

Miranda Bergmeier

From: Chris Katucki <kals95@startmail.com>
Sent: Tuesday, September 21, 2021 4:07 PM
To: Miranda Bergmeier
Cc: Miranda Bergmeier; Roger Arnold; Mary Layton; Marcia Calloway; Robert Gere; claudette broch
Subject: SB meeting on 9/22; Agenda item #6; Selectboard Jurisdictional Powers and Limitations

Dear Selectboard members:

I am confused by a statement in the draft "Selectboard Jurisdictional Powers and Limitations" document slated for discussion on Wednesday September 22, as agenda item number six. Specifically, I wonder about the last bullet point, which reads as follows:

Locally, Norwich voted for a Town Manager form of government. That means, although the Town Manager reports directly to the Selectboard, some town functions are performed by the Town Manager according to statutory language. An example of these functions would include the hiring of police, or decisions about which roads will be painted or paved.

The statement seems at odds with the statute regarding a Town Manager's authority. By statute, the Town Manager in "all matters," is "subject to the direction and supervision" of the Selectboard, per 24 V.S.A § 1233. I am not a Vermont lawyer and am aware that the legislative history of section 1233 is convoluted. However, "subject to the direction" of the Selectboard on "all matters," seems like a reservation of ultimate authority in the Selectboard.

Also, I can recall instances when the Selectboard altered the decisions of the Town Manager on road paving and police hiring. With respect to paving, the Selectboard, at an October 2020 meeting, in essence overruled the Town Manager's decision to pave part of Blood Hill Road. Also, section 1 c) of the 2017 employment agreement with former Town Manager Herb Durfee requires him to give 28 days notice of changes to infrastructure. That clause may have been a reaction to an interim TM paving over the hard pack road shoulders on Main Street, west of the Norwich Inn. With regard to policing, I had the impression that a majority of the Selectboard did not support to Town Manager Durfee's initial plan to promptly hire someone to replace Police Chief Frank. The TM then sought and received Selectboard approval of the plan for a six-month pause.

I hope my comments are useful in the Selectboard's discussion of the document.

Thanks,
Chris Katucki



Our Mission is to empower and partner with individuals and communities to alleviate the hardships of poverty, provide opportunities to thrive, and eliminate root causes of poverty in southeastern Vermont.

September 22, 2021

Board of Selectmen
Town of Norwich
P.O. Box 376
Norwich, VT 05055

Dear Selectmen,

We are in receipt of the Town's check in the amount of \$3750.00. On behalf of Southeastern Vermont Community Action, I would like to thank the residents of the Town of Norwich for their commitment to help their neighbors in need

This contribution will help SEVCA to empower and partner with individuals and communities to alleviate the hardships of poverty, provide opportunities to thrive, and eliminate root causes of poverty in southeastern Vermont.

Thank you.

Sincerely,

Stephen Geller
Stephen Geller
Executive Director

/tfp

- Serving Windham & Windsor Counties
- CRISIS INTERVENTION
- FUEL ASSISTANCE
- FINANCIAL FITNESS
- FOOD STAMP OUTREACH
- HEAD START
- HOME REPAIR
- HOMELESSNESS PREVENTION
- HOUSING ASSISTANCE
- JOB READINESS
- MATCHED SAVINGS ACCOUNTS
- MICRO BUSINESS SUPPORT
- THRIFT STORES
- VOLUNTEER INCOME TAX ASSISTANCE
- WEATHERIZATION
- WORKFORCE DEVELOPMENT

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**IREC Progress Report
Town of Norwich
September 2021**

- *Article 36 Task Force:* Estimated the emissions reductions from 24 actions on the A36TF list of the possible actions. Also estimated the cost and time to implement these actions.
- *EV charging stations:* Working on proposals for the continued operation of the charging station at Dan & Whit's after the network plan with ChargePoint expires in November. Working to close out the grant agreement for the Huntley Meadows charging stations.
- *Tax Stabilization Agreements for Solar Policy:* Submitted a draft policy to staff for review.
- *Community Solar:* Further review of the DPW parcel revealed that the site is not a good candidate for solar. Exploring the potential of another town-owned parcel.
- *IREC Steering Committee:* Met with the IREC Steering Committee on September 2. The committee decided to pursue a regional climate action plan (CAP) as the main initiative for the IREC program's collaborative work this year. The regional CAP will be action-oriented and targeted for completion by the end of 2021.



OnBoard

with
Advance
Transit

News from the Upper Valley's Fare-Free Transit Service

FALL 2021

As the Pandemic Diminishes, What's Next for Advance Transit?

The Covid-19 pandemic has impacted each of us. Relatives or friends were lost or were infected and may still experience unknown long-term effects. Offices were shuttered. Restaurants and theaters closed, some never to open again. And yes, we were told to “stay off the bus” with only essential workers continuing to ride. National bus ridership decreased 46% and public transit overall decreased by 53%.

hybrid buses, and with congestion relief on Routes 5, 10, 12 and 120, both long at the core of AT’s mission. And again, free fare (also no touch fare) is not only social equity but it also encourages ridership, further reducing congestion and pollution by cars. Additionally, AT uses solar panels to partially power its Wilder operations center, rainwater to wash its buses and used motor oil as one source of heat for the building.

Advance Transit Total Ridership

Fiscal Year (FY) July 1 - June 30



AT did not escape the impact, as many employers such as Dartmouth College and DHMC had thousands of employees working from home. AT’s volume decreased from a monthly average of 75,800 riders to 26,150 riders. While ridership has increased by 32.4% in the last six months, when compared to the first six months of the pandemic, we have a long way to go.

So, what can we do to further our mission of “Moving the Upper Valley Forward?”

1) Electric buses

AT has 5 electric buses on order, 2 large 35-foot buses (below) and 3 smaller buses for ADA paratransit support. Electric buses have proven zero emissions, lower operating costs, and lower maintenance costs. Today nearly 90% of electric buses operate in China, but it is projected by Bloomberg New Energy Finance that by 2040, 67% of all buses in the US will be electric. For the rider this will mean a quiet, cleaner bus with no exhaust.

(Continued on page 2)

So where do we go from here?

In a national survey, the American Public Transit Association showed transit systems are moving to “low-touch solutions on their services.” AT, however, is already “low touch” with free fares since 2002.

Other transit systems are focusing on “congestion relief, a cleaner environment and social equity.” Again, AT is already there with new clean diesel and diesel-electric



Electric 35-foot bus

A Letter to the Community



- To the **AT staff** who worked diligently every day, as the rider said, “providing heroic service.”
- To our **riders**, many who provided our community with life-saving and essential services.
- To our **major business partners** – Dartmouth College and DHMC who continued throughout the pandemic to provide essential support to AT.
- To our **municipal, state, and federal partners**, whose financial support during Covid-19 enabled us to continue to serve the community.
- And to our **donors and sponsors** whose support not only continued but increased during the pandemic.

The Advance Transit drivers and staff are providing heroic service to the community during the pandemic, providing an essential service during a time when public transit is even more important.

- Lebanon rider

As we move forward with exciting and new technology into a somewhat unknown market for transit, we cannot do that without all the people who have made us what we are today and will, I am sure, help make us what we need to be in the future.

Van Chesnut
Executive Director

As you can see from the first page of this newsletter, our primary focus today is where we go from here. But before we take that step, it is important for me to step back to acknowledge everyone who enabled us to be looking forward.



The Federal Transit Security Administration has extended the face mask requirement for all transportation networks, including AT buses, through **January 18, 2022.**



As the Pandemic Diminishes, What's Next for Advance Transit? *(continued from page 1)*

2) Air purification

Advance Transit will install air cleansing units into each bus. These filter systems utilize HEPA filters that will help eliminate harmful airborne particulates and viruses to protect both passengers and drivers.

3) Transit Development Plan (TDP)

The TDP will measure the impact of the pandemic and other changes in demand on AT and examine alternatives for future AT services. Rather than the typical pre-pandemic TDP that adjusted schedules and

routes, the 2022 TDP will additionally look at changes in demand prompted by unprecedented development, more people working at home, the need for different types of transit services such as “on-demand” micro transit and the need for convenient and cost-effective evening and weekend service.

AT has a national reputation for innovative rural public transit. We will continue to seek imaginative new ways to respond to the needs of the Upper Valley community. Watch for the new electric buses, enjoy the new air filtration system, and of course, **please ride!**

**"Yes. They are our
heroes.
Every single one
IS ESSENTIAL!
Keep up the
great work."**

- White River Junction resident



Rider comments...

"I am not in dire need, so I am redistributing my federal stimulus check to local areas where it might do some good."

- Hanover resident

"I appreciate you SO MUCH!!! You are all great, Drivers, Linda, Josh!!! You all are doing a tremendous job and each one of you is certainly a lifesaver for me, for my medical problems and everyday necessities. Thank you."

- Lebanon resident

"The Advance Transit drivers and staff are providing heroic services to the community during the COVID-19 pandemic. Providing an essential service during a time when public transit is even more important."

- Lebanon resident

"We cannot thank you or praise you enough for such tremendous and needed service for our area. Each and every driver has such a great attitude with a smile and a helping hand which means a lot with so much going on around us."

- Lebanon resident

"Thank you for keeping going during the pandemic."

- Lebanon resident

"AT lets us use bikes, carpooling and Tri-Valley in combination with AT to get around. AT is innovative and humane and makes us proud."

- South Strafford resident

"I recently started taking the bus about once a week to the school I work at. I like being able to read on the way to and from work. The bus drivers are very helpful when I have questions related to transfers and stops."

- Lebanon resident

"Thanks so much for staying open. We appreciate being able to get to work, groceries, etc. Thanks also for your fantastic drivers."

- Lebanon resident

"I'm glad your bus line keeps rides free. I'm grateful for your Access AT paratransit ride program; it helps me go directly to my workplace and back home and the drivers are helpful and friendly."

- Hanover resident

"Thank you for your continued service. What Advance Transit drivers did during the ongoing COVID-19 situation is great."

- White River Junction resident

Thank You to our Partners

AT is fortunate to have innovative and diversified funding

“Advance Transit’s operations are funded through a diverse range of federal, state and local funds including contributions from municipalities, major community institutions as well as an emerging philanthropy program and broad-based community sponsorships. Among rural transit programs in the nation, Advance Transit has developed one of the most innovative and diversified funding packages to support operations.”

*Federal Transit Administration, Transit Cooperative Research Board,
“Implementation and Outcomes of Fare-Free Transit Systems,” 2012, Page 43*

Municipal Partners

City of Lebanon, NH	Town of Hartford, VT
Town of Hanover, NH	Town of Canaan, NH
Town of Norwich, VT	Town of Enfield, NH

Our thanks to the voters and taxpayers in each community who support Advance Transit.

Institutional Partners

Dartmouth College
Dartmouth-Hitchcock Medical Center

Foundations and Grantors

The Byrne Foundation, Inc.
Emily Landecker Foundation
Mascoma Bank
Ledyard National Bank
Lake Sunapee Bank (now Bar Harbor Bank)
Kettering Family Foundation
Couch Family Foundation
New Hampshire Charitable Foundation
Vermont Community Foundation, advised funds

Sponsors and Advertisers

These businesses and organizations provide over \$60,000 annual philanthropic revenue – the signs you see on the outside and the inside of AT buses.

Alice Peck Day Memorial Hospital	Lebanon Opera House
Animal Medical Center of the Upper Valley	Ledyard National Bank
Be Fit Physical Therapy	Mascoma Bank
CCBA	Montshire Museum of Science
Champlain College	New London Playhouse
Cioffredi & Associates Physical Therapy	Northeast Waste Services / Casella
City Center Ballet	Northern Stage
Comcast	Opera North
Community College of Vermont	Pearce Jewelers
Cowbell Mobile Bike Shop	The Prouty
Dartmouth College	Pure Solutions
Dartmouth Athletics	The Richards Group
Delta Dental	Roger Phillips, D.M.D.
Hanover Consumer Co-op	Upper Valley Aquatic Center
Hanover Veterinary Clinic	The Village at White River Junction
The Haven	Vital Communities
Hopkins Center	Wendy's
Hato Viejo Coffee	Willing Hands
JAG Productions / King Arthur Baking Company	WISE

AT Sponsorship Program

Have you seen the signs on AT's buses? They are hard to miss...as one sponsor said, **"It is my traveling billboard."**

did on the first day. The signs are shipped to AT and installed by one of our two in-house installers.



AT initiated the Sponsorship Program in 2008. Some of the early sponsors are still with AT – Northern Stage, Northeast Waste Management (Casella), Ledyard Bank, The Richards Group (sign was originally Centurion), The Hanover Coop and Pearce Jewelers. Over the years the signs have changed dramatically.... see an original and a new Northern Stage sign below:

Sponsor messages cannot include comparative language, endorsements, or calls to action without being considered advertising and creating a tax liability for AT. ATA Outdoor in Greenland, NH handles advertising signs, and has secured several contracts for Advance Transit such as Delta Dental and Comcast.



Today there are 48 signs on our 25 buses used for sponsorship occupying over 60% of the available space. Budgeted in 2008 to raise \$15,000 annually for AT philanthropy, the total now exceeds \$60,000.

If your business or organization could benefit by having your message seen by thousands of people in the Upper Valley every day, a sign on an AT bus could be the most cost-effective solution.

How does the program work?

First the prospective client decides which side of the bus would work best for them...back, curb side, street side. Then they decide which bus routes would reach their desired audience. The client and/or their designer then prepares a sign, submitting it to AT for approval as required by the AT Board of Directors. Most signs are quickly approved. The sign is then printed on mylar with 3M Controltac adhesive which is formatted to withstand severe weather conditions. Several AT signs have been on for 8 years, looking as good today as they

Please contact us at:

Gary Daniels
 Advance Transit
 802-295-1824 ext. 205
 603-505-1110 (cell)
 gdaniels@advancetransit.com



Thanks to You, Our Loyal Donors!

Since 2005 our donors, many of whom are riders, have provided **\$1,576,063** in support of Advance Transit's services...

- **\$1,157,353** in donations to
 - AT's Annual Appeal
 - The Keep It Free Fund
 - AT from local, regional and national foundations
- **\$418,710** in donations to the AT Capital Campaigns

Become a Monthly Donor

Join other donors who give monthly, automatic gifts to AT. It is convenient and will continue automatically unless you wish to cancel. Your continued support will sustain AT's operations.

Remember...

You can donate online at www.advancetransit.com
Just look for the orange box: 



Two Special Riders



Eileen has used the Blue Route bus but recently has been riding the Access AT bus. "I love all the drivers – Scotty, Vicki, Marie – they are always happy and always recognize you. How can one company hire so many good people. There is never a grumpy driver." And they are always on time – "The Swiss set their watches by AT." And it is free... "was not that way in Boston."

- Hanover Resident

Laurie uses the AT Access buses. She is "very grateful as the bus enables her to be independent. I feel connected, valued and part of the community. The drivers remember me and remember my name, even wave when they see me walking in Hanover. They have made my day so many times. Linda and Josh are so patient when I call. And it is incredible that AT is free."

- Hanover Resident





October 1, 2021

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

Dear Mr. Durfee,

On behalf of Windsor County Mentors, I offer a heartfelt thank you to the Town of Norwich for the \$1,000 appropriation to support our mission. We have received the check #10694 for \$1,000 that represents the full payment of Norwich's allocation in support of Windsor County Mentors' youth mentoring for the fiscal year covering July 1, 2021 to June 30, 2022.

We work with vulnerable youth that face real challenges at home and school particularly in this time of COVID-19. Our one-on-one school and community-based mentors help these young people navigate the challenges they face and build on shared positive experiences critical to their future development. Your financial gift will enable us to increase the number of mentors matches we can offer.

86 percent of mentees surveyed feel having a mentor has made a positive difference in their lives.

86 percent of the mentees surveyed feel they matter to members of the community.

If you would like additional information, contact our office at info@wcmentors.org or call us at 802-674-5101. We have mentors ready to match with mentees and your support will make this happen.

Thank you for making a difference in the lives of our local youth.



Windsor County Mentors
Tax ID #: 23-7399514

No Goods or Services were provided in exchange for this donation.

Sincerely,

Matthew Garcia
Executive Director



Roger Arnold <rogerarnoldvt@gmail.com>

Hartford's Climate Action Plan

Roger Arnold <rogerarnoldvt@gmail.com>
To: John Cushman <jack.cushman@mac.com>

Mon, Oct 4, 2021 at 7:08 PM

Hi Jack,

Thanks for the update!

Roger

On Thu, Sep 30, 2021 at 10:17 AM John Cushman <jack.cushman@mac.com> wrote:
Roger, sorry for the delay in responding to this request.

The Task Force brought up your letter last week. We don't feel well prepared to review Hartford's plan and write a detailed memo to the board, because Hartford's work goes far beyond the purview of the task force, which is strictly limited to phasing out direct fossil fuel use in our town. That said, we will definitely be referring to Hartford's work, as well as work in Woodstock, other towns, and Vermont statewide, in our forthcoming report. And we are glad to share our ideas in some less formal way with the Selectboard. There was a consensus at our meeting that this is best, especially given our hectic schedule and demanding work under our charge.

All that said, Aaron Lampert, our vice chair and chair of the Energy Committee, was involved with Hartford; so was Linda Gray. In addition, the TRORC regional energy coordinator Geoff Martin, who works for our town as well as others, was deeply involved and is also working closely with the Task Force, and he can also help answer your questions. The advantage to this approach is that these individuals and committees don't have to start with a blank slate the way other Task Force members would.

Hope you understand, and we expect to be fully responsive to the SB questions that you posed in your message.

Jack

On Sep 15, 2021, at 8:03 PM, Roger Arnold <rogerarnoldvt@gmail.com> wrote:

Dear Jack and Aaron:

I am forwarding a message from Kim Souza of the Hartford Selectboard regarding the town of Hartford's recently adopted climate action plan. I understand that Aaron and Linda Gray served on the committee that helped develop the plan.

I would appreciate a review of the plan's development, intentions and commitments. What in the report is practical or applicable to Norwich's efforts? What is of note or of interest to the Article 36 task force and Energy Cmte?

Can a memo summarizing your analysis be authored for a future selectboard packet for the board's possible discussion? Kim writes here that a discounted rate from their consultant might be available to Norwich, but it seems best to first learn if this report and its work has worth to our committees charged with addressing climate.

Let me know your thoughts and if this is possible.

Roger

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

From: **Ted Redmond** <tredmond@palebluedot.llc>

Date: Fri, Sep 10, 2021 at 5:39 PM

Subject: Re: Hartford's Climate Action Plan

To: Kim Souza <kimsouzavt@gmail.com>

Cc: Julia Griffin <julia.griffin@hanovernh.org>, Karen Liot Hill <karenliothill@gmail.com>, Roger Arnold

<rogerarnoldvt@gmail.com>, Erik Krauss <ekrauss@bluevertex.com>, Dan Fraser <dfraser@hartford-vt.org>

Hi Julia, Karen and Roger

I would certainly be happy to connect with any of you or your other team mates in your communities at any time. If there is anything we can share with you that would be helpful in your efforts we would be happy to do so.

In the meantime, if interested, you can learn a little more about us here: <https://palebluedot.llc/climate-planning-services>

Have a great weekend!
Ted

Ted Redmond

co-founder



S/WBE Certified Business

address
2515 White Bear Avenue, A8
Suite 177
Maplewood, MN 55109
phone: 612.669.7056
website: paleBLUEdot.llc

 <https://www.youtube.com/user/BLUEdotregister>  [skype.ted.redmond?call](https://www.skype.com/people/ted.redmond)

On Fri, Sep 10, 2021 at 12:22 PM Kim Souza <kimsouzavt@gmail.com> wrote:

Hi Julia, Karen & Roger.

I'm reaching out to share something that came up during our recent efforts toward committing to address climate change here in Hartford.

Knowledgeable consultants with paleBLUEdot prepared our, now adopted, comprehensive Climate Action Plan.

Since we know that addressing the climate crisis extends beyond town, regional and national borders, we asked them if they would consider offering significant discounts to the towns surrounding Hartford who might want to pursue a similar path forward. They said that they would definitely be willing to offer a discounted rate considering much of the data collected for use in our town would apply to others as well.

Admittedly, I'm not sure if you all are already pursuing (or have pursued) such projects. If you haven't, I highly recommend contacting Ted Redmond at paleBLUEdot (cc'd here) to discuss incorporating such commitments in your communities.

Thanks for your consideration!

Best,
Kim Souza

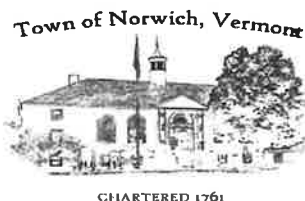
--

10/4/21, 7:09 PM

Gmail - Hartford's Climate Action Plan

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

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



October 7, 2021

Christopher Katucki
47 Old Coach Road
Norwich, VT 05055

[By EMAIL]

Re: Public Records Request Appeal

Mr. Katucki:

The Town has received your October 1, 2021 appeal of the Town’s response to your public records request dated and received September 26, 2021, seeking “draft Tax Stabilization Agreement for Solar Policy prepared by the Inter-municipal Regional Energy Coordinator” and “any related items produced or acquired by the Town of Norwich.” Interim Town Manager Rod Francis provided you with the responsive records on September 28, 2021. The accompanying letter from Rod Francis stated that records were redacted pursuant to a certain statutory exemption to the Public Records Act, specifically, 1 V.S.A. § 317(c)(17).

In response to your appeal and upon consultation with Rod Francis, I can confirm that there have been no other electronic messages sent or received by Linda Gray or Rod Francis relating to a tax stabilization agreement for solar policy. I can confirm upon further consultation with these same individuals that “draft tax stabilization agreement for solar policy prepared by the Inter-municipal Regional Energy Coordinator” is the only work product.

Additionally, I have requested the town manager’s office make the “draft tax stabilization agreement for solar policy prepared by the Inter-municipal Regional Energy Coordinator,” Geoff Martin, available as part of correspondence in the October 13 Selectboard packet. I am sending the policy to you in advance of the packet’s publication as a courtesy. I am further directing the Interim Town Manager to promptly provide you with any other relevant and responsive versions of the draft tax stabilization agreement for solar policy in the Town’s possession and, with respect to such documents, partially granting your appeal. With respect to other material redacted from the documents supplied to you, I am denying the appeal pursuant to 1 V.S.A. § 317(c)(17) (as well as (c)(4)) because, upon review of their content, the redactions meet the criteria for exemption under the statute, which protects non-factual municipal communications that are preliminary to a determination of policy or action.

I hope that you will find this review satisfies your concerns. The Board will set time it its agenda on October 13 to ratify this letter response. You may seek judicial review of this letter and determination pursuant to 1 V.S.A. § 319.

Sincerely,

Roger Arnold
Selectboard Chair

Town of Norwich
Tax Stabilization Policy
for Alternate Energy Generating Plants

Approved by voters 3-2-2021:

Shall the voters of the Town of Norwich authorize the Selectboard, pursuant to 24 VSA 2741, to enter into contracts, as application is made, for alternate energy generating plants: by fixing and maintaining the rate of tax applicable to such property, with the intent to ensure, among other things and as applicable, that the municipal tax treatment of off-site solar installations is equal to the municipal tax treatment of on-site solar installations?

Statement of Purpose

This policy, adopted pursuant to and in accordance with 24 V.S.A. § 2741, is intended to guide the consideration, negotiation, and execution of tax stabilization contracts by and between the Town of Norwich and existing or new owners, lessees, or operators of alternate energy generating plants, or with persons who intend to become owners, lessees, bailees, or operators of such property;. Authority to negotiate and implement tax stabilization contracts was approved by voters at a duly warned meeting on March 2, 2021.

All contracts shall comply with or otherwise advance the energy and climate priorities and goals of the Town of Norwich, including to shift energy use from non-renewable to renewable sources, and to increase the amount of renewable energy being produced in Norwich.

Definitions

The following definitions apply and are used throughout this policy:

- a) *Alternate-energy generating plants* - means real and personal property that is built at an existing or new site after July 1, 1980, including any equipment, structure, or facility, used for or directly related to the generation or production of electricity from renewable energy sources with a nameplate capacity of not more than 25 million watts.
- b) *Board* - refers to the Norwich Selectboard.
- c) *Contract* - refers to the tax stabilization agreement by and between the Town and the owners, lessees, or operators of eligible properties.
- d) *Lessee(s)* - refers to an individual or individuals with a formal rental or lease agreement with the owner(s) of a property.
- e) *Operator(s)* - refers to an individual or individuals who operate on agricultural lands and/or in farm buildings with a formal agreement with the owner(s) of a property.
- f) *Owner(s)* - refers to the owner of a property eligible for tax stabilization.
- g) *Renewable energy source* - means any inexhaustible, continuous, or readily replaceable supply of energy, including solar, wind, hydroelectric, and geothermal. "Renewable energy source" does not mean any biomass, fossil, or mineral supply of energy, including wood, organic waste, oil, coal, or uranium.
- h) *Town* - refers to the Town of Norwich.

Tax Stabilization

As authorized by the voters, the Board may enter into agreements with the owners, lessees, or operators of alternate-energy generating plants to fix and maintain the tax rate applicable to the property. This

policy recognizes that the predominate type of alternate-energy generating plant suitable for operation in Norwich is solar.

The expressed intent of the authorizing article is to ensure that the municipal tax treatment of off-site photovoltaic solar plants is equal to the municipal tax treatment of on-site photovoltaic solar plants. On-site solar plants are exempt from municipal property taxes, per a 2007 Town vote under 32 V.S.A. § 3845. Therefore, the explicit aim of tax agreements for off-site solar plants is to exempt them from municipal property taxes.

The length of any tax stabilization agreement shall not exceed the term of any license, permit, or other approval required to operate such a plant.

The value of the solar plant shall be calculated using the discounted cash flow method as described in 32 V.S.A. § 3481(1)(D) and designated by the Department's Division of Property Valuation and Review (PVR).

Any agreement entered into pursuant shall be filed with the clerk of the municipal corporation and shall be available for public inspection.

Eligibility

Developers seeking tax stabilization agreements must contact the Town Planning Director to determine basic eligibility at the same time as review is started on whether the proposed site qualifies as a "preferred site" (per state net-metering rules and the Norwich Town Plan). Basic eligibility will be determined based on the following categories:

Net metering projects

By definition, customers participating in net metering projects sited in Norwich must be local (located in Green Mountain Power territory). By state regulation the capacity of a net metering solar project can be no larger than 500 kW. The Town of Norwich shall exempt from municipal property taxes that all net metering projects apply for a tax stabilization agreement following the procedures defined in this policy.

Standard Offer Projects

The Standard Offer Program is a feed-in-tariff program that encourages the development of renewable energy projects in Vermont through long term contracts at fixed prices with Vermont's electric distribution utilities. These projects can be no larger than 2.2 MW. The Town of Norwich shall exempt from municipal property taxes all Standard Offer projects that apply for a tax stabilization agreement following the procedures defined in this policy.

All Other Large-Scale Projects

Large-scale projects (greater than 2.2 MW) shall not qualify for tax stabilization agreements with the Town of Norwich.

The Town Planning Director's initial determination of eligibility may be appealed to the Selectboard, whose determination is final.

Application and Review Process

If an applicant receives an initial determination of eligibility, the developer must submit a completed copy of the application form (see Appendix A) to the Town Manager's office. Town staff may, at any point throughout the review process, ask for additional and/or clarifying information.

A determination shall be made no later than 30 days after the application is submitted and deemed complete. A decision of the Town Manager to deny an application for a tax stabilization agreement may be appealed to the Selectboard. The appeal will be heard no more than 60 days from the date the appeal is submitted. The decision of the Selectboard to approve or deny a tax stabilization agreement is final.

Application Deadlines

Developers may apply for tax stabilization prior to receiving a Certificate of Public Good ("CPG") from the Public Utility Commission. In such cases, tax stabilization agreements shall commence once a project has been commissioned, regardless of the year in which the tax stabilization agreement was applied for. Agreements shall become null and void if a CPG is not awarded.

If a project has already received a CPG, applications for a tax stabilization agreement must be received prior to system commissioning and no later than 4:00 PM on the first business day in December, unless a CPG is awarded after the first business day in December and on or before December 31st, in which case the application must be received no more than 30 days after the CPG has been awarded.

Applications that do not meet the deadlines above will only be reviewed at the Selectboard's discretion.

A timeline of the process is shown at Appendix B.

Terms and Conditions

If, at any point, a property subject to a tax stabilization agreement is no longer used for the purpose presented, the agreement may be nullified by the Town with 30 days written notice.

Appendix A – Tax Stabilization Agreement Application

TAX STABILIZATON AGREEMENT APPLICATION

Name of Organization: _____

Name of Applicant: _____

Project Location: _____

Applicant Phone #: _____ Applicant email: _____

Type of Project:

- Net-metering
- Standard Offer
- Other

Size of project: _____ kW (DC)

Has the project received a Certificate of Public Good (CPG)?

- Yes
- No

If yes, when was the CPG awarded?

Date (MM/DD/YYYY): _____

CPG number: _____

If no, by submitting this application, the applicant agrees to notify the Town of Norwich within 30 days of the award or denial of the CPG.

Signature

Date

Appendix B - Timeline

Solar Project	Tax Agreement
Contact Planning Director re preferred site	Contact Planning Director re eligibility
Project CPG applied for with Vermont PUC	Apply for tax stabilization
OR	
Project CPG granted by Vermont PUC by Dec 1	Apply for tax stabilization 1st bus. day in Dec
OR	
Project CPG granted by Vermont PUC Dec 1-31	Apply for tax stabilization within 30 days
	Tax stabilization granted/denied by Town Manager within 30 days Project commissioned

Town of Norwich
Tax Stabilization Policy
for Alternate Energy Generating Plants

Approved by voters 3-2-2021:

Shall the voters of the Town of Norwich authorize the Selectboard, pursuant to 24 VSA 2741, to enter into contracts, as application is made, for alternate energy generating plants: by fixing and maintaining the rate of tax applicable to such property, with the intent to ensure, among other things and as applicable, that the municipal tax treatment of off-site solar installations is equal to the municipal tax treatment of on-site solar installations?

Statement of Purpose

This policy, adopted pursuant to and in accordance with 24 V.S.A. § 2741, is intended to guide the consideration, negotiation, and execution of tax stabilization agreements by and between the Town of Norwich and existing or new owners, lessees, bailees, or operators of alternate energy generating plants, or with persons who intend to become owners, lessees, bailees, or operators of such property. Authority to negotiate and implement tax stabilization agreements was approved by voters at a duly warned meeting on March 2, 2021.

All agreements shall comply with or otherwise advance the energy and climate priorities and goals of the Town of Norwich, including to shift energy use from non-renewable to renewable sources, and to increase the amount of renewable energy being produced in Norwich.

Definitions

The following definitions apply and are used throughout this policy:

- a) *Agreement* – refers to the tax stabilization agreement by and between the Town and the owners, lessees, bailees, or operators of eligible properties
- b) *Alternate-energy generating plants* – means real and personal property that is built at an existing or new site after July 1, 1980, including any equipment, structure, or facility, used for or directly related to the generation or production of electricity from renewable energy sources with a nameplate capacity of not more than 25 million watts.
- c) *Bailee(s)* – refers to an individual or individuals to whom custody and control of a property is given, but not ownership, by a formal agreement between the bailee(s) and the owner
- d) *Board* – refers to the Norwich Selectboard.
- e) *Lessee(s)* – refers to an individual or individuals with a formal rental or lease agreement with the owner(s) of a property.
- f) *Operator(s)* – refers to an individual or individuals who operate on agricultural lands and/or in farm buildings with a formal agreement with the owner(s) of a property.
- g) *Owner(s)* – refers to the owner of a property eligible for tax stabilization.
- h) *Renewable energy source* – means any inexhaustible, continuous, or readily replaceable supply of energy, including solar, wind, hydroelectric, and geothermal. “Renewable energy source” does not mean any biomass, fossil, or mineral supply of energy, including wood, organic waste, oil, coal, or uranium.
- i) *Town* – refers to the Town of Norwich.

Tax Stabilization

As authorized by the voters, the Board may enter into agreements with the owners, lessees, bailees, or operators of alternate-energy generating plants to fix and maintain the tax rate applicable to the

property. This policy recognizes that the predominate type of alternate-energy generating plant suitable for operation in Norwich is solar.

The expressed intent of the authorizing article is to ensure that the municipal tax treatment of off-site solar plants is equal to the municipal tax treatment of on-site solar plants. On-site solar plants are exempt from municipal property taxes, per a 2007 Town vote under 32 V.S.A. § 3845. Therefore, the explicit aim of tax agreements for off-site solar plants is to exempt them from municipal property taxes.

In making these agreements, the Board will prioritize solar plants that are net-meter, which ensures local beneficiaries. By definition, a net-meter project requires local customers, who may be either part-owners of the plant or receivers of the electric generation. By state regulation the capacity of a net-meter solar project can be no larger than 500 kW.

[The length of any tax stabilization agreement shall not exceed the term of any license, permit, or other approval required to operate such a plant.]



The value of the solar plant shall be calculated using the discounted cash flow method as described in 32 V.S.A. § 3481(1)(D) and designated by the Department's Division of Property Valuation and Review (PVR).



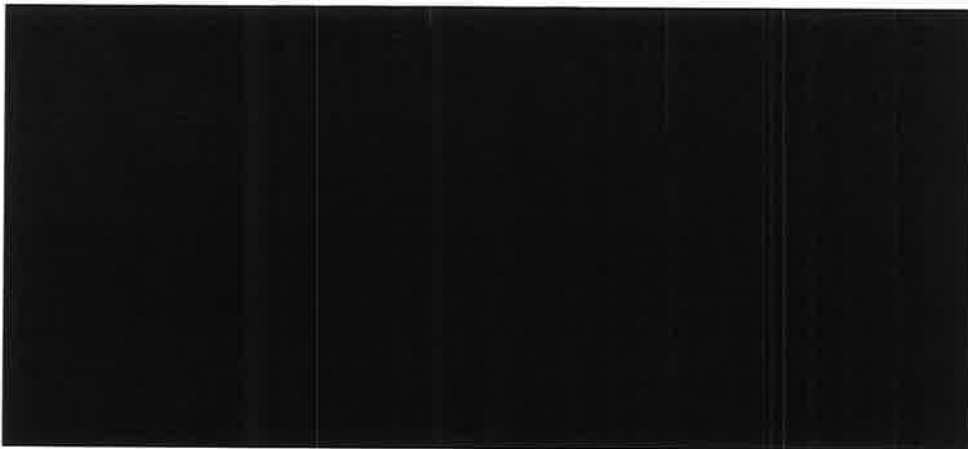
[Any contract entered into pursuant shall be filed with the clerk of the municipal corporation and shall be available for public inspection.]



Application and Review Process

Applications for tax stabilization agreements for solar plants must be submitted to the Town Planning Director at the same time as review is started on whether the proposed site qualifies as a "preferred site" (per state net-meter rules and the Norwich Town Plan).

Applicants for stabilization shall be reviewed on a case-by-case basis.



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Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
ROBERT HA	10/04/21	FIN - contract help	01-5-200112.00	1458.00	10732	10/13/21
		58541317	FINL ASSISTANT WAGE			
ADVANCE	09/17/21	Trk 7	01-5-703403.00	6.28	10733	10/13/21
		6079792	PARTS & SUPPLIES			
ATG	09/15/21	DPW-Trk 5	01-5-703403.00	99.67	10734	10/13/21
		09492:02	PARTS & SUPPLIES			
NOTHERNAL	09/27/21	wax for ground ladder	01-5-555422.00	7.49	10735	10/13/21
		EXP 9/27/21	FIRE TOOLS & EQUIPMENT			
ATC	09/29/21	annual safety insption	01-5-555530.00	1369.00	10736	10/13/21
		2212092	EQUIPMENT MAINTENANCE			
ANYTIME	09/23/21	cleaning 9/16, 9/23/21	01-5-485304.00	360.00	10737	10/13/21
		064569	CLEANING			
BETHELMIL	09/21/21	KEY / DISTILLED WATER	01-5-500501.00	6.97	10738	10/13/21
		27296/6	ADMINISTRATION			
SWENBR	10/05/21	snacks and game balls	01-5-425211.00	51.52	-----	---/---/---
		AFTER SCHOOL	EQUIPMENT			
SWENBR	10/05/21	snacks and game balls	01-5-425211.00	40.24	-----	---/---/---
		AFTER SCHOOL	EQUIPMENT			
BUSINESS	09/30/21	computer dock	01-5-200611.00	284.07	10739	10/13/21
		9/21 LENOVO	OFFICE EQUIPMENT			
BUSINESS	09/30/21	Fin Off: chairs, periphrl	01-5-200611.00	1102.82	10739	10/13/21
		SEP 21 STAPL	OFFICE EQUIPMENT			
BUSINESS	09/20/21	Sept 2021 zoom bill	01-5-005610.00	124.99	10739	10/13/21
		SEPT 21 ZOOM	OFFICE SUPPLIES			
BUSINESS	09/22/21	TM-service award N. Rich	01-5-005900.00	93.50	10739	10/13/21
		SRVAWD NRICH	MISCELLANEOUS			
C-CLEAR	09/30/21	replace windshield	01-5-500306.00	470.00	10740	10/13/21
		I012577	CRUISER MAINT			
CANON	09/29/21	Copier lease	01-5-275620.00	430.15	10741	10/13/21
		4037545256	PHOTOCOPIER			
CASELLA	09/01/21	TS-august 2021	01-5-705305.00	2671.77	-----	---/---/---
		0671220	RECYCLING			
CASELLA	09/01/21	TS-august 2021	01-5-705308.00	1927.68	-----	---/---/---
		0671220	FOOD WASTE DISPOSAL			
CASELLA	09/01/21	TS - trash, comp, recycle	01-5-705303.00	3686.63	-----	---/---/---
		671221	MUNICIPAL SOLID WASTE			
CASELLA	09/01/21	TS - trash, comp, recycle	01-5-705306.00	1174.96	-----	---/---/---
		671221	C & D WASTE DISPOSAL			
EYEMED	09/15/21	EyeMed Oct 2021	01-2-001126.00	135.63	10742	10/13/21
		164972779	VISION SERV PLAN-PAYROLL			
COMCAST	09/20/21	phone internet 9/27-10/26	01-5-703505.00	288.30	10743	10/13/21
		09.20.21	TELEPHONE			
COOP	09/14/21	2013 Taurus lof, springs,	01-5-500306.00	818.92	10744	10/13/21
		10468	CRUISER MAINT			
COOP	09/29/21	oil change Interceptr	01-5-500306.00	101.30	10744	10/13/21
		10626	CRUISER MAINT			
COTT	10/01/21	monthly resolution 3	01-5-100613.00	260.00	-----	---/---/---
		142930	SOFTWARE			
CRYSTAL	09/14/21	DPW-cooler rental/water	01-5-703507.00	7.00	-----	---/---/---
		091421	SUPPLIES			

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
CRYSTAL	09/14/21	TS-cooler rental/water 091421A	01-5-705500.00 PURCHASED SERVICES	7.00	-----	--/--/--
D&W	09/28/21	employee party 6444707	01-5-005900.00 MISCELLANEOUS	77.00	10745	10/13/21
DANAHER	10/01/21	refinish gym floor 1227	01-5-706113.00 REPAIRS & MAINTENANCE	3000.00	10746	10/13/21
DHMC	09/09/21	Hep B Shot OSHA Complianc 700000433	01-5-555636.00 OSHA COMPLIANCE	88.00	10747	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-703125.00 DENTAL INSURANCE	275.15	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-555126.00 DENTAL INSURANCE	67.73	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-704125.00 DENTAL INSURANCE	103.71	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-703125.00 DENTAL INSURANCE	-67.73	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-005125.00 DENTAL INSURANCE	-119.73	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-500125.00 DELTA DENTAL	207.42	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-425125.00 DENTAL INSURANCE	119.73	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-005125.00 DENTAL INSURANCE	119.73	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-100125.00 DENTAL INSURANCE	135.46	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-200125.00 DENTAL INSURANCE	35.98	10748	10/13/21
DELTA DEN	09/15/21	Oct 2021 Dental Ins OCT 2021	01-5-350125.00 DENTAL INSURANCE	35.98	10748	10/13/21
EVANSMOTO	08/11/21	DPW-diesel-302 gals 20022	01-5-703405.00 PETROLEUM PRODUCTS	714.13	-----	--/--/--
EVANSMOTO	08/25/21	DPW-gas-640 gals 20578	01-5-703405.00 PETROLEUM PRODUCTS	1811.32	-----	--/--/--
EVANSMOTO	08/26/21	DPW-diesel-500 gals 20652	01-5-703405.00 PETROLEUM PRODUCTS	1200.05	-----	--/--/--
EVANSMOTO	09/09/21	DPW-diesel 200 gals 21253	01-5-703405.00 PETROLEUM PRODUCTS	484.70	-----	--/--/--
EVANSMOTO	09/20/21	DPW-Gas-440 gals 21678	01-5-703405.00 PETROLEUM PRODUCTS	1266.18	-----	--/--/--
EVANSMOTO	09/22/21	DPW - Diesel 228/gal 21833	01-5-703405.00 PETROLEUM PRODUCTS	562.27	-----	--/--/--
EVANSMOTO	07/31/21	B+G price adj. 7/21 STMT	01-5-703405.00 PETROLEUM PRODUCTS	-7.81	-----	--/--/--
FIRSTLIGH	09/15/21	Sept 2021 Phone charges 9913719	01-5-425127.00 TELEPHONE	5.92	10749	10/13/21
FIRSTLIGH	09/15/21	Sept 2021 Phone charges 9913719	01-5-350531.00 TELEPHONE	2.80	10749	10/13/21
FIRSTLIGH	09/15/21	Sept 2021 Phone charges 9913719	01-5-705505.00 TELEPHONE	0.72	10749	10/13/21

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
FIRSTLIGH	09/15/21	FIRSTLIGHT FIBER Sept 2021 Phone charges 9913719	01-5-005531.00 ADMIN TELEPHONE	9.06	10749	10/13/21
FIRSTLIGH	09/15/21	FIRSTLIGHT FIBER Sept 2021 Phone charges 9913719	01-5-300531.00 TELEPHONE	1.89	10749	10/13/21
FIRSTLIGH	09/15/21	FIRSTLIGHT FIBER Sept 2021 Phone charges 9913719	01-5-100531.00 TELEPHONE	1.44	10749	10/13/21
FIRSTLIGH	09/15/21	FIRSTLIGHT FIBER Sept 2021 Phone charges 9913719	01-5-200531.00 TELEPHONE	6.51	10749	10/13/21
FIRSTLIGH	09/15/21	FIRSTLIGHT FIBER Sept 2021 Phone charges 9913719	01-5-275531.00 TELEPHONE	0.79	10749	10/13/21
FOGGS	10/01/21	FOGG'S HARDWARE AND BUILD repair mailbox 28032/6	01-5-703215.00 OTHER PROJECTS	13.65	10750	10/13/21
FOGGS	10/05/21	FOGG'S HARDWARE AND BUILD B+G parts/tape 28262/6	01-5-704403.00 PARTS & SUPPLIES	22.99	10750	10/13/21
FOGGS	09/20/21	FOGG'S HARDWARE AND BUILD TS-supplies 76762/7	01-5-705515.00 ADMINISTRATION	31.16	10751	10/13/21
GATEKEEP	10/07/21	GATEKEEPER LOCK & SAFE, L locks and keys I-211004-5	01-5-706113.00 REPAIRS & MAINTENANCE	191.50	10752	10/13/21
GMPC	09/24/21	GREEN MOUNTAIN POWER CORP Main St Tower MAIN ST TOWE	01-5-575233.00 TOWER POWER	20.19	10753	10/13/21
GMPC	09/28/21	GREEN MOUNTAIN POWER CORP Street Lights SEP - 2	01-5-703307.00 STREETLIGHTS	1102.69	10753	10/13/21
GMPC	09/16/21	GREEN MOUNTAIN POWER CORP Academy Rd Lights SEP - 4	01-5-703307.00 STREETLIGHTS	37.58	10753	10/13/21
GMPC	09/23/21	GREEN MOUNTAIN POWER CORP Main St P7 sign SEP - 5	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	26.42	10753	10/13/21
GMPC	09/30/21	GREEN MOUNTAIN POWER CORP 111 Turnpike EV Charging SEP-1	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	55.55	10753	10/13/21
HOP	08/13/21	H.O.P. SALES & SERVICE DPW-steamer hose shutoff 53742	01-5-703511.00 REPAIRS & MAINTENANCE	107.09	-----	--/--/--
IDS	09/23/21	IDS 600 anml tags 22-140	01-5-100207.00 DOG/CAT LICENSE	197.65	10754	10/13/21
JOESEQUIP	09/24/21	JOE'S EQUIPMENT SEV. INC. B+G trimmer 2-141307	01-5-704403.00 PARTS & SUPPLIES	26.04	-----	--/--/--
JOESEQUIP	09/15/21	JOE'S EQUIPMENT SEV. INC. B+G mowing equip 705014	01-5-704403.00 PARTS & SUPPLIES	99.95	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-555124.00 DISABILITY/LIFE INSURANCE	59.88	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-005124.00 DISABILITY/LIFE INSUR	-73.88	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-500124.00 DISABILITY/LIFE INS	210.13	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-703124.00 DISABILITY/LIFE	250.21	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-200124.00 DISABILITY/LIFE INS	115.09	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-704124.00 DISABILITY/LIFE	88.61	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-425124.00 DISABILITY/LIFE INSUR	61.49	-----	--/--/--

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Town of Norwich Accounts Payable
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LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-005124.00 DISABILITY/LIFE INSUR	51.54	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-100124.00 DISABILITY/LIFE INS	109.07	-----	--/--/--
LINCOLN	09/15/21	LINCOLN FINANCIAL GROUP Oct 2021 Life ADD LTD STD OCT 2021	01-5-350124.00 DISABILITY/LIFE INS	63.46	-----	--/--/--
MAYER	09/28/21	MAYER & MAYER EMPLOYEE JUDGEMENT 9.27.21	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	10755	10/13/21
MCNEIL	09/07/21	MCNEIL, LEDDY & SHEAHAN, 35584	01-5-005300.00 PROFESS SERV	997.50	10756	10/13/21
MODERN	09/01/21	MODERN CLEANERS & TAILORS BERRY CLEANING E1E7A80F	01-5-500583.00 UNIFORMS CLEANING	35.25	10757	10/13/21
NEPA	09/11/21	NAT'L FIRE PROTECTION ASS matls for Fire Prev Week 8035718Y	01-5-555619.00 FIRE PREV BOOKS & MATERIA	191.95	-----	--/--/--
NEMRC	10/03/21	NEW ENGLAND MUNI RESOURCE Aug Bank Recon, training 48761	01-5-200320.00 PROFESS SERVICES	507.50	10758	10/13/21
PBA	09/28/21	NEW ENGLAND PBA, INC MONTHLY UNION DUES 9.27.21	01-2-001117.00 UNION DUES PAYABLE	414.00	-----	--/--/--
UNION DUES FROM SEPT 21 PAYROLL						
NORHISTOR	09/27/21	NORWICH HISTORICAL SOCIET FY 21-22 pmy of 1/2 FY 21-22 PMY	01-5-800315.00 NORWICH HISTORICAL SOC.	4000.00	10759	10/13/21
Monetary article approved by town voters - \$8000.00 approved and 1/2 is being paid now. Second half will be paid out in March 2022						
GRANITE	09/15/21	OWL STAMP VISUAL SOLUTION DPW - office stamp 202715	01-5-703507.00 SUPPLIES	22.90	10760	10/13/21
PIKE	09/14/21	PIKE INDUSTRIES INC DPW-4-6" erosion stone 1152842	01-5-703207.00 GRAVEL & STONE	352.76	-----	--/--/--
PITNEYPOST	10/06/21	PITNEY BOWES Postage for meter 10/21 POSTAGE OCT	01-5-275538.00 POSTAGE	1000.00	10761	10/13/21
RIVERROAD	09/10/21	RIVER ROAD VETERINARY CLI CAT HOSPITALIZATION 356472	01-5-500201.00 ANIMAL CONT/LEASH LAW	304.50	10762	10/13/21
SABIL	09/22/21	SABIL & SONS INC DPW - Trk 10 41432	01-5-703403.00 PARTS & SUPPLIES	123.82	10763	10/13/21
SABIL	09/14/21	SABIL & SONS INC DPW-2012 frtliner VT insp 91899	01-5-703401.00 OUTSIDE REPAIRS	110.00	10763	10/13/21
SOUTHWORT	09/09/21	SOUTHWORTH-MILTON, INC. dpw-backhoe 2371069	01-5-703403.00 PARTS & SUPPLIES	98.08	10764	10/13/21
STANTEC	09/17/21	STANTEC CONSULTING SERVIC Bridge Management Prog 1833419	01-5-703321.00 BRIDGES	9976.05	10765	10/13/21
STANTEC	09/17/21	STANTEC CONSULTING SERVIC More Ln crec mitigation 1833420	01-5-703321.00 BRIDGES	2422.54	10765	10/13/21
FOLTZS	09/25/21	STEPHEN FOLTZ First Responder class EXP RPT 9/25	01-5-555340.00 EMS EDUC/TRNG	150.00	10766	10/13/21
STITZEL	09/28/21	STITZEL PAGE & FLETCHER P Genl; Katucki 63079	01-5-005300.00 PROFESS SERV	7222.50	10767	10/13/21
TDS LEASE	09/27/21	TDS LEASING INC PD: h2o coolr til 1/5/22 01079504	01-5-500501.00 ADMINISTRATION	90.00	-----	--/--/--
TAYLORT	10/04/21	TERRY TAYLOR 2nd inv prking lot stripe 2142	01-5-703319.00 PAVEMENT MARKING	5500.00	10768	10/13/21
HANOVERRE	10/05/21	TOWN OF HANOVER 35th 3-4 Grade Soccer Jam 35TH 3-4 GR	01-5-425216.00 ENTRY FEE	120.00	10769	10/13/21

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Town of Norwich Accounts Payable

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All Invoices For Check Acct 03(General) 10/13/21 To 10/13/21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
HARTFORD	08/31/21	TOWN OF HARTFORD 8/21 Verizon broadband 11815	01-5-500535.00 VIBRS	117.68	-----	--/--/--
TSSAND	09/01/21	TWIN STATE SAND & GRAVEL DPW - 3/4" gravel 100654	01-5-703207.00 GRAVEL & STONE	3145.81	10770	10/13/21
TSSAND	07/01/21	TWIN STATE SAND & GRAVEL to correct haul chgs 100945	01-5-703207.00 GRAVEL & STONE	-50.63	10770	10/13/21
TSSAND	07/01/21	TWIN STATE SAND & GRAVEL 7" erosion stone 22.5 ton 99144	01-5-703207.00 GRAVEL & STONE	370.80	10770	10/13/21
TSSAND	07/01/21	TWIN STATE SAND & GRAVEL to correct haul charge 99296	01-5-703207.00 GRAVEL & STONE	-2.92	10770	10/13/21
UNIFIRST	07/05/21	UNIFIRST CORPORATION DPW uniforms July 1070044930	01-5-703507.00 SUPPLIES	84.53	-----	--/--/--
UNIFIRST	07/05/21	UNIFIRST CORPORATION DPW uniforms July 1070044930	01-5-703311.00 UNIFORMS	209.54	-----	--/--/--
UNIFIRST	07/05/21	UNIFIRST CORPORATION B+G uniforms July 1070044931	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
UNIFIRST	09/06/21	UNIFIRST CORPORATION DPW Uniforms 1070061076	01-5-703311.00 UNIFORMS	145.16	-----	--/--/--
UNIFIRST	09/06/21	UNIFIRST CORPORATION DPW Uniforms 1070061076	01-5-703507.00 SUPPLIES	83.72	-----	--/--/--
UNIFIRST	09/06/21	UNIFIRST CORPORATION B+G uniforms 1070061078	01-5-704311.00 UNIFORMS	76.78	-----	--/--/--
UNIFIRST	09/20/21	UNIFIRST CORPORATION DPW - uniforms 1070064864	01-5-703507.00 SUPPLIES	95.05	-----	--/--/--
UNIFIRST	09/20/21	UNIFIRST CORPORATION DPW - uniforms 1070064864	01-5-703311.00 UNIFORMS	157.82	-----	--/--/--
UNIFIRST	09/20/21	UNIFIRST CORPORATION B+G - uniforms 1070064865	01-5-704311.00 UNIFORMS	84.54	-----	--/--/--
UNIFIRST	09/27/21	UNIFIRST CORPORATION DPW unif Oct 2021 1070066759	01-5-703311.00 UNIFORMS	157.82	-----	--/--/--
UNIFIRST	09/27/21	UNIFIRST CORPORATION DPW unif Oct 2021 1070066759	01-5-703507.00 SUPPLIES	95.05	-----	--/--/--
UNIFIRST	09/27/21	UNIFIRST CORPORATION B+G unif 10/21 1070066760	01-5-704311.00 UNIFORMS	84.54	-----	--/--/--
UNIFIRST	10/04/21	UNIFIRST CORPORATION DPW uniforms 10/21 1070068623	01-5-703507.00 SUPPLIES	95.05	-----	--/--/--
UNIFIRST	10/04/21	UNIFIRST CORPORATION DPW uniforms 10/21 1070068623	01-5-703311.00 UNIFORMS	157.82	-----	--/--/--
UNIFIRST	10/04/21	UNIFIRST CORPORATION B+G unif 10/21 1070068625	01-5-704311.00 UNIFORMS	84.54	-----	--/--/--
UNITEDCOM	09/28/21	UNITED COMPRESSOR & PUMP 47623	01-5-703601.00 DESIGNATED FUND-EQUIPMENT	2361.54	10771	10/13/21
USBANK	09/15/21	US BANK BOND P/I '21	01-5-800235.00 DEBT INTEREST	23483.55	10772	10/13/21
USBANK	09/15/21	US BANK BOND P/I '21	01-5-575105.00 DEBT SERVICE TOWER INTERE	1417.89	10772	10/13/21
USBANK	09/15/21	US BANK BOND P/I '21	01-5-800207.00 PUBLIC SAFTY FACILITY BON	47000.00	10772	10/13/21
USBANK	09/15/21	US BANK BOND P/I '21	01-5-575100.00 DEBT SERVICE TOWER PRINCI	27500.00	10772	10/13/21

10/07/21
03:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 22-07 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 10/13/21 To 10/13/21

Page 6 of 7
mgavin

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
USBANK	09/15/21	US BANK BOND P/I '21	01-5-575105.00 DEBT SERVICE TOWER INTERE	-73.00	10772	10/13/21
VALLEYNEW	09/25/21	VALLEY NEWS DRB mtg 10/7/21 535564	01-5-350540.00 ADVERTISING	73.10	10773	10/13/21
VLS	09/08/21	VERMONT LIFE SAFETY, LC 42613	01-5-706105.00 ALARM MONITORING	136.35	10774	10/13/21
ARVOVI	10/01/21	VIRGINIA ARVOLD summer camp 8/2-8/6/21 REFUND	01-4-000355.00 RECREATION FEES	125.00	10775	10/13/21
VMERS	09/08/21	VMERS DB Payroll Transfer PR-09/08/21	01-2-001111.00 VMERS GRP B PAYABLE	4594.84	10776	10/13/21
VMERS	09/08/21	VMERS DB Payroll Transfer PR-09/08/21	01-2-001113.00 VMERS GRP C PAYABLE	1740.96	10776	10/13/21
VMERS	09/22/21	VMERS DB Payroll Transfer PR-09/22/21	01-2-001111.00 VMERS GRP B PAYABLE	4443.10	10776	10/13/21
VMERS	09/22/21	VMERS DB Payroll Transfer PR-09/22/21	01-2-001113.00 VMERS GRP C PAYABLE	1723.55	10776	10/13/21
WBMASON	09/08/21	W.B. MASON CO., INC. DPW-stamp, folders 223161333	01-5-703507.00 SUPPLIES	12.57	-----	---/---/---
WBMASON	09/13/21	W.B. MASON CO., INC. PD SANITIZER AND SOAP 223271998	01-5-485301.00 BUILDING SUPPLIES	43.93	-----	---/---/---
WBMASON	09/14/21	W.B. MASON CO., INC. PD - Exam gloves 223315535	01-5-500501.00 ADMINISTRATION	10.89	-----	---/---/---
WBMASON	09/14/21	W.B. MASON CO., INC. 223321100	01-5-485301.00 BUILDING SUPPLIES	24.77	-----	---/---/---
WBMASON	09/20/21	W.B. MASON CO., INC. FINANCE BINDERS TONER 223493606	01-5-200610.00 OFFICE SUPPLIES	124.05	-----	---/---/---
WEBSTER	09/29/21	WEBSTER & DONOVAN EXCAVAT culvert replacemnts BMR 6195	01-5-703315.00 OTHER PROJECTS	7320.00	10777	10/13/21
WOMELE	10/07/21	WOMEN LEADING GOVERNMENT Women leading Gov MEMBERSHIP	01-5-005615.00 DUES/MTS/EDUC	40.00	10778	10/13/21
WISE	09/16/21	WOMEN'S INFORMATION SERVI FY 21-22 pd in full FY21-22PMY	01-5-800362.00 WISE	2500.00	-----	---/---/---


10/07/21
03:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 22-07 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03 (General) 10/13/21 To 10/13/21

Page 7 of 7
mgavin

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				193552.27		

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 \$ ***193,552.27
Let this be your order for the payments of these amounts.

Finance Director 
Fielding Essensa

Interim Town Manager: 
Rod Francis

SELECTBOARD:

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

Milton



Brewer, ME (207) 989-1890
 Cranston, RI (401) 946-6350
 Richmond, VT (802) 434-4228
 Scarborough, ME (207) 883-9586
 Wareham, MA (508) 291-1200
 Milford, MA (508) 634-3400

Batavia, NY (585) 815-6200
 Binghamton, NY (607) 772-6500
 Clifton Park, NY (518) 877-8000
 Syracuse, NY (315) 476-9981
 Londonderry, NH (603) 665-4500
 North Reading, MA (978) 276-2400

3

INVOICE

BILL TO

Town of Norwich
 300 Main St
 PO Box 376
 Norwich, VT 05055
 USA



Rec'd 9-23-21

INVOICE NUMBER
INVOICE DATE
PO NUMBER

SCINV580857
 9/13/2021

SHIP TO

Town of Norwich
 Main St
 Norwich, VT 05055
 USA

603-746-4611

SERVICE CALL	INVOICE ACCOUNT	ORDER ACCOUNT	STORE	SALESPERSON	PAGE	
CSR0603798	4991250	4991250	Richmond	Croto, Tom	1 of 3	
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT NUMBER	MILTON CAT EQID	SMU	DIVISION
AA	143H	APN00454		S038475	8577	General Line
QTY	TRANS	DESCRIPTION	UNIT PRICE	EXTENDED PRICE		

TEST/CHECK & ADJUST - ELECTRONICS

Customer complaint: Diagnose multiple fault lights
 Resultant damage: No awd pump pressure

Cause of failure: AWD pump and pump drive stripped out

Repair process comments: Diagnose the machine for active alarms. I hooked up and found that there was low all wheel drive pump pressure. I followed the troubleshooting and found that the charge pump had failed. I disassembled and found that the splines on the pump and the pump drive had failed. I had to drain and remove fuel tanks, remove several panels and the front drive shaft. The u-joints were siezed so I replaced them. To replace the failed pump drive I had to remove the front cover. I replaced all necessary parts, resealed the front cover and reassembled the machine.

hydraulic repairs on road grader

Parts

4	0922570	Washer Seali	3.36	13.44
8	0L0478	Bolt	0.72	5.76
2	1017404	Bolt Hex	3.77	7.54
1	1159424	Gear	248.34	248.34
8	1653931	Bolt-Hex Hea	0.78	6.24
1	1742475	Seal-Integra	89.20	89.20
1	2028541	Seal Kit	133.82	133.82
1	2147568	Seal-O Ring	4.14	4.14
1	2203373	Ring	25.82	25.82
1	2264755	Seal Gp	59.98	59.98
1	2529685	Gasket	3.59	3.59
1	2955764	Pump-Gp	1,241.30	1,241.30
2	2A3348	Dowel	1.48	2.96
1	2H5549	Ring	7.62	7.62
1	3128934	Belt	66.22	66.22
2	3H7654	Washer	0.53	1.06
2	5T1362	Univ Joint A	87.91	175.82
2	6V3538	Dowel	5.40	10.80
2	6V4248	Bolt	0.43	0.86
5	6V5839	Washer-Hard	0.43	2.15
1	6V6317	Bolt	0.37	0.37
1	8C3089	Seal-O-Ring	14.31	14.31
2	8H9789	Bearing	30.72	61.44

outside Repair budgeted @ \$20,000.00

Continued

FED ID.# 02-0258444

To ensure proper credit, please detach this portion and return with remittance.

Southworth-Milton, Inc.
P.O. Box 3851
Boston, MA 02241-3851

Please make checks payable to: Southworth-Milton, Inc.



Customer Number: 4991250
 Invoice Date: 9/13/2021
 Agreement Number: SCINV580857

Amount Due:
 Amount Enclosed:

S103497 P57727 - 2-M2



46 Town of Norwich
 300 Main St
 PO Box 376
 Norwich, VT 05055-0376

Check here for change of address. Please print the change on the back and return with remittance.

Milton



Brewer, ME (207) 989-1890
 Cranston, RI (401) 946-6350
 Richmond, VT (802) 434-4228
 Scarborough, ME (207) 883-9586
 Wareham, MA (508) 291-1200
 Milford, MA (508) 634-3400

Eatavia, NY (585) 815-6200
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 Clifton Park, NY (518) 877-8000
 Syracuse, NY (315) 476-9981
 Londonderry, NH (603) 665-4500
 North Reading, MA (978) 276-2400

INVOICE

INVOICE NUMBER
INVOICE DATE
PO NUMBER

SCINV580857
 9/13/2021

BILL TO

Town of Norwich
 300 Main St
 PO Box 376
 Norwich, VT 05055
 USA

SHIP TO

Town of Norwich
 Main St
 Norwich, VT 05055
 USA

SERVICE CALL	INVOICE ACCOUNT	ORDER ACCOUNT	STORE	SALESPERSON	PAGE	
CSR0603798	4991250	4991250	Richmond	Croto, Tom	2 of 3	
MAKE	MODEL	SERIAL NUMBER	CUSTOMER EQUIPMENT NUMBER	MILTON CAT EQID	SMU	DIVISION
AA	143H	APN00454		S038475	8577	General Line
QTY	TRANS	DESCRIPTION	UNIT PRICE	EXTENDED PRICE		

2	8T0343	Bolt	6.06	12.12	
Labor		Total Labor			4,527.00
Miscellaneous					
1	PA-PDS	PARTS DROP BOX DEL CHARGE	25.00	25.00	
1	PA-PDS	PARTS DROP BOX DEL CHARGE	25.00	25.00	
1	PA-PDS	PARTS DROP BOX DEL CHARGE	25.00	25.00	
1		Environmental Services	185.61	185.61	
1		Freight charge	192.49	192.49	
1		Freight charge	192.49	192.49	

Total Segment Parts	2,194.90
Total Segment Labor	4,527.00
Total Segment Miscellaneous	645.59
Segment Total:	7,367.49

TRAVEL TO/FROM - MACHINE

Labor	Total Labor	1,027.50
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Continued

FED ID.# 02-0258444

To ensure proper credit, please detach this portion and return with remittance.

Southworth-Milton, Inc.
P.O. Box 3851
Boston, MA 02241-3851

Please make checks payable to: Southworth-Milton, Inc.



Customer Number: 4991250
 Invoice Date: 9/13/2021
 Agreement Number: SCINV580857

Amount Due: **9,054.99**

Amount Enclosed:

S103497 P57727 - 2-M2

46 Town of Norwich
 300 Main St
 PO Box 376
 Norwich, VT 05055-0376



Check here for change of address.
 Please print the change on the
 back and return with remittance.

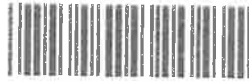
Milton



Brewer, ME (207) 989-1890
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INVOICE



INVOICE NUMBER
INVOICE DATE
PO NUMBER

SCINV580857
 9/13/2021

BILL TO

Town of Norwich
 300 Main St
 PO Box 376
 Norwich, VT 05055
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SHIP TO

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 Main St
 Norwich, VT 05055
 USA

SERVICE CALL		INVOICE ACCOUNT		ORDER ACCOUNT		STORE		SALESPERSON		PAGE	
CSR0603798		4991250		4991250		Richmond		Croto, Tom		3 of 3	
MAKE	MODEL	SERIAL NUMBER		CUSTOMER EQUIPMENT NUMBER		MILTON CAT EQID		SMU	DIVISION		
AA	143H	APN00454				S038475		8577	General Line		
QTY	TRANS	DESCRIPTION				UNIT PRICE	EXTENDED PRICE				

Miscellaneous

220 VNHHMileage Northern Region Mileage 3.00 660.00

Total Segment Parts 0.00
 Total Segment Labor 1,027.50
 Total Segment Miscellaneous 660.00
Segment Total: 1,687.50

Total Invoice Parts \$2,194.90
 Total Invoice Labor \$5,554.50
 Total Invoice Miscellaneous \$1,305.59

*1st new pump was defective
 They had to come back to re-do.
 w/another new pump*

We appreciate your business. Thank you. Should you have any questions regarding this invoice please contact service manager Ward Butler at Direct Dial 802-434-7805 or E-Mail at Ward_Butler@MiltonCAT.com

We are not responsible for damage, breakage, or delay after we have taken transportation company's receipt. Interest, at legal rates will be charged on the amount of this invoice after its maturity. Gaskets and "O" rings are non-returnable. Other items are returnable only by prior authorization and in resalable condition.

Milton CAT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Pay This Amount	9,054.99
Credit Amount	

Payment Terms: Charge - Net10 Prox
 FED ID.# 02-0258444

Do You Want Electronic Billing? Send Request To ElectronicInvoicing@MiltonCAT.com
 To ensure proper credit, please detach this portion and return with remittance.

Southworth-Milton, Inc.
P.O. Box 3851
Boston, MA 02241-3851

Please make checks payable to: Southworth-Milton, Inc.



Customer Number: 4991250
 Invoice Date: 9/13/2021
 Agreement Number: SCINV580857

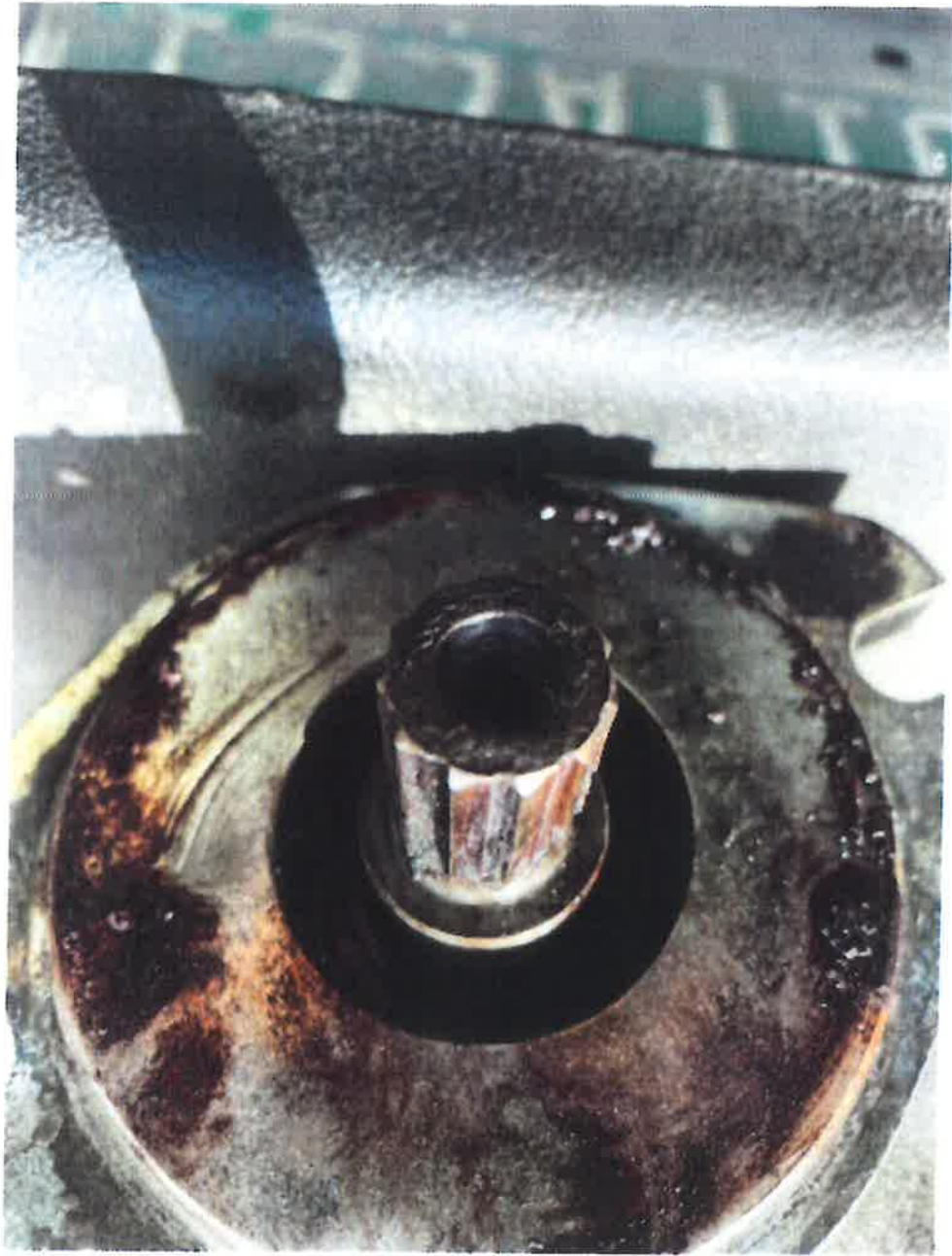
Amount Due: **9,054.99**
 Amount Enclosed:

S103497 P57727 - 2-M2

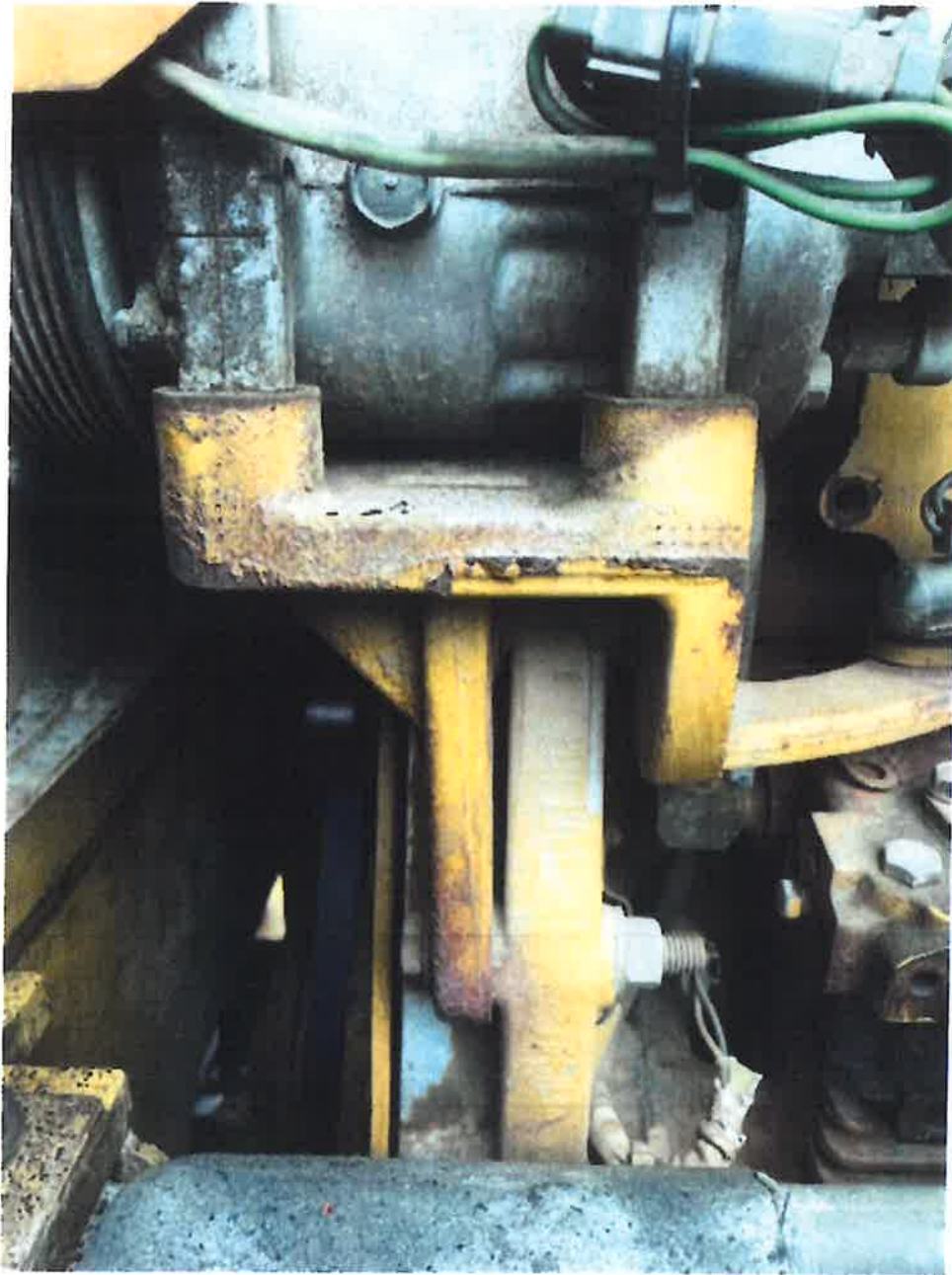
46 Town of Norwich
 300 Main St
 PO Box 376
 Norwich, VT 05055-0376

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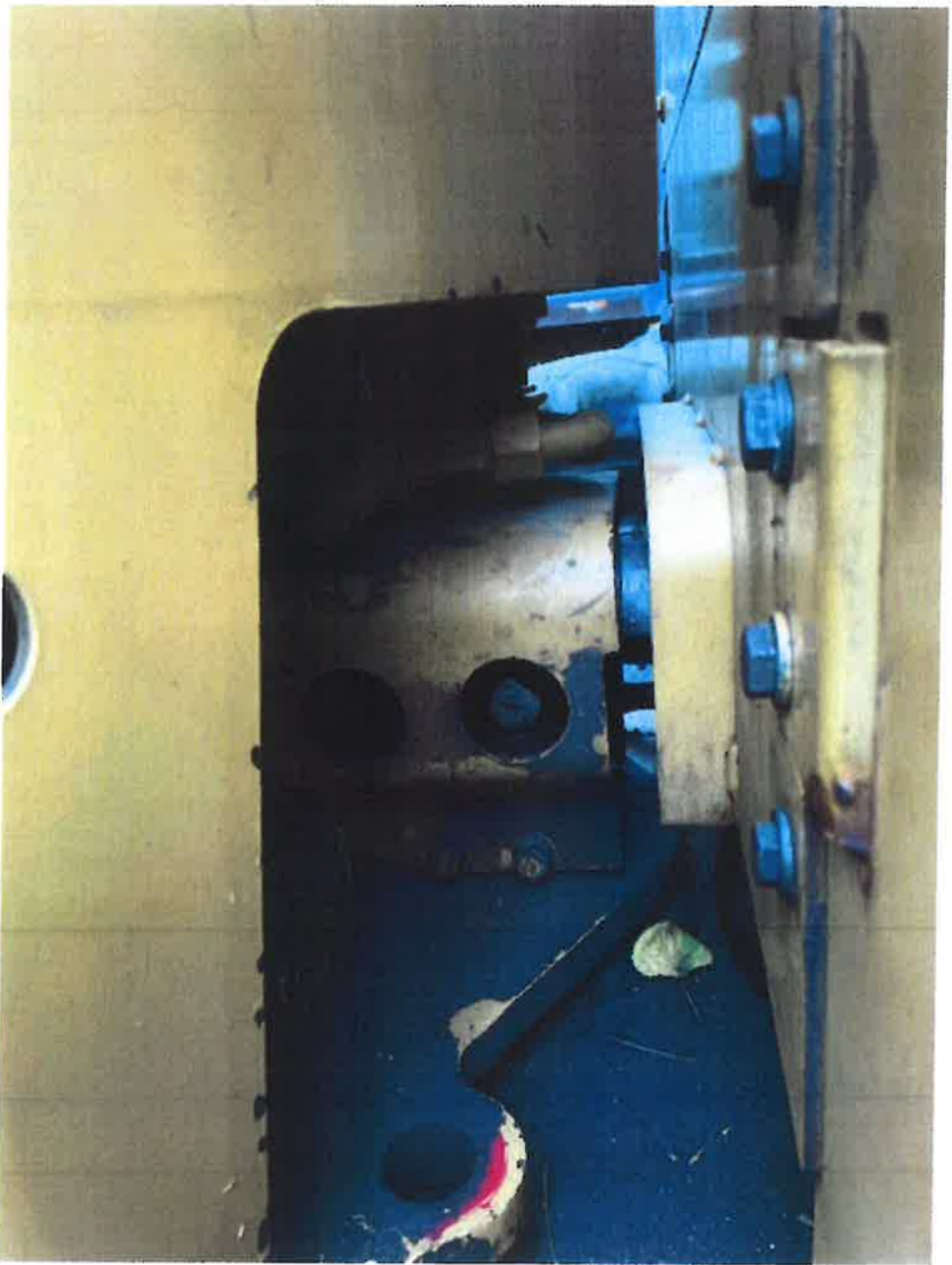












③

DRAFT Minutes of the Selectboard Meeting of
Wednesday, September 22, 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, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Interim Town Manager.

Also participating: Fielding Essensa, Pam Smith, Peter Orner, Andy Scherer, Nathan Margolis.

1. Approval of Agenda. Brochu **moved** (2nd Calloway) to approve the agenda with the addition of an update on hiring the Interim Town Manager as a stand-alone agenda item just after the break. **Motion approved unanimously.**

2. Public Comment. Brochu asked if any other Selectboard (SB) members are planning to attend the VLCT Town Fair. SB members agreed to discuss this during agenda #11. Calloway said she thought the Newcomer's Fair was great; she and Layton attended and circulated. Calloway said she received some good information and feedback.

3. Consent Agenda. Calloway asked about the A/P warrant – refund of tax payment. Fielding Essensa, Finance Director, explained that the refund was to correct an error made relating to escrow payments of taxes during a refinance or sale of property. Brochu **moved** (2nd Gere) to approve the consent agenda. **Motion approved unanimously.**

4. Update on Hiring: Interim Town Manager and Permanent Town Manager. Arnold said the SB is in week 2 of the Permanent Town Manager hiring process; he has been in touch with Rick McGuire, our search consultant. The SB should be getting a process calendar and some other documents from McGuire by the end of this week. Arnold told McGuire that Norwich residents are interested in having significant input. McGuire will be exploring ways to effectuate that. Calloway asked for a copy of the most recent job description.

5. Interim Town Manager Report. Rod Francis said we continue to experience staff changes and we are dealing with those. Capital Planning is underway; Francis has received proposed plans from all departments with capital items. We do not have any plan yet that would address Tracy Hall capital items; this will likely involve the generator. Francis, Essensa and Masaki Schuette at DPW have been working on the DPW capital budget. Francis asked for SB input on what format, etc., would be helpful. In the Milt Frye Area, a group of parents and the school have developed a proposal for a short access path, for use in the interim while the larger access project is being developed. Fielding Essensa has attended training about budgeting and also involving ARPA funding. Francis spoke about the guidelines for ARPA funding. Francis said that public input is an important part of the ARPA process. Essensa said under the ARPA funding process, we need to guide the public input to adhere to the project categories under ARPA. Pam Smith asked if there was separate state money available under ARPA. Francis said he thinks there is a smaller amount of money available from the state, which can be applied for in conjunction with the federal funds.

6. Guiding Documents on Board Jurisdiction and Limitations. Calloway introduced this agenda item and discussion. She said she wrote a memo to explain the duties and powers of the SB and of the TM (Town Manager). She said she generated this document in case it's helpful to SB members and members of the public. Layton said she thought the memo was very helpful and she wondered if there might be some way to offer reassurance to residents who have immediate concerns and who are faced with a municipal process that feels very slow. Gere said he was a bit confused by

Calloway's quotation of statute; where the text was a quote and where it was a summary. Calloway said she could alter the document to make the quotes clear. Brochu said she appreciates Calloway's effort and wonders if the public find it helpful or not. Arnold said he would like to see the SB establish some processes for its functions. Brochu said she thinks the SB should be more responsive to public concerns. She would like a document that could explain how the SB can move from hearing about concerns to taking action and what the TM's role in that would be. Peter Orner agreed with Brochu. Calloway said she was trying to explain the division of powers between the SB and TM, and she is happy if it stimulates conversation. Pam Smith said she found the memo very helpful. She thinks it's helpful to explain how things are funded. Andy Scherer said he appreciates the SB's work on public concerns. He supports the idea of having a "user's manual" to guide members of the public. Arnold asked SB members what are next steps to create resources to help the public. Brochu likes Scherer's idea of a manual. She'd like Calloway's document to be fleshed out with examples. Layton suggested adding schematic drawings to help explain the process. Gere said he is interested in such a document, to, but lacks time. Gere suggested the document should include examples of successfully-completed projects. Brochu said she is willing to help Calloway work on a document. Andy Scherer asked if SB would like public help to develop the manual, or is this solely a SB project. Layton said she'd be OK with taking in public comment. Nathan Margolis said he is very interested in a manual; he volunteered to help. Peter Orner offered information about the history of the effort to put in a Beaver Meadow Road sidewalk. He is not interested in a manual and expressed frustration. Rod Francis acknowledged the SB's and public's frustration and said he thought Calloway made a good point about budget questions. Francis talked about the ways that Norwich residents participate in town government, including town meeting, town committees, et cetera. Norwich has very active participation in a wide variety of groups. Francis thinks a manual could be very helpful. Francis pointed out that large-scale public projects – the police/fire building, which took about 20 years, is an example – tend to take a significant amount of time.

7. Winter Sand Bid. Francis said that Twin State submitted a bid that met the town's requirements. The other bidder could not provide on time or with their own equipment. Layton asked about the sand's source. Francis said it is local. Francis explained that the SB must approve the bid award because of the amount of purchase – over \$5,000. Calloway asked about how much sand we use typically. Arnold said last year we used approximately 10,000 tons; the year before that we used 5,118 tons. Francis said he and Essensa will try to determine a 5-year average. Brochu **moved** (2nd Gere) to purchase 2021 winter sand from Twin State, pursuant to their bid of \$12.85 per ton. **Motion approved unanimously.**

7.5 Update on Interim Town Manager (ITM) Hire. Arnold said the SB on September 14, 2021 authorized a conditional offer of hire. Work has continued on that and Arnold would like to update the SB in executive session. Arnold also commented on the Valley News's characterization that the SB had made an offer to a "mystery" person. Arnold clarified that in employment matters, the SB must maintain confidentiality of a candidate, while also taking action in public session. The SB cannot yet disclose the identity of the candidate, because negotiations are ongoing and not yet finalized. Arnold said the SB is working diligently and quickly on this hire. Arnold **moved** (2nd Layton) to find that the Selectboard finds that premature general public knowledge would put the town at a substantial disadvantage in its contract negotiations with an Interim Town Manager by disclosing terms of their employment and compensation before the Selectboard has an opportunity to properly consider and discuss the same. **Motion approved unanimously.**

Arnold **moved** (2nd Layton) to enter executive session to consider contracts under 1 VSA §313(1)(a). **Motion approved unanimously.**

The SB entered executive session at 8:13 pm.

Brochu **moved** (2nd Layton) to enter public session. **Motion approved unanimously.** The SB entered public session at 9:00 pm.

Brochu **moved** (2nd Layton) that the Selectboard authorize the Selectboard Chair to continue the negotiations with the Interim Town Manager candidate. **Motion approved unanimously.**

8. Existing Staffing and Potential Disciplinary Action: DPW. Francis said he has sought town attorney's advice on addressing concerns raised by DPW staff. The attorney recommended the town take formal action to ensure that all DPW works' working conditions are protected. Layton **moved** (2nd Gere) to find that premature general public knowledge about existing potential disciplinary action would clearly place the Selectboard and the town at a substantial disadvantage. **Motion approved unanimously.** Layton **moved** (2nd Gere) to enter executive session under 1 VSA §313(a)(1)(F) to consider attorney-client communications and it include the Interim Town Manager. **Motion approved unanimously.** The SB entered executive session at 9:05 pm. Layton **moved** (2nd Calloway) to enter public session. **Motion approved unanimously.** The SB entered public session at 9:33 pm.

9. Short-Term Replacement of Finance Assistant. Francis said that not long after the new Finance Director arrived, the Finance Assistant offered her resignation. In order to address the staffing shortage, we are considering options between temporary staffing or opening a search, and we have an applicant to consider, hence the need for executive session. Layton **moved** (2nd Calloway) to enter executive session under 1 VSA §313(a)(3) to discuss the employment of a town employee and to invite the Interim Town Manager and the Finance Director. **Motion approved unanimously.** The SB moved into executive session at 9:36 pm. Layton **moved** (2nd Gere) to enter public session. **Motion approved unanimously.** The SB entered public session at 10:12 pm. Arnold **moved** (2nd Layton) to authorize the Interim Town Manager to negotiate a contract with Robert Half for assistance with the Finance Assistant position and to advertise the position as an entity of the town for a future date. **Motion approved unanimously.**

Arnold suggested that the SB defer agenda items #12, 13, and 14 to a future meeting. SB members agreed.

10. Layton **moved** (2nd Gere) to set the pay rate for Interim Town Manager Rod Francis at \$40.67 per hour. **Motion approved unanimously.**

11. Layton **moved** (2nd Brochu) to appoint Rob Gere as Norwich's voting delegate for the VLCT Annual Business Meeting. **Motion approved unanimously.**
The Selectboard entered executive session at 10:08.

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

Meeting adjourned at 10:20 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2021

Roger Arnold, Selectboard Chair

Next Meeting – October 13, 2021 – Meeting at 6:30

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

DRAFT Minutes of the Selectboard Meeting of
Wednesday, September 29, 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, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

Also participating: Linda Cook, Cheryl Lindberg, Brie Swenson, Fielding Essensa.

1. Approval of Agenda. Layton **moved** (2nd Gere) to approve the agenda. **Motion approved unanimously.**
2. Public Comment. No public comments were offered.
3. Update on Recruitment of Permanent TM. Arnold asked Selectboard (SB) members to provide feedback regarding TM (Town Manager) recruitment. Layton said she liked the idea of having a citizen committee to provide feedback in the initial stages of the TM search. Brochu wondered if the same group would review resumes and conduct interviews. Arnold said there would be two distinct groups. SB members discussed aspects of the recruitment plan. Broch said she doesn't want to require any particular degree major for TM candidates, but instead list certain majors as preferred. Calloway said she wants to ask for a bachelor's degree at minimum. SB members agreed with the proposed salary range. SB members agreed with the job advertisement. SB members discussed the screening committee and agreed to advertise for applicants in time for them to be considered at the next SB meeting. SB members discussed the content of a survey. SB members agreed on two questions for seeking town resident input: 1) what characteristics do you seek in a Town Manager; and 2) what is the most important question to ask a TM candidate. Cheryl Lindberg asked if town employees and officials will also meet and interview the candidates. Arnold said there will be a point in the process when town staff will meet candidates. Layton **moved** (2nd Calloway) to approve the Town Manager pay range of \$85,000 - \$102,000 per year. **Motion approved unanimously.** Layton **moved** (2nd Gere) to approve the proposed Town Manager recruitment plan and associated materials, as included in the Selectboard meeting packet. **Motion approved unanimously.** SB members agreed that Brochu will develop the survey asking for community input. SB members agreed that Layton and Calloway will serve as SB members of the Screening Committee.
4. Revisions to Gift Policy. Brochu introduced the topic. Brochu said this version of the policy has been clarified to be sure people understand the goals and processes of the SB regarding gifts. Brochu said this policy makes clear that the Girard Fund is the only existing named fund. Brie Swenson, Recreation Director, said it's essential for the gift policy to enable a Recreation Department Scholarship Fund. Calloway had suggestions for edits to the policy. SB members discussed the possibility of establishing future additional named funds. SB members discussed revisions to the gift policy so Arnold can make revision and bring that version back to the SB for consideration. Brochu **moved** (2nd Layton) to accept as a second reading the Policy for the Acceptance of Gifts, as contained in the Selectboard meeting packet and amended. **Motion approved unanimously.**
5. Revisions to the Capital Budgeting and Program Policy. Brochu said she and Calloway opted to start with VLCT's model policy as a starting point. Calloway said this policy is trying to help the town keep track of implementing the Town Plan and also planning how to keep the town going and plan for future purchases. Fielding Essensa, Finance Director, spoke about the functions of a capital plan. Francis said an operational budget is per se an operational plan for a year. Here in Norwich,

most of our capital items are vehicles, aside from our few buildings. Francis said the SB needs to offer input on how to maintain the town's capital items. Brochu said the proposed policy helps explain how the town funds its designated funds. Francis said the annual budget or operational budget is the plan for what happens in a fiscal year. Essensa agreed with Francis and said the capital budget and plan is description/plan for how to manage the town's assets. SB members agreed that "operational plan" means "operational budget". Layton suggested replacing the words "operational plan" with "operational budget" in the proposed policy. SB members agreed. SB members agreed to have Francis clean up the draft policy, circulate it to town staff for review and comment and then return the draft policy to the SB for review and adoption at a future meeting. Brochu **moved** (2nd Layton) to accept as a second reading the Capital Budget and Program Policy for Operational Planning and Municipal Improvement Planning, as contained in the Selectboard meeting packet and amended tonight. **Motion approved unanimously.**

6. Budget Calendar and Preparing For Budgeting Process. Essensa said he has begun the process of putting together capital budgets and is meeting with individual department heads (DHs) to discuss and plan for upcoming FY budgets. Operational budget drafts are due from DHs on October 1st. Essensa will be meeting again with DHs to develop the operational budgets. Arnold said he has told Essensa and Francis that the SB needs to know DHs' justifications and needs & priorities for funding. Essensa said the staff need to communicate detailed justifications and priorities. Essensa said he will build on the previously submitted capital budget and plan to make it more detailed. He will also build a vehicle replacement plan and a list of capital assets with associated maintenance costs. Arnold asked SB members to offer input on what they suggest for budget increases/decrease or services increase/decrease. SB members agreed they would like to limit budget increase as much as possible, while maintaining town services. Brochu said some SBs are making their own decisions without public input. Brochu said she'd like to get input from town residents. Layton **moved** (2nd Calloway) to adopt the budget calendar for FY23, as contained in the Selectboard meeting packet. **Motion approved unanimously.**

7. Update on Hiring of Interim Town Manager. Layton **moved** (2nd Gere) to find that premature general public knowledge would put the town at a substantial disadvantage in its contract negotiations with an Interim Town Manager by disclosing terms of their employment and compensation before the Selectboard has an opportunity to properly consider and discuss the same. **Motion approved unanimously.**

Layton **moved** (2nd Calloway) to enter executive session under 1 VSA §313(a)(1)(a) to consider the Interim Town Manager contract. **Motion approved unanimously.**

The SB entered executive session at 8:51 pm.

Layton **moved** (2nd Gere) to enter public session. **Motion approved unanimously.** The SB entered public session at 9:23 pm.

Layton **moved** (2nd Calloway) to authorize the Chair to send a signed contract to the interim town manager candidate. **Motion approved unanimously.**

Linda Cook asked when the name would be announced. Arnold said the name of the candidate would be announced when the candidate were to sign the agreement.

8. Adjourn. Layton **moved** (2nd Calloway) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 9:25 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2021

Roger Arnold, Selectboard Chair

Next Meeting – October 13, 2021 – Meeting at 6:30

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

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: Nathan Margolis

Address: 545 Goodrich Four Corners

Day phone: 603-667-5636

Evening phone:

E-mail: nhmargolis@gmail.com

Position Applied For: Finance Committee Memebership

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

No restrictions

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

I served for two years as treasurer for a local private 501-c3 organization.

Responsibilities included budgeting, managing payroll, investment funds,

hiring contract negotiations and accounts payable

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

I have not served on a municipal committee but would welcome the opportunity.

5. Education and Current Employment

Name of Company: Mascoma LLC

Location: Lebanon, NH

Title: Commercial Operations Manager

Describe your work:

Managing a team charged with the design, fabrication and support of custom food-grade handling equipment across North and parts of South America

6. Pertinent Education and/or Experience:

Ph.D Immunology - Tufts Graduate School of Biomedical Sciences

Managing significant amounts of funds.

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

Comments:

My wife and I have lived in Norwich for 22 years. We have two children who attended the school system from kindergarden through high-school. We hope to remain in Norwich for the duration. I would like to contribute more and feel that I could best accomplish this as part of a team.

Signature



Date

15 September 2021

Excerpt from Draft Recruitment Plan, as approved by the Selectboard on Sept. 29, 2021

Town of Norwich
Recruitment Plan

Step 1: Finalize Search Process

- Consultant will review job description and pay range
- Selectboard will set pay range and review and consider approving changes to job description, if needed.
- Consultant will prepare profile which will include interviews with Selectboard members and Ron Francis along with a review of Town Plan and other related documents
- Consultant will assist Town in setting up a brief web survey (optional).

Step 2: Prepare and Post Advertisements

- Selectboard (or representative) will review and approved draft advertisement
- Consultant will post advertisements
- Consultant will acknowledge receipt of resumes received and review for minimum qualifications

Step 3: Conduct preliminary screening of applications

- Consultant will recommend list of candidates for screening committee to review and select 8 to 10 for interview
- Consultant will facilitate review of remaining applications by the designated screening committee
- Screening Committee will select 8 to 10 candidates for first round interviews

Step 4: Conduct first round of interviews

- **Screening committee members will be selected by Selectboard;**
- Screening committee will consist of 2 Selectboard members; 2 members of the community who have demonstrated they have good judgment; 1 municipal manager or other professional in a related field. (Actual membership to be determined by Selectboard. The size should be limited to 5 members)
- Consultant will schedule and facilitate interviews
- Questions will be screened by consultant
- Interviews will be conducted remotely using Zoom or similar platform. Technical arrangements to be provided for by Town.

*

Charge for the Town Manager Screening Committee

The Town Manager Screening Committee (committee) is charged with assisting the Selectboard's search for a new Town Manager. This is a confidential process with a time commitment. The final decision rests with the Selectboard. The committee will:

- Review all applications for Town Manager received by the Vermont League of Cities and Towns.
- Recommend 8 - 10 candidates (with 2 – 3 alternates) for first round interviews.
- Help conduct first round interviews.
- Provide thoughts to consultant on which 2 to 3 candidates should be considered for the second-round interview process.
- Be available to attend committee meetings and candidate interviews.
- Maintain confidentiality throughout the process.

The committee is a "public body" as defined by Vermont's Open Meeting Law and must comply with the law's requirements 1 V.S.A. §§ 310-314. Meetings and interviews will be conducted in Executive Session to consider the appointment of a public employee per 1 V.S.A. Section 313(a)(3).

Committee members will be appointed by the Selectboard at its Regular meeting on October 13, 2021.

All those interested in committee membership will be asked to submit an application to selectboard@norwich.vt.us using the [Town's application for Boards and Committees](#) no later than October 7 at 3:00 pm. All applications will be acknowledged upon receipt. Applicants will be asked to attend the October 13 meeting to answer questions from the Board.

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: RICHARD STUCKE
Address: P.O. Box 20, NORWICH
Day phone: (802) 649-1419 Evening phone: SAME
E-mail: RICHARD@STUCKE@GMAIL.COM
Position Applied For: TOWN MANAGER SCREENING COMMITTEE

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

2. Would you be available for evening and/or morning meetings?
Evening: (Yes No Morning: (Yes No
Are there other restrictions on your availability? If so, please describe:
NO RESTRICTIONS

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.
LIVED IN NORWICH FOR 46 YEARS, WORKED IN SENIOR-MANAGEMENT POSITION FOR SEVERAL NON-PROFIT ORGANIZATIONS

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:
NINE YEARS ON NORWICH PLANNING COMMISSION AND EIGHT YEARS ON NORWICH DEVELOPMENT REVIEW BOARD. CURRENTLY VICE-CHAIR OF DRB

5. Education and Current Employment

Name of Company: RETIRED
Title:
Describe your work:

Location:

6. Pertinent Education and/or Experience:

SEE BELOW

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:

TWELVE YEARS AS ASSOCIATE DIRECTOR OF THE HOPKINS CENTER AND NINETEEN YEARS AS ASSOCIATE DIRECTOR OF THE MENSHIRE MUSEUM OF SCIENCE. ALSO TWO YEARS AS ACTING DIRECTOR OF THE HOOB MUSEUM OF ART.

Comments:

I REGULARLY SERVED AS CHAIR OR AS A MEMBER OF SEVERAL SCHOOL COMMITTEES FOR NON-PROFIT ORGANIZATIONS.

Signature

Richard H. Hines

Date

OCT. 6, 2021

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: Pamela Smith

Address: 1445 New Boston Rd, Norwich

Day phone: 802-649-7008

Evening phone: 802-649-7008

E-mail: psmith4203@gmail.com

Position Applied For: Town Manager Selection Committee

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

Terms: N/A

Years:

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

Evening: (Yes No Morning: (Yes No

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

My schedule is very flexible.

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

I have a strong business background with over 20 years as an entrepreneur

I am involved in Town business through Selectboard meetings and I serve as

a variety of roles in Town business, as noted below

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

Norwich Board of Listers, Trustee of Public Funds, Assistant Treasurer and

former member of the Norwich Finance Committee.

5. Education and Current Employment

Name of Company: Retired/Volunteer

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

Over 40 years of business experience, with over 20 years as an entrepreneur.

I have written personnel policies and served as HR Director for my own business.

Very involved in local governmental affairs, as noted above.

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

Comments:

I feel I have the skillset and experience needed on this committee. I have proven my deep interest in Norwich through my involvement in governmental affairs, to include a recent run for Norwich Selectboard. I have the time, interest and willingness to be a team player on this extremely important task of finding a new Town Manager.

Signature



Date

October 4, 2021

5

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

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

Name: Marisa Lorenzo

Address: 17 Bragg Hill Road, Norwich

Day phone: (802) 526-4964 Evening phone: (802) 526-4964

E-mail: marisaannlorenzo@gmail.com

Position Applied For: Town Manager Screening Committee

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

Terms: n/a Years:

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

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

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

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

I participated in the hiring of summer associates and lateral attorneys for over five years at a national law firm, which included conducting interviews, reviewing resumes, and writing reviews. I pride myself in maintaining confidentiality

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: professional discourse.

n/a

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work: Stay at home mom

I am an attorney licensed in VT and NY, currently at home with my children.

6. Pertinent Education and/or Experience:

Prior to moving to Norwich in 2018, I was a partner in the Litigation and Communication Groups at the New York office of Kelley, Drye + Warren LLP.

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: I would welcome the opportunity to assist the Selectboard in searching for a new Town Manager. I have been following town matters and would like to contribute in a more hands-on way, and feel that this search comes at an important time for Norwich. I am available if the Selectboard would like to discuss my application further.

Signature

Maura A. Irenzo

October 4, 2021

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: Nathan Margolis

Address: 545 Goodrich Four Corners

Day phone: 802-356-7654

Evening phone:

E-mail: nhmargolis@gmail.com

Position Applied For: Town Manager Search Committee

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

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

I have worked as an operations manager for a number of years. The nature of the work is similar managing a town. My work can be reviewed on LinkedIn.

- 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:

No current committee assignments.

I have a pending application to serve on the Norwich Finance committee.

5. Education and Current Employment

Name of Company: Lallemand / Mascoma

Location: Montreal / Lebanon

Title: Commercial Operations Manager

Describe your work:

I direct a team which designs, builds, deploys and supports food-grade handling systems across North America and parts of South America. See LinkedIn.

6. Pertinent Education and/or Experience:

Ph.D Immunology-Tufts University School of Biomedical Research

I served for two years as the treasurer of a private non-profit 501C3.

Responsibilities included payroll, finance, budgeting and accounting.

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:

I believe the Town of Norwich is a very special place to live and I would like to contribute to town governance and operations. Selection of a town manager is a critical decision for the town that will influence town life for years to come.

Signature

Nathan Margolis

Date

5 October 2021

5

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

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

Name: Liz Blum

Address: 48 Cliff St

Day phone: 802 649-2030

Evening phone: 802 649-2030

E-mail: elizblum@gmail.com

Position Applied For: **Town Manager Search Committee**

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

Terms: 0

Years: 0

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:

No

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

I was on the selectboard when Norwich hired the first and second town manager also a lister for 6 years and worked with town managers in that position.

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

Norwich Selectboard 2002-2005 (chair 2003-2005)

Conservation Commission 2005-2009

Lister 2011-2017

Hanover Food Co-op Board 201-2020

5. Education and Current Employment

Name of Company: retired

Location:

Title:

Describe your work:

Occupational Therapist 13 years at VNA

6. Pertinent Education and/or Experience:

BA-Bennington College

BS OT Dominican College

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

Comments:

Signature

Liz Blum



Date

10/07/2021

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: DON MCCABE

Address: 97 MEETINGHOUSE ROAD

Day phone: 649-5921

Evening phone: SAME

E-mail: DON-MCCABE@COMCAST.NET

Position Applied For:

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

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

SERVE ON DRB + WORK WITH ZONING ADM.

SERVED ON POLICE POLICY COMMITTEE

- 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:

DRB CURRENTLY

5. Education and Current Employment

Name of Company: DHMC

Location: LEBANON

Title: CHILD/ADOL. COUNSELOR
Describe your work:

DEPT. OF PSYCHIATRY COUNSELING PROVIDER -

6. Pertinent Education and/or Experience:

MSW ADDELPHI UNIVERSITY

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

Comments:

Signature



Date

OCT 3, 2021

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: Emily Scherer

Address: 23 Hazen Street

Day phone: 802-649-7094

Evening phone: 802-649-7094

E-mail: blood.emily@gmail.com

Position Applied For: Town Manager Screening Committee

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

Terms: n/a

Years:

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

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

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

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

Town resident and member of the board of civil authority.

- 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:

board of civil authority

5. Education and Current Employment

Name of Company: CorEvitas

Location:

Title: Director of Biostatistics

Describe your work:

Supervise a team of statisticians focused on evaluating the safety of newly approved medications.

6. Pertinent Education and/or Experience:

PhD in Biostatistics

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

Emily Schen

Date

10/7/2021

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: Aaron Lamperti

Address: 557 New Boston Road

Day phone: 802 649 2724

Evening phone:

E-mail: aaron.lamperti@gmail.com

Position Applied For:

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

2. Would you be available for evening and/or morning meetings?
Evening: (Yes No Morning: (Yes No
Are there other restrictions on your availability? If so, please describe:

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

As a member of two town committees relating to climate change and energy use, I believe I can represent an issue of critical importance to norwich in a unique way. I have also worked with a number of town managers and have insight into what is needed for success in the job.

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:
Chair, Energy committee (active); Vice chair, Act 36 Task force (active).

5. Education and Current Employment

Name of Company: Town of Norwich

Location: Norwich

Title: Firefighter, EMT (Captain)

Describe your work:

6. Pertinent Education and/or Experience:

See previous applications.

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

Comments:

Signature



Date

10/7/2021

5

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

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

Name: Peter Orner

Address: 6 Moore Lane

Day phone: 603-646-2929

Evening phone: 802-649-7163

E-mail: peterorner@gmail.com

Position Applied For: Town Manager Screening Committee

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

Though busy with work and family, I'll do my best to be flexible.

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

I'm a tenured full professor of English and Creative Writing at Dartmouth and

currently serve as director of Creative Writing, a role with administrative

responsibilities. Over the years I've served on numerous hiring committees, for

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:

Not currently serving on any Norwich Boards or commissions.

I'm currently on the Board of the Upper Valley Jewish Community in Hanover.

5. Education and Current Employment

Name of Company: Dartmouth College

Location: Hanover NH

Title: Professor

Describe your work:

I teach classes in writing, literature, and law. Direct the CW program.

Author of five books of fiction, and two non-fiction.

6. Pertinent Education and/or Experience:

Communication and writing skills: MFA in Creative Writing (U of Iowa)

Legal skills: JD (Northeastern)

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

Comments:

Thank you for your time and consideration. I'm interested in becoming more formerly involved. I feel that it is important for parents of school-aged children to be a part of this committee.

Signature

Peter Orner

Date

Oct 7 2021

5

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

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

Name: Matthew Swett

Address: 34 Old Orchard Ln, Norwich, VT 05055

Day phone: 603-738-7100

Evening phone: 802-649-5989

E-mail: matt@swett.net

Position Applied For:

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

Terms: —

Years: —

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

Evening: (Yes No Morning: (Yes No

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

None

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

I have been part of the Norwich F.D. since 2004 and in a management position for much of that time and have worked with several of our previous T.M.'s + Dept. Heads.

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:

Northern Stage Board (past)

Norwich Fire Dept - Deputy Chief (current)

5. Education and Current Employment

Name of Company: Self Employed

Location: Norwich

Title:

Describe your work: Construction / Carpentry

6. Pertinent Education and/or Experience:

B.A. Dartmouth College

~~From~~ Started and ran several tech businesses = management exp.
finance + planning exp.

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

Comments:

Signature



Date

10/7/21

5

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

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

Name: Demosthenes P Sofronas

Address: 82 Glen Ridge RD

Day phone: 802-829-9133

Evening phone: 802-649-1536

E-mail: demosofronas@gmail.com

Position Applied For: Town Manager Screening Committee

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:

Only morning and afternoon when I am working as a crossing guard

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

I am a positive person who works well with others and always take the time to listen to all the facts and then makes the best decision possible. I served on the Norwich Police Services committee and also as Postmaster of Norwich.

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

Norwich Public Library - my second term - VP and Bldg and Grounds chair

Advance Transit- Norwich's rep on 2nd term , 2 terms -WRJ council on aging

Norwich Cemetery 2 terms, and a few years on the Board of Civil Authority

Upper Valley Leadership graduate on the recruitment committee

5. Education and Current Employment

Name of Company: US Postal Service Retired Location: Several

Title: Postmaster

Describe your work:

served the USPS in leadership roles as a Postmaster for 24 years and retired after 34 yrs

6. Pertinent Education and/or Experience:

Some college Northeastern University nights and also many training and leadership courses through the US Postal Service, US Army 26 years, and all the organizations that I have served and continue to serve.

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

Comments:

I am an excellent choice partly due to my 14 years of filming municipal meetings in Norwich, Hartford, Hartland, Lebanon, and Hanover. I understand the town manager role. On several of these boards, we entered into executive sessions several times and I know the importance of confidentiality.

Signature

Demosthenes P. Sofronas

Date

10-7-2021

Recreation Dept.

August Report

Fall sports opened in the final week of August, following the public health guidance of the Marion Cross School, by requiring all participants and coaches to wear masks, despite vaccination status. We will continue doing so until the school official decide otherwise. We will also require towns that play games against Norwich wear masks when at Huntley.

Adult programs opened in Tracy Hall, with Fencing beginning to host Wednesday and Friday sessions.

Norwich Rec made the decision to open an afternoon program, working with the Norwich Public Library. We will host this as a daily option (not weekly), until we are able to fully staff every day of the week and keep within a 6:1 ratio.

We have closed our Summer Matters For All grant, and will work towards completing our reimbursement schedule.

Vermont Afterschool performed their site visit to our camps, and followed up by offering to fund playground equipment for Norwich. We chose an embankment slide and a gaga pit for Barrett Playground. They will be purchased and installed in September.



TO: Selectboard
FROM: Rod Francis, Acting Town Manager
RE: Acting Town Manager Report
DATE: October 7, 2021

Finance Office Personnel Changes

Mary Gavin (under contract with Robert Half, an employment placement agency) has started work as an assistant to the Finance Director.

Budget Planning

I have been working with the Finance Director and other department heads on the draft FY22-23 operational and capital budgets. Elsewhere in the packet there is information concerning the anticipated increases due to COLA, health insurance benefits, and step increases. We have been working to develop an initial prioritized list of capital projects for FY22-23 and FY23-24. I expect we will have enough information to support a discussion of this topic. I will be working with the Finance Director closely on reviewing the DPW operational budget (excluding salaries and benefits, which have been completed).

DPW Staffing

We will be scheduling interviews Equipment Operator for the week of October 18, 2021. The DPW Director position and job description have been revised and will be posted the week of October 11, 2021.

Moore Lane Bridge

I have been working with engineering consultants Stantec on bid documents for a containment structure that will capture the material leaking through the bridge deck on the Moore Lane bridge. We expect that the documents will be posted the week of October 12, 2021.

Policing Study RFP

The RFP has been posted and advertised. The deadline is November 15, 2021.

1. Planning Commission

- The upcoming meeting on October 12 is a joint meeting with the DRB to discuss issues with the existing land use regulations prior to a review of the administrative procedures section.

2. Development Review Board

- The DRB will be hearing an application from the Marion Cross School (MCS) for a 63 feet long trail at the rear of the property as a temporary measure to gain access to the Norwich Nature Area for school programs.

3. Planning Director:

- I am discussing details of the proposed work and town expectations with single respondent to the density study RFQ. I hope to be able to proceed to contract discussions.
- The village and adjacent areas wastewater study RFQ has been posted. The deadline of applications is November 5, 2021
- The Norwich Historic Preservation Commission Barn Survey has been completed and is in the process of being closed out.
- TRORC last met on September 22, there was a presentation on the Keys to the Valley project which explored housing need in the Upper Valley and a Q&A session led by TRORC staff on ARPA. Jeff Lubell the alternate attended.

4. Zoning Administrator:

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

Miranda Bergmeier

From: Fielding Essensa
Sent: Thursday, October 07, 2021 12:29 PM
To: Miranda Bergmeier
Subject: FW: CPI/Inflation projections

For backup in the packet for COLA and inflationary justification see my email below to Rod. I would include a copy of the BLS link as well to the latest CPI report

Fielding P. Essensa
Finance Director - Town of Norwich
PO Box 376
Norwich, VT 05055
1(802)649-1419 ext. 105
fessensa@norwich.vt.us

From: Fielding Essensa [<mailto:fieldingessensa@gmail.com>]
Sent: Tuesday, October 5, 2021 10:43 AM
To: Rod Francis; Fielding Essensa
Subject: CPI/Inflation projections

Rod,

See below for my thoughts on inflationary pressure and its effects on the FY 23 budget. I've attached the latest report from the BLS as backup.

The largest issue is the inflation we are feeling this year, in conjunction with inflationary pressure that is likely to continue on into FY23 and further. With the FY22 budget being created a year ago, prior to the recent runup felt over the past 8-10 months, we have to account for basically 2 years worth of price increases into one budget. BLS is forecasting an overall increase of 5.3% for this year, and the general consensus is 3.2-3.6% next year, driven primarily by energy and hard asset costs (vehicle purchases).

For example, energy prices have increased the following over the past 12 months.

- Gasoline: 42.7%
- Heating oil: 33.2%
- Electricity: 5.2%

Vehicle purchases are also up 7.6% (used over 30%!).

I would feel comfortable hedging the fuel costs at just this year's increases, as they are substantial enough already. Overall I fear just anticipating 3.6% inflation for just FY 23 elsewhere across the budget will leave us hanging as we wouldn't account for the rapid runup we experienced this year in FY 22. I'd feel more comfortable splitting the difference between 3.6 and the combined 8.9%, settling somewhere in the 6.2-6.6% range. Another data point to utilize is the social security COLA, which is currently projected to settle in that 6.1-6.2% range. This is the largest increase in that number since 1983.

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https://www.bls.gov/news.release/archives/cpi_09142021.htm



U.S. BUREAU OF LABOR STATISTICS

Economic News Release

CPI

Consumer Price Index News Release

Transmission of material in this release is embargoed until
8:30 a.m. (ET) September 14, 2021 USDL-21-1644

Technical information: (202) 691-7000 • cpi_info@bls.gov • www.bls.gov/cpi
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CONSUMER PRICE INDEX - AUGUST 2021

The Consumer Price Index for All Urban Consumers (CPI-U) increased 0.3 percent in August on a seasonally adjusted basis after rising 0.5 percent in July, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 5.3 percent before seasonal adjustment.

The indexes for gasoline, household furnishings and operations, food, and shelter all rose in August and contributed to the monthly all items seasonally adjusted increase. The energy index increased 2.0 percent, mainly due to a 2.8-percent increase in the gasoline index. The index for food rose 0.4 percent, with the indexes for food at home and food away from home both increasing 0.4 percent.

The index for all items less food and energy rose 0.1 percent in August, its smallest increase since February 2021. Along with the indexes for household operations and shelter, the indexes for new vehicles, recreation, and medical care also rose in August. The indexes for airline fares, used cars and trucks, and motor vehicle insurance all declined over the month.

The all items index rose 5.3 percent for the 12 months ending August, a smaller increase than the 5.4-percent rise for the period ending July. The index for all items less food and energy rose 4.0 percent over the last 12 months, also a smaller increase than the period ending July. The energy index rose 25.0 percent over the last 12 months, and the food index increased 3.7 percent; both were larger than the increases for the 12-month period ending July.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U): U.S. city average

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Aug. 2021
	Feb. 2021	Mar. 2021	Apr. 2021	May 2021	June 2021	July 2021	Aug. 2021	
All items.....	.4	.6	.8	.6	.9	.5	.3	5.3
Food.....	.2	.1	.4	.4	.8	.7	.4	3.7
Food at home.....	.3	.1	.4	.4	.8	.7	.4	3.0
Food away from home (1) ..	.1	.1	.3	.6	.7	.8	.4	4.7
Energy.....	3.9	5.0	-1.1	.0	1.5	1.6	2.0	25.0
Energy commodities.....	6.6	8.9	-1.4	-.6	2.6	2.3	2.7	41.9
Gasoline (all types)....	6.4	9.1	-1.4	-.7	2.5	2.4	2.8	42.7
Fuel oil (1).....	9.9	3.2	-3.2	2.1	2.9	.6	-2.1	33.2
Energy services.....	.9	.6	1.5	.7	.2	.8	1.1	8.6
Electricity.....	.7	.0	1.2	.3	-.3	.4	1.0	5.2
Utility (piped) gas service.....	1.6	2.5	2.4	1.7	1.7	2.2	1.6	21.1
All items less food and energy.....	.1	.3	.9	.7	.9	.3	.1	4.0
Commodities less food and energy commodities....	-.2	.1	2.0	1.8	2.2	.5	.3	7.7
New vehicles.....	.0	.0	.5	1.6	2.0	1.7	1.2	7.6
Used cars and trucks....	-.9	.5	10.0	7.3	10.5	.2	-1.5	31.9

Apparel.....	-.7	-.3	.3	1.2	.7	.0	.4	4.2
Medical care								
commodities (1).....	-.7	.1	.6	.0	-.4	.2	-.2	-2.5
Services less energy								
services.....	.2	.4	.5	.4	.4	.3	.0	2.7
Shelter.....	.2	.3	.4	.3	.5	.4	.2	2.8
Transportation services	-.1	1.8	2.9	1.5	1.5	-1.1	-2.3	4.6
Medical care services...	.5	.1	.0	-.1	.0	.3	.3	1.0

1 Not seasonally adjusted.

Food

The food index increased 0.4 percent in August after larger increases in recent months. The food at home index increased 0.4 percent over the month as four of the six major grocery store food group indexes rose. The index for nonalcoholic beverages increased 1.0 percent in August, its third consecutive monthly increase. The index for meats, poultry, fish, and eggs rose 0.7 percent over the month as the beef index rose 1.7 percent. The index for other food at home rose 0.6 percent in August after increasing 0.8 percent in July. The index for fruits and vegetables rose 0.2 percent in August after declining in July.

The index for dairy and related products declined in August, falling 1.0 percent after rising in each of the previous 4 months. The index for cereals and bakery products was unchanged in August after increasing 1.2 percent in July.

The food away from home index rose 0.4 percent in August after increasing 0.8 percent in July. The index for limited service meals rose 0.8 percent in August, and the index for full service meals increased 0.6 percent. These increases offset a sharp decline in the index for food at employee sites and schools, which fell 17.0 percent in August.

The food at home index rose 3.0 percent over the past 12 months. Five of the six major grocery store food group indexes increased over the period. The largest increase was the index for meats, poultry, fish, and eggs, which increased 8.0 percent as the index for beef rose 12.2 percent over the year. The only group to decline was dairy and related products, which fell 0.5 percent over the last 12 months. The index for food away from home rose 4.7 percent over the last year. The index for limited service meals rose 6.9 percent over the last 12 months, and the index for full service meals rose 4.9 percent, while the index for food at employee sites and schools declined sharply.

Energy

The energy index rose 2.0 percent in August, its third consecutive monthly increase. The gasoline index rose 2.8 percent in August after increasing 2.4 percent in July. (Before seasonal adjustment, gasoline prices rose 0.7 percent in August.) The electricity index increased 1.0 percent in August following a 0.4-percent increase the prior month. The index for natural gas also increased in August, rising 1.6 percent; this was its seventh consecutive monthly increase.

The energy index rose 25.0 percent over the past 12 months as all the major energy component indexes increased. The gasoline index rose 42.7 percent over the last year. The index for electricity increased 5.2 percent, its largest 12-month increase since the period ending March 2014. The index for natural gas rose 21.1 percent over the last 12 months, the largest increase since the period ending August 2008.

All items less food and energy

The index for all items less food and energy rose 0.1 percent in August. Indexes that increased over the month include the index for household furnishings and operations, which increased 1.3 percent as the indexes for furniture and bedding and for appliances rose. The shelter index increased in August, rising 0.2 percent. The indexes for rent and owners' equivalent rent both rose 0.3 percent over the month, while the index for lodging away from home declined 2.9 percent.

The index for new vehicles continued to rise in August, increasing 1.2 percent after rising 1.7 percent in July. The recreation index rose 0.5 percent in August after increasing 0.6 percent the prior month. The index for medical care rose 0.2 percent over the month; its component indexes were mixed. The hospital services index rose 0.9 percent over the month, while the physicians' services index was

unchanged and the prescription drugs index declined 0.4 percent. The indexes for personal care, for communication, and for apparel all increased in August.

In contrast to these increases, several indexes declined in August. The index for airline fares fell sharply, decreasing 9.1 percent over the month. The index for used cars and trucks declined 1.5 percent in August, ending a series of five consecutive monthly increases. The index for motor vehicle insurance fell 2.8 percent in August, the same decline as in July.

The index for all items less food and energy rose 4.0 percent over the past 12 months. The index for used cars and trucks increased 31.9 percent over the span. The index for new vehicles rose 7.6 percent, the largest 12-month increase since the period ending June 1981. The shelter index increased 2.8 percent over the last 12 months, and the medical care index rose 0.4 percent. The index for physicians' services rose 3.9 percent and the index for hospital services increased 3.5 percent. The prescription drugs index fell 2.7 percent, one of the few indexes to show a 12-month decline.

Not seasonally adjusted CPI measures

The Consumer Price Index for All Urban Consumers (CPI-U) increased 5.3 percent over the last 12 months to an index level of 273.567 (1982-84=100). For the month, the index increased 0.2 percent prior to seasonal adjustment.

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) increased 5.8 percent over the last 12 months to an index level of 268.387 (1982-84=100). For the month, the index rose 0.2 percent prior to seasonal adjustment.

The Chained Consumer Price Index for All Urban Consumers (C-CPI-U) increased 5.1 percent over the last 12 months. For the month, the index increased 0.2 percent on a not seasonally adjusted basis. Please note that the indexes for the past 10 to 12 months are subject to revision.

The Consumer Price Index for September 2021 is scheduled to be released on Wednesday, October 13, 2021 at 8:30 a.m. (ET).

Coronavirus (COVID-19) Pandemic Impact on August 2021 Consumer Price Index Data

Data collection by personal visit for the Consumer Price Index (CPI) program has been suspended since March 16, 2020. When possible, data normally collected by personal visit were collected either online or by phone. Additionally, data collection in August was affected by the temporary closing or limited operations of certain types of establishments. These factors resulted in an increase in the number of prices considered temporarily unavailable and imputed. While the CPI program attempted to collect as much data as possible, many indexes are based on smaller amounts of collected prices than usual, and a small number of indexes that are normally published were not published this month. Additional information is available at www.bls.gov/covid19/effects-of-covid-19-pandemic-on-consumer-price-index.htm.

Technical Note

Brief Explanation of the CPI

The Consumer Price Index (CPI) measures the change in prices paid by consumers for goods and services. The CPI reflects spending patterns for each of two population groups: all urban consumers and urban wage earners and clerical workers. The all urban consumer group represents about 93 percent of the total U.S. population. It is based on the expenditures of almost all residents of urban or metropolitan areas, including professionals, the self-employed, the poor, the unemployed, and retired people, as well as urban wage earners and clerical workers. Not included in the CPI are the spending patterns of people living in rural nonmetropolitan areas, farming families, people in the Armed Forces, and those in institutions, such as prisons and mental hospitals. Consumer inflation for all urban consumers is measured by two indexes, namely, the Consumer Price Index for All Urban Consumers (CPI-U) and the Chained Consumer Price Index for All Urban Consumers (C-CPI-U).

The Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) is based on the expenditures of households included in the CPI-U definition that meet two requirements: more than one-half of the household's income must

come from clerical or wage occupations, and at least one of the household's earners must have been employed for at least 37 weeks during the previous 12 months. The CPI-W population represents about 29 percent of the total U.S. population and is a subset of the CPI-U population.

The CPIs are based on prices of food, clothing, shelter, fuels, transportation, doctors' and dentists' services, drugs, and other goods and services that people buy for day-to-day living. Prices are collected each month in 75 urban areas across the country from about 6,000 housing units and approximately 22,000 retail establishments (department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments). All taxes directly associated with the purchase and use of items are included in the index. Prices of fuels and a few other items are obtained every month in all 75 locations. Prices of most other commodities and services are collected every month in the three largest geographic areas and every other month in other areas. Prices of most goods and services are obtained by personal visits or telephone calls by the Bureau's trained representatives.

In calculating the index, price changes for the various items in each location are aggregated using weights, which represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. For the CPI-U and CPI-W, separate indexes are also published by size of city, by region of the country, for cross-classifications of regions and population-size classes, and for 23 selected local areas. Area indexes do not measure differences in the level of prices among cities; they only measure the average change in prices for each area since the base period. For the C-CPI-U, data are issued only at the national level. The CPI-U and CPI-W are considered final when released, but the C-CPI-U is issued in preliminary form and subject to three subsequent quarterly revisions.

The index measures price change from a designed reference date. For most of the CPI-U and the CPI-W, the reference base is 1982-84 equals 100. The reference base for the C-CPI-U is December 1999 equals 100. An increase of 7 percent from the reference base, for example, is shown as 107.000. Alternatively, that relationship can also be expressed as the price of a base period market basket of goods and services rising from \$100 to \$107.

Sampling Error in the CPI

The CPI is a statistical estimate that is subject to sampling error because it is based upon a sample of retail prices and not the complete universe of all prices. BLS calculates and publishes estimates of the 1-month, 2-month, 6-month, and 12-month percent change standard errors annually for the CPI-U. These standard error estimates can be used to construct confidence intervals for hypothesis testing. For example, the estimated standard error of the 1-month percent change is 0.03 percent for the U.S. all items CPI. This means that if we repeatedly sample from the universe of all retail prices using the same methodology, and estimate a percentage change for each sample, then 95 percent of these estimates will be within 0.06 percent of the 1-month percentage change based on all retail prices. For example, for a 1-month change of 0.2 percent in the all items CPI-U, we are 95 percent confident that the actual percent change based on all retail prices would fall between 0.14 and 0.26 percent. For the latest data, including information on how to use the estimates of standard error, see <https://www.bls.gov/cpi/tables/variance-estimates/home.htm>.

Calculating Index Changes

Movements of the indexes from 1 month to another are usually expressed as percent changes rather than changes in index points, because index point changes are affected by the level of the index in relation to its base period, while percent changes are not. The following table shows an example of using index values to calculate percent changes:

	Item A	Item B	Item C
Year I	112.500	225.000	110.000
Year II	121.500	243.000	128.000
Change in index points	9.000	18.000	18.000
Percent change	$9.0/112.500 \times 100 = 8.0$	$18.0/225.000 \times 100 = 8.0$	$18.0/110.000 \times 100 = 16.4$

Use of Seasonally Adjusted and Unadjusted Data

The Consumer Price Index (CPI) produces both unadjusted and seasonally adjusted data.

Seasonally adjusted data are computed using seasonal factors derived by the X-13ARIMA-SEATS seasonal adjustment method. These factors are updated each February, and the new factors are used to revise the previous 5 years of seasonally adjusted data. The factors are available at www.bls.gov/cpi/tables/seasonal-adjustment/seasonal-factors-2021.xlsx. For more information on data revision scheduling, please see the Factsheet on Seasonal Adjustment at www.bls.gov/cpi/seasonal-adjustment/questions-and-answers.htm and the Timeline of Seasonal Adjustment Methodological Changes at www.bls.gov/cpi/seasonal-adjustment/timeline-seasonal-adjustment-methodology-changes.htm.

For analyzing short-term price trends in the economy, seasonally adjusted changes are usually preferred since they eliminate the effect of changes that normally occur at the same time and in about the same magnitude every year—such as price movements resulting from weather events, production cycles, model changeovers, holidays, and sales. This allows data users to focus on changes that are not typical for the time of year. The unadjusted data are of primary interest to consumers concerned about the prices they actually pay. Unadjusted data are also used extensively for escalation purposes. Many collective bargaining contract agreements and pension plans, for example, tie compensation changes to the Consumer Price Index before adjustment for seasonal variation. BLS advises against the use of seasonally adjusted data in escalation agreements because seasonally adjusted series are revised annually.

Intervention Analysis

The Bureau of Labor Statistics uses intervention analysis seasonal adjustment for some CPI series. Sometimes extreme values or sharp movements can distort the underlying seasonal pattern of price change. Intervention analysis seasonal adjustment is a process by which the distortions caused by such unusual events are estimated and removed from the data prior to calculation of seasonal factors. The resulting seasonal factors, which more accurately represent the seasonal pattern, are then applied to the unadjusted data.

For example, this procedure was used for the motor fuel series to offset the effects of the 2009 return to normal pricing after the worldwide economic downturn in 2008. Retaining this outlier data during seasonal factor calculation would distort the computation of the seasonal portion of the time series data for motor fuel, so it was estimated and removed from the data prior to seasonal adjustment. Following that, seasonal factors were calculated based on this "prior adjusted" data. These seasonal factors represent a clearer picture of the seasonal pattern in the data. The last step is for motor fuel seasonal factors to be applied to the unadjusted data.

For the seasonal factors introduced for January 2021, BLS adjusted 72 series using intervention analysis seasonal adjustment, including selected food and beverage items, motor fuels, electricity, and vehicles.

Revision of Seasonally Adjusted Indexes

Seasonally adjusted data, including the U.S. city average all items index levels, are subject to revision for up to 5 years after their original release. Every year, economists in the CPI calculate new seasonal factors for seasonally adjusted series and apply them to the last 5 years of data. Seasonally adjusted indexes beyond the last 5 years of data are considered to be final and not subject to revision. For January 2021, revised seasonal factors and seasonally adjusted indexes for 2016 to 2020 were calculated and published. For series which are directly adjusted using the Census X-13ARIMA-SEATS seasonal adjustment software, the seasonal factors for 2020 will be applied to data for 2021 to produce the seasonally adjusted 2021 indexes. Series which are indirectly seasonally adjusted by summing seasonally adjusted component series have seasonal factors which are derived and are therefore not available in advance.

Determining Seasonal Status

Each year the seasonal status of every series is reevaluated based upon certain statistical criteria. Using these criteria, BLS economists determine whether a series should change its status from "not seasonally adjusted" to "seasonally adjusted", or vice versa. If any of the 81 components of the U.S. city average all items index change their seasonal adjustment status from seasonally adjusted to not seasonally adjusted, not seasonally adjusted data will be used in the aggregation of the dependent series for the last 5 years, but the seasonally adjusted indexes before that period will not be changed. Thirty-four of the 81 components of the U.S. city average all items index are not seasonally adjusted for 2021.

Contact Information

For additional information about the CPI visit www.bls.gov/cpi or contact the CPI

Information and Analysis Section at 202-691-7000 or cpi_info@bls.gov.

For additional information on seasonal adjustment in the CPI visit www.bls.gov/cpi/seasonal-adjustment/home.htm or contact the CPI seasonal adjustment section at 202-691-6968 or cpiseas@bls.gov.

Information from this release will be made available to sensory impaired individuals upon request. Voice phone: 202-691-5200; Federal Relay Service: 1-800-877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, by expenditure category, August 2021

[1982-84=100, unless otherwise noted]

Expenditure category	Relative importance Jul. 2021	Unadjusted indexes			Unadjusted percent change		Seasonally adjusted percent change		
		Aug. 2020	Jul. 2021	Aug. 2021	Aug. 2020-Aug. 2021	Jul. 2021-Aug. 2021	May 2021-Jun. 2021	Jun. 2021-Jul. 2021	Jul. 2021-Aug. 2021
All items	100.000	259.918	273.003	273.567	5.3	0.2	0.9	0.5	0.3
Food	13.875	269.079	278.127	279.135	3.7	0.4	0.8	0.7	0.4
Food at home	7.644	252.352	259.022	259.825	3.0	0.3	0.8	0.7	0.4
Cereals and bakery products	0.975	284.472	289.533	288.990	1.6	-0.2	-0.3	1.2	0.0
Meats, poultry, fish, and eggs	1.797	266.969	286.994	288.367	8.0	0.5	2.5	1.5	0.7
Dairy and related products	0.754	231.231	231.233	230.145	-0.5	-0.5	0.2	0.6	-1.0
Fruits and vegetables	1.306	306.754	312.875	313.672	2.3	0.3	0.7	-0.9	0.2
Nonalcoholic beverages and beverage materials	0.901	178.684	180.136	182.277	2.0	1.2	0.9	0.7	1.0
Other food at home	1.912	219.607	222.116	222.863	1.5	0.3	0.2	0.8	0.6
Food away from home⁽¹⁾	6.231	295.437	308.023	309.336	4.7	0.4	0.7	0.8	0.4
Energy	7.255	197.362	244.800	246.639	25.0	0.8	1.5	1.6	2.0
Energy commodities	4.055	198.496	280.040	281.730	41.9	0.6	2.6	2.3	2.7
Fuel oil⁽¹⁾	0.098	207.623	282.484	275.557	33.2	-2.1	2.9	0.6	-2.1
Motor fuel	3.892	195.352	276.650	273.461	42.5	0.7	2.5	2.4	2.8
Gasoline (all types)	3.811	194.449	275.656	277.448	42.7	0.7	2.5	2.4	2.8
Energy services	3.200	205.636	221.196	223.272	8.6	0.9	0.2	0.8	1.1
Electricity	2.457	217.680	227.672	229.088	5.2	0.6	-0.3	0.4	1.0
Utility (piped) gas service	0.743	166.916	198.207	202.140	21.1	2.0	1.7	2.2	1.6
All items less food and energy	78.870	268.756	279.146	279.507	4.0	0.1	0.9	0.3	0.1
Commodities less food and energy commodities	20.673	145.391	155.873	156.581	7.7	0.5	2.2	0.5	0.3
Apparel	2.644	116.299	119.078	121.194	4.2	1.8	0.7	0.0	0.4
New vehicles	3.779	147.412	157.203	158.652	7.6	0.9	2.0	1.7	1.2
Used cars and trucks	3.485	149.765	200.425	197.535	31.9	-1.4	10.5	0.2	-1.5
Medical care commodities⁽¹⁾	1.502	385.409	376.323	375.685	-2.5	-0.2	-0.4	0.2	-0.2

Footnotes

(1) Not seasonally adjusted.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1996=100 base.

APPROVED JULY 1, 2013

**SELECTBOARD APPROPRIATION REQUEST AND DISBURSEMENT POLICY
TOWN OF NORWICH**

(12)

1. PURPOSE

1.1 The purpose of establishing a policy on requests for outside appropriations (other monetary articles) and the disbursement of these appropriations, after approval by Town Meeting, is to provide guidance to agencies requesting an appropriation on the process for requesting an appropriation and the process for requesting a disbursement of the appropriated monies.

2. AUTHORITIES

2.1 The authority for making appropriations for social service agencies is in 24 VSA § 2691 as follows:

At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include, but are not limited to: transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds.

Furthermore, 24 V.S.A. § 2692 provides for towns to enter into contracts with social service providers:

The legislative body of a municipality making an appropriation, as provided in section 2691 of this title, may make a contract with public or private agencies or persons concerning the provision of those certain social services.

2.1.1 This language provides Town Meeting with the authority to appropriate monies “for the support of social service programs and facilities within that town for its residents.” A key part of this authorization is that they must benefit Town residents.

2.2 There are also other authorities for making appropriations for specific agencies such as libraries, which is contained in 22 VSA § 142, and cemetery commissions in 18 VSA § 5361, for Memorial Day and other observances of historical events in 24 VSA § 3907, and for recreational activities and facilities in 31 VSA § 202.

2.3 The courts have held that appropriations cannot be made for a private purpose or to what appears to be a public organization set up as a way to obtain monies for a private purpose. A Town appropriation should primarily serve a public municipal purpose. To this end, organizations should limit their requests to the direct costs of those goods and services supplied to the residents of the Town, plus a reasonable overhead burden.

3. POLICY

3.1 Organizations will apply for appropriations on forms available from the Town Manager’s Office. Examples are in Appendices A, B & C with further instructions provided in Appendix D.

3.2 The Selectboard will review any request for appropriations or petitions for appropriations to determine that they meet the requirements of Vermont law, especially that they are targeted to benefit Norwich residents.

3.3 Any agency that will be requesting an appropriation to cover costs of goods and services provided to residents of the Town of Norwich for the next fiscal year that is the same or less than the appropriation for the current fiscal year shall submit a request to the Town Manager's Office on a form provided by the Town Manager on or before the Friday preceding the last Monday in October. Agencies whose form is on file, need only advise, "No change", if applicable.

3.4 Any agency that is requesting an increase in their appropriation, an appropriation to cover a capital expenditure, or a new appropriation shall submit a petition signed by the statutory minimum of 5 percent of registered Norwich voters not less than 45 days before Town Meeting. In addition, so that the Selectboard may make a decision on whether the services proposed by the agency qualify for Town funding, the agency shall submit to the Town Manager's Office information on a form provided by the Town Manager.

3.5 The Selectboard expects all organizations requesting a contribution to be prepared to attend a budget hearing at a time and place determined by the Selectboard, if so requested. Agencies may expect to be excused from appearing, when there are no changes to their applications and the Selectboard is satisfied with the information provided in their invoices for payment of goods and services.

3.6 The Selectboard will advise any agency of any issues to be resolved with their application by 31 December of the year preceding Town Meeting.

4. FORM OF WARRANT ARTICLE

4.1 The following is the general form of a ballot article to appropriate monies for outside agencies. It includes information on the character and purpose of the requesting organization to provide voters with information needed to make a reasonable judgment on whether they support an appropriation for the organization and a finding that the appropriation would benefit Norwich residents.

Shall the voters of the Town of Norwich appropriate [amount requested] to [name of organization] to be used to [describe character and purpose of use of funds], such amount being reasonably necessary for the support of programs to benefit Town residents in accordance with (Applicable Statute Number)?

5. PAYMENT OF APPROPRIATIONS

5.1 After an appropriation has been approved by Town Meeting, the outside agency requesting the funds may invoice the Town of Norwich for quarters ending: September, December, March and June, upon presentation of a log summarizing the work completed. Agencies will be reimbursed up to the amount appropriated.

5.2 The library and cemetery will receive payment in two installments that equal one-half the amount appropriated. The first invoice will be paid in September and the second in March of the fiscal year.

5.3 The invoice shall be sent to:

Finance Office
Town of Norwich
PO Box 376
Norwich, VT 05055

6. EFFECTIVE DATE

6.1 This policy is effective ~~1 September 2014.~~

July 1, 2015.

Appendix A: Example Appropriation Request from a service agency

Category: Social Service

Name of Organization:	Upper Valley Benevolent Society
Address for mailing check:	888 Main Street White River Junction, VT, 05001
Contact name:	Francine Buck
Telephone:	802-555-8888
E-mail:	Francine.Buck@UVBS.org

Authority: 24 VSA § 2691

At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include, but are not limited to: transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds.

Describe services to be provided to Norwich residents.

Provision of emergency needs including food, fuel and clothing; referral to and assistance with accessing needed services in cases of emergencies, financial counseling and food and nutrition education for individuals and families, which are under emotional or financial stress.

Text of Article in the Town Warning.

Shall the voters of the Town of Norwich appropriate \$2,500 to the Upper Valley Benevolent Society to be used for emergency needs, referral to and assistance with accessing needed services, financial counseling and food and nutrition education, such amount being reasonably necessary for the support of programs to benefit Town residents in accordance with 24 VSA § 2691?

Unit of service provided.

Unit of service (<u>underline one</u>)	Cost per unit
Visit <u>Person served</u> Job (describe) Other (describe) The Upper Valley Benevolent Society annual budget is \$180,000. We serve 1,000 people annually in our service area and make 600 visits per year, 24-7. Using the per visit option, our Cost per Visit is $\$180,000/600 = \$300/\text{visit}$	\$300/person

The organization will keep a log of services provided and be reimbursed quarterly up to the amount appropriated.

Appropriation requests

Sum appropriated for current FY	Sum requested next FY
\$2,500	\$2,500

Organization Name: Upper Valley Benevolent Society
Log of services performed to Norwich residents per 24 VSA § 2691
Quarter: 1 March to 30 June 2014

Date	Service provided to residents	Units provided
14 March	Fuel assistance referral, Norwich	1
23 March	Family crisis intervention, Norwich	1
17 May	Home family counseling session, Norwich	2
23 May	Emergency relocation for Norwich fire.	1
15 June	Counseling referral for Norwich person.	1

Invoiced units for this page:

$$\begin{array}{rcl}
 \underline{\quad 6 \quad} & \times & \underline{\quad \$300 \quad} \\
 \text{Units provided} & \text{Cost per unit} & \text{Invoiced amount, this page.} \\
 & & \underline{\quad = \quad \$1,800 \quad}
 \end{array}$$

Signature _____

Date _____

Adopted by the Norwich Selectboard on August 27, 2014.

APPROVED JULY 1, 2013

**SELECTBOARD APPROPRIATION REQUEST AND DISBURSEMENT POLICY
TOWN OF NORWICH**

(72)

1. PURPOSE

1.1 The purpose of establishing a policy on requests for outside appropriations (other monetary articles) and the disbursement of these appropriations, after approval by Town Meeting, is to provide guidance to agencies requesting an appropriation on the process for requesting an appropriation and the process for requesting a disbursement of the appropriated monies.

2. AUTHORITIES

2.1 The authority for making appropriations for social service agencies is in 24 VSA § 2691 as follows:

At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include, but are not limited to: transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds.

Furthermore, 24 V.S.A. § 2692 provides for towns to enter into contracts with social service providers:

The legislative body of a municipality making an appropriation, as provided in section 2691 of this title, may make a contract with public or private agencies or persons concerning the provision of those certain social services.

2.1.1 This language provides Town Meeting with the authority to appropriate monies “for the support of social service programs and facilities within that town for its residents.” A key part of this authorization is that they must benefit Town residents.

2.2 There are also other authorities for making appropriations for specific agencies such as libraries, which is contained in 22 VSA § 142, and cemetery commissions in 18 VSA § 5361, for Memorial Day and other observances of historical events in 24 VSA § 3907, and for recreational activities and facilities in 31 VSA § 202.

2.3 The courts have held that appropriations cannot be made for a private purpose or to what appears to be a public organization set up as a way to obtain monies for a private purpose. A Town appropriation should primarily serve a public municipal purpose. To this end, organizations should limit their requests to the direct costs of those goods and services supplied to the residents of the Town, plus a reasonable overhead burden.

3. POLICY

3.1 Organizations will apply for appropriations on forms available from the Town Manager’s Office. Examples are in Appendices A, B & C with further instructions provided in Appendix D.

3.2 The Selectboard will review any request for appropriations or petitions for appropriations to determine that they meet the requirements of Vermont law, especially that they are targeted to benefit Norwich residents.

3.3 Any agency that will be requesting an appropriation to cover costs of goods and services provided to residents of the Town of Norwich for the next fiscal year that is the same or less than the appropriation for the current fiscal year shall submit a request to the Town Manager's Office on a form provided by the Town Manager on or before the Friday preceding the last Monday in October. Agencies whose form is on file, need only advise, "No change", if applicable.

3.4 Any agency that is requesting an increase in their appropriation, an appropriation to cover a capital expenditure, or a new appropriation shall submit a petition signed by the statutory minimum of 5 percent of registered Norwich voters not less than 45 days before Town Meeting. In addition, so that the Selectboard may make a decision on whether the services proposed by the agency qualify for Town funding, the agency shall submit to the Town Manager's Office information on a form provided by the Town Manager.

3.5 The Selectboard expects all organizations requesting a contribution to be prepared to attend a budget hearing at a time and place determined by the Selectboard, if so requested. Agencies may expect to be excused from appearing, when there are no changes to their applications and the Selectboard is satisfied with the information provided in their invoices for payment of goods and services.

3.6 The Selectboard will advise any agency of any issues to be resolved with their application by 31 December of the year preceding Town Meeting.

4. FORM OF WARRANT ARTICLE

4.1 The following is the general form of a ballot article to appropriate monies for outside agencies. It includes information on the character and purpose of the requesting organization to provide voters with information needed to make a reasonable judgment on whether they support an appropriation for the organization and a finding that the appropriation would benefit Norwich residents.

Shall the voters of the Town of Norwich appropriate [amount requested] to [name of organization] to be used to [describe character and purpose of use of funds], such amount being reasonably necessary for the support of programs to benefit Town residents in accordance with (Applicable Statute Number)?

5. PAYMENT OF APPROPRIATIONS

5.1 After an appropriation has been approved by Town Meeting, the outside agency requesting the funds may invoice the Town of Norwich for quarters ending: September, December, March and June, upon presentation of a log summarizing the work completed. Agencies will be reimbursed up to the amount appropriated.

5.2 The library and cemetery will receive payment in two installments that equal one-half the amount appropriated. The first invoice will be paid in September and the second in March of the fiscal year.

5.3 The invoice shall be sent to:

Finance Office
Town of Norwich
PO Box 376
Norwich, VT 05055

6. EFFECTIVE DATE

6.1 This policy is effective ~~1 September 2014.~~

July 1, 2015.

Appendix A: Example Appropriation Request from a service agency

Category: Social Service

Name of Organization:	Upper Valley Benevolent Society
Address for mailing check:	888 Main Street White River Junction, VT, 05001
Contact name:	Francine Buck
Telephone:	802-555-8888
E-mail:	Francine.Buck@UVBS.org

Authority: 24 VSA § 2691

At a meeting duly warned for that purpose, a town or incorporated village may appropriate such sums of money as it deems necessary for the support of social service programs and facilities within that town for its residents. Social service programs, for which a town or incorporated village may appropriate sums of money, include, but are not limited to: transportation, nutrition, medical, child care, and other rehabilitative services for persons with low incomes, senior citizens, children, disabled persons, drug and alcohol abusers, and persons requiring employment to eliminate their need for public assistance. The authority herein granted is not in derogation of other local powers to allocate funds.

Describe services to be provided to Norwich residents.

Provision of emergency needs including food, fuel and clothing; referral to and assistance with accessing needed services in cases of emergencies, financial counseling and food and nutrition education for individuals and families, which are under emotional or financial stress.

Text of Article in the Town Warning.

Shall the voters of the Town of Norwich appropriate \$2,500 to the Upper Valley Benevolent Society to be used for emergency needs, referral to and assistance with accessing needed services, financial counseling and food and nutrition education, such amount being reasonably necessary for the support of programs to benefit Town residents in accordance with 24 VSA § 2691?

Unit of service provided.

Unit of service (underline one)	Cost per unit
<p>Visit</p> <p><u>Person served</u></p> <p>Job (describe)</p> <p>Other (describe)</p> <p>The Upper Valley Benevolent Society annual budget is \$180,000. We serve 1,000 people annually in our service area and make 600 visits per year, 24-7. Using the per visit option, our Cost per Visit is $\\$180,000/600 = \\$300/\text{visit}$</p>	<p>\$300/person</p>

The organization will keep a log of services provided and be reimbursed quarterly up to the amount appropriated.

Appropriation requests

Sum appropriated for current FY	Sum requested next FY
\$2,500	\$2,500

Organization Name: Upper Valley Benevolent Society
Log of services performed to Norwich residents per 24 VSA § 2691
Quarter: 1 March to 30 June 2014

Date	Service provided to residents	Units provided
14 March	Fuel assistance referral, Norwich	1
23 March	Family crisis intervention, Norwich	1
17 May	Home family counseling session, Norwich	2
23 May	Emergency relocation for Norwich fire.	1
15 June	Counseling referral for Norwich person.	1

Invoiced units for this page:

$$\frac{6}{\text{Units provided}} \times \frac{\$300}{\text{Cost per unit}} = \frac{\$1,800}{\text{Invoiced amount, this page.}}$$

Signature _____

Date _____

Appendix B: Example Appropriation Request from an historic celebrant

Category: Historic Events

Name of Organization:	Norwich Independence Society
Address for mailing check:	888 Main Street Norwich, VT, 05055
Contact name:	Tante Samantha
Telephone:	802-999-8888
E-mail:	tante.samantha@NMCS.org

Authority: 24 VSA § 3907

A municipality may appropriate such sums of money as it deems necessary for the proper observance of Memorial Day, for the celebration of historic events, and for the erection and dedication of monuments or tablets to commemorate the same.

Describe services to be rendered to Norwich residents.

Provision of flags, bunting, and fireworks for the celebration of the Fourth of July (Independence Day).

Text of Article in the Town Warning.

Shall the voters of the Town of Norwich appropriate \$2,000 to the Norwich Independence Society, to be used for the Town's observance of Independence Day, such amount being reasonably necessary to provide fireworks and celebratory decorations for the enjoyment of Town residents in accordance with 24 VSA § 3907?

Unit of service provided.

Unit of service (circle one)	Cost per unit
<p><u>Event (describe):</u> Independence Day celebration.</p> <p>Other (describe)</p> <p>Cost of fireworks: \$1,500 Cost of flags, bunting and other decorations: \$500.</p>	<p>\$2,000</p>
<p><i>Instructions:</i></p> <p>For each type of event that you support, estimate what each of those provided to Norwich residents would cost, individually, and enter as "cost per unit" for each event.</p>	

The organization will keep a log of services provided and be reimbursed quarterly up to the amount appropriated.

Appropriation requests

Sum appropriated for FY 2015	Sum requested for FY 2016
<p>\$2,000</p>	<p>\$2,000</p>

Unit of service provided.

Unit of service (circle one)	Cost per unit
<p>Person served</p> <p><u>Event (describe)</u></p> <p>Job (describe)</p> <p>Other (describe)</p> <p>The Upper Valley Par Cours Association coordinates the mobilization of volunteers and provides supervision for those volunteers. It requires four hours of coordinating time per event to mobilize volunteers and eight hours to supervise the volunteers. The billable rate of the coordinating staff is \$25/hour with overhead. A unit is a day of coordinated volunteer work.</p>	<p>\$300/day</p>

Instructions:

If you provide a consistent type of service, consider what best describes it (visit, person served, job, etc.); this is your "unit of service". Now take your operating budget for providing this type of service and divide by all the units that you do in a year. This is your "cost per unit".

If your service is coordinating volunteers, remember that the service applies to the people receiving the benefit from the volunteers; it doesn't apply to the volunteers.

If you provide services by separate, unlike projects or jobs, then estimate what each of those provided to Norwich residents would cost, individually and enter as "cost per unit" for each job.

The organization will keep a log of services provided and be reimbursed quarterly up to the amount appropriated.

Appropriation requests

Sum appropriated for FY 2015	Sum requested for FY 2016
\$1,300	\$1,300

Organization Name: The Upper Valley Par Cours Association
Log of services performed to Norwich residents per 31 VSA § 201
 Quarter: 1 March to 30 June 2014

Date	Service provided	Units Provided
29 May	Mobilized and supervised volunteers to build Ballard Trail bridge abutment.	2
10 June	Mobilized and supervised volunteers to build Ballard Trail bridge span.	2
17 June	Mobilized and supervised volunteers to build Ballard Trail bridge abutment.	1

Invoiced events for this page:

5	×	\$300	=	\$1,500
Units provided		Cost per unit		Invoiced amount for unit.
5	=	\$1,300 (Appropriated)		
Sum of amounts		Invoiced amount.		

 Signature Date

Organization Name: Norwich Independence Society
Log of historic events held in Norwich per 24 VSA § 3907

Quarter: 1 July to 30 September 2014

Date	Event held	Units Provided
4 July	Independence Day celebration (Invoices for goods and services attached = \$2,138.89)	1

Invoiced events for this page:

$$\begin{array}{rcl}
 \frac{1}{\text{Units provided}} & \times & \frac{\$2,000}{\text{Cost per unit}} = \frac{\$2,000}{\text{Invoiced amount for unit.}} \\
 \frac{1}{\text{Sum of amounts}} & = & \frac{\$2,000}{\text{Invoiced amount.}}
 \end{array}$$

Signature _____

Date _____

Appendix C: Example Appropriation Request from a recreation provider

Category: Recreational Activities and Facilities

Name of Organization:	The Upper Valley Par Cours Association
Address for mailing check:	888 Main Street Woodstock, VT 05091
Contact name:	Terrence Wayforth
Telephone:	802-888-9999
E-mail:	t.wayforth@UVparcours.org

Authority: 31 VSA § 201

A city by its council or an incorporated village, at an annual meeting, may appropriate such sums of money as it deems best, not exceeding four percent of its grand list, for the purchase of public playgrounds and lands, and for the construction and maintenance of buildings and equipment thereon, for public recreational purposes. This section shall not apply to a city or incorporated village whose charter or by-laws authorize such appropriation.

Describe services to be rendered to Norwich residents.

The Upper Valley Par Cours Association coordinates the building and maintenance of trail and exercise facilities in Norwich. In addition, it provides specialized equipment and tools to the volunteers whom it coordinates.

Text of Article in the Town Warning.

Shall the voters of the Town of Norwich appropriate \$1,300 to the Upper Valley Par Cours Association to be used toward the construction and maintenance of trails and other exercise facilities, such amount being reasonably necessary for the support of programs to benefit Town residents in accordance with 31 VSA § 201?

Appendix C: Example Appropriation Request from a recreation provider

Appendix D: Examples of how to calculate cost per unit and invoiced amount.

1. **Visit:** If your organization visits various venues, then you could take the cost, including a reasonable overhead burden, of visiting all such venues in a year and divide it by the number of venues that you visit in all jurisdictions. Your Cost per unit would be *Cost per visit*. You would then report all visits to Norwich residents on your **Log of services** and invoice the Town for the *Number of visits × Cost per visit = Invoiced amount*.
2. **Person served:** If your organization can enumerate the number of people served annually, then you could take the cost, including a reasonable overhead burden, of serving all such people in a year and divide it by the number of people that you serve in all jurisdictions. Your Cost per unit would be *Cost per person served*. You would then report all in Norwich residents served on your **Log of services** and invoice the Town for the *Number of people served × Cost per person served = Invoiced amount*.
3. **Job:** If your organization performs individual jobs of varying cost, then you should describe each separately, to the extent possible. Your Cost per unit, including a reasonable overhead burden, would be *Cost per job*. You would then report all jobs, serving Norwich residents, on your **Log of services** and invoice the Town for the *Name of job: Cost of job = Invoiced amount*.
4. **Event:** If your organization performs individual events of varying cost, then you should describe each separately, to the extent possible. Your Cost per unit, including a reasonable overhead burden, would be *Cost per event*. You would then report all events in Norwich on your **Log of services** and invoice the Town for the *Name of event × Cost of event = Invoiced amount*.
5. **Other:** If your organization has some other basis for establishing cost, including a reasonable overhead burden, then find some basis to calculate it for all persons served. Your Cost per unit would be *Cost per (unit of your making)*. You would then report all units that served Norwich residents on your **Log of services** and invoice the Town for the *Name of service × Cost of unit = Invoiced amount*.

