

Town of Norwich | Agenda for Special Selectboard Meeting | July 28, 2021, 6:30 pm | Remote Meeting and Tracy Hall Multipurpose Rm.
 ZOOM access information: <https://us02web.zoom.us/j/86293758694> Meeting ID: 862 9375 8694 US Toll-free: 877 853 5257
 Telephone number to call if unable to access meeting: 802-698-3000

Agenda Item	Action	Packet Materials	Estimated Start/End
[1] Approval of the agenda	Chair will ask Board to add/remove/reorder agenda items.		6:30 - 6:35 (5 minutes)
[2] Public & Selectboard comment	Public invited to speak to any item not on the agenda		6:35 - 6:45 (to completion)
[3] Consent agenda	Approve consent agenda. Motion required	Correspondence, A/P warrants, meeting minutes for 7/14 & 7/16/2021	6:45 – 7:00 (15 minutes)
[4] Conservation Commission appointment	Board will be asked to make appointment	Application	7:00 – 7:05 (5 minutes)
[5] Resolutions for Currently Serving Active Duty Military Personnel	Board will authorize two resolutions	Resolutions	7:05 – 7:10 (5 minutes)
[6] Interim Report from Childcare Cmte	Presentation from Childcare Cmte and Board discussion	Interim report	7:10 – 7:40 (30 minutes)
[7] Re-Adopt Town of Norwich fee schedule	Board will be asked to re-adopt Fee Schedule	Fee Schedule, as may be amended	7:40 – 7:45 (5 minutes)
[8] Additional repairs for Fire Engine #1	Board will be asked to authorize designated fund expenditure for additional / follow-up repairs to Fire Engine #1	Supporting documentation	7:45 – 7:50 (5 minutes)
[9] Pavement marking bid package	Board will be asked to authorize town manager to proceed with DPW Director recommendation	Supporting documentation	7:50 – 8:00 (10 minutes)
[10] Town Manager contract renewal status			8:00 – 8:10 (10 minutes)
BREAK			

Agenda Item	Action	Packet Materials	Estimated Start/End
[11] Discussion of policing study, reforms, and process	Board will continue to finalize discussions	Draft of current RFP language	8:10 – 8:40 (30 minutes)
[12] Amendments to Gift Policy in Master Financial Policies	Board will conduct second reading and possible adoption of revised gift policy	Additional Revisions from R. Arnold based on Board feedback	8:40 – 8:55 (15 minutes)
[13] Adjourn	Motion required		8:55

List of correspondence received before 3:00 pm on Thursday, July 22, 2021: Pamela Smith re: OML compliance; Jerry Terino re: Burton Woods Road; Suzanne Lupien re: outdoor bread oven; Roger Arnold re: posting of minutes and agendas

Miranda Bergmeier

From: Pamela Thompson Smith <psmith4203@gmail.com>
Sent: Saturday, July 17, 2021 4:22 PM
To: Roger Arnold
Cc: Mary Layton; Marcia Calloway; claudette brochu; Robert Gere; Herb Durfee; Miranda Bergmeier
Subject: Who is Responsible for OML Compliance?

Roger,

I write to ask for clarification of where the responsibility for compliance with the OML lies. In at least two instances over the past year, two separate committees have failed to meet the OML deadline of posting their minutes within the five (5) calendar day deadline. In both instances, when I inquired, I was told that the minutes had been submitted to Miranda and that she had failed to post them in a timely manner. The implication seems to be that if they get their agendas or minutes to Miranda before the deadline, they transfer the responsibility for compliance to her. Does the Assistant to the Town Manager bear the ultimate responsibility for posting agendas and minutes in compliance with the OML? I would greatly appreciate any clarification you can bring to this matter.

Please make this a part of the correspondence for the next Selectboard packet. Thank you.

Pam Smith
Norwich Resident & Taxpayer
Norwich Board of Listers
Norwich Trustee of Public Funds
Norwich Assistant Treasurer

Miranda Bergmeier

From: Jer Terino <jerryterino18@gmail.com>
Sent: Wednesday, July 21, 2021 5:38 PM
To: Miranda Bergmeier
Subject: Fwd: Burton Woods Road

Hi Miranda

If you are going to share anything could you please share this with the board.
Please let me know when this topic will be discussed at the select board meeting.

Thank you

Jerry A. Terino

Begin forwarded message:

From: Jer Terino <jerryterino18@gmail.com>
Date: July 7, 2021 at 8:13:48 PM EDT
To: PMullen@norwich.vt.us
Subject: **Burton Woods Road**

Hello all.

I was sent an email from a neighbor that borders our property in Norwich about a meeting looking to reclassify the Burton Woods road from a class 4 road to a trail.

For what it's worth, I and my family are against any such move to change Burton Woods road to a "trail".

Our 170 acres is only accessible from Sue Spaulding, but given the storms we have received over the past few years Sue Spaulding was impassable, I tried to get some help from the Town Manager but to no avail.

One suggestion was to put a small amount of work to get a way into out camp from Burton Woods Road, that did not happen.

I ended up hiring someone to open Sue Spaulding so that we could at least get to our property.

It is Comforting to know that Burton Woods is there if we would ever need it, anyone that hikes around our property will know the only Vehicles they encounter on Burton are 4 wheels and side by sides.

There is no reason to reclassify Burton Woods road.

Please leave it alone as you did for me with the Sue Spaulding road.

If there is a meeting to present this to the town I would like to be notified before the town takes any action.

Thank you for your time.

Jerry A. Terino
802-299-6998 cell

July 22, 2021

To the Norwich Selectboard,

I am very sorry to hear of the demolition of the Norwich Bread Oven.

As a long time Norwich resident (former) an accomplished baker, and a close friend of Dale Hisler, the oven's builder, and a former member of The Norwich Selectboard, I offer my thoughts and observations, touching on a few points pertaining to your responsibilities as protectors of the town.

I baked a lot of bread in that oven - over 30,000 loaves in the span of 25 years, causing no ~~any~~ damage to the oven. As people became interested in making pizza there, a use for which the oven was not suited, I began to notice a general disregard for the oven, for the tools, things being treated roughly and carelessly. While on the selectboard I brought the issue to the attention of the board and the town manager. When community usage grew to the point where different groups were wanting the oven for the same night, a sign-up sheet was instituted and the monitoring of the oven's schedule became the job of the rec. director.

Careless and excessive firing led to major cracking of the dome, breaking one of the doors, at which point Peter Brink spearheaded a restoration of the oven, spending thousands of dollars, and importing a craftsman from Canada. Try as I might, I never succeeded in conveying ~~the~~ the fundamental difference between a fragile Quotec clay oven, and a brick and mortar one. So here we are.



There are many things to be learned by the Town

trying to manage and protect this beautiful and

important town, going forward, with your new even

I would strongly recommend a review of your oversight

of the town in general, how you steadily care for the

town and its resources, and weigh all this against the

sparkly new ideas which come down the pipe.

The loss of this even is nothing short of a tragedy,

and I hope we begin to see a renewal of respectful

and intelligent stewardship in Norwich.

Below, I quote the original definition of the

Select board's job, which became my guiding light

while serving the town.

To protect town resources, ~~but~~ namely to take the

initiative in any sort of enterprise.

Now ideas, as it turns out, can prove fatal to

valuable things in this world,

Respectfully submitted,

Stephanie Lapin

Vershire, VT

802-333-4655

MEMO

July 23, 2021

From: R. Arnold

To: Selectboard Members, Town Manager

Re: clarifying process for the posting of meeting agendas and minutes

The Town Manager's office provides administrative support for the posting of meeting minutes and agendas for Selectboard-appointed committees in physical locations and the town's website. Since at least March 2020, the Town Manager's office has also capably assisted with the scheduling of zoom meetings and has maintained a system for booking meetings.

It is the responsibility of the public body to prepare meeting minutes and to ensure Open Meeting Law compliance with the timely posting of meeting minutes. Compliance means that public notice has been posted in designated physical places and the town's website. Postings anywhere else, such as the Norwich listserv or on a non-recognized committee website, will not meet compliance with the Open Meeting Law, but may serve as a courtesy or additional notice. The committee Chair or else their designee shall assume responsibility for ensuring the timely delivery of meeting agendas and minutes to the Town Manager's office for posting.

Administrative support for the posting of meeting minutes is managed alongside other duties and responsibilities of the Town Manager's office. Meeting minutes are to be "available for inspection" under statute five calendar days after a meeting and meeting agendas for regularly scheduled meeting must be warned 48 hours in advance.

It should be the suggestion of the Selectboard that all **meeting minutes must be sent to the Town Manager's office by the third calendar day following the meeting** for public posting, and that the Chair or designee thoughtfully consider factors such as town-recognized holidays and weekends. An **agenda requiring warned notice should similarly be sent to the Town Manager's office at least three days prior to the proposed meeting day** for public posting.

I would like authorization from the Board to affirm this process with Committee chairs. The board may wish to express commitment to make these guidelines part of a future committee handbook. The board may instead to wish to restructure and amend our policy on Committee Reporting in include these key interactions with the Town Manager's office. I seek direction from the Board.

07/23/21
03:09 pm

Town of Norwich Accounts Payable
Check Warrant Report # 21-3 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 07/28/21 To 07/28/21

3

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
LAMPAA	06/18/21	FD - springs, pagers		01-5-555530.00	48.07	10434	07/28/21
		FD - ITEMS		EQUIPMENT MAINTENANCE			
LAMPAA	06/18/21	FD - springs, pagers		01-5-555426.00	184.98	10434	07/28/21
		FD - ITEMS		RADIO PURCH/REPAIR			
ROBERT HA	07/07/21	Fin - contract help		01-5-200112.10	1760.00	10435	07/28/21
		57988999		FINANCE OFFICER WAGE			
ROBERT HA	07/20/21	Fin - contract help		01-5-200112.10	1760.00	10435	07/28/21
		58070423		FINANCE OFFICER WAGE			
ADVANCE	07/19/21	Trk 1 - repair		01-5-703403.00	15.80	10436	07/28/21
		700494		PARTS & SUPPLIES			
ADVANCE	06/24/21	DPW - return		01-5-703403.00	-50.00	10436	07/28/21
		7578510		PARTS & SUPPLIES			
ADVANCE	07/15/21	Trk 13 - repair		01-5-703403.00	138.57	10436	07/28/21
		960449		PARTS & SUPPLIES			
ATG	07/07/21	Trk 5		01-5-703403.00	3.79	10437	07/28/21
		X701007854		PARTS & SUPPLIES			
ANYTIME	07/14/21	Wkly clean July 8 & 14		01-5-485304.00	360.00	10438	07/28/21
		970297		CLEANING			
BETHELMIL	07/06/21	Trk 5		01-5-703403.00	32.45	10439	07/28/21
		21967		PARTS & SUPPLIES			
BETHELMIL	07/15/21	TS supplies		01-5-705403.00	21.17	10439	07/28/21
		64560		PARTS & SUPPLIES			
BCBS	07/01/21	Aug 2021 med ins		01-5-005123.00	4294.25	10440	07/28/21
		125752927		HEALTH INSUR			
BCBS	07/01/21	Aug 2021 med ins		01-5-100123.00	2795.40	10440	07/28/21
		125752927		HEALTH INS			
BCBS	07/01/21	Aug 2021 med ins		01-5-350123.00	1592.88	10440	07/28/21
		125752927		HEALTH INS			
BCBS	07/01/21	Aug 2021 med ins		01-5-425123.00	2641.32	10440	07/28/21
		125752927		HEALTH INS			
BCBS	07/01/21	Aug 2021 med ins		01-5-500123.00	5316.02	10440	07/28/21
		125752927		HEALTH INS			
BCBS	07/01/21	Aug 2021 med ins		01-5-555123.00	1852.18	10440	07/28/21
		125752927		HEALTH INSURANCE			
BCBS	07/01/21	Aug 2021 med ins		01-5-703123.00	7536.44	10440	07/28/21
		125752927		HEALTH INSUR			
BCBS	07/01/21	Aug 2021 med ins		01-5-704123.00	2228.24	10440	07/28/21
		125752927		HEALTH INSURANCE			
BUSINESS	07/16/21	LW Farewell lunch		01-5-005900.00	275.00	10441	07/28/21
		C & A PIZZA		MISCELLANEOUS			
BUSINESS	07/20/21	July Zoom fee		01-5-005610.00	124.99	10441	07/28/21
		JULY ZOOM		OFFICE SUPPLIES			
BUSINESS	07/15/21	LW farewell lunch		01-5-005900.00	50.90	10441	07/28/21
		LW FAREWELL		MISCELLANEOUS			
CASELLA	07/01/21	TS - food & recycle dispo		01-5-705308.00	1927.68	-----	---/---/---
		656432		FOOD WASTE DISPOSAL			
CASELLA	07/01/21	TS - food & recycle dispo		01-5-705305.00	3174.05	-----	---/---/---
		656432		RECYCLING			
CASELLA	07/01/21	TS disposal		01-5-705303.00	3783.09	-----	---/---/---
		656433		MUNICIPAL SOLID WASTE			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
CASELLA	07/01/21	TS disposal 656433	01-5-705306.00 C & D WASTE DISPOSAL	1255.96	-----	---/---/---
CHADWICK	06/30/21	PTO shaft for snowblower C04079	01-5-703403.00 PARTS & SUPPLIES	642.59	10442	07/28/21
MAEDCH	06/30/21	FD - Air blower FD - AIR BLO	01-5-555530.00 EQUIPMENT MAINTENANCE	104.94	10443	07/28/21
		This blower is used to dry out PPE gear				
MAEDCH	07/23/21	replace payroll cks REPLACE #2	01-5-200720.00 Payroll -re-issue of chec	248.28	10443	07/28/21
		replace payroll checks # 7808 (\$92.12) and 8854 (\$156.16). Checks mailed & never received by employee. Nor have they been cashed. checks are more than six months old.				
EYEMED	07/01/21	Aug 2021 eye insurance 164853518	01-2-001126.00 VISION SERV PLAN-PAYROLL	-18.69	10444	07/28/21
EYEMED	07/01/21	Aug 2021 eye insurance 164853518	01-2-001126.00 VISION SERV PLAN-PAYROLL	12.75	10444	07/28/21
EYEMED	07/01/21	Aug 2021 eye insurance 164853518	01-2-001126.00 VISION SERV PLAN-PAYROLL	148.38	10444	07/28/21
COMCAST	07/06/21	TH server maintenance JUL-AUG 2021	01-5-275632.00 SERVER MAINTENANCE	19.95	10445	07/28/21
COMCAST	07/01/21	PSF phone/Internet JUL-AUGPSF	01-5-485238.00 PHONE & INTERNET	518.86	10445	07/28/21
COTT	07/19/21	Monthly software fee 141835	01-5-100613.00 SOFTWARE	260.00	-----	---/---/---
CRYSTAL	07/20/21	TS - water in June 07 20 21	01-5-705500.00 PURCHASED SERVICES	12.00	-----	---/---/---
CRYSTAL	07/20/21	DPW water in June 072021	01-5-703507.00 SUPPLIES	7.00	-----	---/---/---
DHMC	05/28/21	OSHA compliance 214958558	01-5-555636.00 OSHA COMPLIANCE	88.00	10446	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-005125.00 DENTAL INSURANCE	239.46	10447	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-100125.00 DENTAL INSURANCE	135.46	10447	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-200125.00 DENTAL INSURANCE	35.98	10447	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-350125.00 DENTAL INSURANCE	35.98	10447	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-425125.00 DENTAL INSURANCE	119.73	10447	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-500125.00 DELTA DENTAL	207.42	10447	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-555126.00 DENTAL INSURANCE	67.73	10447	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-703125.00 DENTAL INSURANCE	275.15	10447	07/28/21
DELTA DEN	07/15/21	Aug 2021 dental ins AUG 2021	01-5-704125.00 DENTAL INSURANCE	103.71	10447	07/28/21
EVANSMOTO	07/14/21	Diesel 364 gal 19112	01-5-703405.00 PETROLEUM PRODUCTS	903.01	-----	---/---/---

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GUVSWMD	06/15/21	Hartford stickers FY 21 STICKE	01-2-001125.00 DUE TO GUVSWMD-COUPONS	510.00	10448	07/28/21
GUVSWMD	06/30/21	FY 21-22 membership N-AS22 yearly membership for waste management July 1, 2021 to June 30, 2022 Same fee as last year. No increase	01-5-705301.00 GUVSWMD ASSESSMENT	37554.00	10448	07/28/21
HANOVER	06/23/21	FD - ambulance service 21-182/430	01-5-555903.00 AMBULANCE BILLS	1143.25	10449	07/28/21
IAFC	07/12/21	FD - membership fee IAFC MEMBERS	01-5-555342.00 FIRE DUES/MTGS/EDUC	280.00	10450	07/28/21
BADAJA	07/23/21	Replace payroll ck # 8472 REPLACE #1	01-5-200720.00 Payroll -re-issue of chec	73.65	10451	07/28/21
JORDAN	07/19/21	DPW - restock P55254	01-5-703403.00 PARTS & SUPPLIES	182.00	10452	07/28/21
POWELLJUD	07/17/21	PD - flash drives FLASH DRIVE	01-5-500501.00 ADMINISTRATION	48.49	-----	--/--/--
LEBFORD	07/08/21	PD - EQ repair 419314	01-5-500306.00 CRUISER MAINT	782.51	10453	07/28/21
LYBA	06/27/21	baseball games 20	01-5-425218.00 REGISTRATION FEES	1740.00	10454	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-005124.00 DISABILITY/LIFE INSUR	125.42	10455	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-100124.00 DISABILITY/LIFE INS	109.07	10455	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-200124.00 DISABILITY/LIFE INS	46.68	10455	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-350124.00 DISABILITY/LIFE INS	63.46	10455	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-425124.00 DISABILITY/LIFE INSUR	61.49	10455	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-500124.00 DISABILITY/LIFE INS	59.88	10455	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-555124.00 DISABILITY/LIFE INSURANCE	210.13	10455	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-703124.00 DISABILITY/LIFE	315.41	10455	07/28/21
NAT'L INS	07/15/21	Aug 2021 life insurance AUG 2021	01-5-704124.00 DISABILITY/LIFE	88.61	10455	07/28/21
NAT'L INS	07/06/21	Pmy due for July (balance JULY 2021	01-5-500124.00 DISABILITY/LIFE INS	26.90	10455	07/28/21
MHMH	06/11/21	FD/EMS - Supplies 20210517	01-5-555424.00 EMS TOOLS/ EQUIP	23.40	10456	07/28/21
MCNEIL	06/30/21	Prof serv 35331	01-5-005300.00 PROFESS SERV	472.50	10457	07/28/21
MODERN	07/01/21	PD - uniforms 2168	01-5-500583.00 UNIFORMS CLEANING	47.00	10458	07/28/21
NEDIESEL	07/19/21	TH generator repair 5497	01-5-575620.00 EMERG GEN MAINT	688.41	-----	--/--/--
FAHENO	07/23/21	Replace payroll checks REPLACE #1 replace payroll checks # 9167 (\$221.64) and #9288 (\$235.49). Checks mailed	01-5-200720.00 Payroll -re-issue of chec	457.13	10459	07/28/21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
to employee and not received nor cashed. Checks over six months old						
NRRA	07/09/21	NORTHEAST RESOURCE RECOVER TS - glass recycle 80122	01-5-705305.00 RECYCLING	336.40	10460	07/28/21
NORFIREDI	07/13/21	NORWICH FIRE DISTRICT PSF FY 2021 Qtr 2 water PSF 2 QTR 21	01-5-485232.00 WATER USAGE	228.98	10461	07/28/21
NORFIREDI	07/13/21	NORWICH FIRE DISTRICT TH qtrly water TH QTR MAR-J	01-5-706100.00 WATER USAGE	230.85	10461	07/28/21
TH water usage from 3/31/21 to 7/8/21.						
OTIS	07/11/21	OTIS ELEVATOR COMPANY Aug elevator maintenance 460088	01-5-706107.00 ELEVATOR MAINTENANCE	270.40	10462	07/28/21
OVERHEAD	07/01/21	OVERHEAD DOOR OF BURLINGT DPW - door 5 repairs 37169	01-5-703511.00 REPAIRS & MAINTENANCE	2400.00	10463	07/28/21
ORNEPE	07/23/21	PETER ORNER Replace payroll cks REPLACE #1	01-5-200720.00 Payroll -re-issue of chec	246.06	10464	07/28/21
replace payroll checks # 9126 (\$116.01) and # 9806 (\$130.05) Neither check has been received or cashed. Checks are over six months old.						
SABIL	07/20/21	SABIL & SONS INC DPW - restock 6492209	01-5-703403.00 PARTS & SUPPLIES	55.70	10465	07/28/21
SAFARILAN	06/24/21	SAFARILAND, LLC PD - carrier for Keeling IP10-379833	01-5-500582.00 UNIFORMS	74.25	10466	07/28/21
SOLAFLECT	07/17/21	SOLAFLECT SOLAR PARK I, L July allocation JULY 21	01-5-706101.00 ELECTRICITY	780.28	-----	--/--/--
SOLAFLECT	07/17/21	SOLAFLECT SOLAR PARK I, L July allocation JULY 21	01-5-703501.00 ELECTRICITY	67.85	-----	--/--/--
SOLAIV	07/15/21	SOLAFLECT SOLAR PARK IV, July Solar net fee 2107-01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	90.00	-----	--/--/--
SOLAIV	07/15/21	SOLAFLECT SOLAR PARK IV, July Solar net fee 2107-01	01-5-485233.00 ELECTRICITY	531.00	-----	--/--/--
SOLAIV	07/15/21	SOLAFLECT SOLAR PARK IV, July Solar net fee 2107-01	01-5-705501.00 ELECTRICITY	135.00	-----	--/--/--
SOLAIV	07/15/21	SOLAFLECT SOLAR PARK IV, July Solar net fee 2107-01	01-5-500204.00 SPEED SIGNS	144.00	-----	--/--/--
SOUTHWORT	07/02/21	SOUTHWORTH-MILTON, INC. TH generator 2311337	01-5-575620.00 EMERG GEN MAINT	67.60	10467	07/28/21
STANTEC	07/02/21	STANTEC CONSULTING SERVIC Rte 132 Culvert 1806904	01-5-703715.00 VTRANS STRUCTURES GRNT	1904.51	10468	07/28/21
STITZEL	06/30/21	STITZEL PAGE & FLETCHER P June 2021 prof services 62105	01-5-005300.00 PROFESS SERV	4948.90	10469	07/28/21
FIRESTORE	06/28/21	THE FIRE STORE FD - Quick chock 2141416	01-5-555530.00 EQUIPMENT MAINTENANCE	302.17	-----	--/--/--
FIRESTORE	07/07/21	THE FIRE STORE FD - equipment E2090031	01-5-555530.00 EQUIPMENT MAINTENANCE	861.68	-----	--/--/--
HARTFORD	06/30/21	TOWN OF HARTFORD PD - May 2021 Broadband 11666	01-5-500535.00 VIBRS	117.45	-----	--/--/--
HARTFORD	07/09/21	TOWN OF HARTFORD June 2021 Broadband-PD 11684	01-5-500535.00 VIBRS	117.32	-----	--/--/--
TWORIVERS	06/30/21	TWO RIVERS - OTTAUQUECHEE Tigertown Culvert 21-196	01-5-703714.00 VT Trans - TAP Grant (Tig	2853.65	10470	07/28/21
For time frame of April 1 to June 30, 2021						
TWORIVERS	07/01/21	TWO RIVERS - OTTAUQUECHEE Reg Energy Coord 22-7	01-5-005704.00 Reg Energy Coordinator	15335.00	10470	07/28/21
payment number one. per contract 50% of payment is due of the \$30,670.00						

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	UNIFIRST CORPORATION	07/12/21	DPW -uniform 1070046162	01-5-703507.00 SUPPLIES	81.57	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	07/12/21	DPW -uniform 1070046162	01-5-703311.00 UNIFORMS	209.54	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	07/12/21	B & G uniforms 1070046163	01-5-704311.00 UNIFORMS	76.68	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	07/19/21	DPW uniforms 1070048027	01-5-703311.00 UNIFORMS	210.35	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	07/19/21	DPW uniforms 1070048027	01-5-703507.00 SUPPLIES	83.72	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	07/19/21	B & G uniforms 1070048028	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661	01-5-555625.00 TELEPHONE & INTERNET	40.01	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661	01-5-703505.00 TELEPHONE	40.49	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661	01-5-703505.00 TELEPHONE	40.49	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661	01-5-703505.00 TELEPHONE	40.49	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661	01-5-500501.00 ADMINISTRATION	40.49	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661	01-5-005532.00 T MNGR CELL PHONE	40.49	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661-	01-5-555625.00 TELEPHONE & INTERNET	40.01	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661-	01-5-703505.00 TELEPHONE	40.48	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661-	01-5-703505.00 TELEPHONE	40.48	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661-	01-5-703505.00 TELEPHONE	40.48	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661-	01-5-500501.00 ADMINISTRATION	40.48	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	07/22/21	all phone bills 9883379661-	01-5-005532.00 T MNGR CELL PHONE	40.48	-----	--/--/--
VLCTPACIF	VLCT PROP & CASUALTY INTE	07/01/21	WC audit adj INT202133365	01-5-800520.00 WORKER'S COMP INS	8033.00	10471	07/28/21
WBMASON	W.B. MASON CO., INC.	07/02/21	DPW bags 221435197	01-5-703507.00 SUPPLIES	150.89	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	07/13/21	TM - supplies 221656783	01-5-005610.00 OFFICE SUPPLIES	17.82	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	07/13/21	TM - toner 221656787	01-5-005610.00 OFFICE SUPPLIES	100.99	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	07/13/21	PD - supplies 221656807	01-5-500501.00 ADMINISTRATION	49.03	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	07/14/21	TM - supplies 221688544	01-5-005610.00 OFFICE SUPPLIES	23.21	-----	--/--/--
WBMASON	W.B. MASON CO., INC.	07/14/21	TC - supplies 221698031	01-5-100610.00 OFFICE SUPPLIES	53.26	-----	--/--/--

Town of Norwich Accounts Payable
Check Warrant Report # 21-3 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 07/28/21 To 07/28/21

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

134151.07

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 \$ ***134,151.07
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Becky Grammer

TOWN MANAGER:


Herbert Durfee

SELECTBOARD:

Roger Arnold
Chair

Mary Layton
Vice Chair

Robert Gere

Marcia Calloway

Claudette Brochu

(3)

DRAFT Minutes of the Selectboard Meeting of
Wednesday, July 14, 2021 at 6:30 pm

This meeting was conducted via teleconference using ZOOM and in person in Tracy Hall, in order to comply with Open Meeting Law requirements while providing remote access for attendees. Members present: Roger Arnold, Chair; Mary Layton (joined the meeting at 6:50 pm), Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 9 people in the audience.

Also participating: Pam Smith, Doug Wilberding, Linda Cook, Andy Scherer, Pam Smith, Peter Orner, Shoshana Hort.

1. Approval of Agenda. Brochu moved (2nd Gere) to approve the agenda after deleting item #8 [Discussion of Policing Study]. **Motion approved 4-0 (Layton absent).**
2. Public Comment. Doug Wilberding asked about a bicycle charge on the A/P warrant. Durfee will address his question under the next agenda item, which includes A/P warrants.
3. Consent Agenda. SB members agreed to affirm Durfee's response to Amy Stringer's correspondence regarding police cameras. SB members agreed it makes sense to continue with Zoom. SB members agreed to forward Ann Marie Smith's correspondence regarding the Childcare Committee to that committee. Linda Cook said it might be good to put out an additional survey regarding childcare. Durfee said the charge Wilberding asked about was for a bicycle instructor. The amount is the town's share of the cost of summer programs and is at least partially covered by program fees. Durfee said he will ask the Recreation Director to provide details. Calloway moved (2nd Gere) to approve the consent agenda. **Motion approved 4-0 (Layton absent).**
4. Town Manager Report. Durfee said the Fire Department received a \$1,000 PACIF grant from VLCT. Durfee said we have hired a Finance Director, who will start remotely in September and then in person as soon as possible thereafter. Also, Larry Wiggins, DPW Director, has resigned effective July 31, 2021. Durfee is putting into place the working foreman position and has advertised for a new DPW Director. We have officially named Simon Keeling as the Interim Police Chief. The IT Services RFP finalists will be interviewed next week. The Moore Lane bridge has been dripping into Bloody Brook and needs to be remediated. Durfee met with the DPW Director, the Planning Director, and the Interim Police Chief to discuss traffic options for Beaver Meadow Road (BMR). Durfee said that the Solaflect information has been sent to the town's auditor; the town has not received those audit results yet.

*Mary Layton entered the meeting at 6:50 pm.

Andy Scherer said that road signs are generally used to address failed infrastructure and roads. Scherer said he'd like to know more about the information behind the Town Manager's assessment about BMR. Pam Smith asked about liability concerns about speed bumps. Peter Orner said he would like to see more progress on BMR issues. Orner wants to know if the road's classification is open for discussion and how it is determined. Durfee said he has relied on the expertise and knowledge of his staff to raise possible issues about traffic calming options. Andy Scherer said that not having striping on BMR has helped the traffic speed. Scherer asked if the town can hold off on striping. Orner said he wants to see action on this issue and wants the road to be narrowed. Durfee said that the state does the center line striping; the town can request that the state not stripe. Durfee said that yes, he can meet with BMR residents and the town's department heads. Orner said he'd like to see the town purchase a speed cart for BMR.

5. Bridge Management Program. Calloway asked about Stantec's proposal and is the low price realistic. Layton asked if Stantec will be doing a complete inventory, or will they be assessing the bridges' condition. Durfee said they will be doing both. Durfee said Stantec's price is lower because they are not taking as many hours to complete the work. Durfee said the proposal review team agreed that Stantec's proposal was the best. Layton **moved** (2nd Gere) to authorize the Town Manager to proceed with the Bridge Management Program as proposed by Stantec and to authorize the expenditure of up to \$34,375.00 from the Designated Fund – Bridges to complete said Program work. **Motion approved unanimously.**
6. ARPA Funding Certification. SB members discussed the importance of being deliberate and careful about how the town spends the ARPA funds. As of now, the federal government has not issued details about ARPA spending stipulations. Layton **moved** (2nd Gere) to confirm that the Town of Norwich will adhere to the ARPA award requirements and related compliance. **Motion approved unanimously.** Layton **moved** (2nd Brochu) to appoint the Town Manager as the authorized representative for the Town of Norwich for the purposes of ARPA award requirements. **Motion approved unanimously.** Layton **moved** (2nd Brochu) to affirm that the Town Manager will serve as contact person for the Town of Norwich for the purposes of ARPA funding. **Motion approved unanimously.**
7. VTrans Paving Grant. Durfee said that the town unexpectedly received a \$128,000 paving grant. Durfee explained that the town is responsible for 20% of the paving total cost. The grant would cover paving on part of Beaver Meadow Road. Layton **moved** (2nd Gere) to authorize the expenditure of approximately \$32,000.00 from the Designated Fund – Paving according to the terms of a VTrans paving grant, which amount represents the town's 20% share of the estimated \$160,000.00 cost of the paving project. **Motion approved unanimously.**
8. As per earlier SB discussion, this agenda item was deferred to a future meeting.
9. Capital Budget and Program Policy. Calloway summarized the reasoning and process behind the draft policy included in the meeting packet. After discussion, SB members agreed that Calloway and Brochu will bring a revised draft back to the SB at a future SB meeting.
10. Parking Lot Items. SB members discussed various possible future agenda items, among which were: personnel policies, the gift policy, capital planning, committees' work/relationship to the SB, and the animal control ordinance and related issues.
11. Executive Session re: Personnel. Layton **moved** (2nd Brochu) to find that premature general public knowledge of attorney client communications between the Selectboard and Town Attorney as to matters for which legal advice is sought would clearly place the Town at a substantial disadvantage by disclosing privileged communications and waiving attorney-client privilege. **Motion approved unanimously.** Layton **moved** (2nd Calloway) to find that premature general public knowledge of the Selectboard's discussion of a contract with a town employee would clearly place the Town at a substantial disadvantage because of the potential for disclosing the Selectboard's internal exchange of ideas as to what the agreement may allow or require. **Motion approved unanimously.** Layton **moved** (2nd Brochu) to enter executive session for the purposes of considering attorney-client advice that has been shared with the Chair, for discussion of an employment agreement with a Town employee, and for evaluation of a Town employee. **Motion approved unanimously.** SB moved into executive session at 9:31 pm. Brochu **moved** (2nd Calloway) to enter public session. **Motion approved unanimously.** At 9:01 pm the Selectboard moved into public session.

Layton **moved** (2nd Gere) to enter public session. **Motion approved unanimously.** SB moved into public session at 10:03 pm. After returning to public session, Brochu suggested that SB members submit memos for the next SB packet with ideas and suggestions for ARPA funding. Brochu also said she wants to be sure the SB gets public input.

12. Adjourn. Layton **moved** (2nd Gere) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 10:06 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2021

Roger Arnold
Selectboard Chair

Next Meeting – July 28, 2021 – Meeting at 6:30

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

3

Miranda Bergmeier

From: claudette brochu <cbrochu30@gmail.com>
Sent: Monday, July 19, 2021 10:49 PM
To: Miranda Bergmeier
Subject: correction to minutes 7/14/21

Hi Miranda,

The minutes should reflect that we re-entered public session at 10:01 PM not 9:01. (Esp since we entered exec at 9:31 :)).

C

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

(3)

DRAFT Minutes of the Emergency Selectboard Meeting of
Friday, July 16, 2021 at 1:30 pm

This meeting was conducted via teleconference using ZOOM and in person in Tracy Hall, in order to comply with Open Meeting Law requirements while providing remote access for attendees. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

Also participating: No public comment was offered.

1. Approval of Agenda. Layton **moved** (2nd Brochu) to approve the agenda. **Motion approved unanimously.**
2. Public Comment. No public comment was offered. Arnold said that this meeting was for the purpose of authorizing the payment of \$198.11 to VMERS, to remedy an underpayment.
3. Approve Emergency Payroll Warrant. Arnold **moved** (2nd Layton) to approve the 7/16/2021 A/P warrant in the amount of \$198.11 to VMERS and to authorize Roger Arnold to sign the warrant on behalf of the Selectboard. **Motion approved unanimously.**
4. Adjourn. Layton **moved** (2nd Brochu) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 6:46 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2021

Roger Arnold
Selectboard Chair

Next Meeting – July 28, 2021 – Meeting at 6:30

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

4

Miranda Bergmeier

From: Norwich Conservation Commission <norwich.conservation.commission@gmail.com>
Sent: Monday, July 12, 2021 11:48 AM
To: Miranda Bergmeier
Subject: Fwd: Norwich Conservation Commission

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Miranda,

Attached is an application for one of the open spots on the NCC. We lost our high school student to a move to Hanover, as well as pending college out west. It was so helpful to have a young person's perspective and social media savvy on the commission that I asked Sage if any of her friends from the Environmental Club might be interested in public service on the NCC and there is one! Her application is below. Please insert a candidate interview on some upcoming SB agenda.

Thank you.

Craig

Begin forwarded message:

From: "Tagupa, Charlotte" <charlottetagupa@hanovernorwichschools.org>
Subject: Re: Norwich Conservation Committee

Hi Craig,

Thank you for having me at your last meeting! I really enjoyed listening to the conversation. Therefore, I've decided to submit my application to be a part of the committee. I will attach photos of the completed application below. I hope to attend more meetings in the future!

Best,
Charlotte Tagupa

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

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

Name: Charlotte Tagupa

Address: 2 Four Wheel Drive Norwich, VT

Day phone: 802-356-2854

Evening phone: 802-356-2854

E-mail: charlottetagupa@hanovernorwichschools.org

Position Applied For:

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

Terms: N/A

Years: N/A

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

Evening: (Yes No) Morning: (Yes No)

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

I'm a high school student so I'm usually not available until 5pm during the school year, but I have more flexibility during the summer.

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

Being a student. I think I could provide a younger perspective on things and also provide insight on how to make these issues important to high school and college students. As an avid trail runner and hiker I know all the local trails by heart and I am very passionate about protecting them and expanding access to them.

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

At my school, Hanover High, I am part of the climate action implementation team and an environmental justice committee.

5. Education and Current Employment - High School student. However, I do work during the summers which I can list

Name of Company: Crossroads Farmstand Location: Norwich, VT

Title: Farmstand help

Describe your work:

- restock/add tasks around the stand
- Customer service

6. Pertinent Education and/or Experience:

- Hanover High School (2018-2022) (currently a senior)
- High Mountain Institute - semester program I attended during my junior year with a focus on conservation and environmental ethics.

7. Do you feel there could be any conflict of interest with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes)

No). If yes, please explain:

Comments:

Signature

Charlotte Tagher

Date

6/19/21

Resolution

Be it resolved that the Norwich Selectboard expresses its appreciation for **Sergeant First Class (SFC) Robert Beckett** a resident of the Town of Norwich who is deployed overseas as a member of the Vermont Army National Guard. This resolution expresses appreciation for SFC Beckett's willingness to:

- *Serve the Town of Norwich, the State of Vermont, and the United States of America through military service.*
- *Show the dedication and commitment to leave family, full time employment, and other community service through his deployment.*
- *Sacrifice personal aspirations at an even greater level through his time of deployment.*
- *Devote time and energy in addition to family, work, and life needs in his military service.*

The Town of Norwich is blessed to have a citizen like SFC Beckett, who is willing to show the sacrifice and dedication needed for military service that requires so much time away from family, work, and community.

July 28, 2021

Roger Arnold

Claudette Brochu

Marcia Calloway

Rob Gere

Mary Layton

Resolution

Be it resolved that the Norwich Selectboard expresses its appreciation for **Specialist (SPC) Thomas Slater** a resident of the Town of Norwich who is deployed overseas as a member of the Vermont Army National Guard. This resolution expresses appreciation for SPC Slater's willingness to:

- Serve the Town of Norwich, the State of Vermont, and the United States of America through military service.
- Show the dedication and commitment to leave family, full time employment, and other community service through his deployment.
- Sacrifice personal aspirations at an even greater level through his time of deployment.
- Devote time and energy in addition to family, work, and life needs in his military service.

The Town of Norwich is blessed to have a citizen like SPC Slater, who is willing to show the sacrifice and dedication needed for military service that requires so much time away from family, work, and community.

July 28, 2021

Roger Arnold

Claudette Brochu

Marcia Calloway

Rob Gere

Mary Layton

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Interim Report to the Norwich Select Board
By the Town of Norwich Child Care Committee

July 28, 2021

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"I have a 3 1/2 year-old who currently attends DCCCC which is great. My daughter is shy and has benefited from being in a social classroom situation. In June, we found out that DCCCC was going to increase our tuition by 20% starting in September and I felt that I needed to explore other options. 20% is such a substantial increase in one lump sum even when I consider that my husband and I have good incomes. Factors that are important to us in a child care facility are, location, hours, price, and a quality learning environment. We all know that parking at Dartmouth is a headache on a good day and a nightmare on a bad day so adding a daycare or school commute that is out of the way and the wrong way through town is even more challenging. I don't know what families do if they have 2+ children!"

- A Norwich parent

1. Introduction

This interim report is a follow up report to the Norwich select board, intended to update the board of the ongoing work of the Town of Norwich Child Care Committee. Since the last report, the Child Care Committee has surveyed Norwich parents and local providers, and met with local child care experts, to provide local detail related to the data and broad policy challenges described in the committee's first report to the select board. The committee has also reviewed recent legislation at the state and federal level that relates to early care and learning in Norwich, and summarized the implications for the select board's review.

The following themes emerged from our review of state data on current capacity, from our review of parent survey responses, and from our interviews of provider:

1. There is an acute shortage of slots for infants and toddlers in particular. The slots that do exist are so expensive (e.g. up to \$25,000 for a year of care for an infant), that many families cannot afford these slots and reduce work hours or leave work altogether to afford care. This has implications for family life time earnings, as well as for state income tax receipts.
2. Three quarters of the families we surveyed reduced hours or left jobs to take care of children, because of the challenges of finding affordable care with work-friendly hours.
3. While there does not appear to be a big shortage of PK slots, the demand for PK at the Marion Cross School is twice the capacity of the program to provide. The preschool programs that provided only part-day care did not report the same long waiting lists reported by programs that offered full day care. Some reported pressure to increase the length of their days. There are parents who need full day care and can't find it, and there are programs that only provide part day care that are considering expanding hours.
4. One of the biggest barriers to care is challenges related to staffing, except at MCS and Immersion Montessori, which pay more per hour. The providers in our program welcomed the idea of additional providers in the area to meet family needs. However, they also mentioned an acute shortage of staff as the reason they were not expanding slots, and in several cases, as the reason they were reducing slots. Instead of competition for children, these programs were effectively reporting competition for staff. Staffing shortages mean some programs are operating under capacity
5. The proposed state legislation does provide support to qualify people as early educators (e.g. support with the education costs associated with seeking the required credentials.) Some programs are discussing raising pay.
6. Overhead costs are a second barrier to expanding capacity, but no where near as significant a factor as staffing shortages.
7. The current subsidy and voucher structure may also create a market incentive to overproduce PK and underproduce care for 0-3. Research and conversation with national experts on child care markets identified service gaps for some regions/some populations (such as children aged 0-3, or children from some demographic groups) as one of the challenges of child care policy that relies on portable vouchers. While VT relies on portable vouchers and subsidies, some other states are moving to contracting for care as a way to manage the market for care, to improve access, quality and affordability. For example, instead of funding subsidies and hoping parents can find affordable care, a government entity can contract with providers to provide the needed care, for the needed populations, in the needed places. Through these contracts, the funding government entity can target support and provide stable revenues for providers for the age groups and children that need the care most.
8. The one for-profit care appears to be struggling as a business model.
9. Specialized services in private child cares seem to be limited to services like speech and language services, which are easier to deliver by the MCS school at the child care site, and do not involve students with more intensive needs. We did not hear evidence to suggest

that children with disabilities cannot find slots. We did hear from some providers that they do not always feel capable of adequately supporting children with challenging behaviors.

10. Most programs offer tiered tuition of some sort. Children eligible for state subsidy are not evenly distributed across child cares.
11. Outside of MCS and TMO, even in Norwich child cares overall, Norwich students are a minority of enrollees.
12. There is a need for care for kids on unexpected days: when kids are sick, snow days, etc.. This was mentioned by both parents and some providers. It was also made by the researcher who shared national research with the child care committee, and who said that paid family leave is a powerful tool to help parents keep their jobs while still caring for their children. Parental leave after the birth of a child reduces what parents who need to work have to pay for infant care-- the most expensive kind of care. And, in the age of COVID, providers may be more concerned that families have the ability to stay home and quarantine with children if and as necessary.
13. The committee discussed the potential hardship of moving to town posed by the combination of high housing costs and high child care costs, and the potential longer term implications for funding for the school, given the state's funding formula.
14. The committee also wants to alert the selectboard now about recent and pending legislation with potentially significant implications for the town's budget and policy choices:
 - a. **Child Care:** The legislature is proposing significant new investments in child care, particularly in education of providers and subsidies for less wealthy parents. A committee has been tasked with proposing legislation to fund the commitments made this session.
 - b. **Probable increase in Education Tax Rates for Norwich, due to a change in the funding formula:** The legislature established a task force to propose changes to the education funding formula for the state, to enhance equity and opportunity for less advantaged children. This task force is charged with coming back with proposed legislation, and current modeling suggests that the changes could add up to 50 cents to the Education Tax rate in Norwich. Any new policy should be considered in the context of this potential change.

This current interim report closes by indicating the proposed next action steps of the Child Care Committee. These include but are not limited to collaboration with the Norwich Public Library and Brie Swenson of the town recreation program to better understand the role their institutions play for school aged children. We will also review and provide case studies of diverse strategies municipalities and families have taken, both informal and formal, to support care for children.

As the select board reviews this work, we welcome feedback and recommendations.

2. Preliminary findings: Survey of Norwich families about their early care and learning arrangements

From late May to mid-June 2021, 62 Norwich parents responded to an online survey about their current use of child care for children not yet of kindergarten age, their perception of needs and burdens, and their ideas for how the town can support parents like them. In general, while many expressed satisfaction with their current child care arrangement, there was a sizable number of Norwich parents who felt they are settling for what is available, paying more than they can for care that might not be the best fit for their family. There seems to be strong support for the town to play a more active role in this area.

It is difficult to say if the group of respondents is representative of the target population as a whole in Norwich; however, several data points from the survey suggest that it captured the opinions of a broad cross-section of eligible parents. The survey was promoted on the town listserv, in the weekly email from the Marion Cross School principal, via email from the kindergarten teachers (presuming some have younger siblings), from local child care providers that notified their Norwich families, as well as on flyers at key in-town locations.

The 62 parent respondents together represent 82 children five years old and younger (and another 29 older children). About half of those children are two years old or younger, and the other half are in the three-to-five-year-old range. The respondents tended to be more satisfied with their own arrangements today than with the child care available in Norwich or in the region, and just one-third said they were actively looking for a different arrangement. However, half of the respondents agreed with the statement “I feel like I have to accept our current child care arrangement because there are no better options right now” more so than with the statement “My family chose our current child care because it fits our needs for the type of care provided, location, cost, or another issue of concern to us.” This suggests that while there is not a sense of pain shared by all Norwich parents of young children, there is an underlying set of burdens that weigh heavily on many families.

Most striking among these burdens: **Three-quarters of respondents said that, to make their child care arrangement possible, one or more parents stopped working altogether or that one or more parents decreased the amount of time devoted to work.** Over one-third said they had cut back on spending for food, healthcare or other essentials, or had cut back on saving or other long-term financial planning.

The respondents described many different types of child care arrangements. About 40% of them said they do not utilize paid child care for more than 10 hours per week, with the remaining 36 families taking advantage of a child care center (30 families), a nanny (16 families), a home-based provider (2 families), and/or supplementing paid care with care provided by a family member (23 families).

Regardless of respondents’ current arrangements, their **top-of-mind concern in this area seems to be the number of available slots at child care centers.** Two-thirds (42 families) said they were very concerned with that availability, with all others (20) saying they were somewhat concerned. The **numbers were similar for their concern with the availability of child care for an extended day to accommodate long or irregular work**

hours (40 very concerned, 18 somewhat), and with the availability of child care located in Norwich (40 and 20). Price for care was a marginally lower concern (33 very, 18 somewhat), but it was very concerning for nearly all of the respondents who were dissatisfied with their current arrangement.

In preliminary analysis, there was little distinction in the attitudes and priorities between groups of parent respondents with the youngest children and those with preschool-aged children, or between families with only young children and those with older children, as well. Further analysis, as relevant, will be included in the final report from the committee. The survey’s insights can help inform decisions regarding the town’s role, which should be considered in the context of a market that includes state (and possibly soon) federal funding streams, non-profit and for-profit providers, educators and caregivers seeking adequate and fair compensation, and a parent community that is higher in income on average than in other areas but has pockets of strongly felt needs.

3. Preliminary findings: Survey of child care providers

The committee interviewed 7 nonprofit child care centers, 4 in Hanover and 4 in Norwich, as well as one for profit child care center in Thetford.VT. Of the 4 Norwich providers surveyed, 2 served only children aged 3-5, and another did not serve any infants. The providers in this initial sample represent the providers that commuting patterns suggest are the most likely providers for Norwich families. Where possible, we accounted for the shorter term impact of COVID on the reported capacity of each provider. There is some noise in the data associated with differences in how providers reported, but this summary captures the broad patterns reported by providers.

These interviews informed a survey, to which additional providers are now responding. These new will be included in future reports to the select board. Few programs offered care for school-aged children, which may reflect the fact that both Norwich and Hanover offer comparatively affordable and robust recreation programming.

This analysis excludes school age children, because our data is still too incomplete to adequately analyze that market segment. Additional exploration of the value of the recreation program and other institutions like the Norwich Public Library will be included in subsequent work. This section will focus more specifically on what our preliminary data from surveys of providers say about the 0-5 care landscape.

Children enrolled, by age range, in the 4 NH providers surveyed by the committee	
0-3 year olds	143
3-5 year olds	168
# of total from Norwich	20-25, or about 7%

Children enrolled, by age range, in the VT providers surveyed by the committee	
0-3 year olds	95
3-5 year olds	124
# of total from Norwich	60, or about 28%

The survey of providers demonstrated that when we speak about shortages of child care, we need to be specific about the age range and type of slot that is scarce relative to demand. For example, in this sample of providers, it is clear there is **an acute unmet demand for care for the youngest children, particularly infants**. It is not clear, outside COVID, that there is significant unmet demand for preschool slots. The programs that have waitlists say they are generally able to offer slots when the school year starts, and some programs reported unfilled spots for this age group.

Shortage of full day slots for working families

There is a shortage of full day slots that meet the needs of working families. Programs that provided only part-day preschool programs did not report the shortages that full-day programs reported. In fact, some part day programs were exploring strategies to extend their days to meet the observed needs of working families.

Most programs that offered full day slots required families to enroll for a full day, even if they allowed parents to enroll children for only 2 or 3 days. Part day slots were less common in this sample, though parents enrolled for full days were allowed to remove children after a part day.

One of the programs that offered only shorter day programs recommended that the town help parents cobble together a care arrangement from amongst the options provided by programs, by providing more information to parents about what different programs offer. A preschool that provided 4 days a week of morning programming for 3-5 year olds cited no barriers to its operations, and said that while other communities appeared to need more child care, its perception was that “families in Norwich are very fortunate to have more options (due to their income) for child care than other towns within the Upper Valley.”

Shortage of care for children aged 0-3

There are very few slots for infant care, and much longer waitlists for children aged 0-3 in general. There were only 11 reported slots for infants in Norwich, and 6 of these are in a program that does not serve any children from Norwich.

Most infant slots in this sample were in child cares in NH, and of the slots for children aged 0-3, only about 21% were reserved for infants, while about 60% of the waitlist was for infant slots. Reasons for not expanding infant care included the high cost of infant care, the need for preschool students to cross subsidize care for younger children and the challenge of recruiting enough staff to care for these young children.

Slots for Children Aged 0-3			
Program	Enrolled	Waitlisted	Notes:
Fitkids	63	88	Only 19 slots for infants and 20 for 1-2 year olds
*Bright Horizons DHMC	46	88	Only 16 slots for children aged 6 weeks to 18 mo.
*Dartmouth Child Care	19 (see note)	97	Only 2 infant slots and 9 slots for 1-2 yr olds. * Note: Reflects 50% capacity due to COVID. The number of slots enrolled should double if they go back to full capacity.
The Family Place	14		No Norwich families
Child care center of norwich	28	70	Only 3 infant slots and 5 1-2 yr old slots
TMO	16		No infant slots, just 2-3 yr olds
Little Feet	3	12	No infants, 1 child 1-2 yrs old, 2 children 2-3 yrs old
Total:	189	355	

*Employer sponsored cares

In contrast, some programs had no waitlist for preschool students, and with the exception of the Marion Cross School, most programs reported that outside of COVID, they were able to meet most needs for preschool aged children by fall. One program that reported it had unfilled capacity for preschool said that it counted on preschool aged children to cross subsidize the slots for younger children.

The Marion Cross School, which is offering 15-18 FT slots in 2021-22, reported a waitlist of 18 to 21 students for those slots. No other programs had a similar level of unmet demand for preschool slots. One program based in NH provides grants to Norwich preschool enrollees comparable to the value of the PK vouchers families would receive if the program were based in Norwich. The Norwich-based part day preschools had explored strategies for extending days.

Overall, the current market for care seems to incentivize overproduction of care for preschool students, and underproduction of care for infants in particular, and for children aged 0 to 3 generally. This is consistent with prior research by this committee, which found that the state's current regulation and subsidy program may shape the market for child care by incentivizing production of preschool at the expense of care for children aged 0-3.

It is possible that expansion of new slots in programs that only serve 3-5 year olds, in competition with programs that serve 0-5 year olds, could adversely affect the availability of care for 0-3 year olds.

Access for Norwich students who need specialized services.

Most programs reported some level of capacity to serve students with specialized needs. The Norwich school district reported that 4 students with specialized needs are enrolled in the Marion Cross School, 2 preschool students are placed in NH child cares and receive services there, and 1 is placed in a Norwich preschool and receives services there. Private cares reported coordinating with school districts to provide SLP services and other less intensive services. None reported serving children with intense needs at this time.

Subsidies and support for less-advantaged families

Most of the programs we surveyed had fee arrangements that accommodate differing ability of families to pay. These tools included sliding fee scales based on income, discounts for siblings, state subsidies, grants from foundations to reduce tuition and inhouse scholarship programs. All the providers were conscious of the ability of families to pay, and described trying to balance their need to compensate staff with the ability of families to pay, and described various strategies for supporting families financially so that they could enroll.

In this sample, the reported proportion of families enrolled who were eligible for state subsidy ranged from about 1 or 2% to 100%. One program reported that 30% of its families made \$170k per year or more. These data suggest potentially significant socioeconomic sorting (segregation) across child care sites.

One preschool program in Norwich collected no parent income information, and explained that 10 of the 12 hours it provides a week are paid for by Act 166 prekindergarten vouchers, leaving parents responsible only for the 2 remaining hours per week and any extended day (11:15 to 12:45) hours the family purchased.

Impact of staffing challenges

The providers in the sample did not see themselves in competition with other programs for children, and in fact said the area needed more child care slots. **However, they did**

suggest they were in competition with other programs for staff, and that staff shortages were a significant barrier to providing care.

With the exception of the Marion Cross School and the Immersion Montessori Program, (which reported paying \$20 or \$21 dollars per hour), every private program mentioned staffing challenges as a constraint. Several mentioned they were operating below physical capacity because of staff shortages, and one mentioned that it might further drop enrollment if it could not hire soon. Two mentioned the challenge of competing with public schools for qualified staff, largely because schools compensate staff at higher rates, and one cited the regulatory costs associated with \$20 for fingerprinting and \$50 licensing card as prohibitive to employees. One said that although it felt it paid well , it was speaking with the Board about raising wages to improve its ability to recruit.

The for-profit child care, whose director reported struggling to meet staff licensing requirements, going without pay and being worried about being able to stay open,.The director of this business described this market by saying: “the state or school districts need to put real money into the industry, supporting rather than displacing the existing businesses.”

Unfilled needs: The need for paid family leave

Several programs mentioned that COVID had changed operations, but also accentuated existing unmet needs, including needs that may be beyond the scope of our child cares but which are still worthy of policy attention. Notably, when children are sick or school and/or programs are closed (e.g. due to holidays, snow days or other reasons), parents still need care, and the lack of care is a real challenge for working families without flexibility. One program explained that families need paid leave to stay home when a child is sick, so that child can be cared for and not risk the health of others, without the family jeopardizing employment or income.

Cost of overhead/facilities

Several programs cited the costs of overhead and maintaining a facility as a barrier to expanding care, and one mentioned the challenge and risk of expanding given the current tight margins. Several facilities had space to expand, but were unsure they had the financial capacity and leadership capacity to take on physical expansion. The cares that were associated with the region's biggest employers were weighing options for expansion, and cited questions ranging from whether the town of Hanover would approve expansion, to how proposed upgrades could best meet needs at the existing site, to whether they could find staff for expansion.

The market and opportunities for expanding slots

With the exception of the for-profit child care business, most programs said the market itself wasn't “too tough” or saturated. They felt the region needed more slots, particularly for the youngest children. Within the market, different providers seemed to fill different niches. One program, for example, is focused on language immersion, and described itself as unique and solid within that niche. Some focused on child care for employees of their business sponsors, while some evolved from cooperative models that were family and program-centered. Some were comprehensive providers of care for 0-5 years olds, while

others specialized in older children. The Family Place provided a unique program for families enrolled in its “Families Learning Together Program.”

Perhaps because the demand for slots exceeds supply, and because some providers target different market segments, most programs did not report feeling threatened by competition and supported the need for more slots in the region. Only one child care business, which was also the smallest program in the sample, was concerned that lack of students and stable revenue threatened its ability to stay open. Prior research by the committee suggests that statewide, family-based cares and smaller programs are closing and being replaced by large, usually center-based programs.

Tuition

Consistent with the committee’s prior research on cost of care, the cost in our region is high, and also increasing (by 20-26% in the period from 2015 to 2019). Tuitions varied significantly across programs, across ages, and within programs due to tiered tuition schedules and variable eligibility for subsidy. Although we were not able to get detailed information from all programs, it was clear that infant care was the most expensive, **with the lowest purported reduced rate being \$740 a month, and the highest tuition tier reported being closer to \$2100 a month, or about \$25,000 per year.** Preschool-aged care was less expensive. The Marion Cross School Prekindergarten program is free, but cannot accommodate all children. **At the higher end, one preschool program charges \$1700 a month for preschoolers, or about \$20,400 per year.** (Note: since the survey was conducted, this program raised its rates.) Note that since these rates were reported, some of the providers in this sample have raised rates, including one by about 20%.

4. New state legislation on child care, and implications

This section discusses the newly passed H. 171 which calls for substantial new state investments in early care and learning, specifically by 1) increasing child care subsidies for income eligible families, and increasing the range of eligibility, 2) providing financial support for continued education for staff in private providers.

Link to bill:

<https://legislature.vermont.gov/Documents/2022/Docs/BILLS/H-0171/H-0171%20As%20Passed%20by%20Both%20House%20and%20Senate%20Official.pdf>

The legislature passed H.171 to increase investment in the States Child Care Financial Assistance Program (CCFAP), to support education of staff in private programs, and to modernise the state's child care assistance program.

Key provisions of this bill include:

1. Increasing subsidies, on a sliding scale and adjusted for family size, for income eligible families (up to 350% of current federal poverty guidelines).
2. Ensuring that that co-payment at the upper limit of the income eligibility scale for a family participating in the Child Care Financial Assistance Program shall not exceed 10 percent of a family's annual gross income.
3. Providing needs-based grants and loan repayment assistance to support further education of child care workers who work in **private** sector child cares.
4. Funding improvements in the state's child care data system, based on the feedback of end users.
5. Incentivizing or supporting employment, because unlike the Act 166 vouchers for prekindergarten, which are available to all children aged 3-5, this investment is provided to parents who work.

By way of example, families with an annual gross income of less than or equal to 150 percent of the current federal poverty guidelines should not have a family co-payment. Families with an annual gross income up to and including 350 percent of current federal poverty guidelines, adjusted for family size, should be eligible for a subsidy, with the size of that subsidy being a function of STARS rating of the provider, family size and income.

Goals moving forward include 1) progressively adjusting the upper income limit of the Child Care Financial Assistance Program fee scale each year; and (2) ensuring the co-payment at the upper limit of the income eligibility scale for a family participating in the Child Care Financial Assistance Program shall not exceed 10 percent of a family's annual gross income.

A commission will meet to recommend how to fund these commitments moving forward. How they move forward may have significant implications for any policy decision by the Norwich select board.

For reference, below are the federal poverty guidelines effective January 13, 2021. For example, the state’s goal is that a family of 4, with a household income of \$79.5k or less, would not pay more than 10% of its income for child care. This would be adjusted to reflect changes in federal poverty guidelines over time.

# of Persons in Household	2021 Federal Poverty Level for the 48 Contiguous States (Annual Income)						
	100%	133%	138%	150%	200%	300%	400%
1	\$12,880	\$17,130	\$17,774	\$19,320	\$25,760	\$38,640	\$51,520
2	\$17,420	\$23,169	\$24,040	\$26,130	\$34,840	\$52,260	\$69,680
3	\$21,960	\$29,207	\$30,305	\$32,940	\$43,920	\$65,880	\$87,840
4	\$26,500	\$35,245	\$36,570	\$39,750	\$53,000	\$79,500	\$106,000
5	\$31,040	\$41,283	\$42,835	\$46,560	\$62,080	\$93,120	\$124,160
6	\$35,580	\$47,321	\$49,100	\$53,370	\$71,160	\$106,740	\$142,320
7	\$40,120	\$53,360	\$55,366	\$60,180	\$80,240	\$120,360	\$160,480
8	\$44,660	\$59,398	\$61,631	\$66,990	\$89,320	\$133,980	\$178,640
Add \$4,540 for each person in household over 8 persons							

Source: <https://www.medicaidplanningassistance.org/federal-poverty-guidelines/>

Below is a summary of market rate rates per week for full time care, at the 75th percentile, from 2015-2019. Note that the cost of care increased from 20 to 25% in this 4 year period, even as the state made significant new investments in portable Act 166 prekindergarten vouchers.

Full Time Statewide Licensed Rates - Comparison of the 75th Percentile Over Time				
	Infant	Toddler	Preschool	School Age
2015	240	233	222	206
2017	260	250	250	210
2019	290	280	280	225
% change '15-'19	20.83%	20.17%	26.13%	9.22%

The state does not provide a breakdown specific to Norwich, but it does provide a breakdown of weekly rates for licensed care for the Hartford AHS district. Note that Hartford area rates are higher than the average rates for the state.

Hartford AHS District Data									
Ages	Average Weekly Market Rates	Median (50th Percentile Part Time Weekly Market Rates	75th Percentile Weekly Market Rates	State Payment Rate for 1 Star Programs	Current Percentile of Market Rates that 1 Star Rate Payment Falls	State Payment Rate for 4 Star Programs	Current Percentile of Market Rates that 4 Star Rate Payment Falls	# of Programs with a Provider Rate Agreement (PRA) for this Age Group	# of Programs with no copayment at 100% CCFAP benefit based on Provider Rate Agreement (PRA)
Licensed Child Care									
Full Time - Infants	\$263.80	\$250.00	\$290.00	\$210.00	0.00	\$260.00	53.33	15	9
Full Time - Toddler	\$251.47	\$245.00	\$273.00	\$201.92	0.00	\$250.00	52.94	17	10
Full Time - Preschool	\$239.40	\$220.00	\$250.00	\$179.21	9.52	\$221.88	57.14	21	11
Full Time - School Age	\$174.52	\$200.00	\$215.25	\$166.33	50.00	\$205.94	50.00	12	6
Part Time - School Age	\$99.09	\$100.00	\$100.00	\$91.48	41.67	\$113.27	50.00	24	19
Registered Child Care Homes									
Full Time - Infants (under 24 months)	\$220.50	\$195.00	\$217.50	\$145.38	13.33	\$180.00	33.33	15	3
Full Time - Toddler	\$210.17	\$185.00	\$200.00	\$141.35	13.33	\$175.00	33.33	15	5
Full Time - Preschool	\$208.83	\$185.00	\$195.00	\$129.23	0.00	\$160.00	20.00	15	1
Full Time - School Age	\$205.89	\$175.00	\$185.00	\$121.15	0.00	\$150.00	14.29	14	1
Part Time - School Age	\$122.04	\$110.50	\$145.00	\$66.63	14.29	\$82.50	42.86	14	5

Data Notes:

- The Child Care Financial Assistance Program (CCFAP) pays a higher rate on behalf of families based on the number of stars the program has earned: 1 Star – 5% above the base rate; 2 Stars – 10% above the base rate; 3 Stars – 20% above the base rate; 4 Stars – 30% above the base rate; 5 Stars – 40% above the base rate. This can change the co-payment owed by the parent.
- Market Rate – the price of child care charged by child care programs to parents as reported by the programs to the Vermont Department for Children and Families, Child Development Division and collected in the Bright Futures Information System (BFIS).
- Licensed Child Care includes center based programs, licensed child care homes, preschool programs, Head Start programs, and privately and publicly operated afterschool programs.

5. New state legislation on education funding, with implications

Summary: Proposed change in education funding formula could lead to significant increases in Norwich's local education tax rate.

In 2018 the General Assembly tasked the Vermont Agency of Education with contracting for a study to recommend changes to the per-pupil weighting factors that are a key determinant in each school districts' spending per-pupil and their local tax rate. That study was completed and published in December of 2109. Among the various findings it concluded that the cost factors incorporated in the (current) calculation do not reflect current educational circumstances. Stakeholders viewed the existing approach as "*outdated*". Neither the factors considered by the formula nor the value of the weights reflect contemporary educational circumstances and costs.

The values for the existing weights have weak ties, if any, with evidence describing differences in the costs for educating students with disparate needs or operating schools in different contexts.

As a result, the study recommended a new set of per-pupil weighting factors that are intended to ensure that high poverty districts, districts with English language learners and isolated rural districts have the resources they need to take care of these students who are more costly to educate. The new weights don't guarantee the school districts will get these additional financial resources. Rather, they generate additional taxing capacity in those towns. Conversely, districts that have fewer students in those categories or are not as rural could see their equalized pupil counts decrease and, as a result, their tax rates increase. Norwich is one of those towns.

This year, the legislature passed S13, a bill that establishes an 8 member legislative Task Force with the following charge: "to recommend to the General Assembly an action plan and proposed legislation to ensure that all public school students have equitable access to educational opportunities, taking into account the Pupil Weighting Factors Report". Pertinent to Norwich, one of the committee's responsibilities is to "recommend ways to mitigate the impacts on residential property tax rates and consider tax rate equity between districts". The recommendation is due December 15, 2021.

The bill also states that it is the intent of the General Assembly to pass legislation in the second year of the 2021-2022 biennium (next year) that implements changes to how education is funded to ensure that all public school students have equitable access to educational opportunities.

According to a preliminary reanalysis of the proposed equalized pupil weighting changes by the Joint Fiscal Office, applied to FY20 Norwich and Dresden school budgets,

Norwich's equalized homestead tax rate would jump about 53 cents, from \$1.77 to \$2.30. That means that if the new weights are implemented, Norwich tax bills could increase by a third on average.

Here is a summary from a report to the Joint Fiscal Office at the legislature:

County	District Name	Equalized Pupil	Education Spending Per Pupil	District Equalized HS Tax Rate*	Equalized Pupil	Education Spending Per Pupil	District Equalized HS Tax Rate*	Equalized Pupil	% Change Number of Pupils	District Equalized HS Tax Rate	District Mergers	Status Density [Population/mile*2]	Poverty Rate
Windsor	Green Mountain Unified School District	717	\$16,028	1.51	801	\$14,347	1.29	84	11.7%	-0.21	Merged - Andover, Bellmore, Cavendish, Chester	38 - 54.9	24.0%
Windsor	Hartford	1,411	\$16,881	1.59	1,374	\$17,341	1.56	37	-2.7%	-0.05	Interstate District	Greater than 100, NA	21.3%
Windsor	Hartford	458	\$18,241	1.71	409	\$20,825	1.86	-59	-11.9%	0.16	Stand Alone	55 - 99.9	13.7%
Windsor	Ludlow-Holy Trinity Unified Union School District	355	\$18,195	1.71	361	\$17,899	1.61	6	1.7%	-0.10	Merged - Ludlow, Mt. Holly	18 - 34.9	17.0%
Windsor	Mt. Mansfield School District	617	\$15,744	1.48	567	\$17,146	1.54	-50	-8.2%	0.06	Merged - West Windsor, Windsor	Greater than 100, NA	18.3%
Windsor	Norwich	580	\$18,809	1.77	429	\$25,538	2.20	-151	-26.1%	0.52	Interstate District	55 - 99.9	3.4%
Windsor	Rochester Southbridge Unified School District	177	\$18,847	1.78	183	\$17,903	1.56	6	3.4%	-0.20	Merged - Rochester, Southbridge	Less than 30	10.8%
Windsor	Sutton	251	\$16,483	1.55	241	\$17,837	1.59	-10	-4.0%	0.04	Stand Alone	36 - 54.9	17.7%
Windsor	Springfield	2,255	\$18,560	1.74	1,895	\$18,856	1.51	-360	-16.0%	-0.23	Supervisory District	Greater than 100, NA	23.8%
Windsor	Weymouth	235	\$16,466	1.52	227	\$18,800	1.69	-8	-3.4%	0.18	Stand Alone	55 - 99.9	11.8%
Windsor	White River Unified District	598	\$18,228	1.69	620	\$17,395	1.56	22	3.6%	-0.13	Merged - Bethel, Poynton	55 - 99.9	23.9%
Windsor	Windsor Central Middle Unified Union School District	385	\$16,140	1.52	355	\$17,063	1.53	-30	-7.8%	0.02	Merged - Bridgewater, Plymouth, Pomfret, Reading, Stoughton, Woodstock	Less than 30	13.5%
Windsor	Windsor Central Unified Union School District	484	\$19,364	1.84	429	\$20,450	1.82	-55	-11.4%	-0.02	Merged - Bridgewater, Plymouth, Pomfret, Reading, Stoughton, Woodstock	Less than 30	10.8%

Source: <https://jfo.vermont.gov/assets/Subjects/Equalized-Pupil-Weighting/31f695302d/FY20AnalysisProposedEqualizedPupilWeights-v2.pdf>

Using numbers from FY20, the potential tax increase on Norwich properties is estimated as follows:

Total tax on a house/property valued at:	Current Weights	New Proposed Weights
\$200,000	\$3,615	\$4,681
\$300,000	\$5,422	\$7,021
\$400,000	\$7,230	\$9,361
\$500,000	\$9,037	\$11,701
\$600,000	\$10,844	\$14,042
\$700,000	\$12,652	\$16,382
\$800,000	\$14,459	\$18,722
\$900,000	\$16,267	\$21,063
\$1,000,000	\$18,074	\$23,403

As it currently stands, options for Norwich to reduce the potential tax increase of implementation of the new weights are complicated by the town's participation in the Dresden Interstate School District. Roughly 54% of the total education spending in Norwich is attributable to the middle school and high school. Possible mitigation strategies could include:

- Educate community regarding potential tax rate increase

- Work with the Dresden School board to decrease the Dresden budget. (note that roughly 1/3 of any budget change in Dresden is “realized” in Norwich)
- Decrease the Marion Cross budget to mitigate the tax rate impact. (note that the MCS budget accounts for about 46% of total education spending in Norwich)
- Aggressively invest in affordable family housing, to raise student numbers so as to reduce per pupil costs at the elementary level.
- Establish Norwich as a refugee resettlement community (or actively encourage refugee resettlement to the town)
- Explore alternatives to Dresden (probably politically unacceptable)

6. New federal child credits, with implications

This section discusses direct federal supports/tax credits that potentially help working families with children afford their child care.

Note: In recent decades, the federal government has moved from assisting lower-income families through cash relief towards a policy approach of increasing reliance on refundable tax credits that are available to people who work. These credits include the CTC (child tax credit) and the EITC (the Earned Income Tax Credit) As Michelmore, Pilkauskas and Rodems (2019) wrote: “While less is known about the CTC, a long line of research on the EITC indicates it improves the economic wellbeing of families by increasing labor supply among single mothers (Eissa & Liebman, 1996; Ellwood, 2000; Meyer & Rosenbaum, 2001), increasing earnings (Dahl, DeLeire, & Schwabish, 2009) and lifting families out of poverty (Hoynes & Patel, 2015).”¹

According to Dr. Taryn Morrissey, tax credits are less likely to affect the child care choices of families, because they are often received too late and are unpredictable. They do provide families with cash that can offset costs other family needs.

Current and continuing programs:

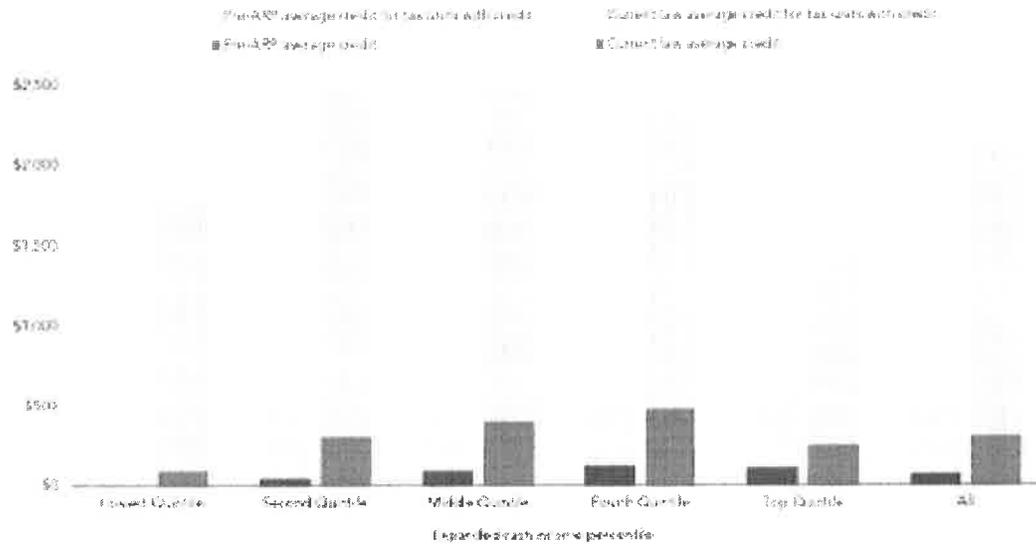
Earned Income Tax Credit

The earned income tax credit subsidizes low-income working families with qualifying children by giving workers a credit equal to a percentage of their earnings up to a maximum credit, holding the size of the credit steady for workers with incomes between \$14.9 and \$19.5 AGI, then tapering off the credit until an income of about \$51.5k AGI for a family with 3 children. Both the credit rate and the maximum credit vary by family size, with larger credits available to families with more children. This credit, which is income-dependent and adjusted by number of children, was intended to create additional capacity in families to meet needs.²

¹ Katherine Michelmore, Syracuse University Natasha Pilkauskas, University of Michigan Richard Rodems. (2019). *Who’s Minding the Kids? Refundable Tax Credits and Child-Care Arrangements*. <http://paa2019.populationassociation.org/abstracts/192640>

² <https://www.taxpolicycenter.org/briefing-book/what-earned-income-tax-credit>
<https://www.irs.gov/credits-deductions/individuals/earned-income-tax-credit-eitc>

TPC
**Distribution of the Child and Dependent Care Tax Credit for Tax Units with Children:
 Pre-American Rescue Plan and Current Law**
 2021



Source: Urban-Brookings Tax Policy Center, "The Microsimulation Model, version 10/2019"
Note: 2021 American Rescue Plan Act of 2021

Flexible Spending Accounts

Qualifying families with sufficient income can take advantage of contributions made to a dependent care flexible spending account (FSA). These accounts can be used to set aside up to \$10,500 per year, free from payroll taxes, to pay for child care expenses. Families claim the CDCTC based on the difference between the credit for which they are eligible and the amount they have set aside in their FSA.

Source: <https://www.taxpolicycenter.org/briefing-book/how-does-tax-system-subsidize-child-care-expenses>

Short term extra tax credits:

The American Rescue Plan Act (See also Appendix A)

Under the American Rescue Plan Act, the IRS just began to distribute an enhanced \$3000 child tax credit to an estimated 39 million households. The IRS is distributing the enhanced \$3,000 child tax credit as advanced payments for children aged 6-17, and \$3600 for children aged 6 and under, starting on July 15.

This is for 2021 only.

The IRS states:

1. The credit amounts will increase for many taxpayers.

2. The credit for qualifying children is fully refundable, which means that taxpayers can benefit from the credit even if they don't have earned income or don't owe any income taxes.
3. The credit will include children who turn age 17 in 2021.
4. Taxpayers may receive part of their credit in 2021 before filing their 2021 tax return.

Income eligible families will receive up to \$300 per month for each child under age 6 and up to \$250 per month for each child ages 6 to 17. Benefits start to phase out for single individuals earning more than \$75,000 a year, or \$150,000 for married couples who file jointly.

This tax credit is not yet set to continue, so it is unclear whether it will have longer term implications for the child care choices families make.

Still to be determined:

President Biden's "The American Families Plan" proposes to:

- **provide universal, high quality preschool to all three- and four- year-olds** (presumably, this would free tax capacity in VT to repurpose investments to extended care, care for younger children, or tax relief, at the discretion of the legislature.)
- will provide direct support to families to ensure that low- and middle-income families spend no more than seven percent of their income on child care, and that the child care they access is of high-quality.
- provide direct support to workers and families by creating a **national comprehensive paid family and medical leave program** that will bring America in line with competitor nations that offer paid leave programs (presumably this would supplant any state program.)
- extend key tax cuts in the American Rescue Plan that benefit **lower- and middle-income workers and families, including the Child Tax Credit, the Earned Income Tax Credit, and the Child and Dependent Care Tax Credit.**

This is, at this point, just a plan. Congress has to draft and compromise on any bill.

Source:<https://www.whitehouse.gov/briefing-room/statements-releases/2021/04/28/fact-sheet-the-american-families-plan/>

8. Upcoming work

In addition to the tasks outlined in our last report to the selectboard, the committee will work on the following tasks prior to our next report to the select board:

1. Discussion of the municipal recreation program (with the help of Brie Swenson), as well as the role of the library as a safe place for young people
2. Update on provider surveys
3. Explore how municipal and state entities have used contracting as an alternative to portable vouchers, in order to target care at underserved age groups and populations.
4. Case studies of various approaches Vermont municipalities have tried to support early care and learning, as outlined in the last report to the selectboard.
5. Explore informal solutions municipalities and families have used, in Norwich and beyond, to provide support and care for children, as well as any relevant historical efforts in Norwich to address the need for quality, affordable care.

If there are additional tasks the selectboard would like us to undertake as we enter this next phase of our work, we welcome your suggestions.

9. Closing Summary

The basis of the research that the Norwich child care Committee has completed to date includes conversations with families and providers; data from state and local sources regarding information about providers and funding; a Child Care Survey and Child Care Provider Survey created, circulated, and compiled by the child care Committee; an interview with a child care expert from American University; an interview with a Vermont consultant for development of child care centers; information about federal tax credits and subsidies for child care; and information about the use of portable vouchers vs. a contracting and grant system of subsidies. Future work beyond that reported here will include programming offered by Norwich Recreation Department and the Norwich Public Library, an update on the Provider Survey, case studies, policy options and related research.

Consistent themes emerging from this interim report strongly suggest that there is high demand and low supply of full time child care available to Norwich residents, with the most acute shortage being infant care. Many Norwich families who responded to the Parent Survey report that one parent has left the workforce or has part time work in order to provide child care in the home, resulting in loss of income tax and impacting career advancement. The capacity of local providers is clearly reduced dramatically due to competition for early childhood educators who earn between \$12 and at best \$21 per hour in this market. The market is over-incentivized for preschoolers at the expense of care for newborn to age 3 years. State subsidies have been expanded. The American Recovery Act will provide some relief for one year. The system of portable vouchers has left gaps in care and not reduced costs of care, and it might be beneficial to replace it with a system of contracts and/or targeted grants. Changes to the pupil weights in the education funding formula could lead to substantial property tax increases of 30% to 50% starting in 2023, which should be factored into any selectboard policy decision.

Appendix A: Infographic on 2021 tax credits that benefit families with children

2021 TAX LAW CHANGES: WHAT IS IN THE PLAN?



The Earned Income Tax Credit (EITC)

- **What is it?**
 - The EITC helps low- to moderate-income workers and families get a tax break. To receive the EITC, you must file a tax return. Prior to 2021, if you were a filer without a qualifying child to claim, you had to be 25-65 years old to receive.
- **Changes to the EITC under the American Rescue Plan**
 - The maximum age is eliminated
 - The minimum age is lowered from 25 to 19, even if you do not have a child to claim
 - 18 for qualified homeless youth or former foster youth
 - The benefit increased to almost \$1,500
 - Significant boost for non-custodial parents

The Child Tax Credit

- **Increased from \$2,000/child age 16 & under with \$1,400 refundable to:**
 - \$3,000 per child 6-17 years old
 - \$3,600 per child under 6 years old
 - Fully refundable
- **50% monthly payments in advance**

Common to both EITC & CTC

- Kinship (relative) care providers may claim their kin as "qualifying children"
- Foster children may be claimed as well
- Child(ren) must have lived in the U.S. with the taxpayer for more than half the year

Details: www.IRS.gov

For more information, contact Cary Gladstone at
cary.gladstone@graniteuw.org or 603.625.6939 ext. 128



CASH Coalition
of New Hampshire

Memorandum

From: Mary Layton

To: Norwich Childcare Committee, Norwich Selectboard

CC: Herb Durfee, Miranda Bergmeier

July 21, 2021

Subject: Conversation with Ann Marie Smith/Community Solutions to Childcare Needs

I had a phone conversation with Ann Marie Smith on July 19th regarding community and neighborhood network solutions to childcare needs. She had raised the question of why parents of grown children or other interested citizens were not specifically asked to fill out the Norwich Childcare Committee Parent Survey. The answer might be disingenuous, but we were thinking in terms of urgent current need and did not think to reach back to parents of adult children. In our work in the next phase of research, and in according to the original charge, we will be taking this up, along with study of after school options through Norwich Recreation and the Norwich Public Library. The first Interim report will not include this aspect, but there will be a second report, most likely in mid-December regarding these topics.

Ann Marie and her husband raised two children in Norwich who are now in their early twenties. The family has resided on Beaver Meadow Road and on Carpenter Street. While their children were small and later through high school, several families got together to figure out how to share childcare responsibilities, including difficult situations such as shifts that are not during business hours, snow days, unexpected school closures, and caring for sick children. At least two parents were obstetricians who often have irregular hours. Ann Marie reported a very positive experience with this group of families. The childcare needs were met, and it also happened that friendships were formed among the kids who knew that they could count on their neighborhood network, and the kids all had a lot of fun with each other. There was no financial outlay but the parents had to find each other and work things out between them. The Smiths offered a Day Before School Breakfast for the neighborhood where kids could show up in their pajamas for a breakfast bonding experience before heading off to school.

Ann also mentioned Dr. Michelle Loria, an OB/GYN mother who created a Cooperative in town where parents paid a fee to join. This cooperative hired a person to care for sick kids and was on call from Monday through Friday.

Ann would like the involvement of the Norwich Community Nurse in discussions of childcare, and also spoke very highly of the Norwich After School program run by Pic Connor.

It is clear from this conversation that at least in the recent past, community and neighborhood networks have been able to provide solutions to some of the most perplexing childcare needs, especially irregular hours and caring for sick children, in a way that lowers costs, does not rely on state or federal support, and builds community among children and families.

7

Herb Durfee

From: Keeling, Simon <Simon.Keeling@vermont.gov>
Sent: Thursday, July 15, 2021 10:56 AM
To: Herb Durfee
Subject: Fw: Fee Schedule Update Reminder

Herb

The only issue we have is set forth below. Per the Ordinance, the Peddler's Permit expires after seven days and is renewable upon application to the Chief. The fee schedule is not compatible with this wording.

Thanks
Simon

From: Powell, Judith <Judith.Powell@vermont.gov>
Sent: Thursday, July 15, 2021 10:44
To: Keeling, Simon <Simon.Keeling@vermont.gov>
Subject: Re: Fee Schedule Update Reminder

The only issue I see is with the Peddler's Permit, I don't think their fees are in line with ordinance. The ordinance states the following:

- A. The permit will be valid for seven (7) days. The permit may be extended for additional seven (7) day periods by requesting such extensions from the Chief of Police or his/her designee.

Judith W. Powell
Administrative Secretary
Norwich Police Department
PO Box 311
Norwich, VT 05055
802-649-1460
judith.powell@vermont.gov

From: Keeling, Simon <Simon.Keeling@vermont.gov>
Sent: Thursday, July 15, 2021 10:19 AM
To: Powell, Judith <Judith.Powell@vermont.gov>
Subject: Fw: Fee Schedule Update Reminder

Judy

Do you have any input on this fee schedule before I resubmit it?

Thanks
Simon

From: Herb Durfee <HDurfee@norwich.vt.us>

Sent: Thursday, July 15, 2021 8:57

To: Larry Wiggins <LWiggins@norwich.vt.us>; Keeling, Simon <Simon.Keeling@vermont.gov>; Brie Swenson <BSwenson@norwich.vt.us>; Bonnie Munday <BMunday@norwich.vt.us>

Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>; Masaki Schuette <MSchuette@norwich.vt.us>; Pam Mullen <PMullen@norwich.vt.us>; Alex Northern <ANorthern@norwich.vt.us>

Subject: Fee Schedule Update Reminder

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

Y'all recall tomorrow's deadline for Fee Schedule update insight, right? Thank you. (Also, while I'm at it, don't forget the capital budget and operational budget deadlines. I'm holding firm on those dates.

P.S. So far, Alex gets the "gold star". (He was first to give me a reply but he doesn't have fees. So, his gold star has an asterisk by it!)

Herb

Herbert A. Durfee, III

Town Manager

Town of Norwich

PO Box 376

Norwich, VT 05055

802-649-1419 ext. 102

802-698-3000 (cell)

802-649-0123 (fax)

Norwich, VT - Fee Schedule - 7/14/2021		
Fee/Fine/Revenue Source:	Department:	Fee/Fine/Base Amount:
Liquor License	Town Clerk	Range \$20-\$145, depending on lic. type
Dog License	Town Clerk	By April 1: \$19 spay/neut.; \$23 not spay/neut.; after 4/1: \$21 spay/neut.; \$27 not spay/neut.; becoming owner after April 1: 50% of required
Hunting & Fishing License	Town Clerk	Varies; Town Retains \$1.50/license
Peddler License	Police	In a given year beginning July 1: \$30/1wk.; \$60/1mo.; \$120/3mo.; or, \$235/1yr.
Building/Development Permits:		
Administrative:		
Residential	Planning/Zoning	\$50 plus \$0.10/SF
Small Addition	Planning/Zoning	Same as Residential
Accessory	Planning/Zoning	\$25 plus \$0.10/SF
Small Accessory (<250sqft)	Planning/Zoning	Same as Accessory
Non-Residential (up to 5K sqft)	Planning/Zoning	\$50 plus \$0.10/SF
Additional area (>5k sqft)	Planning/Zoning	Same as Non-Residential
Permitted Uses, Ponds, Home Biz	Planning/Zoning	\$75.00
Dev Envelope Review	Planning/Zoning	\$75.00
Boundary Line Adj.	Planning/Zoning	\$100.00
Other Permits (Fences, Signs, Demo)	Planning/Zoning	\$50.00
DRB Hearings:		
Site Plan Review	Planning/Zoning	\$250 plus \$0.10/SF
Dev Envelope Review	Planning/Zoning	\$200.00
Conditional Uses, Appeals, Variances	Planning/Zoning	\$250.00
Subdivision, Preliminary Plan Review	Planning/Zoning	\$650 plus \$50 for each new lot
Additional Warned Hearings	Planning/Zoning	\$100 (each for Intermediate or Final Plan Rev.)
PUD	Planning/Zoning	\$650 plus \$50 for each unit
Telecom Tower, new	Planning/Zoning	Same as Site Plan Review
Telecom Town, existing	Planning/Zoning	Same as Site Plan Review
Other:		
Amendments & Extensions to admin permits	Planning/Zoning	50% of original fee
Permits for development before permit issued	Planning/Zoning	200% of original fee
Highway Access	Planning/Zoning	\$75.00
Land Posting Permit	Town Clerk	\$5.00
Recording Fee (documents)	Town Clerk	\$15/page
Recording Fee (survey plats)	Town Clerk	\$25/sheet
Document Copy Fee (certified copies)	Town Clerk	\$10/page
Use of Records Fee (vault time)	Town Clerk	\$4/hour
Vital Statistics Fee	Town Clerk	\$60.00
Motor Vehicle Renewal Fee	Town Clerk	\$3.00
Photocopying (and related) Fee:		
Staff Time to Duplicate a record	Town Clerk	\$0.33/minute after the first 30 minutes
Senior-Level Staff/IT Specialist's Time Extract. Data	Town Clerk	\$0.57/minute
Other Staff Time (that can be charged/collected under 1 VSA §316(d))	Town Clerk	\$0.45/minute
Photocopy, B&W, single-sided, up to 8.5 x 14"	Town Clerk	\$0.05/copy
Photocopy, B&W, double-sided, up to 8.5 x 14"	Town Clerk	\$0.09/copy
Photocopy, Color, single-sided	Town Clerk	\$1.00/copy
Paper Copy, computer-generated, up to 8.5 x 14"	Town Clerk	\$0.02/copy
Compact Disc/Memory Stick, "write" once (public provides CD/Stick)	Town Clerk	\$0.86/each "write"

DRAFT

Norwich, VT - Fee Schedule - 7/14/2021

Fee/Fine/Revenue Source:	Department:	Fee/Fine/Base Amount:
DVD, "write" once (public provides DVD)	Town Clerk	\$2.00/each "write"
EV Charging Fees	Town Manager	\$1/Hour (Current)
Rental Fee:		
Tracy Hall & Bandstand:		
Gym	Town Manager	See attached considerations; minimum fee = daily gym cost for facilities and 1 hr of custodial time; and add 20% for Non-Town Function
Multi-Purpose Room	Town Manager	1 hr \$40.00; 1/2 day \$75.00; full day \$125.00 + 20% for Non-Town Function
Small Conference Room	Town Manager	1 hr \$20.00; 1/2 day \$30.00; full day \$50.00 + 20% for Non-Town Function
Bandstand	Town Manager	1 hr \$100; 1/2 Day \$150; Full Day \$200 + 20% for Non-Town Function
Huntley Pavilion exclusive of tennis court		Same as for bandstand
Public Safety Building (Training Room or Library)	Police	Not available to the public at-large
Police Report Fee	Police	Based on Sec of State allowable fee schedule
Police VIN Check Fee		Resident = \$-0-; Non-resident = \$20
Police Alarm Response Fees:		
False Alarm		Per Ordinance
Audible Alarm		Per Ordinance
Special Police Duty Fees:		
Special Event (beyond day-to-day)	Police	For each "extra" Town employee - "loaded" hourly rate (i.e., reg and/or OT + benefits) - plus \$30 permit application
House Checks	Police	\$25/quarter where greater than 7 days. Quarter defined by fiscal year NOT according to resident request. Non-emergency and only conducted based on on-duty officer's ability to conduct such check within their shift
Recreation Program Fees	Recreation	Refer to attached fee schedule
Transfer Station Stickers:		
Resident - 1st Vehicle (Annual)	DPW/Town Clerk	\$30 (covers July 1 - June 30); reduced to \$15, if purchased after Jan 1
Resident - 2nd Vehicle (Annual)	DPW/Town Clerk	\$10 (covers July 1 - June 30); reduced to \$7, if purchased after Jan 1
Non-Resident (for Resident, Non-Profit, Local Business \leq 5 Employees)	DPW/Town Clerk	\$60 (2 stickers)
Recycling Solid Waste Fees:		
General Disposal Fees (each unless otherwise specified):		
Batteries (alkaline, power tool, rechargeable household, lithium)	DPW	Free
Light bulbs (florescent, halogen, UV, hi intensity, incandescent)	DPW	Free
Ballasts	DPW	Ballasts to go into metal
Capacitors	DPW	rarely receive -goes in C&D
Appliances, household (except as listed below)	DPW	appliances without CFC go into metal so \$0
Appliances - with CFC (refrig., dehumid., AC's, freezers, H2O cool.)	DPW	\$25
Appliances, toasters and toaster ovens	DPW	appliances without CFC go into metal so \$0

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Norwich, VT - Fee Schedule - 7/14/2021

Fee/Fine/Revenue Source:	Department:	Fee/Fine/Base Amount:
Copy Machines (not computer peripheral)	DPW	all electronic items shall have \$10 fee
Facsimile Machines	DPW	\$10
Game Consoles	DPW	\$10
Microwaves	DPW	\$10
MP3 Players, PDA's	DPW	\$10
Vacuums	DPW	\$10
Radios	DPW	\$10
Stereo Equipment	DPW	\$10
Telephones	DPW	\$10
Power Cords and Chargers	DPW	\$10
Tape Records/Answering Machines	DPW	\$10
Switches - with mercury	DPW	\$10
Transformers - with PCB	DPW	\$10
Transformers - no PCB	DPW	\$10
Used Motor Oil	DPW	free
DVD Player	DPW	\$10
Thermostats	DPW	free
Thermometer - with mercury	DPW	free
Water and Oil Based Paints	DPW	free
Tires, Passenger Car and Light Truck - without Rim	DPW	21" tire and smaller off rim \$8
Tires, Passenger Car and Light Truck - with Rim	DPW	not accepted
Tires, Large Truck - without Rim	DPW	tires larger than 21" off rim \$10
Tires, Large Truck - with Rim	DPW	not accepted
Tires, Tractor or Larger - without Rim	DPW	tires larger than 21" off rim \$10
Tires, Tractor or Larger - with Rim	DPW	not accepted
Tires, Motorcycle - without Rim	DPW	21" tire and smaller off rim \$8
Tires, Motorcycle - with Rim	DPW	not accepted
Tires, Bicycle - without Rim	DPW	21" tire and larger off rim \$5
Tires, Bicycle - with Rim	DPW	not accepted
Car Seats	DPW	car seats and booster seats \$5
Booster Seats	DPW	car seats and booster seats \$5
E-Waste Revenue	DPW	Free
Recycling Rebates	DPW	
C&D Waste Revenue:		
C&D Items (each unless otherwise specified):		
Mattress, Twin/Full	DPW	\$20
Mattress, Queen/King	DPW	\$30
Box Spring (any size)	DPW	\$15
Carpet, Small (throw rugs/mats)	DPW	\$5
Carpet, Medium	DPW	Up to 10' length \$10
Carpet, Large	DPW	Greater than 10' length \$20
Furniture, Upholstered (couches, chairs, sofa beds)	DPW	\$20
Furniture, Wooden (all dressers, bureaus, tables)	DPW	\$10
Furniture, Wooden (chairs, benches, etc.)	DPW	\$5 per item
General C&D and Other Debris (approx., and ea. unless other. specified):		

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Norwich, VT - Fee Schedule - 7/14/2021

Fee/Fine/Revenue Source:	Department:	Fee/Fine/Base Amount:
Pickup 6' bed length	DPW	\$100
Pickup 8' bedlength	DPW	\$185
Toilets and Sinks	DPW	\$10
Bathtubs, Fiberglass	DPW	\$15
Bathtubs, Porcelain or Cast Iron	DPW	porcelain covered metal or cast iron- metal \$0
Cement Blocks/Pavers	DPW	suggest 5 gal pail \$2 and 32 gal trash can \$5
Bricks	DPW	suggest 5 gal pail \$2 and 32 gal trash can \$5
Pattets	DPW	\$4 each
Ladders	DPW	\$1/ft
C&D (per cubic yard)	DPW	\$30/CY
Windows/Doors	DPW	\$10
Siding, Roofing, Shingles	DPW	\$30/CY
Any Wood Type Used for Building (cannot exceed 4' in length)	DPW	wood any type \$10/CY
Railroad (Landscape) Timber, Pressure Treated Lumber	DPW	\$10
Trash Coupon:		
Single Garbage Bag Coupon (1, 30-gal bag)	DPW	\$5
Coupon Book - (punchcard for 10, 30-gal bags)	DPW	\$45
Athletic Field Rental	Recreation	Refer to attached fee schedule
Police Fine	Police	
Parking Fine	Police	Per Ordinance
Dog Fine:		
Running At-Large	Police	Per Ordinance
Other Dog Violations	Police	Per Ordinance

ADOPTED BY THE NORWICH SELECTBOARD ON:

7/14/2021

Roger Arnold, Chair

Marcia Calloway

Mary Layton, Vice-Chair

Robert Gere

Claudette Brochu

DRAFT

DRAFT

Tracy Hall Gym Considerations

14-Jul-21

Square Footage **Tracy Hall** 10,300

FY 2020-21 Budget Items:

Heat \$ 11,500
Electricity \$ 13,500
Water Usage \$ 875
Alarm Monitoring \$ 200

\$ 26,075 \$ 2.53 Cost / SF
3,036 Gym SF
\$ 7,685.80 Cost Attributable to the Gym
365 Days in One Year
\$ 21.06 Cost Attributable to the Gym / Day

"Loaded" Labor Rates:

Custodian:

Annualized Salary, Approx. \$ 46,833
Annualized Health Costs \$ 17,752
Annual Pager Cost \$ 775

Calculation for Regular Pay:

\$ 65,360 260 Work Days in One Year
\$ 251.38 Labor Cost / Work Day
\$ 31.42 Labor Cost / Work Day Hour

Calculation for OT Pay:

\$ 70,249
\$ 17,752
\$ 775
\$ 88,776 260 Work Days in One Year
\$ 341.45 OT Labor Cost / Work Day
\$ 42.68 OT Labor Cost / Work Day Hour

Bldgs. & Grounds Tech.:

Annualized Salary, Approx. \$ 45,490
Annualized Health Costs \$ 17,752
Annual Pager Cost \$ 775

\$ 64,018 260 Work Days in One Year
\$ 246.22 Labor Cost / Work Day
\$ 30.78 Labor Cost / Work Day Hour

\$ 68,236
\$ 17,752
\$ 775
\$ 86,763 260 Work Days in One Year
\$ 333.70 OT Labor Cost / Work Day
\$ 41.71 OT Labor Cost / Work Day Hour

Add Ons:

Chairs:

Full Set Up \$ 65 "Rounded" one and one-half labor rate for Custodian
<Full Set Up \$ 33 "Rounded one half of Full Set Up Rate

Tables ---- Factored into Set Up for Chairs

Extra Cleaning \$130 Deposit - Cost Applied as Necessary (calculated at about 3 hours of Custodian's labor rate)

Damage Deposit for IT Equip. \$200 Deposit - Cost Applied as Necessary (thinking is based on replacement of projector)

Flooring:

Put Down, Regular Hours \$ 124.40 2 Hours for Custodian & Bldgs/Ground Tech. each
Pick Up, Regular Hours \$ 124.40 2 Hours for Custodian & Bldgs/Ground Tech. each
\$ 248.80 Total

Put Down, OT Hours \$ 253.18 3 Hour Minimum for Custodian & Bldgs/Ground Tech. each
Pick Up, OT Hours \$ 253.18 3 Hour Minimum for Custodian & Bldgs/Ground Tech. each
\$ 506.36

Combination of Hours is OK

Norwich, VT - Fee Schedule

Fee/Fine/Revenue Source:	Department:	Fee/Fine/Base Amount:
Liquor License	Town Clerk	Range \$20-\$145, depending on lic. type
Dog License	Town Clerk	By April 1: \$19 spay/neut.; \$23 not spay/neut.; after 4/1: \$21 spay/neut.; \$27 not spay/neut.; becoming owner after April 1: 50% of required
Hunting & Fishing License	Town Clerk	Varies; Town Retains \$1.50/license
Peddler License	Police	In a given year beginning July 1: \$30/1wk.; \$60/1mo.; \$120/3mo.; or, \$235/1yr.
Building/Development Permits:		
Administrative:		
Residential	Planning/Zoning	\$50 plus \$0.10/SF
Small Addition	Planning/Zoning	Same as Residential
Accessory	Planning/Zoning	\$25 plus \$0.10/SF
Small Accessory (<250sqft)	Planning/Zoning	Same as Accessory
Non-Residential (up to 5K sqft)	Planning/Zoning	\$50 plus \$0.10/SF
Additional area (>5k sqft)	Planning/Zoning	Same as Non-Residential
Permitted Uses, Ponds, Home Biz	Planning/Zoning	\$75.00
Dev Envelope Review	Planning/Zoning	\$75.00
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Land Posting Permit	Town Clerk	\$5.00
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Recording Fee (survey plats)	Town Clerk	\$25/sheet
Document Copy Fee (certified copies)	Town Clerk	\$10/page
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Vital Statistics Fee	Town Clerk	\$60.00
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Photocopy, B&W, double-sided, up to 8.5 x 14"	Town Clerk	\$0.09/copy
Photocopy, Color, single-sided	Town Clerk	\$1.00/copy
Paper Copy, computer-generated, up to 8.5 x 14"	Town Clerk	\$0.02/copy
Compact Disc/Memory Stick, "write" once (public provides CD/Stick)	Town Clerk	\$0.86/each "write"

Norwich, VT - Fee Schedule

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DVD, "write" once (public provides DVD)	Town Clerk	\$2.00/each "write"
EV Charging Fees	Town Manager	\$1/Hour (Current)
Rental Fee:		
Tracy Hall & Bandstand:		
Gym	Town Manager	See attached considerations; minimum fee = daily gym cost for facilities and 1 hr of custodial time; and add 20% for Non-Town Function
Multi-Purpose Room	Town Manager	1 hr \$40.00; 1/2 day \$75.00; full day \$125.00 + 20% for Non-Town Function
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Huntley Pavilion exclusive of tennis court		Same as for bandstand
Public Safety Building (Training Room or Library)	Police	Not available to the public at-large
Police Report Fee	Police	Based on Sec of State allowable fee schedule
Police VIN Check Fee		Resident = \$-0-; Non-resident = \$20
Police Alarm Response Fees:		
False Alarm	Police	Per Ordinance
Audible Alarm		Per Ordinance
Special Police Duty Fees:		
Special Event (beyond day-to-day)	Police	For each "extra" Town employee - "loaded" hourly rate (i.e., reg and/or OT + benefits) - plus \$30 permit application
House Checks	Police	\$25/quarter where greater than 7 days. Quarter defined by fiscal year NOT according to resident request. Non-emergency and only conducted based on on-duty officer's ability to conduct such check within their shift
Recreation Program Fees	Recreation	Refer to attached fee schedule
Transfer Station Stickers:		
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Resident - 2nd Vehicle (Annual)	DPW/Town Clerk	\$10 (covers July 1 - June 30); reduced to \$7, if purchased after Jan 1
Non-Resident (for Resident, Non-Profit, Local Business ≤5 Employees)	DPW/Town Clerk	\$60 (2 stickers)
Recycling Solid Waste Fees:		
General Disposal Fees (each unless otherwise specified):		
Batteries (alkaline, power tool, rechargeable household, lithium)	DPW	Free
Light bulbs (florescent, halogen, UV, hi intensity, incandescent)	DPW	Free
Ballasts	DPW	Ballasts to go into metal
Capacitors	DPW	rarely receive -goes in C&D
Appliances, household (except as listed below)	DPW	appliances without CFC go into metal so \$0
Appliances - with CFC (refrig., dehumid., AC's, freezers, H2O cool.)	DPW	\$25
Appliances, toasters and toaster ovens	DPW	appliances without CFC go into metal so \$0

Norwich, VT - Fee Schedule

Fee/Fine/Revenue Source:	Department:	Fee/Fine/Base Amount:
Copy Machines (not computer peripheral)	DPW	all electronic items shall have \$10 fee
Facsimile Machines	DPW	\$10
Game Consoles	DPW	\$10
Microwaves	DPW	\$10
MP3 Players, PDA's	DPW	\$10
Vacuums	DPW	\$10
Radios	DPW	\$10
Stereo Equipment	DPW	\$10
Telephones	DPW	\$10
Power Cords and Chargers	DPW	\$10
Tape Records/Answering Machines	DPW	\$10
Switches - with mercury	DPW	\$10
Transformers - with PCB	DPW	\$10
Transformers - no PCB	DPW	\$10
Used Motor Oil	DPW	free
DVD Player	DPW	\$10
Thermostats	DPW	free
Thermometer - with mercury	DPW	free
Water and Oil Based Paints	DPW	free
Tires, Passenger Car and Light Truck - without Rim	DPW	21" tire and smaller off rim \$8
Tires, Passenger Car and Light Truck - with Rim	DPW	not accepted
Tires, Large Truck - without Rim	DPW	tires larger than 21" off rim \$10
Tires, Large Truck - with Rim	DPW	not accepted
Tires, Tractor or Larger - without Rim	DPW	tires larger than 21" off rim \$10
Tires, Tractor or Larger - with Rim	DPW	not accepted
Tires, Motorcycle - without Rim	DPW	21" tire and smaller off rim \$8
Tires, Motorcycle - with Rim	DPW	not accepted
Tires, Bicycle - without Rim	DPW	21" tire and larger off rim \$5
Tires, Bicycle - with Rim	DPW	not accepted
Car Seats	DPW	car seats and booster seats \$5
Booster Seats	DPW	car seats and booster seats \$5
E-Waste Revenue	DPW	Free
Recycling Rebates	DPW	
C&D Waste Revenue:		
C&D Items (each unless otherwise specified):		
Mattress, Twin/Full	DPW	\$20
Mattress, Queen/King	DPW	\$30
Box Spring (any size)	DPW	\$15
Carpet, Small (throw rugs/mats)	DPW	\$5
Carpet, Medium	DPW	Up to 10' length \$10
Carpet, Large	DPW	Greater than 10' length \$20
Furniture, Upholstered (couches, chairs, sofa beds)	DPW	\$20
Furniture, Wooden (all dressers, bureaus, tables)	DPW	\$10
Furniture, Wooden (chairs, benches, etc.)	DPW	\$5 per item
General C&D and Other Debris (approx., and ea. unless other. specified):		

Norwich, VT - Fee Schedule

Fee/Fine/Revenue Source:	Department:	Fee/Fine/Base Amount:
Pickup 6' bed length	DPW	\$100
Pickup 8' bedlength	DPW	\$185
Toilets and Sinks	DPW	\$10
Bathtubs, Fiberglass	DPW	\$15
Bathtubs, Porcelain or Cast Iron	DPW	porcelain covered metal or cast iron- metal \$0
Cement Blocks/Pavers	DPW	suggest 5 gal pail \$2 and 32 gal trash can \$5
Bricks	DPW	suggest 5 gal pail \$2 and 32 gal trash can \$5
Pattets	DPW	\$4 each
Ladders	DPW	\$1/ft
C&D (per cubic yard)	DPW	\$30/CY
Windows/Doors	DPW	\$10
Siding, Roofing, Shingles	DPW	\$30/CY
Any Wood Type Used for Building (cannot exceed 4' in length)	DPW	wood any type \$10/CY
Railroad (Landscape) Timber, Pressure Treated Lumber	DPW	\$10
Trash Coupon:		
Single Garbage Bag Coupon (1, 30-gal bag)	DPW	\$5
Coupon Book - (punchcard for 10, 30-gal bags)	DPW	\$45
Athletic Field Rental	Recreation	Refer to attached fee schedule
Police Fine	Police	
Parking Fine	Police	Per Ordinance
Dog Fine:		
Running At-Large	Police	Per Ordinance
Other Dog Violations	Police	Per Ordinance

ADOPTED BY THE NORWICH SELECTBOARD ON:

8/12/2020

Claudette Brochu, Chair

John Langhus

Roger Arnold, Vice-Chair

Mary Layton

Robert Gere

Tracy Hall Gym Considerations
12-Aug-20

Square Footage Tracy Hall
10,300

FY 2020-21 Budget Items:

Heat	\$ 11,500		
Electricity	\$ 13,500		
Water Usage	\$ 650		
Alarm Monitoring	\$ 600		
	<u>\$ 26,250</u>	\$ 2.55	Cost / SF
		<u>3,036</u>	Gym SF
		\$ 7,737.38	Cost Attributable to the Gym
		365	Days in One Year
		\$ 21.20	Cost Attributable to the Gym / Day

"Loaded" Labor Rates:

Custodian:

Calculation for Regular Pay:

Calculation for OT Pay:

Annualized Salary, Approx.	\$ 44,230		\$ 66,345	
Annualized Health Costs	\$ 23,782		\$ 23,782	
Annual Pager Cost	\$ 650		\$ 650	
	<u>\$ 68,662</u>	260	Work Days in One Year	\$ 90,777
		\$ 264.08	Labor Cost / Work Day	\$ 349.14
		\$ 33.01	Labor Cost / Work Day Hour	\$ 43.64
				OT Labor Cost / Work Day Hour

Bldgs. & Grounds Tech.:

Annualized Salary, Approx.	\$ 42,806		\$ 64,209	
Annualized Health Costs	\$ 16,772		\$ 16,772	
Annual Pager Cost	\$ 650		\$ 650	
	<u>\$ 60,228</u>	260	Work Days in One Year	\$ 81,631
		\$ 231.65	Labor Cost / Work Day	\$ 313.97
		\$ 28.96	Labor Cost / Work Day Hour	\$ 39.25
				OT Labor Cost / Work Day Hour

Add Ons:

Chairs:

Full Set Up	\$ 65	"Rounded" one and one-half labor rate for Custodian
<Full Set Up	\$ 33	"Rounded one half of Full Set Up Rate

Tables

---- Factored into Set Up for Chairs

Extra Cleaning \$130 Deposit - Cost Applied as Necessary (calculated at about 3 hours of Custodian's labor rate)

Damage Deposit for IT Equip. \$200 Deposit - Cost Applied as Necessary (thinking is based on replacement of projector)

Flooring:

Put Down, Regular Hours	\$ 123.93	2 Hours for Custodian & Bldgs/Ground Tech. each
Pick Up, Regular Hours	\$ 123.93	2 Hours for Custodian & Bldgs/Ground Tech. each
	<u>\$ 247.87</u>	Total

Put Down, OT Hours \$ 248.67 3 Hour Minimum for Custodian & Bldgs/Ground Tech. each

Pick Up, OT Hours \$ 248.67 3 Hour Minimum for Custodian & Bldgs/Ground Tech. each

\$ 497.33

Combination of Hours is OK

(A) Figures are being revised & will be available for Wed. 7/28/21 meeting

8



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

To: Town of Norwich Selectboard
Town Manager
Town Finance Dept.

Re: Letter of Transmittal -- Use of Apparatus Designated Funds

Date: July 21, 2021

This Letter of Transmittal addresses a further repair need regarding NFD Engine 1 (E1). During the Selectboard (SB) meeting of 6/23/21, the SB authorized the use of \$30,000 to overhaul E1 and to use NFD Apparatus Designated funds for this purpose (see attached).

If you remember from our Capital Replacement Plan, E1 was due to be refurbished/overhauled shortly after the delivery of our new Engine in 2022, with the intention of extending the usable life of E1 by 10-15 yrs. as our second-due piece of apparatus. This plan still makes sense.

While the majority of this refurb/overhaul work is carried out now, it is wise to replace the rear springs on E1 as well. This spring replacement would have been done at the time specified in the Capital Replacement Plan. However, since E1 is being worked on now, we should not wait another year to replace the old springs, which may fail before the planned-for refurb/overhaul is completed in 2022.

Therefore, at this time, I am requesting the SB to authorize the Norwich Fire Department disburse \$3,734.08 from the Apparatus Designated Fund, for the purchase and replacement of the rear springs on E1. Thanks for considering this request.

Sincerely,
Alexander Northern
Town of Norwich Fire Chief

**DRAFT Minutes of the Selectboard Meeting of
Wednesday, June 23, 2021 at 6:30 pm**

8. Repairs to Fire Engine #1. Brochu moved (2nd Layton) to authorized the Fire Department to overhaul Engine #1's engine up to \$30,000 and to fund such repairs from the Designated Fund – Fire Apparatus. Motion approved unanimously.



ATG Lebanon, LLC

165 Heater Road
 Lebanon, NH 03766
 Phone: (603) 443-9955: Parts - 1 Service - 2 Sales - 3
 Fax: (603) 443-9966
 LebanonParts@AdvantageTruckNE.com



Six Convenient Locations or Online at AdvantageTruckNE.com
 MA: Shrewsbury & Westfield NH: Lebanon, Manchester & Seabrook VT: Westminster

BILL TO
 TOWN OF NORWICH - 62685
 PO BOX 376
 NORWICH VT 05055
 P: (802) 649-2209

DELIVER TO
 TOWN OF NORWICH - 62685
 PO BOX 376
 NORWICH VT 05055
 P: (802) 649-2209

Total Invoice Amount on Last Page

SERVICE ESTIMATE: E701000090

DATE ARRIVED	DATE INVOICE	SALES TYPE	ADVISOR	TERMS	CUSTOMER REFERENCE			
7/13/2021 1:58:24PM		SRET	B.BRUNT	NET 30				
YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT #	ENGINE HOURS	IN SERVICE	Component Serial #	ODOMETER
2004	KME	PUMPER	44KFT42864WZ20451	ENGINE1	2,313		46234577	0

Estimate Operations

JOB #1 32 SUSPENSION

COMPLAINT SUSPENSION

QUOTE FOR REAR SPRING REPLACEMENT

CAUSE
 CORRECTION SPRINGS FOR THIS IS ABOUT 12-18 WEEKS OUT.. OUR SPRING VENDOR COULD MAKE SPRINGS THEY HAVE IN STOCK THERE WORK BY ADDING MORE SPRING LEAFS TO THE SPRING PACKS THEY HAVE IN STOCK..

QTY	ITEM	DESCRIPTION	UNIT PRICE	EXTD PRICE
	LABOR 32	SUSPENSION		1,040.00
2	701X/41605	SPRING ASM	1,042.69	2,085.38
2	701X/55037	HELPER SPRING	116.71	233.42
8	701X/DN6	1-14 NUT	2.56	20.48
8	701X/UBW85	H/T WASHER	0.95	7.60
4	INOUT	1X3X24UBOLT	66.00	264.00

Subtotals: Prepay: 0.00 Parts: \$2,346.88 Labor: \$1,040.00 Misc: \$264.00 Sublet: \$0.00 **\$3,650.88**



DISCLAIMER OF WARRANTIES: ATG LEBANON MAKES NO ASSUMPTION OF WARRANTY FOR ANY PARTS, LABOR OR PREVIOUS REPAIRS PERFORMED AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON OR PERSONS TO ASSUME IT FOR ANY LIABILITY IN CONNECTION WITH THIS SALE. ANY WARRANTIES ON THE PRODUCTS SOLD HEREBY ARE MADE SOLELY BY THE MANUFACTURER. THE CUSTOMER AND/OR AGENT FOR THE CUSTOMER ACKNOWLEDGES RECEIPT OF ITEMS AND/OR SERVICES AND AGREES TO FINANCIAL RESPONSIBILITY FOR PAYMENT OF THIS SERVICE.

	ESTIMATED	BILLED
LABOR	\$1,040.00	
PARTS	\$2,346.88	
MISC	\$264.00	
SUBLET	\$0.00	
PREPAY	0.00	
SUBTOTAL	\$3,650.88	

SHOP SUPPLIES \$83.20
 MISC SUPPLIES \$0.00
 TAX \$0.00
FINAL TOTAL \$3,734.08

ESTIMATE

AUTHORIZED BY _____ DATE _____
 PRINTED NAME _____

Please Remit Payment to:
 ATG Lebanon, LLC
 Attn: Rebecca Smith, 508-363-2602
 411 Hartford Turnpike
 Shrewsbury, MA 01545



Herb Durfee

From: Larry Wiggins
Sent: Friday, July 16, 2021 9:52 AM
To: Herb Durfee
Cc: Masaki Schuette; Miranda Bergmeier
Subject: RE: 2021 Pavement Striping Bid
Attachments: Pavement Marking L&D bid 2021.pdf

Herb

I have revised the my previous email as follows:

I prepared a Pavement Marking bid package to address the roads and street striping in town. The bid package was advertised and bids were opened on July 8, 2021.

The Pavement Marking bid package addressed a) the intown striping – parking spaces, crosswalks, miscellaneous white lines, stop bars and symbols (handicap, no parking, etc.), and b) painting the yellow centerlines and white fog lines on the roads that historically had centerlines and fog lines.

The Town received one bid. This was from L&D Safety Marking Corp however it has major exclusions.

L&D’s quote states (in a note at the bottom of proposal sheet page 2):

- 1.) *“L&D’s quote is for the long line truck pavement markings. We will not be bidding the hand work due to already existing contractual obligations.”*
- 2.) L&D only quoted the yellow centerline and the white fog lines and nothing else.

L&D’s bid proposal sheets are attached.

Road centerlines	\$23,690.40
Road fog lines	\$11,465.04
Total	\$35,155.44

The Public Works Department pavement marking line item is budgeted at \$32,000. Obviously, prices have increased dramatically. In the past, I have received quotes from L&D for all striping work in Norwich and L&D quoted around \$32,000. The price increase may be due to Covid 19 reasons, a hot economy, backlog of work due to shortage of paint resins, or all the above.

I spent significant manhours determining the quantities for a unit price contract. With a unit price contract, it is possible to reduce the contract (to below the budgeted amount) if the bids received exceed the budgeted amount.

If the Town chooses to proceed with the L&D bid (for just the road centerlines and fog lines), I would recommend reducing the number of roads to receive fog lines and therefore reduce the contract to under the \$32,000 budgeted.

I have contacted some other firms and no luck. I have emailed Terry Taylor and he responded that he is interested. I emailed the bid package to him and suggested he provide a quote to perform all work except the road centerlines and fog lines.

Based on your direction to me - deleting all fog lines, I recommend the Board of Selectmen award a contract to L&D Safety Marking Corp in the amount of \$23,690.40 (which contracts only the double yellow lines on the roads listed in the bid document).

Larry Wiggins

From: Herb Durfee <HDurfee@norwich.vt.us>
Sent: Friday, July 16, 2021 9:42 AM
To: Larry Wiggins <LWiggins@norwich.vt.us>
Cc: Masaki Schuette <MSchuette@norwich.vt.us>; Miranda Bergmeier <MBergmeier@norwich.vt.us>
Subject: RE: 2021 Pavement Striping Bid

Thx, Larry. I would recommend that we (you 😊) prepare a striping memo to the Board like you always do regarding reporting on a bid process. You can include in it that I recommend you proceed with L&D just for center lines – forgetting fog lines in their entirety. Also, I would suggest including a statement recommending that future budgets be more representative of the true cost to carry out ALL necessary striping in Town (i.e., center lines, fog lines, and other markings such as stop bars, parking spaces, handicapped markings, etc.)

I know this is the end of your term, but if you could transform the content of your e-mail into such a memo to me/Board, I'd really appreciate it. Thx

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

From: Larry Wiggins
Sent: Friday, July 16, 2021 7:34 AM
To: Herb Durfee
Cc: Masaki Schuette; Miranda Bergmeier
Subject: 2021 Pavement Striping Bid

As discussed this is the current pavement striping bid status:

I prepared a Pavement Marking bid package to address the roads and street striping in town. The bid package was advertised and bids were opened on July 8, 2021. The Pavement Marking bid package addressed a) the intown striping – parking spaces, crosswalks, miscellaneous white lines, stop bars and symbols (handicap, no parking, etc.), and b) painting the yellow centerlines and white fog lines on the roads that historically had centerlines and fog lines.

The Town received one bid. This was from L&D Safety Marking Corp however it has major exclusions.

L&D's quote states (in a note at the bottom of proposal sheet page 2):

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I spent significant manhours determining the quantities for a unit price contract. With a unit price contract, it is possible to reduce the contract (to below the budgeted amount) if the bids received exceed the budgeted amount. If the Town chooses to proceed with the L&D bid (for just the road centerlines and fog lines), I would recommend reducing the number of roads to receive fog lines and therefore reduce the contract to under the \$32,000 budgeted.

I have contacted some other firms and no luck. I have emailed Terry Taylor and he responded that he is interested. I emailed the bid package to him and suggested he provide a quote to perform all work except the road centerlines and fog lines.

As of today I have not received anything from Terry Taylor.

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

**2021 PAVEMENT MARKING PROJECT
TOWN OF NORWICH, VT
PROPOSAL FORM**

Total 3 pages

Page 1 of 3

(To be typed on Company Letterhead)

The following unit prices will be used in the comparison of bids based on estimated quantities and will thereafter be used to compute payments based on actual quantities.

<u>ESTIMATED QUANTITY</u>	<u>UNIT</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
71	l.ft.	Stop Bars (L=15', 24" wide)	<u>X</u> /l.ft.	<u>X</u> Dollars _____ Cents (in words)
9	each	Stop (letters)	<u>X</u> /each	<u>X</u> Dollars _____ Cents (in words)
5	each	Ahead (letters)	<u>X</u> /each	<u>X</u> Dollars _____ Cents (in words)
3	each	Arrow (left or right)	<u>X</u> /each	<u>X</u> Dollars _____ Cents (in words)
2	each	Yield triangles (set of triangles)	<u>X</u> /each	<u>X</u> Dollars _____ Cents (in words)
350'	l.ft.	Crosswalks (18" wide bars)	<u>X</u> /l.ft.	<u>X</u> Dollars _____ Cents (in words)
6	each	No Parking (letters)	<u>X</u> /each	<u>X</u> Dollars _____ Cents (in words)
7	each	Handicap Symbol	<u>X</u> /each	<u>X</u> Dollars _____ Cents (in words)

Town of Norwich VT
2021 PAVEMENT MARKING

June 17, 2021
Page 18 of 19

Proposal Form Page 2 of 3

QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	each	Railroad crossing with Stop Bar	<u>X</u> /each	<u>X</u> Dollars _____ Cents (in words)
4300'	l.ft.	Line - white (4" wide) for parking, and miscellaneous parking lines	<u>X</u> /l.ft.	<u>X</u> Dollars _____ Cents (in words)
98710	l.ft.	Road centerline (double yellow)	<u>*0.24</u> /l.ft.	<u>\$23,690.40</u> <u>TWENTY-THREE THOUSAND SIX HUNDRED - NINETY</u> Dollars <u>FORTY</u> Cents (in words)
95542	l.ft.	Road fog lines (each side- white)	<u>\$0.12</u> /l.ft.	<u>\$11,465.04</u> <u>ELEVEN THOUSAND FOUR HUNDRED SIXTY-FIVE</u> Dollars <u>FOUR</u> Cents (in words)

TOTAL PROJECT COST: \$ 35,155.44

TOTAL PROJECT COST: THIRTY-FIVE THOUSAND ONE HUNDRED FIFTY-FIVE Dollars FOURTY-FOUR Cents
(written in words)

*LID'S QUOTE IS FOR LONG LINE TRUCK PAVEMENT MARKINGS. WE WILL NOT BE BIDDING THE HAND WORK DUE TO ALREADY EXISTING CONTRACTUAL OBLIGATIONS.

Town of Norwich VT
2021 PAVEMENT MARKING

June 17, 2021
Page 19 of 19
Proposal Form Page 3 of 3

SUBCONTRACTORS: NONE

CONTRACTOR REPRESENTATIVE: Name of Home Office Project Manager to be assigned to this project is:
CLINT REIDON: 802-223-6154 x111

SUPERINTENDENT: Name of Superintendent to be assigned to this project is:
TBD

EXCLUSIONS
Please identify any exclusions or qualifications relative to your proposal here
BID IS FOR LONG LINE MARKINGS ONLY. WE WILL NOT BE QUOTING HAND WORK ITEMS.

RATES
Bidder shall submit a rate schedule of all equipment intended for use on the project. All rates shall include an operator.

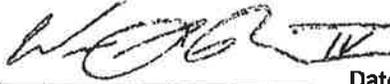
UNIT PRICES
The Contractor agrees to perform any extra work or accept deductions for work omitted from this contract at the above unit prices. Prices shall be based upon the requirements of the Contract Specifications. All unit prices are net cost to the Town of Newport and shall include all overhead, profit, transportation, taxes, and other contributory factors.

ADDENDA
The undersigned acknowledges receipt of the following addenda:

- 1. _____ 2: _____ 3. _____

QUALIFICATIONS
Statement of Bidder's Qualifications attached: YES _____ NO _____

In compliance with the Town's Bid Package dated 6/17/21 for the above-captioned project, the undersigned hereby proposes to furnish all labor, equipment and materials and perform all work in strict accordance with the plans, specifications and all the Contract Documents within the time set forth therein, for prices stated in this proposal.

Signature of Responsible Official:  Date: 7/7/21

Title: PRESIDENT Printed Name: WM. GRAY RICKER IV

Name of Firm: LID SAFETY MARKING CORP. State of Incorp. VERMONT

Business Address: 304 EAST MONTPELIER RD., BARRE, VT. 05641

Telephone Number: 802-223-6154 Fax: 866-320-2001

Cell Phone: _____ E-Mail: C.RELATION@LDSAFETYMARKING.COM

RFP for Policing Study

The Town of Norwich, Vermont is seeking proposals for one or more individuals to serve as paid ~~facilitators~~ consultants for a comprehensive examination of community “safety” within the Town of Norwich. The word “safety” is understood to mean the myriad ways different people perceive the attributes and provision of community services to provide an actual and perceived sense of security. The consultant(s) will work with a Community Safety Task Force (henceforth called “the Committee”) to be appointed by the Selectboard and which will include two (2) Selectboard members.

Scope and methodology of the study

The Town of Norwich welcomes proposals from Consultants who can provide some or all of the specific services below; each proposal should clearly note which of the specific services will be provided. The Town reserves the right to award multiple contracts to this RFP if doing so is deemed most advantageous.

The scope of the study will include:

~~(a)~~ collection and review of community data including community desires and expressed needs and reports of harm which will be identified as experienced, perceived or feared. This data will be obtained via public events and meetings, focus groups, and surveys;

~~(b)~~ review of actual data from all available sources including police call data, 911 calls, social service requests; town report data submitted by the Norwich Police Department; the Vermont Criminal Justice Council Traffic Stops & Race Data; and any other relevant sources of information regarding Norwich policing; those listed below;

(c) a review of current systems and providers and the degree to which the Norwich Police Department interacts with those systems and providers; ~~and~~

(d) a review of current Norwich Police Department policies with an assessment of how practice conforms, or does not conform, to policy; and

Comment [C1]: Not sure the addition of “and which will include two SB members” is needed here.

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Comment [CC2]: I think it is important we stipulate that we want the types of harm identified so that there is no muddling of fears versus actual criminal events which have occurred (e.g. burglaries, break ins, etc.). Fears and perceptions are valid but the data could be skewed if it isn't clear what has happened versus what is feared could happen. Indeed such conflation of “harms” could actually argue for a larger police staff if the data does not distinguish clearly what is going on.

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comparative review with the Vermont Criminal Justice Council Fair and Impartial Policing Policy¹.

The methodology of the study will involve

(ae) The Consultant(s). The Consultant(s) will

(1) coordinate the collection of data with the Committee;

(2) review the collected data;

(3) based on the review of data, and assuming there is need for changes, advise the Committee on how to develop relevant, workable recommendations for policing and public safety reform in all areas of inquiry and seek out additional experts, as appropriate, who can offer specialized insight to questions of policy, legality, behavioral or mental health, emerging technologies, as applicable and the like.

(bf) The Committee.

(1) The Selectboard will solicit applications from Norwich residents for positions on the Committee. A total of ten (10) people will be selected, including two (2) Selectboard members.

(2) Criteria for selection for the Committee will include but may not be limited to residency in Norwich for at least six (6) months or longer, demonstrated interest in Norwich policing policy.

(3) Selection will take into account a balanced and representative sample of Norwich residents who have volunteered to serve.

(4) The Committee will advise the Consultant(s) on gathering input from the community, provide guidance on areas to explore, participate in the interviews and data analysis (as appropriate/relevant), and jointly with the Consultant(s), craft reports and recommendations.

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Comment [C3]: Wondering if this section needs to be part of the RFP or a standalone document

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¹ See the Vermont Criminal Justice Council "Fair and Impartial Policing Policy," here: <https://vcjc.vermont.gov/content/model-fair-and-impartial-policing-policy>

~~(5) The Consultant(s) will be available and able to assist with the facilitation and management of the Committee’s work to reach this goal as needed.~~

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~~(d) The study. The study ~~should will~~ culminate in a report, supported by the Committee, with recommendations for, and an outline of, how to utilize our Town resources to ensure an actual and equitable community sense of health, wellness, and “safety”.~~

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~~(eg) A report to the Selectboard.~~

~~(1) A plan for the work. To facilitate the report-writing process, the Consultant(s) will develop a plan which will include, including a timetable for action. The plan will be submitted to the Selectboard on or before September 1, 2021, and it will, to assist the Committee with meeting its goal of issuing a report to the Selectboard containing recommendations, to Selectboard in February 1, 2021.~~

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~~(2) A report of the work. The Consultant(s) will provide the Selectboard with a written report summarizing the study and recommendations. The report will be due on or before December 8, 2021.~~

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~~— The consultant will be available and able to assist with the facilitation and management of the Task Force’s work to reach this goal as needed.~~

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~~(h) Respondents to this RFP should provide a clear breakdown of expenses and identify personnel who will carry out specific tasks.~~

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~~The scope of data to be examined and evaluated should include Norwich Police Department “call data” and the Department’s yearly statistics to help the Town understand the type and volume of police calls and events demanding police time. The goal of this analysis will be to better understand which calls or events could possibly be handled by non-police responders and/or technology. The~~

~~facilitator will work with a Community Committee (henceforth called “the Committee”) to be appointed by the Selectboard. As and when necessary, the Committee will seek out experts who can offer specialized insight to questions of policy, legality, medicine or the like. The Committee will include at least two members of the Selectboard and no more than ten (10) Norwich residents who will be selected upon application to the Selectboard. The Committee will be expected to represent the expressed viewpoints of the Town and will be an even number of residents with the intention that either a majority opinion will be reached or a negotiated compromise will have to be made prior to making a recommendation to the Selectboard. The Selectboard will be non-voting members of the Committee but will similarly represent expressed viewpoints of the Town. The Selectboard members of the Committee will be in place to ensure that the issues are fully raised and evaluated and so that any recommendation to the full Selectboard can be further explained based on personal knowledge of the Committee discussions. The full Selectboard will vote on the recommendations of the Committee and/or send any recommendation(s) back to the Committee for further evaluation. The Facilitator will lead the Committee through a process that meets the expectations laid out in the Assumptions section below.~~

Comment [C4]: Could argue against having any board members as part of the committee. The foremost being people may not want to share info with a supposed “authority” figure as part of the Committee

~~The Committee will advise the facilitator Consultant on gathering input from the community, provide guidance on areas to explore, participate in the interviews and data analysis (as appropriate/relevant), and jointly with the facilitator Consultant, craft reports and recommendations.~~

~~Applicants will submit a detailed scope, schedule, measures of success, along with a budget. See below for a full list of facilitator qualifications.~~

II: Meeting Requirements of the Study

The following is a list of requirements, as requested by the Selectboard and from feedback heard from community members.

1. Meetings ~~are~~ will be open, accessible, and will affirmatively engage public participation in accordance with the Vermont Open Meeting Law. Norwich

residents will be allowed to respectfully and succinctly express concerns and opinions in the Public Comment portion of each meeting.

2. Virtual options for participation will be provided, during the pandemic and beyond.
3. Meetings will be scheduled at various times convenient to working residents and will be recorded and available for viewing at times convenient to interested Norwich residents.
4. A forum and process will be instituted to anonymously collect community members' actual and feared experiences with police and other emergency responders, including mental health crisis services . These experiences should include both perceived positive and negative experiences and include any and all Norwich residents who wish to contribute, and as much as possible welcoming, interactions experienced by marginalized groups (eg. BIPOC, LGBTQ+) No one's speech in Norwich should be precluded for any reason, and all should be encouraged and welcomed. Caveat: although anonymous information may be collected, the process and this study would does not constitute or provide any form of legal, ~~or~~ medical or other form of privilege; ~~and thus,~~ participants must be advised that certain disclosures, including any ~~of~~ criminal activity or anything otherwise requiring legally-mandated reporting would not be confidential and could be subject to disclosure if required by law ~~be required~~. Any individual considering providing sensitive legal, ~~or~~ medical or similar information should discuss any concerns with a qualified attorney.
5. A process will be developed for obtaining and hearing, anonymously or otherwise, the thoughts, concerns, and obstacles to policing as experienced by the Norwich police officers and staff. Again, with regard to anonymous submissions, see the Caveat in paragraph 4 above regarding the limits and lack of confidentiality for certain legal-mandated reporting.
6. Any individual who is involved in the Committee who is also an employee of an agency that potentially may receive funding in this process must be transparent about that fact as well as any possible conflicts of interest based on employment or other affiliations. This requirement applies equally to the Facilitator or Consultant(s) or expert(s), the Selectboard members, and all

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applicants during the application/appointment process and to all members of the Committee as the Committee conducts its business. The Selectboard cautions that the appearance of a conflict may be enough to warrant recusal for lack of impartiality of anyone involved in this study.

7. Should the need for childcare services or interpreter services be identified, recommendations will be presented to the full Selectboard for consideration on how to address these needs.
8. No member of the Committee will be a serving police officer. However Norwich police information, be it data or requested verbal or written information, will certainly be included in the study as appropriate.
9. A written report submitted to the Selectboard by ~~November 30~~December 8, 2021.

Proposal Guidelines

I. Performance Timeline

The successful Consultant(s) must be ready to commence project work as soon as practicable after the contract is awarded. Any deviation from this schedule must be clearly stated in the Consultant's response to the proposal, and any delay to start should be negotiated between the parties. Failure to start and/or to meet the due dates for timelines and reporting, unless specifically renegotiated with the Selectboard, will constitute breach of the contract and forfeit of any contractual fees due under the contract.

II. Proposal Content and Submission Requirements

- 1) The proposer [Consultant(s)'s] name, address, business, and telephone number;
- 2) A description of general skills, including a description of the proposer's familiarity with projects of similar scope. A description may include qualitative research, social justice work, facilitation of public meets, or other work or qualifications which could be deemed relevant to the study
- 3) Resumes of the team members who will be providing the services under this contract, including the number of hours each principal is expected to devote to this project;

- 4) A Plan of Services describing the manner in which the consultant will fulfill the Scope of Services as outlined in Part II of this RFP and the proposed timetable for project completion.
- 5) A list of all projects of similar nature and magnitude performed by the Consultant(s) within the last five (5) years

The subsections below identify the different parts of the RFP responses we expect to be submitted. You may use the "Assumptions of the Study" section as a starting point for your proposal.

About Facilitator(s)

In this section, provide a brief biography and description of the individual facilitator(s) which include a philosophy and qualifications to execute the scope of work. You may include prior experience with qualitative research, social justice work, providing this type of meeting facilitation in a public setting, or other work or qualifications which could be deemed relevant to the study. Please include a resume for each member of your proposed facilitation team.

Scope of Study

The proposal must include a scope detailing the items below.

- A description of how you will work with the Committee to lead this inquiry, assessment, and identification of recommended actions.
- A methodology to include public opinion in a way that is safe, legal, ethical, and thoughtful.
- A methodology to include Norwich Police experience and opinion in a way that is safe, legal, ethical, and thoughtful.
- A methodology for identifying and assessing existing systems and the organizations that operate in and on those systems, including how to obtain information from those organizations in a manner that is safe, legal, ethical, and thoughtful.

- A preliminary list of potential participants, including organizations, groups of people, and/or individuals to be considered.
- A preliminary list of potential technological tools to be considered for the provision of safety in the community, e.g. speed monitoring and ticketing units.
- A list of potential risks to be addressed in conducting the study.
- Provide a timeline for completion of the work being a written report submitted to the Selectboard.

Measures of Success

Identify, in your opinion, how success should be measured regarding public and police participation/involvement and the end products requested in this proposal. Feel free to use the section "Assumptions of this Study" as a starting point.

Cost

Include a budget with all anticipated costs.

Facilitator Consultant

a. Application. Respondents to this RFP should provide a clear breakdown of expenses and identify personnel, and their required qualifications, who will carry out specific tasks.

Qualifications.

b. Qualities we are seeking in a **facilitator consultant** include but may not be limited to:

- No preconceived notions of what public safety in Norwich should look like or involve.
- Experienced in creating spaces and processes where many voices are included and power differences do not result in less privileged any people being excluded.

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- Experienced in qualitative research methods (i.e. semi-structured, interviews, focus groups, community forums, ethnographic observations, participatory research).

- Familiarity with, and ~~open to interest in~~, creating new/decolonized systems ~~instead rather than of only looking for identification of~~ solutions within currently operating systems (i.e familiar with restorative and transformative models and technology).

- Ability to handle sensitive data in an ethical, legal, and culturally-appropriate way, with full disclosure of the process to be used for same, with identified controls for storage, use, access and disposal of that data subject to Selectboard approval.

- Experience working with groups that have been historically marginalized by police and social services (i.e. BIPOC, LGBTQ+, low-income, psychiatrically-labelled people, those in recovery and/or actively using, or any other persons self-identifying as anything other than a member of the majority).

- Experience working with groups that have been victimized or the victim of crime.

- Experience working with in rural communities with scattered and not dense population centers.

- Experience with police policy issues.

Evaluation Criteria

Criteria Points

Meets Facilitator Qualifications 35

Comprehensive and Achievable Scope 35

Thoughtful Measures of Success 20

Budget 10

Total Points 100

CB draft 6/11/21/[msc comments 6/15/21/cb7/7/21/msc7/14/cb7/18;msc7/19/21](#)

Proposals should be submitted by ?????????????July 20, 2021.

Miranda Bergmeier

From: Roger Arnold <rogerarnoldvt@gmail.com>
Sent: Friday, July 23, 2021 5:26 AM
To: Miranda Bergmeier
Subject: Revisions to gift policy - July 28 agenda
Attachments: PolicyforAcceptanceofGifts_July23.docx

Hi Miranda,

I've attached a revised Gift policy based on Board conversation at our July 1 special meeting. Revisions to note include:

- Removal of "Beneficiary Department Head" from the definitions section. The Selectboard is now the only named authority to accept gifts
- Added language on donor's role in conducting title searches on donated property
- Added language on town budgets and potential impacts to gifts of cash or real goods section
- Removal of "cash bracket amounts" for the acceptance of cash/real goods section

Can you include the attachment and this email for the agenda item?

Thanks,
Roger

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

Policy for the Acceptance of Gifts

Purpose: To provide uniform criteria, procedures, and guidelines for accepting gifts and donations in a responsible, transparent, and accountable manner.

Policy: The Town of Norwich will ensure that gifts are subject to consistent criteria and procedures, have adequate resources for their administration, and have appropriate acknowledgement of the generosity of the donor.

Authority:

Definitions:

Donation or Gift shall mean a monetary (cash) contribution, endowments, bequests, personal property, real property, equipment, in-kind goods or services, or any other asset that the Town has accepted and for which the donor has not received any goods or services in return. For purposes of this Policy, the terms “donation” and “gift” shall be synonymous.

Donor shall mean a person or other legal entity that proposes or provides a donation to the Town.

Endowment shall mean donations that are restricted to the extent that only earnings, and not principal, may be used for a particular Town department, location or purpose.

Restricted Donation shall mean donations designated at donor request for a particular Town department, location, or purpose.

Unrestricted Donation shall mean a donation to the Town without any limitations being placed upon its use.

Procedures

General

- 1) This Policy is intended to guide the manner in which the Town accepts donations
- 2) Donations do not become the property of the Town until accepted by the Selectboard consistent with this Policy
- 3) Committees, subcommittees, departments, volunteers, groups, or any other actor or entity representing itself as “the Town” may not accept or solicit donations. Potential donations shall be submitted to the Selectboard for approval.
- 4) The Town has no obligation to accept any donation proposed by a donor.

- 5) All donations shall be evaluated by the Town prior to acceptance to determine whether the donation is in the Town's best interest and is consistent with applicable Town policies, ordinances, and resolutions.
- 6) The Town does not provide legal, accounting, tax or other such advice to donors. Each donor is ultimately responsible for ensuring their proposed donation meets and furthers the donor's charitable, financial, and estate planning goals.
- 7) The Town must determine whether an expenditure of Town funds, either a direct outlay of Town funds or the use of Town forces and materials, is associated with or required by acceptance of the donation prior to acceptance.
- 8) A donor may restrict a donation for a particular department, location or purpose but not designate the Town official who may use the donation
- 9) No gift will be accepted if there is the possibility of an appearance of a quid-pro-quo relationship.
- 10) The Town Manager or their designee is responsible for acknowledging receipt of and thanking, on behalf of the Town, the donors of donations.
- 11) The Town Manager or their designee shall work with the Finance Director or their designee to determine the appropriate accounting for the donation according to procedures established by the Town Manager

Types of Donations

Donations may be received in the form of cash or real or personal property. Donations may be Restricted or Unrestricted .

- *Donations of Real Property:* Donations of real property may be accepted upon completion of the following process:
 - 1) The Town Manager or designee shall determine the approximate value of the donation and shall seek Selectboard approval
 - 2) When making such approval, the Selectboard shall consider
 - the appraised value of the donation;
 - any expenditures or maintenance obligations for the Town associated with the donation;
 - potential liabilities associated with the donation, such as hazardous conditions or environmental concerns;
 - whether the donation has any special restrictions, and if so, if those restrictions are acceptable to the Town; and
 - any recommendations for conditions of acceptance

- 3) The Town may require the donor to conduct a title search at donor's cost to demonstrate no clouds, encumbrances, defects in title, or covenants running with the land are attached.

Donations of Cash and Real Goods: Donations of cash and real goods may be accepted upon completion of the following process:

1. The Town shall evaluate whether the donation:
 - (a) is in the Town's best interest and is consistent with applicable Town policies, ordinances, and resolutions;
 - (b) has any special restrictions and if so, if those restrictions are acceptable to the Town;
 - (c) obligates the Town to make an immediate or initial Town expenditure which has not been included in the approved Town budget; and
 - (d) creates a new, one-time or an on-going general maintenance obligation for the Town.
2. The Town Manager or their designee shall seek approval from the Selectboard to accept, appropriate and expend the donation if the donation requires expenditures in excess of any department's approved annual department budget.
3. The Selectboard will consider the budgets of the Town and particular departments as appropriate when evaluating the offer of a gift and ensure that no gift would have the appearance or actual effect of influencing any Town decision or decisionmaker, nor inappropriately impact any particular budgetary issue within the Town or any of its departments.
4. The Town Manager or their designee shall give notice of the Selectboard's decision to the donor within 10 business days following the Selectboard's determination to accept or reject the proposed donation.

Memorandum

From: Mary Layton

To: Norwich Selectboard

CC: Miranda Bergmeier, Herb Durfee

Topic: Outdoor Bake Oven and TON Gift Policy

Date: July 21, 2021

This is perspective gained from a conversation with former resident and Selectboard Member Suzanne Lupien, with whom I had a phone conversation on July 19th.

Suzanne expressed concern about the recent renovation of the clay bread oven at Barrett Field. She did not think it was rebuilt to specifications, and that the need to renovate it has resulted from an ongoing lack of knowledge about how to operate it. Apparently it has to be fired at a low temperature for several hours before use, and it is detrimental to fire it at high temperatures for a short amount of time, which may have led to damage to the oven. She also felt frustrated because she had written a fifteen page manual on how to maintain the oven which had been assigned to the Recreation Director at the time it was written, several years ago. The oven was the donation of the late Dale Hisler, and has cultural and historical significance in this region and in Quebec. It also produces really fine bread in the hands of a skilled baker.

In regard to this year's review of the Gift Policy, and using the bread oven as a type of case study, then I think the following would be helpful to consider. If a section of the gift policy is devoted to the need for specific due diligence before accepting a gift, I think that in this case technical requirements, historic and cultural sensitivity, and the need to educate before use would be among necessary evaluation factors. It could well be that although this was a heartfelt and fantastic gift, it's use by the community acts to destroy the gift over time. If the goal is a community oven but without the special requirements for operation, a brick oven or barbecue fireplace might have been a more practical alternative. The connection to the Recreation Director is also problematic both for practical management and because it is not clear that the gift came before the Selectboard for evaluation under the Gift Policy at the time of donation. The cultural, technical, and historic "stewardship" is a form of maintenance that may well have been a deciding factor for the Selectboard to not accept this gift.