

Miranda Bergmeier

From: Stephen Flanders <stephen.flanders@icloud.com>
Sent: Sunday, January 16, 2022 6:29 PM
To: Arnold Roger; Layton Mary; cbrochu30@gmail.com; Robert Gere;
marcia.calloway@dartmouth.edu
Cc: Rod Francis; Miranda Bergmeier
Subject: An affordable Beaver Meadow sidewalk alternative -- Corrected
Attachments: Huntley Loop alternative 2022-01-16.pdf

To the Norwich Selectboard:

You may find the attached proposal to be an affordable and effective response to those, who are interested in increasing pedestrian safety in the Beaver Meadow-Turnpike-Main Street walking loop. It uses signs, hardpack, and reflective markers (stakes or cones) to create a pedestrian safety zone on the existing shoulder. I believe that it could be implemented with currently budgeted and authorized funds.

In the previous version, I suggested that Moore Lane would be one-way, when I meant two-way single lane over the bridge to create a widened pedestrian zone on the south side of the bridge.

Sincerely,

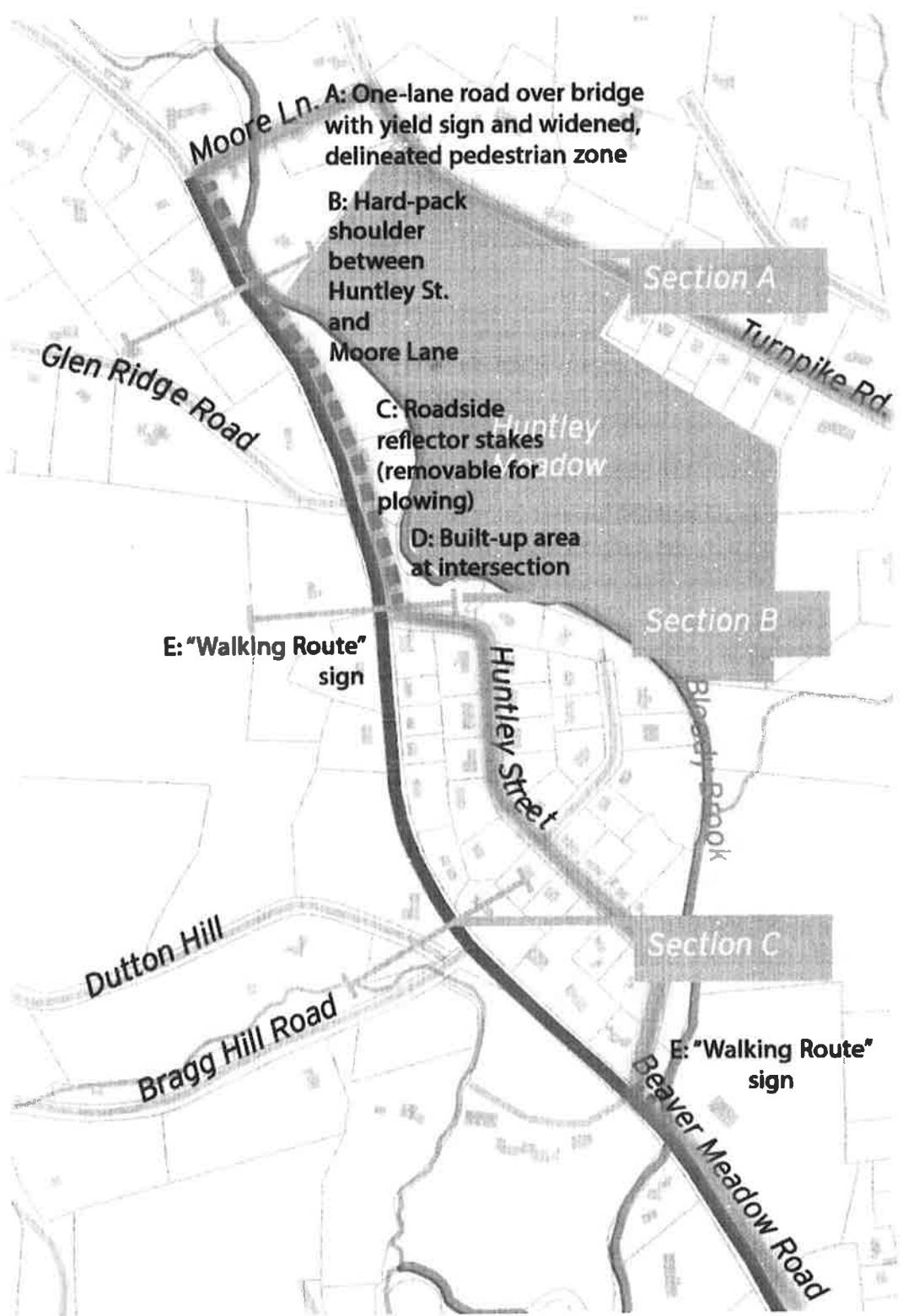
Stephen Flanders
317 Hopson Road
Norwich, VT 05055
802-649-1134

stephen.flanders@icloud.com

MEMORANDUM

TO: NORWICH SELECTBOARD
FROM: STEPHEN FLANDERS
SUBJECT: A LOW-COST SOLUTION TO THE BEAVER MEADOW-TURNPIKE - MAIN STREET WALKING LOOP
DATE: JANUARY 15, 2022
CC: ROD FRANCIS

1. *Summary* – A substantial improvement in safety could be achieved within the FY2022-23 operating budget and other available funds for the Beaver Meadow-Turnpike-Main Street walking loop, using signs, hardpack, and reflective markers.
2. *Background* – Here are some relevant considerations:
 - a. There is substantial interest in improving pedestrian safety around the route, as shown by the authorization of a 2021 engineering study and a 2022 petition, submitted to the Norwich selectboard.
 - b. The 2021 Dubois and King engineering study offered five alternatives, ranging in cost between \$340K for a mobility lane concept, \$510 for a partial build and \$830 to \$880K for a complete sidewalk build, where none exists.
 - c. The 2021 costs may have increased substantially during the pandemic.
3. *Five simple steps* – The following steps shown on the attached figure could substantially increase pedestrian safety within the FY 2022-3 operating budget of DPW, supplemented by other sources, such as the Sidewalk Fund:
 - A: Make Moore Lane a two-way single lane over the bridge with a yield sign from Beaver Meadow Road to create a widened, delineated pedestrian area.
 - B: Install continuous hard-pack on the shoulder between Moore Lane and Huntley Street to create a plowable, walkable safe zone.
 - C: Install reflectors along the edge of Beaver Meadow Road to delineate the shoulder. These could be removable to allow a wing plow to clear the shoulder of snow.
 - D: Use cribbing with pressure-treated lumber to build an enhanced hard-pack pedestrian safety area at the Huntley Street/Beaver Meadow Road intersection corner, where there is a drop-off.
 - E: Place “Walking Route” signs at the upper and lower Huntley Street/Beaver Meadow Road intersections.
4. *Conclusion* – The proposed measures greatly enhance the safety of pedestrians, using this walking loop at a much lower cost than previously proposed. It allows time to assess whether more expensive measures may be warranted in a future planning cycle.



Proposed alternative, adapted from Dubois & King Alternative 5, P. 36

(3)

Miranda Bergmeier

From: Douglas Wilberding <wilberding@me.com>
Sent: Thursday, January 20, 2022 11:10 AM
To: Miranda Bergmeier; Fielding Essensa
Subject: SB Packet Email

Miranda, can you include this in the next SB meeting packet?

Selectboard members:

Question(s)

1. Can a list of all debt (loans) be provided to the public versus an aggregate summary of debt?
2. Please list the original loan amount(s), loan term(s), interest rate(s), monthly payment(s), current loan balances(s) and maturity date(s)
3. Please list the financial institutions that the Town of Norwich works with and identify them for each loan. E.g Mascoma, Northfield Savings Bank (brook bridge) Bond (public service building) etc...
4. Can a quarterly Balance Sheet be provided to the public as part of the SB meeting and disclosure/reporting process?

Thank you

Doug Wilberding
Turnpike Road - Norwich

Sent from my iPad

01/20/22
01:57 pm

Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description	Amount	Check Paid	Check Number	Check Date
		Invoice Number	Account			
AAAPOLICE	AAA POLICE SUPPLY	01/12/22 NPD: jkt 7891	01-5-500582.00 UNIFORMS	416.99	11159	01/26/22
AAAPOLICE	AAA POLICE SUPPLY	10/14/21 NPD:credit rtd coat 90992	01-5-500582.00 UNIFORMS	-404.99	11159	01/26/22
ROBERT HA	ACCOUNTTEMPS	01/11/22 FIN: ass't w/e 1/7/22 59187002	01-5-200112.00 FINL ASSISTANT WAGE	1484.71	11160	01/26/22
ADVANCE	ADVANCE AUTO PARTS	01/04/22 NFD: creeper 60842004019	01-5-555528.00 FIRE TRK R & M	118.74	11161	01/26/22
ADVANCE	ADVANCE AUTO PARTS	01/04/22 DPW: air hose 608420040199	01-5-703403.00 PARTS & SUPPLIES	11.00	11161	01/26/22
ADVANCE	ADVANCE AUTO PARTS	01/10/22 DPW:Trk12 brakes 608420101689	01-5-703403.00 PARTS & SUPPLIES	67.58	11161	01/26/22
ANYTIME	ANYTIME CARPET CARE & CLE	12/31/21 PSF CLEANING 456666	01-5-485304.00 CLEANING	360.00	11162	01/26/22
ANYTIME	ANYTIME CARPET CARE & CLE	01/14/22 NPD: 2X cleaning 456670	01-5-485304.00 CLEANING	360.00	11162	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-005123.00 HEALTH INSUR	2082.43	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-100123.00 HEALTH INS	2612.90	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-200123.00 HEALTH INS	2082.43	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-350123.00 HEALTH INS	1482.16	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-425123.00 HEALTH INS	2478.56	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-500123.00 HEALTH INS	4969.08	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-555123.00 HEALTH INSURANCE	1718.23	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-703123.00 HEALTH INSUR	5036.37	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-704123.00 HEALTH INSURANCE	2067.96	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-703123.00 HEALTH INSUR	-1323.21	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-703123.00 HEALTH INSUR	-1537.52	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-703123.00 HEALTH INSUR	154.15	11163	01/26/22
BCBS	BLUE CROSS/BLEUE SHIELD OF	01/04/22 Jan 22 Health Ins 134992435	01-5-703123.00 HEALTH INSUR	1650.29	11163	01/26/22
SWENBR	BRIE SWENSON	01/19/22 INK FOOD EQUIP COVID JAN EXPENSES	01-5-425182.00 OFFICE SUPPLIES	71.99	11164	01/26/22
SWENBR	BRIE SWENSON	01/19/22 INK FOOD EQUIP COVID JAN EXPENSES	01-5-425211.00 EQUIPMENT	34.76	11164	01/26/22
SWENBR	BRIE SWENSON	01/19/22 INK FOOD EQUIP COVID JAN EXPENSES	01-5-425211.00 EQUIPMENT	32.85	11164	01/26/22
SWENBR	BRIE SWENSON	01/19/22 INK FOOD EQUIP COVID JAN EXPENSES	01-5-425211.00 EQUIPMENT	64.08	11164	01/26/22

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Vendor		Invoice	Invoice Description	Amount	Check	Check		
		Date	Invoice Number		Account	Paid	Number	Date
BUSINESS	BUSINESS CARD	01/07/22	KIDS MASKS 1773863	01-5-425211.00	EQUIPMENT	87.99	11165	01/26/22
BUSINESS	BUSINESS CARD	01/06/22	KIDS MASKS 2529811	01-5-425211.00	EQUIPMENT	32.88	11165	01/26/22
BUSINESS	BUSINESS CARD	01/06/22	ADULTS MASKS 6423406	01-5-425211.00	EQUIPMENT	97.93	11165	01/26/22
BUSINESS	BUSINESS CARD	01/14/22	TM: KN95 masks AMZN MASKS	01-5-275610.00	OFFICE SUPPLIES	218.00	11165	01/26/22
BUSINESS	BUSINESS CARD	01/11/22	TM: bckgrnd check VT CRIME INF	01-5-005300.00	PROFESS SERV	30.00	11165	01/26/22
BUSINESS	BUSINESS CARD	01/14/22	TM: Covid19 tests WMART C19TST	01-5-706109.00	BUILDING SUPPLIES	215.76	11165	01/26/22
BUSINESS	BUSINESS CARD	01/14/22	TM: Covid-19 tests WMART TSTS-2	01-5-706109.00	BUILDING SUPPLIES	215.76	11165	01/26/22
CARGILL	CARGILL INC-SALT DIVISION	12/29/21	DPW: 66.71T salt 2906767620	01-5-703201.00	SALT & CHEMICALS	4617.00	11166	01/26/22
CARGILL	CARGILL INC-SALT DIVISION	12/30/21	DPW: 64.09T salt 2906771718	01-5-703201.00	SALT & CHEMICALS	4435.67	11166	01/26/22
CASELLA	CASELLA WASTE SERVICES	01/01/22	TS: recycle, food 0699673	01-5-705308.00	FOOD WASTE DISPOSAL	1927.68	11167	01/26/22
CASELLA	CASELLA WASTE SERVICES	01/01/22	TS: recycle, food 0699673	01-5-705305.00	RECYCLING	3793.69	11167	01/26/22
CASELLA	CASELLA WASTE SERVICES	01/01/22	TS: Trash C+D 0699674	01-5-705303.00	MUNICIPAL SOLID WASTE	4233.88	11167	01/26/22
CASELLA	CASELLA WASTE SERVICES	01/01/22	TS: Trash C+D 0699674	01-5-705306.00	C & D WASTE DISPOSAL	587.48	11167	01/26/22
CCI	CCI MANAGED SERVICES	01/01/22	IT: Mngrd Svcs 1/22 CW-53103	01-5-275632.00	SERVER MAINTENANCE	3260.38	11168	01/26/22
CHALLENGE	CHALLENGER SPORTS TEAMWEA	01/14/22	BASKETBALL UNIS 1142121-IN	01-5-425208.00	TEE SHIRT/HAT	1530.23	11169	01/26/22
COMCAST	COMCAST	01/01/22	january psf comcast 010122PSF	01-5-485238.00	PHONE & INTERNET	594.66	11170	01/26/22
COOP	COOP SERVICE CENTER	01/14/22	PD CRUISER SERVICE 11958	01-5-500306.00	CRUISER MAINT	104.36	11171	01/26/22
COTT	COTT SYSTEMS INC	01/19/22	MONTHLY SERVICE FEE 145019	01-5-100613.00	SOFTWARE	260.00	11172	01/26/22
CLAY	DANIEL S CLAY	01/06/22	DPW: plow + sand NovDec21 6595	01-5-703301.00	PLOWING & SANDING	7270.50	11173	01/26/22
DHMC	DARTMOUTH-HITCHCOCK	01/09/22	PD: A Root Physical 217812788	01-5-500501.00	ADMINISTRATION	121.00	11174	01/26/22
EVANSMOTO	EVANS GROUP, INC.	01/11/22	DPW: 500G gas 0026099-IN	01-5-703405.00	PETROLEUM PRODUCTS	1523.05	11175	01/26/22
EVANSMOTO	EVANS GROUP, INC.	01/12/22	DPW: 352G diesel 0026149-IN	01-5-703405.00	PETROLEUM PRODUCTS	1076.27	11175	01/26/22
EYEMED	EYEMED/FIDELITY SECURITY	12/22/21	Jan Vision Ins 165092323	01-2-001126.00	VISION SERV PLAN-PAYROLL	134.90	11176	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/29/21	319 Main St Solar DEC 10	01-5-706115.00	BNDSTND/SIGN/EVCH ELECTRI	20.55	11177	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/29/21	300 Main ST EV chrg DEC 11	01-5-706115.00	BNDSTND/SIGN/EVCH ELECTRI	20.03	11177	01/26/22

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Vendor		Invoice Date	Invoice Description	Amount	Check Paid	Check Number	Check Date
		Date	Invoice Number	Account			
GMPC	GREEN MOUNTAIN POWER CORP	12/28/21	Street LIghts DEC 2 STRLGT	01-5-703307.00 STREETLIGHTS	1045.06	11177	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/21/21	Main St P7 DEC 21 P7	01-5-703307.00 STREETLIGHTS	26.90	11177	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/30/21	111 Turnpike EV chrgr DEC13	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	43.91	11177	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/22/21	Main St Tower DEC3 TWR	01-5-575233.00 TOWER POWER	46.94	11177	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/22/21	Transfer Station DEC4 TS	01-5-705501.00 ELECTRICITY	184.12	11177	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/22/21	BMR Speed Sign DEC5 BMR	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	14.12	11177	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/15/21	Academy Rd Lights DEC6 ACDMY	01-5-703307.00 STREETLIGHTS	37.99	11177	01/26/22
GMPC	GREEN MOUNTAIN POWER CORP	12/22/21	Rte 10A Speed Sign DEC7 RTE10A	01-5-500204.00 SPEED SIGNS	0.03	11177	01/26/22
IRVINGOIL	IRVING ENERGY DISTRIB. &	01/10/22	DPW:363G propane 952553	01-5-703503.00 PROPANE	593.80	11178	01/26/22
MAYER	MAYER & MAYER	01/12/22	Payroll Transfer PR-01/12/22	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	11179	01/26/22
MODERN	MODERN CLEANERS & TAILORS	12/31/21	BBERRY DRY CLEANING B97575	01-5-500583.00 UNIFORMS CLEANING	34.25	11180	01/26/22
NORFIREDI	NORWICH FIRE DISTRICT	01/11/22	TURNPIKE REC WATER 51160JAN	01-5-425332.00 WATER USAGE	136.10	11181	01/26/22
NORFIREDI	NORWICH FIRE DISTRICT	01/11/22	TH:3000G Water TH:OCT-JAN22	01-5-706100.00 WATER USAGE	146.10	11181	01/26/22
RICHARDSO	TAD RICHARDSON	01/07/22	IT support 0001932	01-5-275632.00 SERVER MAINTENANCE	281.25	11182	01/26/22
TSSAND	TWIN STATE SAND & GRAVEL	01/03/22	DPW:22.24T manuf sand 102476	01-5-703203.00 SAND	235.75	11183	01/26/22
TWORIVERS	TWO RIVERS - OTTAUQUECHEE	01/05/22	DPW:Tigertown culverts 22-101	01-5-703714.00 VT Trans - TAP Grant (Tig	1769.96	11184	01/26/22
UNIFIRST	UNIFIRST CORPORATION	12/27/21	DPW:uniforms 1070092083	01-5-703311.00 UNIFORMS	96.16	11185	01/26/22
UNIFIRST	UNIFIRST CORPORATION	12/27/21	DPW:uniforms 1070092083	01-5-703507.00 SUPPLIES	91.77	11185	01/26/22
UNIFIRST	UNIFIRST CORPORATION	01/10/22	DPW:Uniforms 1070095843	01-5-703507.00 SUPPLIES	95.05	11185	01/26/22
UNIFIRST	UNIFIRST CORPORATION	01/10/22	DPW:Uniforms 1070095843	01-5-703311.00 UNIFORMS	83.94	11185	01/26/22
UNIFIRST	UNIFIRST CORPORATION	01/10/22	B+G: uniforms 1070095844	01-5-704311.00 UNIFORMS	84.54	11185	01/26/22
VALLEYNEW	VALLEY NEWS	01/14/22	TM: legal ad sale of RE 591532	01-5-005540.00 ADVERTISING	219.30	11186	01/26/22
VERIZWIRE	VERIZON WIRELESS	01/04/22	Cell phones 9896568544	01-5-555625.00 TELEPHONE & INTERNET	40.01	11187	01/26/22
VERIZWIRE	VERIZON WIRELESS	01/04/22	Cell phones 9896568544	01-5-703505.00 TELEPHONE	40.36	11187	01/26/22
VERIZWIRE	VERIZON WIRELESS	01/04/22	Cell phones 9896568544	01-5-703505.00 TELEPHONE	40.36	11187	01/26/22

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Vendor	Invoice Date	Invoice Description	Amount	Check Paid	Check Number	Check Date
		Invoice Number				
VERIZWIRE	01/04/22	Cell phones 9896568544	01-5-703505.00 TELEPHONE	40.36	11187	01/26/22
VERIZWIRE	01/04/22	Cell phones 9896568544	01-5-500501.00 ADMINISTRATION	40.36	11187	01/26/22
VERIZWIRE	01/04/22	Cell phones 9896568544	01-5-005532.00 T MNGR CELL PHONE	40.36	11187	01/26/22
VTMUNI	01/01/22	Listers: Dec Assessor 1311	01-5-300300.00 PROFESS SERVICES	3379.46	11188	01/26/22
WBMAISON	01/05/22	TC: mouse 226439118	01-5-100610.00 OFFICE SUPPLIES	18.98	11189	01/26/22
WBMAISON	01/07/22	TC: ribbons 226520007	01-5-100610.00 OFFICE SUPPLIES	12.56	11189	01/26/22
WBMAISON	01/07/22	TM: calendar 226524241	01-5-005610.00 OFFICE SUPPLIES	4.54	11189	01/26/22
WBMAISON	01/12/22	FIN: paper, toner 226636037	01-5-200610.00 OFFICE SUPPLIES	236.67	11189	01/26/22
WBMAISON	01/12/22	TM: pads paper 226639807	01-5-005610.00 OFFICE SUPPLIES	27.36	11189	01/26/22
EARTHLINK	01/01/22	Telephone 74451731	01-5-005531.00 ADMIN TELEPHONE	38.70	11190	01/26/22
EARTHLINK	01/01/22	Telephone 74451731	01-5-100531.00 TELEPHONE	38.70	11190	01/26/22
EARTHLINK	01/01/22	Telephone 74451731	01-5-200531.00 TELEPHONE	38.70	11190	01/26/22
EARTHLINK	01/01/22	Telephone 74451731	01-5-275531.00 TELEPHONE	38.70	11190	01/26/22
EARTHLINK	01/01/22	Telephone 74451731	01-5-300531.00 TELEPHONE	38.70	11190	01/26/22
EARTHLINK	01/01/22	Telephone 74451731	01-5-350531.00 TELEPHONE	38.70	11190	01/26/22
EARTHLINK	01/01/22	Telephone 74451731	01-5-425127.00 TELEPHONE	38.70	11190	01/26/22
EARTHLINK	01/01/22	Telephone 74451731	01-5-705505.00 TELEPHONE	36.55	11190	01/26/22

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Vendor	Invoice Date	Invoice Description Number	Account	Amount	Check Paid	Check Number	Check Date
Report Total				72022.06			

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 \$ ****72.022.06

Let this be your order for the payments of these amounts.

Finance Director

Interim Town Manager:


Rod Francis

SELECTBOARD :

Roger Arnold
Chair

Mary Layton
Vice Chair

Robert Gere

Marcia Calloway

Claudette Brochu

(3)

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, January 12, 2022, 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 Harris Bergmeier, Assistant to the Town Manager.

Also participating: Stuart Richards, Dennis Kaufman, Peter Orner, Liz Blum, Cheryl Lindberg, Andy Scherer, Elliot Harik, Linda Cook, Stephen Flanders, Doug Wilberding, Fielding Essensa.

1. Approval of Agenda. Gere **moved** (2nd Layton) to approve the agenda. **Motion approved unanimously.**
2. Public Comment. Stuart Richards said there is COVID treatment available at APD. Richards referenced 2 past surveys in the town asking the question about growth in Norwich population; he said the SB is spending money unwisely. Dennis Kaufman spoke about the need for a reappraisal town-wide now. Liz Blum spoke about the need to have a fully-qualified assessing contractor to perform the next town-wide reappraisal.
3. Consent Agenda. Layton **moved** (2nd Gere) to approve the consent agenda. **Motion approved unanimously.**
4. Interim Town Manager Report. Francis announced that Simon Keeling has been named as Police Chief; the new DPW Director, Chris Kauffman, starts on January 18, 2022. The town has gone out to bid on the Rte. 132 culvert and the culverts on Tigertown Road. We are losing our Finance Assistant at the end of this week and we are hoping to hire another soon. We haven't been told by our auditor when she will get us the FY21 audit. We are upgrading our server soon and after that we will start replacing aged workstations. Cheryl Lindberg asked about disruptions to the computer system during the server replacement. Francis said that CCI, our contractor, has told us to expect ½-hour interruptions once or twice per day. Linda Cook said welcome to Chief Keeling as the new police chief.
5. Draft Warning. Arnold introduced the agenda topic, saying that the SB would first discuss potential petitioned articles. Andy Scherer read the proposed warning article regarding Beaver Meadow Road (BMR) and a possible sidewalk. He said the petitioners hope to have the town apply for 80% grant funding to construct a sidewalk to enhance safety along BMR. Arnold said the town's counsel has told the town that the article as drafted is outside the scope and power of voters to petition. Arnold said the SB doesn't want to reject the article, so the SB needs to come up with an alternative warning article that will address the concerns raised by the petitioners. Francis said he has spoken to our TRORC consultant at some length about the feasibility study and the project in general. Francis said that, due to inflation following COVID, the estimated cost is likely 2-3 times higher than included in the feasibility study. Francis talked about concerns about the feasibility study and said he has developed possible article language to allow for a follow-up study to explore options for BMR. Calloway asked what a new study would do. Brochu asked if the town got a VTrans grant, would the town pay front and then be reimbursed. Fielding Essensa, Finance Director, said yes, it would be a reimbursement grant. Gere said he'd like to elicit voter input on this issue in order to determine how to proceed. Layton said she hopes everyone can work through this to achieve a safe pedestrian loop. Francis addressed Calloway's question to say that a new study would be done by a different contractor than the one that completed the earlier feasibility study. The new contractor

would examine options for bike and pedestrian on a town-wide basis and generate more specific information about costs. Arnold asked about the Town Plan action item #11. Francis said that action item would result in the production of a town-wide master transportation plan. Peter Orner said he wants the SB to put an article on the warning to take the temperature of the town on this matter. Andy Scherer said he thinks that this is an important investment in the town's safety. Elliot Harik supports the effort to take the temperature of the town with a warning article. He thinks Action Item #11 sounds great but he wants to see forward action on the sidewalk issue. Arnold asked Francis how quickly could the Planning Commission get to work on Action Item #11. Francis said that work on a transportation plan can start in the spring. Francis suggested that the SB could draft an advisory warning article for discussion and inclusion. Andy Scherer said he wants to be sure that whatever warning article language makes it clear that the town is seeking grant funding. After some discussion, SB members discussed language for a warning article and agreed to take up a possible draft article at a future meeting. Arnold said a petition has been circulating to place on the warning an article to eliminate the Board of Listers (BoL) and hire an assessor. Stephen Flanders summarized the purpose and effect of the proposed article. Liz Blum gave some recent history of the BoL and explained why she thinks the town should move to a professional auditor. Brochu said that she is not inclined to support this article for inclusion in the 2022 Town Meeting because it should have more time for discussion. Calloway said she is not inclined to support the article, either. Layton said she would like more time to consider this matter and possibly have the question on the November ballot. Gere said it would be worthwhile to have this question on the November ballot. Arnold said that a way to measure the success of the BoL might be to look at the grievance rate and the history of professional relationships between the BoL and the contracted assessors. Dennis Kaufman spoke about the history of the BoL and said he was a lister previously for over 10 years. Doug Wilberding said Cheryl and Pam have done a great job. Wilberding said this petition effort is insulting and will receive pushback. Cheryl Lindberg said the BoL received one response to the RFP from a qualified responder. Brochu said she heard consensus from SB members that they do not support putting the Listers question article on the 2022 Town Meeting warning. SB members then discussed the rest of the draft warning. Calloway had specific questions and suggestions for edits to the draft warning. Brochu also gave some specific edits for the warning. Cheryl Lindberg spoke against extending the Finance Office hours on tax due dates.

6. Final Version of FY23 Budget. Essensa summarized the changes to the FY23 budget.

7. Capital Improvement Plan. Brochu suggested deferring the remaining agenda items to a future meeting next week. SB members agreed to meet again next week and take up those items on Wednesday, January 19, 2022 at 5:30 pm.

10. Adjourn. Brochu **moved** (2nd Layton) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 9:52 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2022

Roger Arnold, Selectboard Chair

Next Meeting – January 19, 2022 – Meeting at 5:30

(3)

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, January 19, 2022, 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 Harris Bergmeier, Assistant to the Town Manager.

Also participating: Pam Smith, Cheryl Lindberg, Dennis Kaufman, Fielding Essensa, Jack Cushman.

1. Approval of Agenda. Layton **moved** (2nd Gere) to approve the agenda. **Motion approved unanimously.**
2. Public Comment. Arnold said the Vermont governor signed an order allowing fully remote meetings. More instruction and information from the town will be forthcoming about this.
3. Warning for 2022 Town Meeting. Calloway pointed out some typographical errors and said she'd like to retain the purpose statements in the articles. Calloway also had various suggestions for substantive edits to warning articles. Rod Francis shared his computer screen to show draft article language. SB members discussed options for the warning. Francis discussed with the SB a diagram to illustrate the proposed structure for operating accounts in FY2023 and beyond. SB members discussed the article concerning Beaver Meadow Road. After some discussion, Brochu **moved** (2nd Layton) to approve the Town portion of the 2022 Town Meeting Warning as amended tonight and to include the school district article information, when provided to the Town Clerk's office. **Motion approved unanimously.**
4. Information Session for FY23 Budget. SB members agreed to hold 2 additional informational sessions to discuss the town portion of the town meeting warning. SB members discussed another set of typographical errors in the draft warning: the article numbers are out of order and need to be renumbered. Brochu **moved** (2nd Layton) to approve the Town Meeting Warning to correct the article numbering as discussed. **Motion approved unanimously.**
5. Board Response to Reappraisal RFP. Cheryl Lindberg said the Listers put out an RFP for reappraisal services last year. They received one response and the Listers would like to proceed with hiring the responding firm, KRT. Francis talked about the software aspect of the reappraisal and said that the software is used by other town departments in addition to the Listers. Francis suggested that the town could take a step back and ask various software suppliers to present demonstrations of their products, so the town staff and the Listers can evaluate the options. SB members discussed options for the reappraisal. Pam Smith said we have time to decide on the software; she said there are other VT towns looking for assessors, so there is competition. Dennis Kaufman talked about the history of the software. After some discussion, Brochu **moved** (2nd Calloway) to approve entering into a contract with KRT Appraisal for the town-wide reappraisal. **Motion failed 2 to 3 (yes- Brochu, Calloway; no- Arnold, Gere, Layton).**
6. Capital Improvement Plan. Arnold introduced the topic of the proposed CIP (Capital Improvement Plan). Fielding Essensa, Finance Director, answered questions from SB members. Brochu asked if the generator at the DPW garage is operable. Francis said that as it is, no it cannot be used there because it is a 3-phase generator and only single-phase power is available at the DPW garage. Pam Smith asked why the SB is talking about generators and not battery power walls.

Brochu said that having money in a CIP generator fund doesn't foreclose the possibility of considering power walls in the future. After further discussion, Brochu moved (2nd Layton) to adopt the Capital Improvement Plan as proposed. **Motion approved unanimously.**

7. Discussion on ARPA Eligible Projects. SB members discussed whether to proceed with this agenda item, given the late hour, and agreed to proceed. Francis said that, following his memo to SB members regarding ARPA, has and town staff are concentrating on resiliency regarding power supply, the town webpage, and Tracy Hall and DPW garage building upgrades. Francis said that ARPA money is available for government services upgrades. In this light, Bonnie Munday, Town Clerk, has suggested digitizing all land records. Francis said the SB needs to identify possible projects and engage with community members engaged in work and then engage with the community at large. Arnold said we should develop a timeline/plan. SB members discussed how to structure the process of gathering input on how to use ARPA funds.

8. Adjourn. Brochu moved (2nd Gere) to adjourn. **Motion approved unanimously.**

Meeting adjourned at 8:30 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____, 2022

Roger Arnold, Selectboard Chair

Next Meeting – January 26, 2022 – Meeting at 6:30

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

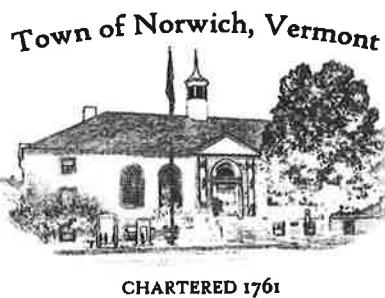
Norwich Police Department
January 2022 Monthly Report

The Norwich Police Department has seen a busy start to the year, after a relatively busy Holiday period. Officers have been involved with the annual Statewide DUI / Road Safety campaign, assisted neighboring departments and the State Police on numerous calls for assistance and maintained resilience despite COVID and short staffing.

Officers continue to diligently provide regular directed patrols in the town of Norwich, boosting security and road safety, assisting motorists in inclement weather, and even changing tires for unlucky drivers! We stand ready to deter crime, promote neighborhood safety and ensure students feel safe on their way to and from the Marion Cross School.

I am grateful that the Town of Norwich has confirmed my permanent position as Chief of Police and shares with me my passion and commitment to integrity, stability, and fairness. I look forward to serving the Town and my department in the coming year and working with the community to continue making Norwich a great place to be.

Submitted by
Simon Keeling, Chief of Police



Fielding Essensa
Finance Director – Town of Norwich
January 21, 2022

The Finance Office has been busy in the new calendar year. With each turning over of the calendar there is much to do, including 1099 distribution, W2 creation, quarterly payroll reporting to the State and IRS, as well as the usual monthly reporting of revenue and expenses. All of these are going smoothly.

The audit has continued to progress. While I am concerned at the lack of initial effort and communication on the part of the auditor, they have been much more responsive as of late. I have been working closely with Vincent Milano of Batchelder & Associates and things seem to be progressing at much quicker pace currently.

While the office has continued to see turnover with the departure of Mary Gavin, her new replacement Lacey Milligan started Thursday, January 20th and is settling in nicely. We have also posted the position on the town's website, Indeed.com, as well as the Valley News and we fortunately have received a couple strong candidates despite the current tough labor market. I look forward to bringing them in for interviews in the near future.

Tax season is also upon us, and the citizens have been diligent in getting their payments in so far. We have processed well into the six figures worth of payments this month with several more arriving daily. The result is Norwich is in a strong financial position as we start 2022 on the right foot.

-Fielding

1. **Planning Commission** commenced discussion of the draft land use regulations (LUR). Discussed workplan for Spring 2022 which includes working with the Conservation Commission on the Master Plan for sidewalks, trails and pathways
2. **Development Review Board** Previous meeting (January 20) discussed the Administration section of the draft LUR, submitting comments and suggestions to the Planning Commission
3. **Planning Director:** I am finalizing an agreement with consultants for the village and adjacent areas wastewater in accordance with the program requirements of the Clean Water State Revolving Fund (CWSRF). The Density study consultants are scheduled to report out in March.
4. **Zoning Administrator:** There is a steady level of permitting activity consistent with the time of year.

Recreation Department – Brie Swenson, Director

December Report 2021

Winter indoor sports came into full swing in December, with K, 3/4 and 5/6 basketball over at the Marion Cross School gym. Games will be playing off site in Tracy Hall and in towns with similar COVID 19 protocols to ours. We re-instated our COVID volunteers for the indoor sessions; they are tasked with running water/mask breaks, ensuring that masks are worn properly by all participants, and that our Code of Conduct is followed. This allows our volunteer coaching teams to focus on their plans and sessions without burdening them with additional tasks.

Norwich Recreation Afternoons ran through December 22nd, and is currently paused until post-holiday testing results are in.

We partnered with the Marion Cross PTO in hanging pine boughs on the fence on Tuesday, December 21st. This was our second event with the PTO. They donated the pine boughs this year. On the same day, we set up and filled the ice rink with the help of Adam Moore (DPW), Meghan Kellieher (MCS parent), Bernard Haskell (Norwich resident), Matt Swett, Peter Orner and the Norwich Fire Dept. Huge thanks, as always, to the Water Dept. The Hoser team is growing, but we still have several days when our volunteers cannot commit to grooming. Adam Moore will serve as our backup Hoser during days when his B&G duties allow. We have given him a set of grooming equipment that will be stored at the DPW so that storage is not an issue during the school day.

Huntley Meadows grooming – Bob Fisken has found an issue with the snowmobile used to the groom the snow at Huntley. He ordered the parts and has repaired the machine again. We do not have a guarantee that the snowmobile will make it through another year, but at least we have been able to start grooming on time.

Nordic Trail – the Upper Valley Land Trust has initiated the contract with Allied Construction to groom the nordic trail, which spans the farm road from Turnpike Road to Beaver Meadow, with loops inside Brookmead Conservation Area and around the perimeter of Parcel 5. We are planning to host 3 Nordic at Night events with UVLT, and they will host a fat biking event.

The Buildings & Grounds crew helped to continue the inventory count. We have donated as much equipment as we can, and ordered shirts necessary to get through our basketball season. We will have to purchase 2 sets of lacrosse equipment, but we otherwise look to be in good shape for any items that are not already considered ‘high turnover’ or single-use (balls, paints, etc).

Our nordic equipment has benefited 5 families this season, and we still have a few more sets of skis coming in. We did keep a few pairs of our better condition skates for loan.

Creative Workforce Solutions, the state run organization who provided two summer staff members this year, called with another potential employee for Rec. I plan to meet him sometime in the new year to find out if he is a good fit. The organization work with teens who are looking for an alternate path into career exploration.

Dartmouth’s Social Impact Practicum will be working with Rec on a complete redesign of our logo, signage and color scheme. I met with the Director earlier in the month, and it sounds like an exciting project, working with the Neurology students to create designs and using Dartmouth’s technology to see which ones match with our vision.

January 6, 2022



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

To: Town of Norwich Selectboard
Town Manager

Re: December 2021 Department Report

Date: 1/5/2022

Staying healthy and available to respond to public emergencies is imperative for NFD first responders. Our personal well-being is the backbone to maintaining our Fire & EMS response posture during this current COVID-19 pandemic.

As Chief, I've re-instituted our mask wearing policy when our Fire & EMS members are providing services or interacting with the public. I also procured COVID testing kits from the Vermont Department of Health. We took time out of our drilling schedule and offered a COVID test to any NFD Fire/EMS personnel who wanted to be tested on a voluntary basis.

Our training schedule remains robust, while all members are masked during any indoor classroom activities. I sense that there is a small measure of COVID fatigue as well. I will be facilitating some discussions with the NFD membership to address this.

FIRE CALLS	12
EMS CALLS	10
FIRE MUTUAL AID	3

TOWN OF NORWICH, VERMONT

RULE REQUIRING WEARING FACE COVERINGS INDOORS IN PUBLIC SPACES

Section 1. Authority

This Rule is adopted by the Selectboard of the Town of Norwich under authority of Act 1 of the 2021 Special Session, “an act relating to temporary municipal rules in response to covid-19.”

Section 2. Purpose

The purpose of this Rule is to require all persons to wear face coverings while indoors at locations that are open to the general public to prevent and mitigate the spread of covid-19 and protect the public health and safety of the Town of Norwich.

Section 3. Definitions

For the purpose of this Rule:

- (1) “Face Covering” means any cloth or tightly woven fabric that can be worn on a person’s face, over their nose and mouth, and that substantially complies with the CDC’s recommended guidance for masks, such as surgical masks, N95 respirators, double-layer cloth gators, or any similar mask that fits snugly around the nose and chin, has multiple layers and/or inner filter pockets, and does not let light through when held up to a light source.
- (2) “Person” means any individual, regardless of their vaccination status, including but not limited to an employee, an owner, a customer, a licensee, an invitee, a visitor, or any other natural person.
- (3) “Public Building” means any building or portion of a building within Town of Norwich that is regularly accessible to the general public. For purposes of this Rule, a Public Building shall not include a private residence or residential unit, a public pre-school or K through 12 school (which remains under the authority of the school board under Act 1 of the 2021 Special Session), a church or other house of worship, or office space where the occupant(s) of offices are physically separated from the general public by doors or enclosed offices.

Section 4. Requirement to Wear Face Coverings

All persons in the Town of Norwich shall wear face coverings while indoors at a Public Building or other locations that are open to the general public.

Section 5. Exemptions

Face coverings are not required for:

- a) Any Person (i) under the age of 2, (ii) with a medical condition that is complicated or irritated by a facial covering, (iii) for whom wearing a mask result in undue difficulties breathing, or (iv) who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

- b) Any Person who is alone in a Public Building, so long as they remain alone (i.e., no other Person is present).
- c) Any Person entering a business, or a portion of a business, located within a Public Building, including but not limited to retail, food and beverage, gym, theater, or similar high-traffic business, which actively screens and limits who may enter its premises to only Persons with established proof of vaccination for the covid-19 virus, but only to the extent that the Person is actually screened and provides proof of vaccination.

Section 6. Other Laws

This Rule is in addition to all other ordinances and rules of the Town of Norwich and all applicable laws of the State of Vermont. All ordinances, rules, or parts of ordinances, rules, resolutions, regulations, or other documents inconsistent with the provisions of this Rule are hereby repealed to the extent of such inconsistency.

Section 7. Severability

If any section or provision of this Rule is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this Rule.

Section 8. Effective Period.

This Rule shall take effect immediately upon the approval by the Selectboard and shall remain in effect for a period not to exceed 45 days following its initial adoption. The Selectboard shall meet during the 45-day period in which this initial Rule is in effect and vote to rescind this Rule or to extend it for an additional 30 days. Thereafter, the Selectboard shall meet at a minimum once every 30 days to reconsider this Rule, at which meeting the Selectboard shall vote to rescind this Rule or to extend it for an additional 30-day period. The filing of a petition under 24 V.S.A. §§ 1972 and 1973, shall not govern the taking effect of this Rule.

The Selectboard may also vote to suspend the ordinance at any time before April 30, 2022, based on the CDC's community transmission data for Windsor County being at or below "moderate" for ten consecutive days or more (as measured by the CDC).

Section 9. Posting Requirements

Each Public Building and each separate business or separate premise within a Public Building must post signage at the entrance and at other appropriate locations stating that Persons entering are required to wear face coverings by order of the Norwich Selectboard unless exempt. Other locations can be alternative entrances (back doors, etc.) or at transaction locations such as registers. Signage requirements will have an effective date of ~~Friday, December 10, 2021.~~

**ADOPTED by the Selectboard of the Town of Norwich at its meeting
on this 8th day of December, 2021.**

SIGNATURES of Selectboard

Roger Arnold

Claudette Brochu

Mary Layton

Rob Gere

Marcia Calloway