIV	05/19/21	SOLAFLECT SOLAR PARK IV, Monthly solar net fee 2105-01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	90.00	-----	--/--/--
SOLAIV	05/19/21	SOLAFLECT SOLAR PARK IV, Monthly solar net fee 2105-01	01-5-705501.00 ELECTRICITY	135.00	-----	--/--/--
VTTREASUR	05/31/21	STATE OF VERMONT Animal license JAN-APR2021	01-2-001121.00 VT ANIMAL RETURN	1465.00	10288	06/09/21
Payment to the state from town clerk for animal license collected. This is for the 1st qtr due to state.						
VTTREASUR	05/31/21	STATE OF VERMONT Sept-Dec 2020 license SEP-DEC2020	01-2-001121.00 VT ANIMAL RETURN	80.00	10288	06/09/21
Payment to the state for animal license from the town clerk's office. This is from Sept 1 to Dec 31, 20 4th qtr						
STITZEL	05/18/21	STITZEL PAGE & FLETCHER P Professional Srvc 61510	01-5-005300.00 PROFESS SERV	4643.50	10289	06/09/21
RADIO	05/21/21	THE RADIO NORTH GROUP INC FD - radio chargers 24143153	01-5-555426.00 RADIO PURCH/REPAIR	217.00	10290	06/09/21
HARTFORD	05/20/21	TOWN OF HARTFORD PD - April 2021 Verizon 11621	01-5-500535.00 VIBRS	116.73	-----	--/--/--
UNIFIRST	05/17/21	UNIFIRST CORPORATION DPW uniforms 1070031152	01-5-703507.00 SUPPLIES	76.57	-----	--/--/--
UNIFIRST	05/17/21	UNIFIRST CORPORATION DPW uniforms 1070031152	01-5-703311.00 UNIFORMS	186.07	-----	--/--/--
UNIFIRST	05/17/21	UNIFIRST CORPORATION B & G uniform 1070031154	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
VTDMV	05/28/21	VERMONT DEPARTMENT OF MOT DPW trailer registration TRAILER	01-5-703401.00 OUTSIDE REPAIRS	12.00	10291	06/09/21
VLCTERB	06/01/21	VLCT EMPLOYMENT RESOURCE 3rd qtr pmy 31783-Q3	01-5-800517.00 UNEMP INS RATE ASSMT	764.00	10292	06/09/21
Will post as prepaid expense to: 01-1-004102.00 until next year 3rd quarter (July - September) payment to VLCT employment resources. This is being posted to FY 21-22						
VLCTPACIF	06/01/21	VLCT PROP & CASUALTY INTE 2nd pmy to VLCT REN210455-Q3	01-5-800518.00 PROP & CAS INSURANCE	47591.00	10293	06/09/21
Will post as prepaid expense to: 01-1-004102.00 until next year Payment to VLCT is for: P & C (property & casualty); WC (workman comp); Risk workman comp. This payment is done twice a year - once in Dec and again in June. This payment covers the time frame of: Jan 1, 2021 to Jan 1, 2022						
VLCTPACIF	06/01/21	VLCT PROP & CASUALTY INTE 2nd pmy to VLCT REN210455-Q3	01-5-800520.00 WORKER'S COMP INS	43092.50	10293	06/09/21
Will post as prepaid expense to: 01-1-004102.00 until next year Payment to VLCT is for: P & C (property & casualty); WC (workman comp); Risk workman comp. This payment is done twice a year - once in Dec and again in June. This payment covers the time frame of: Jan 1, 2021 to Jan						

06/04/21  
11:27 am

Town of Norwich Accounts Payable  
Check Warrant Report # 21-25 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 06/09/21 To 06/09/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
	1, 2022					
VMERS	05/31/21	Berry -employer contribut	01-2-001113.00	324.63	10294	06/09/21
		MAY PAYROLL	VMERS GRP C PAYABLE			
VMERS	05/05/21	Payroll Transfer	01-2-001113.00	1182.70	10294	06/09/21
		PR-05/05/21	VMERS GRP C PAYABLE			
VMERS	05/05/21	Payroll Transfer	01-2-001111.00	4325.08	10294	06/09/21
		PR-05/05/21	VMERS GRP B PAYABLE			
VMERS	05/19/21	Payroll Transfer	01-2-001113.00	1168.55	10294	06/09/21
		PR-05/19/21	VMERS GRP C PAYABLE			
VMERS	05/19/21	Payroll Transfer	01-2-001111.00	4790.47	10294	06/09/21
		PR-05/19/21	VMERS GRP B PAYABLE			
WBMASON	05/20/21	FIN - supplies	01-5-200610.00	56.74	-----	---/--
		220364287	OFFICE SUPPLIES			
WBMASON	05/25/21	PSF supplies	01-5-485301.00	87.76	-----	---/--
		220465480	BUILDING SUPPLIES			
	Public Safety Facility - PSF					
WINDSORCL	06/03/21	FY 21-22 Bond pmy #1	01-2-001128.00	8920.50	10295	06/09/21
		FY21-22 #1	DUE TO WINDSOR COUNTY			
Will post as prepaid expense to: 01-1-004102.00 until next year						
Report Total				137485.46	=====	

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 \$ \*\*\*137,485.46  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Becky Grammer TOWN MANAGER: Herbert Durfee  
Becky Grammer Herbert Durfee

SELECTBOARD:

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

DRAFT Minutes of the Selectboard Meeting of  
Wednesday, May 26, 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; Claudette Brochu; Marcia Calloway (joined the meeting at 6:53 pm); Robert Gere; Miranda Bergmeier, Assistant to the Town Manager.

There were about 14 people in the audience.

Also participating: Amy Stringer, Cheryl Lindberg, Peter Orner, Jaan Laaspere, Charlotte Metcalf, Alex Northern, Matt Swett, Neil Fulton.

1. Approval of Agenda. SB members agreed to hold a special meeting to address the Beaver Meadow Bike/Ped grant on Wednesday, June 2, 2021. Layton moved (2<sup>nd</sup> Gere) to approve the agenda, as amended. **Motion approved unanimously (4 to 0; Calloway not yet present).**
  2. Public Comment. Amy Stringer asked about a comment on a police survey regarding an officer misgendering a resident. Cheryl Lindberg said the Listers have filed the grand list abstract and are mailing out notification letters regarding the new property valuations. Peter Orner said he and others who support the Beaver Meadow Rd. (BMR) sidewalk project would like more guidance about what issues the SB is concerned about regarding the BMR sidewalk, so Orner and his group can prepare for the June 2 Special SB meeting.
- \*Calloway joined the meeting in progress at 6:53 pm.
3. Consent Agenda. Brochu asked a question about the handwritten entries on the A/P warrant. Bergmeier said that Becky Grammer in the Finance Office had found errors on the warrant after printing, so she made handwritten corrections and made journal entries in the system to correct the errors, because the report could not be reprinted. Calloway asked if the corrections were made in the accounting system so they would be accurate going forward. Lindberg said that if the journal entries were made to correct the errors, the information is correct in the system going forward. SB members discussed whether to approve the A/P warrants. Layton moved (2<sup>nd</sup> Gere) to approve the consent agenda, minus correspondence from Chris Katucki. **Motion approved (4 yes, 1 abstain – Brochu).** Calloway expressed concern about the town's sign ordinance, which is likely unconstitutional and said the ordinance should be amended as soon as possible. SB members agreed to take up this matter at a future meeting. Layton moved (2<sup>nd</sup> Calloway) to accept correspondence from Chris Katucki. **Motion approved unanimously.**
  4. Executive Session to Discuss Town Manager Performance. SB members agreed to defer this item for a future meeting, given the absence of Durfee from the meeting.
  5. Town Manager Report. SB members agreed to defer this item for a future meeting, given the absence of Durfee from the meeting.
  6. Operational Plan for '21-'22. Calloway discussed her draft operational plan memo, which will be included in the SB packet for the 6-9-2021 meeting. Calloway described her process in drafting the plan, including her research. SB members thanked Calloway for her work and discussed the memo. SB members agreed to send Calloway their written suggestions for edits to the plan.

7. Approve "Fit Up" Costs for 2021 Ford F550 Purchase. Layton moved (2<sup>nd</sup> Gere) to authorize the expenditure of up to \$58,200 from the Highway Equipment designated fund for the cost to outfit the new F550 for the Department of Public Works with a body, plow, wing, sander and controls.

**Motion approved unanimously.**

8. Discussion of Policing Study, Reforms, & Process. SB members discussed what output they'd like to see in the upcoming police study process. Layton said she'd like us to expand the concept of community to include marginalized groups. Brochu wants to see police data analyzed for greater clarity and understanding. Calloway wants to talk about how people define safety, and what police functions might be out-sourced, and what are willing to pay for. What are our public safety needs and are they being met? SB members discussed the possibility of hiring a facilitator for community discussions. SB members discussed the necessity for acquiring complete and accurate data on police. SB members agreed they need to have a plan for the process. SB members agreed to submit memos for inclusion in the next meeting packet. Jaan Laaspere read aloud a letter signed by 30 residents urging prompt hiring of a fourth police officer. Laaspere said he will submit the letter for the next meeting packet. Charlotte Metcalf spoke in support of having an adequate police force and looks to the SB to explain why we have not filled the vacant police position.

9. Equipment Safety Grant for Fire Dept. Calloway asked if the designated fund has sufficient funds for the proposed purchase. Arnold said yes, they do. Layton moved (2<sup>nd</sup> Brochu) to approve the expenditure of up to \$8,000.00 from the Fire Equipment Designated Fund for the purchase of PPE jackets and pants, which expenditure may be reduced by \$1,000 if the Town is awarded a VLCT PACIF grant. **Motion approved unanimously.**

10. Fire Engine Replacement. Arnold introduced the topic and pointed out documents in the SB packet in support of the purchase. Fire Chief Alex Northern said that an extra \$18,000.00 would allow the purchase of an APU, which will cut down on the truck's fossil fuel use. Matt Swett explained that the APU would save 67 gallons of diesel fuel per year, which would take decades to pay for the \$18,000 cost of the APU. Because of this, the Fire Dept. does not recommend buying the APU. Swett said the proposed truck could run on 20% biodiesel. Gere asked if the APU could be retrofitted, if not initially installed. Neil Fulton said that yes, it could be retrofitted.

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

Meeting adjourned at 9:00 pm.

By Miranda Bergmeier

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

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

Next Meeting – June 2, 2021 – Meeting at 6:30

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

Memo

To: Selectboard

From: Miranda Bergmeier

Date: June 1, 2021

Re: Correction to 5-26-2021 SB Minutes

It has come to my attention that there is an error on page 2 of the draft minutes for May 26, 2021. The motion regarding the proposed fire truck purchase was not included under agenda item #10 (Fire Engine Replacement).

The last line of the text regarding agenda item #10 currently reads:

retrofitted, if not initially installed. Neil Fulton said that yes, it could be retrofitted.

This should be corrected to read (text to be added is underlined):

retrofitted, if not initially installed. Neil Fulton said that yes, it could be retrofitted.  
Layton moved (2<sup>nd</sup> Gere) to approve the expenditure of up to \$546,049.00 from the Fire Apparatus Designated Fund for the purchase of a new Rescue/Pumper to replace the department's existing 2000 pumper. **Motion approved unanimously.**

**Town Manager Monthly Report – May 2021 (06/04/21) - Highlights**

1. Finance Office
  - a. John Casey has taken over the temp position that Seth vacated. The contract remains the same. However, John will be physically present in the Finance Office where Seth had worked remotely. On-boarding currently is underway.
  - b. Based on 6<sup>th</sup> advertising for a Finance Director, only 3 candidates applied. However, one will be interviewed (trying to use the same panel of interviewers as during the last process, including Roger Arnold and Mary Layton from the Selectboard).
  - c. Amended internal A/P Warrants review/approval process to try to minimize handwritten changes on the Board’s version of the Warrants for approval.
  - d. FYE 2021 pre-audit information is underway.
  - e. Delinquent tax report prepared of latest information.
2. Fire
  - a. The contract for the NFD rescue/pumper has been signed between the Town and Dingee Machine Company, based on the Board’s May 26, 2021 approval.
  - b. VLCT-PACIF grant submitted
3. Planning/Zoning
  - a. Rod Francis, Director of Planning & Zoning, will be at the June 23 meeting to provide a departmental update and answer questions of the Board. (If Board members have questions, it would be helpful to share those in advance of the meeting, similar to what was accomplished for Brie Swenson last month for Recreation.)
4. DPW
  - a. A VTrans Paving grant was awarded the Town to help offset the cost of applying an overlay coat on Beaver Meadow Road in and near the Village. (More info to follow: the full grant amount has yet to be announced.)
5. IT Managed Services RFP
  - a. Proposals currently are under review by the TM, Rod Francis, Rob Gere, and Gerry Tolman. A proposal review meeting of the team is anticipated (hopefully) no later than the end of the week of June 11<sup>th</sup> (or June 18<sup>th</sup>), subject to the participant’s schedule.
  - b. Given the review team’s work, a recommendation should be ready for Board review at either their June 23 or July 14 meeting.
  - c. Sidebar: security software had to be purchased and installed, since our former software was no longer supported.
6. Katucki vs. Town OML lawsuit
  - a. A couple of filings made: 1) motion to dismiss and 2) a motion for time extension on some agreed upon points with Katucki (but not all).
  - b. Have asked Town Counsel to provide a general update of the anticipated future schedule, when he has a chance to draft something.
7. COVID Plan Update

- a. Amid preparing an updated COVID plan (hint: looking to re-open Tracy Hall with conditions probably during the week of June 14). (Hopefully, will finish this before the Board meeting on June 9.)

**1. Planning Commission**

- At their April 13 meeting the PC passed a motion recommending the town pursue a wastewater study for the village and adjacent areas.
- At their last meeting on May 8<sup>th</sup> the PC has appointed Jaci Allen as Chair and Brian Loeb as Vice-Chair.
- The upcoming meeting is a follow-up to the appointment of officers and will review PC Bylaws, Conflict of Interest Policy and the need for a Code of Conduct. Also at the next meeting will be a discussion of the April 26 OML complaint from Stuart Richards.

**2. Development Review Board**

- At their last meeting on May 20 Chair Rotman recognized John Lawe and thanked him for his service and John Carroll announced his retirement from the board effective June 30. Matt Stuart has been appointed as a full member after serving as an alternate. The workload remains steady.

**3. Planning Director:**

- I am preparing a draft RFQ seeking consultants to conduct a review of the density factor in the subdivision regulations for discussion at the July meeting of the PC.
- I am preparing materials in support of an upcoming Selectboard discussion of a wastewater study for the village and adjacent areas.
- The Norwich Historic Preservation Commission Barn Survey is expected to be completed by July 18, 2021.
- I have been following announcements and attending virtual information meetings describing the range of programs initiated by ARPA (American Rescue Plan Act) looking for ways to implement town plan action items.
- TRORC last met on May 26, there was a presentation on the Keys to the Valley project which explored housing need in the Upper Valley. TRORC will continue this work by developing a follow-up items with specific actions. TRORC will be resourcing towns in support of ARPA funded projects.

**4. Zoning Administrator:**

- There continues to be a very high zoning enquiry load and strong level of permitting activity.

Recreation Dept. - May Report

Norwich Rec sports were allowed to begin playing teams outside of our town this month. The 3/4 and 5/6 boys and girls lacrosse teams did a great job returning to play while still wearing masks.

Norwich Recreation submitted a grant application to Vermont Afterschool under the state "Summer for All" funding. We applied for natural playground structures, bike racks, trash receptacles, kiosks and fitness stations to be placed at Barrett Memorial Playground, funds to staff AfterCamp at no cost to parents, with meals included, and funding to have portable toilets placed at popular trailheads and parks in Norwich this summer. We did not receive an award in the first round, and were offered guidance in applying for a second round of funding. The new grant application will be submitted the first week of June.

We were approved for a Local Motion bike trailer. This is a trailer that includes bikes, helmets and safety equipment. The focus of the Local Motion trailer is to give everyone an opportunity to learn how to ride safely, without having the addition stress of purchasing a bike themselves. The trailer will be in Norwich from 6/28-7/11. We are working with our Mountain Bike Instructor to offer a new camp that focuses on learning to ride safely, and knowing how to take care of your equipment. Each participant will receive a free bike helmet and repair kit.

Norwich Recreation and the Norwich Historical Society are working together on a farm tour, *Feasts From the Farms*, that will take place on June 21<sup>st</sup>. Participants can either ride their bikes along the route in the morning, or drive the route in the evening, listening to a Historical Society podcast along the way. Ticket prices include the tour, with options to add on ingredients and a menu card with recipes so that you create your own brunch or dinner with local product when you get home.

The Marion Cross PTO and Norwich Recreation are partnering on a Field Day in celebration of the school children in Norwich (in person, remote and homeschool), getting through a full year in a pandemic safely. Huntley Meadows will be reserved for 4 hours on the last day of school so that children and parents can play traditional field games, and enjoy the facilities together. Boloco is providing lunch, free of charge.

Huntley Meadows turf – After last summer's drought, the athletic fields were damaged. We evaluated the fields at the end of the season, and saw further damage from grubs, and the subsequent wildlife that dig underground in search of food. After getting three bids for field repair, Chippers was chosen to provide natural fertilizer and grub control to the affected areas. The DPW aerated, and overseeded all areas of Huntley, and Chippers has begun their applications.

Summer camps begin July 5<sup>th</sup> – we have hired 12 CITs and many of our counselors are returning. We are following the emerging guidance closely, and will continue to do so.

We received a request from the Marion Cross Principal. He is asking to have an ADA-compliant trail added to the Milton Frye Nature Area, in order to support an incoming kindergartener with mobility concerns. The parents of the child were contacted, and we have worked with them and the Upper Valley Trails Alliance to come up with a proposal and maintenance plan that will be included with the MOU between the School District and the Town. Because this project is being undertaken at the request of the school, we will work with them to see how this fits into their student accommodation budgeting and our joint MOU in the longer term.



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

To: Town of Norwich Selectboard  
Town Manager

Re: May 2021 Department Report

Date: June 2, 2021

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The NFD apparatus fleet is comprised of six varied vehicles, which due to age, need varying amounts of maintenance. On 5/21, upon returning from a pump test, E1 had a complete engine failure (dash lights, bells, whistles) and was shut-down immediately by the driver. E1 was then towed to the freightliner facility in Lebanon, NH for servicing of this problem, as well as a scheduled investigation of a long-standing oil leak issue.

Regarding the engine failure causation, the oil pump failed and needed to be replaced. This was the cause of the dash lights, bells, whistles going-off. As of this memos' writing, the pump has been replaced. E1 has been road-tested and the oil pump is operational.

Concerning the oil leak, it appeared that the engine needed to be taken apart and rebuilt due to possible oil ring concerns. Upon further examination, there apparently was a technical bulletin found that addresses this oil leak problem with this type of engine.

At this time, the plan is to conduct a compression test to further isolate and determine the issue(s) involved, and to purchase/install a part that alleviates the oil leaking. E1 will then be placed back-in-service. There will be a period of monitoring the oil level of E1 on a regular basis to see if the oil level stabilizes.

I'd like to note that our own Sonny Llewellyn (Norwich DPW) has been instrumental in helping to diagnose and coordinate the repairs to E1- Kudos!

FIRE CALLS	17
EMS CALLS	11
FIRE MUTUAL AID	6

Town of Norwich

Policing Study Proposal

This process closely follows the Brattleboro process. For information on the Brattleboro policing study please go to:

[https://www.brattleboro.org/vertical/Sites/%7BFABA8FB3-EBD9-4E2C-91F9-C74DE6CECDFD%7D/uploads/CSRT\\_Final\\_Report\\_12-31-201232.pdf](https://www.brattleboro.org/vertical/Sites/%7BFABA8FB3-EBD9-4E2C-91F9-C74DE6CECDFD%7D/uploads/CSRT_Final_Report_12-31-201232.pdf)

I disagree with Roger’s premise that we need to determine what reform we want and what reform should or should not be. I believe what, or even if, reform is necessary is the core of the policing study and should be driven by our community.

While there may be significant differences between Norwich and Brattleboro, I believe the process Brattleboro used is a sound one. The argument can be made that this type of work is not suitable for summer months when many may be away, but I would argue that Brattleboro undertook this work during the fall/winter holiday season.

Timeline	Tasks	Who
June 15, 2021 with selection due by July 7, 2021	Release RFP for qualified facilitators*	Selectboard and Town Manager
June 15-July 15, 2021	Post opening for resident representatives by June 15, 2021 with selection process completed by July 15 meeting.	Selectboard and Town Manager
	Selection of facilitator(s)	Town Manager and Selectboard
	Initial meeting of resident group and facilitators	Facilitator(s) and resident group

\*See preamble to Brattleboro RFP as Appendix A  
CB draft 5/31/21

July 31, 2021	Discuss charge, determine meeting schedule and establish timeline	Facilitator(s) and resident group
July-September, 2021	Community forums, community survey, meetings with stakeholders  Schedule of meetings may be intense with weekly or bi-weekly meetings  Review of NPD calls and policies	Facilitator(s)  Facilitators and resident group
October 2021	Report to Selectboard	Facilitator(s) and citizen committee
October 2021-January 2022	Selectboard discussion and proposal(s) for Town Meeting	Selectboard
March 2022	Town Meeting vote	

Understanding how policing in this country has changed is critical in our understanding of where we are now. We must also understand how we as a country have changed. What happened in the past has a direct link on how we think and react in the present. The 24 hour news cycle and social media have exacerbated the shift in thinking and how we have reacted. Multiple reputable references can be found on how disinformation has fueled dissention and mistrust.

The PEW Research institute has published a report:

<https://www.pewresearch.org/politics/2015/11/23/1-trust-in-government-1958-2015/>

\*See preamble to Brattleboro RFP as Appendix A  
CB draft 5/31/21

Although looking specifically at national government, one wonders if the numbers can be extrapolated to include local government. If so, we have a whole lot of trust to re-establish. Let's start now.

In addition, I have included some links to and data on policing in Vermont, police training in Vermont, and research/articles on how our country's police became more militarized.

Respectfully,

Claudette Brochu

+++++

Policing in Vermont:

<https://vtdigger.org/2021/02/14/james-duff-lyall-police-stops-are-skyrocketing-in-vermont/>

[https://www.vtcng.com/stowe\\_reporter/opinion/weekly\\_editorial/vermont-s-muddled-vision-of-police-coverage/article\\_abfaff2c-0cdc-11e8-b51d-93ef922cdcb2.html](https://www.vtcng.com/stowe_reporter/opinion/weekly_editorial/vermont-s-muddled-vision-of-police-coverage/article_abfaff2c-0cdc-11e8-b51d-93ef922cdcb2.html)

Police Training

<https://vcjc.vermont.gov/content/basic-training-curriculum-summary>

Militarization of Police

<https://charleskochinstitute.org/stories/militarization-of-police/>

<https://www.pogo.org/analysis/2020/06/poisoning-our-police-how-the-militarization-mindset-threatens-constitutional-rights-and-public-safety/>

<https://www.journals.uchicago.edu/doi/full/10.1086/708464>

Community Policing

<https://cops.usdoj.gov/RIC/Publications/cops-p157-pub.pdf>

\*See preamble to Brattleboro RFP as Appendix A  
CB draft 5/31/21

[https://www.washingtonpost.com/outlook/five-myths/five-myths-about-policing/2020/06/25/65a92bde-b004-11ea-8758-bfd1d045525a\\_story.html](https://www.washingtonpost.com/outlook/five-myths/five-myths-about-policing/2020/06/25/65a92bde-b004-11ea-8758-bfd1d045525a_story.html)

<https://law.jrank.org/pages/1650/Police-Community-Policing-theory-practice-community-policing.html>

\*See preamble to Brattleboro RFP as Appendix A  
CB draft 5/31/21

## Appendix A

“As approved by the Selectboard on August 18 and in furtherance of more than 15 hours of public discussions at Selectboard meetings on June 16, July 7, July 21, and August 6 of this year, Brattleboro will begin a focused examination of how Town resources are currently utilized and can be best utilized to ensure equitable and optimal community health, wellness, and safety. The review will examine (but is not limited to): the Brattleboro Police Department, Town support for non-profit organizations, social service agencies and other community resources, as well as identifying currently unmet community needs. This open process will invite in the wealth of knowledge and life experiences that our community holds about police, social services, racism, oppression, and alternatives to punishment and violence. We are working toward a community that is free of white supremacy in all of its manifestations. This RFP is a call for one or more paid facilitators who will design and facilitate a community focused process to conduct this study, and provide to the Selectboard recommendations on policies, organizational structures, redistribution of resources, and/or further studies needed based on gathered input. This assessment and recommendation will be due by December 31, 2020.”



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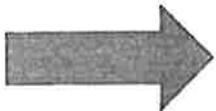
<sup>1</sup> 24 VSA 872(a)

- 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.”

Robert Gere  
May 26, 2021

### Policing in Norwich Vermont

Since the departure of Chief Frank, Norwich has been presented with the question of whether or not this should be an opportunity to rethink the structure, or even the purpose, of a police force.

The primary concern expressed by most every (but not all) commentators is that a police department of any size requires someone, with full authority, to be directing the force and responsible for maintaining its operation. Marcia Calloway has pointed out that it appears to be a matter of law.

This event, of having to take action to select a permanent replacement chief, is clearly motivating folks to express a desire to explore how we proceed, whether or not we bring staffing back up to normal.

The question is complex and I believe it does deserve educating the public on all sides of the concerns people have. My opinion from last year has evolved over time in response to being exposed to different views and points of reference. To address the complexities of the issues requires deeper examination and to that end I agree we should create a committee that includes members of the public and the Selectboard. That committee should do research on the actions other towns have taken and arrange for public forums. Assuming we can return to public meetings again in the near future, such forums would be useful to hear testimony, gauge public interest and allow for discussion. This could include involve people who fear for retribution in some form so it will be important to allow for anonymous commentary.

A practical issue in whatever actions result is the impact it might have to our individual members of the police force. We have expectations of professionalism from them and they should be able to have a feeling of job security. Much of that is managed by union contract, but it is as important that they know are trusted, even as we hold them accountable to the standards of their profession. At the moment, keeping and hiring good officers is difficult enough. My opinion has always been that professional development (training) is key to any position; more so when the expectations are changing rapidly.

One of our difficulties will likely be whether we can meet the perceived time frame of coming to a resolution or will need to set our own schedule, with the possibility of making the action a warned article to be voted on at Town Meeting. Regardless of the long term challenges, and in spite of the potential issues with the police officer's negotiating representatives, we should proceed with the interim action of bringing our force up to a level that provides coverage that our citizens have felt is sufficient over the years.

Further comments on my part should simply be included and weighed with the public's input and will be more appropriate during that process.

Actions:

1. Hire officer fully qualified to fill the role of Chief of Police.
2. Bring the police force up to budgeted level
3. Form committee to review the issues of appropriate policing
4. Provide a framework to train the force to understand and embrace the concepts, recognizing the problems with current policing as we have let exist unchallenged.

Rob Gere

MEMORANDUM

TO: Norwich Selectboard  
 FROM: Marcia Calloway, Selectboard Member  
 RE: Request for memo identifying similarity of Selectboard Member thoughts on Policing Process

DATE: June 4, 2021

Pursuant to the Chair’s request, for a memo on our individual understanding of the common themes presented by members on the issue of content and process for the review of policing in Norwich, I have attempted to summarize the ideas and concerns and tally the members’ support for each. Rankings 3-5 can be summarized as:

Police are not obsolete, and “safety” is important to everyone. We need to (1) create multiple opportunities for the community to share their ideas and concerns, and to hear from experts; (2) review actual data about Norwich; (3) look at what our neighboring communities are doing; (4) consider what technology and/or other types of professionals can add to the provision of safety in Norwich; and (5) develop a process for on-going and transparent communication between the community and the police.

Ideas/Concerns	Arnold	Brochu	Calloway	Gere	Layton	Rank
Multiple types of meetings with community and experts	X	X	X	X	X	5
Is there a future for community policing			X		X	2
What types of incidents have occurred (data)	X	X	X		X	4
What should be done by police vs other professionals/trained people	X		X		X	3
What can technology add to policing	X		X		X	3
New assessment of needs		X			X	2
Engage a facilitator		X				1
Develop a survey		X				1
Broaden the scope of 2007 study	X		X			2
Develop a process to hear from the community and police about their respective needs and interactions in an ongoing and transparent way	X	X	X	X	X	5
Look at other local communities	X		X	X		3
"Safety" as defined by all people is a priority	X	X	X	X	X	5
Police are not obsolete	X	X	X	X	X	5

**From:** Marcia Calloway <msbcalloway@gmail.com>  
**Sent:** Friday, June 04, 2021 7:46 AM  
**To:** Roger Arnold; Miranda Bergmeier  
**Subject:** Operational Plan with Through Lines as of 6-4-21  
**Attachments:** Oper'l Budget w Thru Lines as of 6-4-21.docx

Good morning,

Enclosed for the packet is the Operational Plan with Through Lines with edits by Claudette and I as of 06/04/2021.

I have made the following changes for board review:

- to Mary's point during board meeting about limiting the work of committees and departments, I have added:
  - "It is expressly noted that departments and appointees will not be limited in their scope of work by the Operational Plan but that they will be expected to assist as necessary with that Operational Plan."
- to Mary's point during board meeting about not necessarily changing the fund accounts, I have added language to give the board a choice:
  - **"Make any necessary changes in fund accounts**, as and when agreed to by the Selectboard, to reflect statutorily-defined municipal funds."
- to Claudette's point submitted by e-mail that the items should be prioritized, I have moved "keeping the lights on" to the first bullet point.
  - We might ask the board if they want to further prioritize the items.
- to Claudette's addition submitted by e-mail edit of the document, under keeping the lights on/endeavoring to anticipate future large expenses, i.e.:
  - "Requests for the purchase of new equipment will be accompanied by thoughtful analysis of the need for the purchase and include any anticipated impact on future operational budgets."
    - I have added a last clause:
      - "Capital budgeting for large expenses will involve warrant articles for voter approval."

Marcia

Operational Plan with Through Lines | Marcia Calloway

To: Selectboard  
From: Marcia Calloway  
Date: 5/21/2021  
Re: First Draft of an Operational Plan for 2021-2022 with "Through Lines"

This document is prepared at the request of the Selectboard and includes a Background statement, a note about New Information concerning "capital budgeting," and then the First Draft of an Operational Plan for 2021-2022 with Through Lines.

**Background:** At a Special Meeting held by the Selectboard (the 'board') on May 5, 2021, board members submitted with views for priorities for the "capital budget." My submission was a memo to the board dated 4/12/2021 and 4/22/2021 and made the points that

- before the board could decide on a capital budget, the board needed to know
  - how much money is required for normal daily operations (i.e. to 'keep the lights on')
  - what are the additional goals to be accomplished (i.e. beyond keeping the lights on) and how much money will be needed for those; and
- the current method of accounts involves one general account rather than the statutorily defined separate accounts for
  - General Fund (monies voted by the town to 'keep the lights on' and pay regular expenses),
  - Highway Fund (for those types of expenses),
  - Reserve Fund (for additional specific projects not covered by the General Fund monies),
  - Sinking Funds (monies to retire specific bonds or debts) and
  - Trust Funds (for gifts and the like which are earmarked for specific purposes)

I concluded that the

- A town plan is a visionary document. As the TRORC states "Town Plans are visionary documents for all aspects of what a town *would like* to see happen to it over the next eight years."<sup>1</sup> (Emphasis added.)
- Norwich needs to articulate clearer, immediate, goals through a vehicle which I dubbed an "Operational Plan." To be clear, the Operational Plan would be different from a Town Plan in that it is **not a visionary tool but rather an operational tool** by which clear and immediate planning and budgeting is effectuated.
- With an Operational Plan in place for each year, the board can then develop an appropriate 'capital budget' plan to accomplish those immediate goals.

At the May 5, 2021 meeting the board asked for a rework of my 4/12/2021 and 4/22/2021 memo, to include the items the board identified as reasonable to accomplish in the 2021-2022 year. These items would become the Operational Plan for 2021-2022 and there were to be 'through lines' for all departments of the town. This memo contains the first draft attempt for that brief.

**New information:** While working on the assignment to update the town's Master Financial Plan (hereinafter referred to as "MFP") and particularly the section titled "Capital Budget & Program Policy" (hereinafter referred to as "CBP"), I noted that the existing CBP cites authority from three statutes -- all concerning the municipal (aka "town") plan:

- 24 VSA 4403 -- for implementation of a municipal plan;
- 24 VSA 4430 -- re non-regulatory implementation of a municipal plan; and,
- 24 VSA 4443 -- re adoption, administration and enforcement of a capital budget plan pursuant to a municipal plan developed in accordance with 24 VSA 4382(a)(4).

The VLCT Model Capital Program and Budget Policy cited the same statutory authority, 24 VSA 4430.

This raises two problems:

<sup>1</sup> <https://www.trorc.org/member-towns/town-plan-approvals/>

Operational Plan with Through Lines | Marcia Calloway

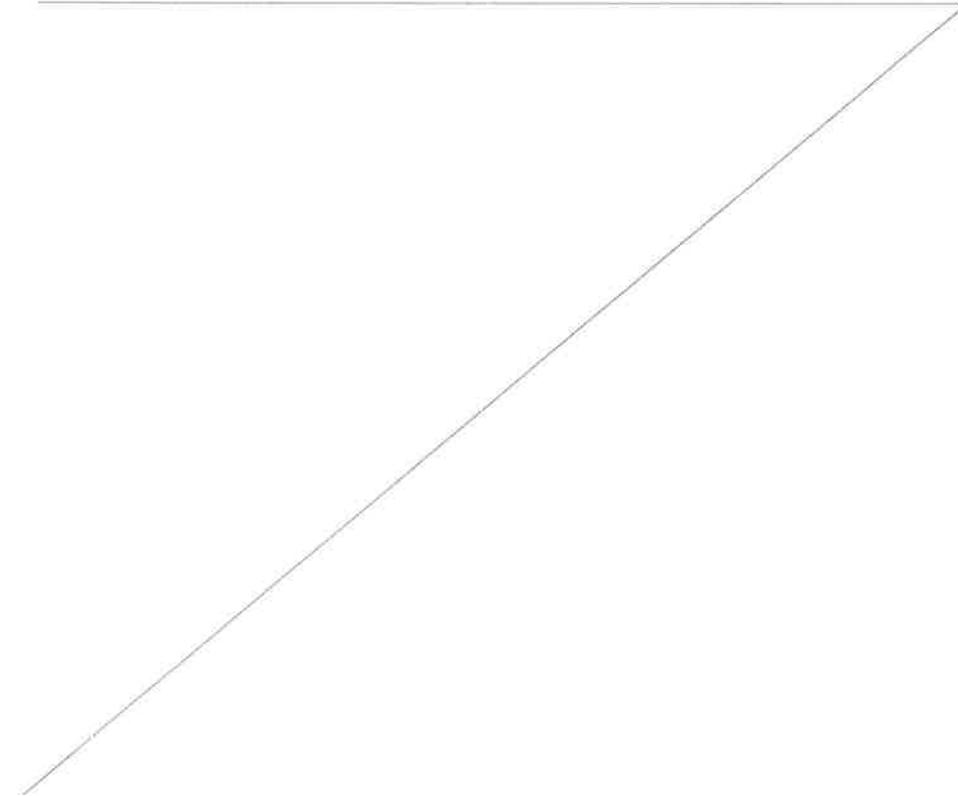
1. Whether there is an apparent contradiction about “capital budgeting.” The board is using the phrase “capital budget” to describe any sort of major expense, without regard to the municipal plan. Moreover the current (though it is titled ‘draft’) municipal plan on the town website only describes six (6) “capital budget” items<sup>2</sup> which do not necessarily or even accurately represent the “capital” expenditures anticipated by the board.
2. We may need to amend the MFP to address two types of “capital” expenditures, specifically: (a) those identified in a municipal plan and (b) those intended by the board for the purpose of achieving goals identified in the Operational Plan.

To move forward,

- I have written the VLCT to explain our issue and ask for guidance.
- For the purpose of this document, I use the term “capital budget” as it has been intended and understood by the board to date.

Following, please find two documents:

- First Draft – Operational Plan for 2021-2022 with Through Lines – on page 3 of this document
- Addendum A – on page 5 of this document



<sup>2</sup> See chart beginning page 46 of the ‘draft’ town plan.

**First Draft – Operational Plan for 2021-2022 with Through Lines**

**Operational Priorities identified by the Selectboard on May 5, 2021 for the year 2021-2022:**

Reviewing the on-going initiatives, voted mandates, and current issues deemed critical to the town, the Selectboard agreed on the following four (4) directives for its Operational Plan this year; they are:

1. Article 36 – a solar property tax reduction initiative voted in the affirmative at the March 2021 town meeting.
2. Child Care – an initiative identified by
  - a. the state as critical to economic recovery and
  - b. the Selectboard by way of creating a Child Care Committee to investigate the issues and
  - c. brief discussion on page 49 of the Draft municipal plan.
3. Policing – an issue which presented concomitantly with the loss of a police officer who was also the police chief and an issue which is identified by the Selectboard as of significant importance to all Norwich residents and the public at large.
4. “Keeping the lights on” – an issue which involves Selectboard concern with more fully
  - a. understanding the routine expenses of running the town and
  - b. understanding both the existing and looming large commitments to maintain and replace property owned and used by the town to keep it running and
  - c. reviewing the methods of accounting for and tracking of all those expenses. See attached Addendum A for Vermont statutorily identified municipal fund types.

**“Through Lines”**

Associated with the Operational Plan for each year, the Selectboard recognizes ‘through lines.’ By using the term ‘through lines,’ the Selectboard means to state that the overarching Operational Plan will filter down through all administrative and other departments [hereinafter referred to as ‘departments’] as well as all appointed boards, commissions, committees, subcommittees, groups, or any officially-connected Norwich town-concerned entity of whatsoever nature or kind [hereinafter referred to as ‘appointees’]. To that end, all the above-referred to departments and appointees shall

- be advised of the yearly Operational Plan,
- be instructed as to their portion of work vis-à-vis accomplishment of the Operational Plan, to ensure a consistent, cohesive plan of yearly work without waste of time or money,
  - Committee/appointee minutes will be provided to the Selectboard and will be reviewed at least once a month by the Selectboard to ensure compliance with the Operational Plan.
- be requested to actively assist the Selectboard as appropriate in the development of effective and efficient ways to address the goals of the Operational Plan, and
- be prohibited from incurring any expenses or requesting any grants or gifts or any other form of property of whatever kind or nature unless approved by the Selectboard in advance.

**It is expressly noted that departments and appointees will not be limited in their scope of work by the Operational Plan but that they will be expected to assist as necessary with that Operational Plan.**

**Operational Plan 2021-2022 Priorities with Associated Through Lines**

- “Keeping the lights on”
  - To ensure adequate planning for current and future costs, the Selectboard will
    - Review the accounts used for town funds to ensure that proper and easily reportable balances are accessible and transparent.
    - Make any necessary changes in fund accounts, as and when agreed to by the Selectboard, to reflect statutorily-defined municipal funds.

Moved (insertion) [1]

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- Endeavor to understand more fully the current and routine town operating expenses so that budgets are adequately designed and the need to borrow funds to meet those costs is either eliminated or severely reduced.
  - To that end, the Selectboard will request or has already requested documentation from the town manager to evidence current expenses and inventories of equipment.
    - This documentation will be logged in the Trello database as a centralized and accessible method of filing and retention.
- Endeavor to discover and understand more fully all anticipated future large expenses which are associated with maintenance and replacement of town-owned property, such as specialty fire equipment, vehicles, road maintenance equipment and the like, so that appropriate 'capital budget' planning can be done in time for budget warrant articles to be set.
  - To that end, the Selectboard will request or has already requested documentation from the town manager, to be gathered directly from town departments and appointees, to evidence what purchases will be required, when they will be required, and estimates of those costs.
  - Requests for the purchase of new equipment will be accompanied by thoughtful analysis of the need for the purchase and include any anticipated impact on future operational budgets.
    - This documentation will be logged in the Trello database as a centralized and accessible method of filing and retention.
  - Capital budgeting for large expenses will involve warrant articles for voter approval.

• Article 36

- Selectboard member Calloway is in conversation with the Vermont Tax Department regarding solar taxation statutes.
  - The Board of Listers should be consulted to determine the effect on the Grand List depending on the information confirmed by the Vermont Tax Department.
  - The Selectboard will then be able to consider how and whether to implement any legally-allowed tax reduction policies, applications, plans.
  - The full charge of the Article 36 Task Force can be found here: [http://norwich.vt.us/wp-content/uploads/2021/04/Article36TaskForce-Charge\\_Final.pdf](http://norwich.vt.us/wp-content/uploads/2021/04/Article36TaskForce-Charge_Final.pdf)
    - The Charge involves multiple town committees primarily Energy.
    - However, if the Selectboard accepts the Task Force report, in operationalizing the recommendations of the Task Force, all departments, committees and commissions will be expected to adopt the recommendations.
- Should the report be adopted, the Selectboard will need to determine funding priorities.

• Child Care

- The Selectboard has had initial report from the Child Care Committee and more work has been requested and is in progress.
- Further actions by other town departments or appointees, or the Selectboard, will depend upon the recommendations, unanswered questions, funding issues and the like.

• Policing

- The Town Manager is investigating any union issues which may impact various terms of employment for another officer. The Selectboard expects an update at the May 28, 2021 meeting.
- The Selectboard members were asked to write memoranda for the May 28, 2021 meeting to summarize what they have heard, read, and thought about the issue of policing in Norwich and how best to proceed.
- The Selectboard will craft a process for community engagement in the process of working through the issue of how best to provide safety and security in Norwich and to address the needs and concerns of all Norwich residents.

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Comment [CC1]: Claudette addition

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**Moved up [1]:** <#><u>Keeping the lights on</u>¶  
 <#>To ensure adequate planning for current and future costs, the Selectboard will¶  
 <#>Review the accounts used for town funds to ensure that proper and easily reportable balances are accessible and transparent.¶  
 <#>Make any necessary changes in fund accounts to reflect statutorily-defined municipal funds.¶  
 <#>Endeavor to understand more fully the current and routine town operating expenses so that budgets are adequately designed and the need to borrow funds to meet those costs is either eliminated or severely reduced.¶  
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 <#>Requests for the purchase of new equipment will be accompanied by thoughtful analysis of the need for the purchase and include any anticipated impact on future operational budgets.¶  
 <#>This documentation will be logged in the Trello database as a centr ... [1]



“Keeping the lights on”

To ensure adequate planning for current and future costs, the Selectboard will

**Review the accounts** used for town funds to ensure that proper and easily reportable balances are accessible and transparent.

**Make any necessary changes in fund accounts** to reflect statutorily-defined municipal funds.

**Endeavor to understand more fully the current and routine town operating expenses** so that budgets are adequately designed and the need to borrow funds to meet those costs is either eliminated or severely reduced.

To that end, the Selectboard will request or has already requested documentation from the town manager to evidence current expenses and inventories of equipment.

This documentation will be logged in the Trello database as a centralized and accessible method of filing and retention.

**Endeavor to discover and understand more fully all anticipated future large expenses** which are associated with maintenance and replacement of town-owned property, such as specialty fire equipment, vehicles, road maintenance equipment and the like, so that appropriate ‘capital budget’ planning can be done in time for budget warrant articles to be set.

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