

| Agenda Item  | Action  | Packet Materials                              | Estimated Start/End         |
|--|---|---|-----------------------------|
| [1] Approval of the agenda   | Chair will ask Board to add/remove/reorder agenda items.  |   | 6:30 - 6:35 (5 minutes)     |
| [2] Public & selectboard comment   | Public invited to speak to any item not on the agenda   |   | 6:35 - 6:40 (to completion) |
| [3] Consent agenda   | Approve consent agenda. Motion required   | Correspondence, A/P warrants, meeting minutes | 6:40 – 6:45 (5 minutes)     |
| [4] Committee appointments   | Board Members to make appointments to open committee positions. Motions required.                         | Applications                                  | 6:45 – 7:15 (30 minutes)    |
| [5] Presentation on American Rescue Plan Act Funds                               | Sarah Wraight, Regional Planner from TRORC will offer presentation on current guidance and take questions |   | 7:15 – 7:55 (40 minutes)    |
| [6] Police Dept. expenditure requests: vehicle repairs & acquisition; body armor | Motion required   | Related materials                             | 7:55 – 8:05 (10 minutes)    |
| [7] Town Clerk expenditure request: records digitization                         | Motion required   | Related materials                             | 8:05 – 8:10 (5 minutes)     |
| [8] Town Manager report  | Update on significant happenings  | Written reports                               | 8:10 -- 8:20 (10 minutes)   |
| BREAK  |   |   | 8:20 – 8:25 (5 minutes)     |
| [9] Personnel (Executive Session)  | Motion required   |   | 8:25                        |
| [10] Adjourn   | Motion required   |   | 8:45                        |

**List of correspondence received before 3:00 pm on Thursday, April 7, 2022:** Dale Newton re: Sunflowers for Ukraine; Peter Orner re: Town Moderator; John Carroll re: conduct of Selectboard meetings; Marcia Calloway re: state revolving loan for wastewater study; Thomas Brown re: state revolving loan for wastewater study.

**Miranda Bergmeier**

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**From:** Dale Newton <thistle2@fairpoint.net>  
**Sent:** Thursday, March 17, 2022 7:40 PM  
**To:** Miranda Bergmeier  
**Cc:** Bonnie Munday  
**Subject:** Vermont Plants Sunflowers for Ukraine

I am contacting every town and city in Vermont as well as the appropriate branches of Vermont government, churches, schools, organizations, media and individuals inviting all to join in this act of solidarity with the people of Ukraine. Just tonight I received a message from VTrans asking for a brainstorming discussion as to how VTrans can cover the state with sunflowers. St. Johnsbury and St. Albans were the first towns this week to officially join us.

At the moment we are using Facebook for our information and organizing.  
<https://www.facebook.com/Vermont-Plants-Sunflowers-for-Ukraine-101137959203010>

The simple ask is for each Vermonter, each town and city, each school and church, the many departments in state government to begin planning now for this act of solidarity.

Below is the very first statement of purpose from a bit more than a week ago.

“The purpose of life is not to be happy. It is to be useful, to be honorable, to be compassionate, to have it make some difference that you have lived and lived well.” — Ralph Waldo Emerson

I, like many of you, am feeling the weight of the crime against humanity in Ukraine. I feel helpless, and that does not sit well with me.

I have taken the first steps in what I hope might be an act of solidarity with the people of Ukraine. My thought and hope is that people across Vermont can be motivated to plant thousands upon thousands of sunflowers this spring. Come late summer and fall, our message of yellow sunflowers splashed against our blue Vermont sky will give us all hope.

If you have thoughts, helpful ideas, fire away. My plan is to begin with Gov. Scott, Anson Tebbetts, VT. Ag. Commissioner and friend, the entities in charge of the plantings at the Capitol, Vermont media, gardening and agricultural organizations, youth groups such as 4 H, VTRANS, VLCT, etc.

After all, everything does begin with an idea. I have to do something.

Dale Newton  
506 Thistle Hill Road  
Marshfield, VT 05658  
802-426-3889 (h)  
802-279-0486 (c)  
[www.fruitlands.net](http://www.fruitlands.net)  
Fruitlands B&B, Berry Farm

**Miranda Bergmeier**

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**From:** Peter Orner <peterorner@gmail.com>  
**Sent:** Thursday, March 17, 2022 8:25 PM  
**To:** Miranda Bergmeier  
**Subject:** Town moderator

Dear Selectboard,

I was honored to hear that I received a few votes to be town moderator. Should you all find yourselves needing a moderator, I'd be willing to serve. I'm a professor of English and Creative Writing and director of creative writing at Dartmouth College. I live with Katie and our two kids at 6 Moore Lane.

With my best,  
Peter

**Miranda Bergmeier**

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**From:** John M. C. Carroll <johncarroll.43@gmail.com>  
**Sent:** Saturday, March 19, 2022 4:22 PM  
**To:** Miranda Bergmeier  
**Subject:** The need for clearer boundaries on public participation in Selectboard meetings  
**Attachments:** 2022-03-19 VLCT Model Rules = Public Participation.pdf

Dear Members of the Selectboard,

Watching some of the recent Selectboard meetings (e.g. 2 June 2021 and 23 February 2022) I've noticed an increasing 'blurring of the lines' between the authorities of the Selectboard and the prerogatives of the public.

It appears that, on occasion, members of the Board are so accommodating of "public comment " that some members of the public have turned this into "public participation". Some folks appear to imagine that Vermont's "Open Meeting Law" confers public license to interrupt and to demand. (Vermont's OML does no such thing.) Occasionally, as at the Selectboard meetings mentioned above, public participation virtually hijacks the Board's deliberations.

It's useful to remind ourselves that (for 250 years!) the American system of governance is "representative democracy".

Yet some of the Selectboard meetings appear to be closer to "participatory democracy". That's not how it's supposed to work. Worse yet, based on your Board's own experience, it doesn't work very well!

In other words, in our system of representative democracy there are clear boundaries between the authorities of "elected representatives" (you folks) on the one hand, and the opinions and advocacies of the public, on the other.

Under authority conferred to Selectboards by Vermont law, you *alone* have the authority to decide matters before the Selectboard. The public is free to be on-lookers, to comment, complain, or kibbitz in compliance with the Board's reasonable rules. However, public comment is *not* entitled to intrude upon the legislative deliberations and administrative authorities of elected representatives.

The Selectboard's own rules provide very little guidance about "public participation" As a consequence, the Selectboard has, in effect, *enabled* the sometimes assertive, intimidating, and uncivil public behaviors that disrupt the Selectboard's work.

This is not rocket-science. And you're not the first Selectboard to encounter these problems. The Vermont League of Cities and Towns has long promulgated "*Model Rules of Procedure for Municipal Boards, Committees, and Commissions*". In fact, your own current "*Rules for Conduct of Regular and Special Meetings*" appear to be loosely adapted from the VLCT model.

Actually, **very** loosely adapted. The VLCT *Model Rules* have an entire section devoted to "*Public Participation*" — virtually none of which shows up in your current Rules. The first line of the VLCT guidance echoes the pivotal principles discussed above:

*"All meetings of the body are meetings **in the public, not of the public.**"*

I'm attaching as a .pdf the VLCT guidance on "*Public Participation*". Your Board could easily adopt the attached section of the VLCT *Model Rule* and append it to your existing *Rules*. These VLCT *Rules* would go a long way toward addressing the "public participation" problems you've been encountering.

I respect and appreciate the Selectboard's work and its efforts on behalf of our Town. Your work is demanding enough without the occasional burden of interruption or intrusion by members of the public. I encourage you to put in place clearer boundaries on public participation in Selectboard proceedings.

kind regards,

**JC**

John Carroll  
345 Campbell Flat Road  
Norwich

Memorandum

**TO:** Norwich Selectboard  
**FROM:** Marcia Calloway, Norwich Selectboard Member  
**DATE:** April 7, 2022  
**RE:** State Revolving Loan Program for Wastewater Study

Problem: The loan for the wastewater study will have to be repaid and the \$98,000 was not approved by the voters.

Background:

At the March 23, 2021 Selectboard meeting, the Wastewater Feasibility Study was discussed. See CATV recording at 01:25:03.

Rod Francis explained the process of the loan application and said that the “total cost borne by the town is zero.” Claudette Brochu asked for confirmation of that, and expressly asked if the loan would be 100 percent forgiven regardless of whether the town proceeded beyond the study; and that was confirmed by Rod. The Board voted 4-1 to give Rod permission to sign the loan application – which was presented as an incomplete document in the packet.

Concerned that the application is for a “loan,” I wrote Thomas Brown, the individual listed on the state website Fact Sheet for this program – see <https://dec.vermont.gov/water-investment/water-financing/cwsrf> -- my questions and his responses follow:

- Question: The information on this website ( here: <https://dec.vermont.gov/water-investment/water-financing/cwsrf> ) indicates that the loans involve delayed repayment -- is it possible to know the possible duration of such delay?
  - Answer: “All of our planning loans have at least a 5 yr period of no payments before they either have to be rolled into a design or construction loan through our program. All of our planning loans are 0% interest and 0% admin fee. Construction loans are 2% admin fee only.”
- Question: If the community ultimately does not proceed with design and/or construction, are the loan funds then repayable and, if so, within what period and for what rate of interest?
  - Answer: “If they do not go to construction then our loan agreement requires that the loan go into repayment within 5 years, at 0%. Payments are split evenly, 5 annual payments to repay the loan. If the loan is over \$100K then I can extend repayment over 10 annual payments.

Request: The Board revoke its approval for submission of the wastewater study loan application. This case is not unlike the Beaver Meadow sidewalk issue and the Board should revoke its approval for submission of the application pending town vote.

**Miranda Bergmeier**

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**Subject:** FW: Norwich application to the CWSRF for a WW Feasibility Study

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

From: **Brown, Thomas** <Thomas.Brown@vermont.gov>

Date: Fri, Apr 8, 2022 at 7:23 AM

Subject: RE: Norwich application to the CWSRF for a WW Feasibility Study

To: Rod Francis <RFrancis@norwich.vt.us>

Cc: roger arnold <rogerarnoldvt@gmail.com>, Miranda Bergmeier <MBergmeier@norwich.vt.us>

Hi Rod,

Your memo is absolutely correct. The other memo that you sent from Ms. Calloway is missing a key piece of information. It should be amended to detail that the loan principal will be reduced based on planning loan forgiveness of 100% up to \$125,000, regardless if the project proceeds or not.

Repayment is based on any costs over the maximum subsidy. Given that the ask is for \$98,000 there is no repayment of this loan. It is 100% forgiven.

My communication with Ms. Calloway should have been clearer, so please accept my apology for the inconvenience.

Please let me know if you need further information.

Sincerely,

Tom

\_\_\_\_\_  
 .VERMONT

**Tom Brown** | CWSRF Project Developer

Vermont Agency of Natural Resources | Department of Environmental Conservation

Water Investment Division, Water Infrastructure Finance Program

1 National Life Drive, Dean Davis Building | Montpelier, VT 05602

802-622-4205 office/cell

[Thomas.Brown@vermont.gov](mailto:Thomas.Brown@vermont.gov)

[Vermont Water Infrastructure Financing Programs Website](#)

**VT SRF application submission is now online! Visit <https://anonline.vermont.gov> to get started.**

**From:** Rod Francis <[RFrancis@norwich.vt.us](mailto:RFrancis@norwich.vt.us)>  
**Sent:** Thursday, April 7, 2022 4:57 PM  
**To:** Brown, Thomas <[Thomas.Brown@vermont.gov](mailto:Thomas.Brown@vermont.gov)>  
**Cc:** roger arnold <[rogerarnoldvt@gmail.com](mailto:rogerarnoldvt@gmail.com)>; Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)>  
**Subject:** Norwich application to the CWSRF for a WW Feasibility Study

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

Hi Tom,

Please review the attached memo. I am literally waiting on confirmation that this is correct so that I can proceed with the signing of the agreement and submit the loan application.

Thanks,

Rod

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## Rod Francis

**Town Manager**

**Town of Norwich**

300 Main ST • Norwich, VT 05055

802-649-1419 option 1  
[rfrancis@norwich.vt.us](mailto:rfrancis@norwich.vt.us)

<http://norwich.vt.us/town-managers-office/>

Please note: 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.

DRAFT Minutes of the Selectboard Meeting of  
Wednesday, March 23, 2022, at 6:30 pm

③

This meeting was conducted via teleconference using ZOOM according to Open Meeting Law requirements. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

Also participating: Doug Wilberding, Cheryl Lindberg, Fielding Essensa, Pam Smith.

1. Approval of Agenda. Layton **moved** (2<sup>nd</sup> Gere) to approve the agenda. **Motion approved unanimously.**
2. Public & Selectboard Comment. Doug Wilberding commented on the Trustees of Public Funds policy. Wilberding said their proposed policy is from the VLCT model policy.
3. Consent Agenda. Calloway **moved** (2<sup>nd</sup> Brochu) to pull the Eanet and Benson letters from the consent agenda. **Motion approved unanimously.** Calloway said she would like Eanet to resubmit her letter without the term NIMBY in it. Calloway said she thinks the Town should revisit the solar site topic, based on the allegation that the site plan has been changed. Arnold **moved** (2<sup>nd</sup> Layton) to accept correspondence from Eanet and Benson. **Motion approved unanimously.** Brochu **moved** (2<sup>nd</sup> Layton) to approve the consent agenda. **Motion approved unanimously.**
4. Town Manager Report. Town Manager Rod Francis said that inflation has exceeded our estimate by a significant margin. Our fuel prices have increase dramatically, for example. The Town is in the process of renegotiating our contract with Casella Waste Management; we expect a price increase. We will need to consider raising transfer station fees, as a result. We are entering the phase of replacing town employees' computer workstations over the next month and are also looking to improve our internet access. Francis said he included a table showing DPW staffing levels at the back of his Town Manager report. Calloway aside if we've already contracted for locked-in price of road repair materials; Francis said yes, we have. Fielding Essensa said he is very pleased to announce that Lacey Millican has accepted the position of Finance Assistant, so the office is now fully staffed. Calloway asked if we've been advertising all our open positions in the Valley News. Francis said yes, we have. Pam Smith said she has had trouble on some of the Town's dirt roads lately. After a brief discussion about the need for new lockers at the DPW garage, Layton **moved** (2<sup>nd</sup> Brochu) to approve the purchase of new lockers for the DPW crew from Schoollockers.com in the amount of \$5,343.44. **Motion approved unanimously.**
5. Financials. Fielding Essensa, Finance Director, said he has provided monthly financials in the SB meeting packet. Essensa said we have spent 68% of our yearly budget, which is where we would expect to be at this point in the fiscal year. We will still need to be careful with our spending, because of inflation – 7.9% is the latest figure. Essensa shared his screen, showing a draft financial dashboard. Calloway said she thinks the tool is great. She said we need to be pragmatic and conservative about our spending. Brochu said she likes the dashboard and would like to know more about the details. Layton said she appreciates the dashboard and thinks it's very clear; Arnold agreed. Francis said the Town needs to find a new auditor as soon as possible. He said we'd like to find an auditor that will look closely at the books and offer support in devleop8ing and honing financial policies. We currently lack clarity in some of our financial policies, and we want someone who can consult with us to develop new policies. Essensa gave the example of tax collection – there is no written policy existing to provide guidance and structure. SB members discussed the possibility of

seeking a new auditor and consulting help. SB members agreed that Francis and Essensa will develop an RFP/RFQ to show the SB for input.

6. Renew Liquor Licenses. Brochu **moved** (2<sup>nd</sup> Layton) to recess the Selectboard meeting. **Motion approved unanimously.** Brochu **moved** (2<sup>nd</sup> Calloway) to convene as the Norwich Liquor Commission. **Motion approved unanimously.** The Selectboard recessed and reconvened as the Norwich Liquor Commission at 7:52 pm. Brochu **moved** (2<sup>nd</sup> Layton) to approve liquor license applications for Frasers General Store, Inc. (Dan & Whit's), L'Elephant Vert, LLC (Carpenter & Main Restaurant), Green Visions, LLC (Norwich Inn), and King Arthur Flour. **Motion approved unanimously.** Brochu **moved** (2<sup>nd</sup> Layton) to close the Norwich Liquor Commission session and reconvene the Selectboard meeting. **Motion approved unanimously.** The Selectboard reconvened at 7:52 pm.

7. Wastewater Feasibility Study Engineering Services Agreement. Francis explained that the total cost of the wastewater study will be reimbursed by the State of Vermont through a revolving loan. Calloway expressed concerns about this loan program. Francis addressed those concerns. Brochu said that the School Board is looking forward to the results of the feasibility study. Layton **moved** (2<sup>nd</sup> Brochu) to approve the Town Manager signing on behalf of the town an Engineering Services Agreement (ESA) with Dufresne Group for a Wastewater Feasibility Study for the Village and adjacent areas in the amount of \$98,000. **Motion approved (4- yes; Calloway- no).** Layton **moved** (2<sup>nd</sup> Gere) to approve the Town Manager signing on behalf of the town a Vermont Water and Wastewater Revolving Loan Fund Funding Application to cover the cost of the Wastewater Feasibility Study for the Village and adjacent areas in the amount of \$98,000. **Motion approved (4- yes; Calloway- no).**

8. Rule Requiring Wearing Face Coverings Indoors in Public Spaces. SB members discussed whether to extend the mask rule in Norwich and what messaging to put out to the public. SB members agreed to allow the mandate to lapse, but recommend and welcome masks indoors in Norwich. Brochu **moved** (2<sup>nd</sup> Gere) to approve the extension of the Norwich Face Covering Rule to April 25, 2022. **Motion failed unanimously.** Brochu **moved** (2<sup>nd</sup> Gere) to authorize the Town Manager to offer signage to town businesses that say masks are welcome. **Motion approved unanimously.**

9. Selectboard Goals & Calendar Setting. Francis shared his screen, showing SB members a draft planning tool for structuring the SB's work over the upcoming meetings in the fiscal year. Arnold then shared his screen to show an online Gantt chart tool. SB members discussed the presented tools and how the upcoming meetings might be organized, including future SB meeting topics, such as ARPA.

10. Employee Complaint Pursuant to Town Personnel Policies. Layton **moved** (2<sup>nd</sup> Gere) to make a finding that premature public knowledge of the Selectboard's position relative to employee relations would place the town at a substantial disadvantage. **Motion approved unanimously.** Layton **moved** (2<sup>nd</sup> Gere) to enter executive session under 1 VSA § 313(a)(1)(F) – "...confidential attorney-client communications made for the purpose of providing professional legal services..." – to discuss a personnel issue and to include the Town Manager. **Motion approved unanimously.** Robert Gere left the meeting after voting on the motion and before entering executive session. The Selectboard entered executive session at 9:29 pm. Layton **moved** (2<sup>nd</sup> Calloway) to enter public session. **Motion approved unanimously.** The SB entered public session at 10:15 pm.

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

Meeting adjourned at 10:16 pm.

By Miranda Bergmeier

Approved by the Selectboard on \_\_\_\_\_, 2022

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

Next Meeting – April 13, 2022 – Meeting at 6:30

PLEASE NOTE: 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: Alex Gottlieb

Address: 1645 Beaver Meadow Rd.

Day phone: 412-215-4410

Evening phone: 802-727-7124

E-mail: agottlieb18@gmail.com

Position Applied For: Conservation Commission

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.

- PhD candidate studying ecosystem impacts of climate change
- organize spring amphibian rescue for West Norwich neighbor.
- created and led environmental education programs for preschools in Princeton, NJ

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:

trustee, Beaver Meadow Schoolhouse (current)

5. Education and Current Employment

Name of Company: Dartmouth College

Location: Hanover, NH

Title: PhD candidate

Describe your work:

I study how hydrologic extremes (drought and heavy precipitation) are likely to change on a warming planet and their consequences for ecosystem health

6. Pertinent Education and/or Experience:

PhD candidate, Program in Ecology, Evolution, Environment and Society, Dartmouth College, 2019-p

B.A., Political Science, Princeton University, 2014-2018

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



Date 4/1/2022

*Town of Norwich*  
*P.O. Box 376*  
*Norwich VT 05055-0376*  
*(802) 649-0127*

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

Name: Craig Layne

Address: 782 Tigertown Road (Mailing address is White River Junction, VT 05001)

Day phone: 603-646-1265

Evening phone: 802-296-7298

E-mail: craigdayne@gmail.com

Position Applied For: Conservation Commission

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

Terms: 5

Years: 15

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

Evening: Yes    Morning: Yes

Are there other restrictions on your availability? No

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

Experiences

Invasive Plant Removals  
Water Quality Studies  
Analytical Chemistry  
Land Management

Science Teaching  
Aquatic Ecology Research  
Environmental Consulting  
Wetlands Education

Skills

Ecological Field Methods  
Aquatic Sampling  
Data Processing

Wildlife Monitoring  
Taxonomy  
Statistical Analyses

Interests

Natural History

Applied Ecology & Conservation

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 Conservation Commission (current)

Trails Committee (current)

Linking Lands Alliance (current)

SE VT Regional Planning – Natural Areas (RPC committee)

Land Conservation and Trails (NSB *ad hoc* exploratory committees)

Biodiversity Committee (HC)

5. Current Employment:

Name of Company: Dartmouth College                      Location: Hanover, NH

Title: Ecology and Evolution Experiential Learning Facilitator

Describe your work: I design, coordinate and instruct laboratory experiences for undergraduates in a variety of ecological areas for a variety of ecology and evolution classes offered by the biology department.

6. Pertinent Education:

Masters of Arts in Teaching, Science Education, Miami University

Masters of Science, Freshwater Ecology, Bowling Green State University

Naturalist and Ecologist Training Program, University of Michigan

Bachelors of Science, Biology, Water Resources and Chemistry,

University of Wisconsin Stevens Point

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?  
No.

Comments: I would primarily like to serve another term on the Conservation Commission to help establish implementation of the management goals, objectives, and actions within the General Management Plan, Forest Stewardship Plan, and Conservation Easement of the newly-formed Woody Adams Conservation Forest.

Signature      Craig D. Layne

Date    24 March 2022

*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: Irv Thomae

Address: 528 New Boston Rd (mail: PO Box 281, Norwich VT 05055)

Day phone: 802-649-5617 Evening phone: same

E-mail: irvthomae@alum.mit.edu

Position Applied For: Governing Board, E.Central Vt Telecomm. District (ECFiber)

1. If you are re-applying for the same board/commission, how many terms/years have you already served?  
Terms: 6 since District formation Years: 6 +8 prior

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.  
7.5 yrs as ECFiber Chair (since before transition to municipal status) involved advocating for the CUD law and subsequent legislative actions to facilitate

funding for full-strength rural broadband throughout Norwich and state-wide.

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:  
ECVTD Governing Board: retired Chair, current Exec Comm. member & Gov't Relations Officer. PAST: Norwich Finance Committee, before its change to by-appointment. First elected ~1990, served ~16 yrs in all, Chair 2 or 3 times Advocate since early 1990's for income-based school funding mechanisms.

5. Education and Current Employment

Name of Company: Dartmouth College

Location: Thayer School; ISTS

Title: Retired

Describe your work:

Thayer School: Faculty (1974-1981), Design Fellow (1981-84) // Independent Software

Developer (1984-2001) // ISTS: Internet Security Researcher (2001-2006)

6. Pertinent Education and/or Experience:

Education: S.B. , Ph.D. , both from MIT

Experience: engineering educator (Thayer School & elsewhere); independent

software developer; volunteer community advocate

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:

No conflicts, but I'll start my Comments: A Communications Union District such as

ECFiber is legally a municipality (like a solid waste district, except NOT funded from

members' taxes.) Commercial providers have consistently ignored rural needs, so in

Comments:

.. 2021 Vermont's legislature passed Act 71, creating and funding a Community Broadband

Board to speed up rural broadband construction chiefly by distributing grant funds and

other assistance to and through CUD's across the state. Long ECFiber service equips me

to help ECF, VCBB, and other CUD's avoid repeating early mistakes with lots more money.

Signature

Date

Irv Thomae

April 4, 2022

4

*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: Robert Gere

Address: 1399 Union Village Rd., Norwich, VT

Day phone: 802-280-5192

Evening phone: 802-649-5267

E-mail: rgere@mac.com

Position Applied For: Alternate Norwich representative ECFiber Governing Board

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

Terms: 6 (?)

Years: 6

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 am an IT consultant providing schools, small businesses and individuals with computer technical support and a member of the Norwich Selectboard

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 (current), CATV Board of Directors, Norwich Finance Committee, Norwich Development Review Board, Norwich Justice of the Peace.

5. Education and Current Employment

Name of Company: Hanover High School

Location: Hanover, NH

Title: IT Specialist

Describe your work:

Maintaining Hanover High School computers for faculty and staff

6. Pertinent Education and/or Experience:

26 years in computer tech support

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:

As the alternate representative my role has been to attend all monthly board meetings and keep abreast of the policies of and issues facing ECFiber. I need to be able to represent Norwich's interests and the mission of ECFiber.

Signature



Date

03/29/2022

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 RD

Day phone: 802-649-5921 Evening phone: SAME

E-mail: DON-MCCABE@COMCAST.NET

Position Applied For: DRB

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

Terms: 3

Years: 9

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.

HISTORY ON DRB

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 APPOINTMENTS

5. Education and Current Employment

Name of Company: RETIRED  
Title:  
Describe your work:

Location:

6. Pertinent Education and/or Experience:

MSW

BOARD MEMBER, RETIRED

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: LOOKING FORWARD TO CONTINUED SERVICE.

Signature



Date

3/17/2022

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

4

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

Name: Charles Lindner

Address: 455 Hawk Pine Rd

Day phone: 8026498903

Evening phone: same

E-mail: charlielindner@gmail.com

Position Applied For: Energy Committee

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

Terms: 1

Years: 3

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:

In person meetings on Wednesday are a problem.

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

General skills, researching information, posting on listserve,

carrying out tasks on various projects.

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:

None currently. Served in various roles in my professional association,

on APD's Ethics Committee for many years.

5. Education and Current Employment

Name of Company: Retired

Location:

Title: psychotherapist

Describe your work:

psychotherapy for adults

6. Pertinent Education and/or Experience:

BA College of Wooster, M.Div. Union Theological Seminary NYC, Certificate in

Pastoral Psychotherapy Blataon Peale Graduate Institute

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 enjoy serving on the Energy Committee, and believe the Committee makes important contributions to citizens and the Town by providing information and regarding shifting from green house gas producing technologies to environmentally sustainable ways of living and functioning.

Signature

Date

Charles Lindner

3/18/2022

**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: Brad Wible

Address: 210 Kerwin Hill Road

Day phone: 202-286-1291

Evening phone: same

E-mail: bradwible@gmail.com

Position Applied For: Energy Committee

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

Terms: NA

Years: NA

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

Evening: (Yes  No  Morning: (Yes  No

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

I have two young children with all the commitments that entails, and we try to spend lots of time outdoors together, but nothing particularly unusual

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

As a homeowner I've long been interested in energy efficiency and renewable energy. In my day job I spend a fair amount of time reading, discussing, and writing about energy and climate science, technology, and policy.

- 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:

5. Education and Current Employment

Name of Company: Science magazine

Location: remote from Norwich

Title: Senior Editor

Describe your work:

I solicit and edit op-eds on science/tech policy for a weekly, global, high-impact scientific journal; [www.science.org/commentary/analysis?startPage=&ConceptID=505240](http://www.science.org/commentary/analysis?startPage=&ConceptID=505240)

6. Pertinent Education and/or Experience:

BS in physics, PhD in neuroscience, hence generally comfortable with technology, numbers, analysis; 13 years experience as scientific journal editor, with part of my beat being energy and climate science, technology, and policy

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:

Thank you for considering. I would be happy to discuss if you have questions. The work of the committee seems interesting and important. I hope I could bring something of value to the committee and community.

Signature

Brad Wible

Date

2 March 2022

4

**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: Philip Zea

Address: 65 Maple Hill Road, Norwich, VT 05055

Day phone: (617) 513-9720

Evening phone: 649-1846

E-mail: pzea@historic-deerfield.org

Position Applied For: Norwich Historic Preservation Commission

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

Terms: 1

Years: 3

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.

45-year career in cultural history museums and historic preservation

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:

5. Education and Current Employment

Name of Company: Historic Deerfield

Location: Deerfield, MA

Title: President Emeritus

Describe your work:

Retired as C.E.O. May 2021 after eighteen years in the position

6. Pertinent Education and/or Experience:

Curatorial and Administrative Experience since 1974 at Historic Deerfield, Historic New England, Colonial Williamsburg Foundation, New Hampshire Historical Society, and Old Sturbridge Village. MA Winterthur Program/UDel.

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

Philip Zea

Date

March 22, 2022

**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: Marc Aquila

Address: 688 New Boston Rd, Norwich, VT 05055

Day phone: 201-519-5264

Evening phone: 201-519-5264

E-mail: marc.aquila@gmail.com

Position Applied For: Planning Commission

- 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:

I can make morning meetings with a few weeks' notice.

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

Since the notice of open positions, I've reviewed the position descriptions and read and reviewed all notes from the selectboard, planning commission, and schoolboard meetings since late 2020. I've spoken with Jaci Allen and Brian Loeb on the planning commission in the past two weeks to better understand what is expected.

I am interested in the planning commission role as I'd like to contribute to the future of Norwich's wastewater, affordable housing and zoning plans. My understanding is these are the key issues the planning commission will be working on for several years.

My wife and I have lived in Norwich for the past ten years and have 2 kids at MCS. We own our home and have also built a house in Norwich in the past 5 years and are landlords. We raise bees, chickens and pigs at home.

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 any public/municipal or school boards. In the past I have served on the board of a non-profit that supports foster kids.

5. Education and Current Employment

Name of Company: Dartmouth College/Tuck      Location: Hanover, NH

Title: Director, Career Services

Describe your work: I advise students on their career search and I'm responsible for building relationships with companies which hire MBA students

6. Pertinent Education and/or Experience:

I've been working since I was 12, I have an engineering degree and MBA and I'm the first person in my family to earn a college degree in 4 years. In the past 30+ years I've worked across a variety of organizations in the public and private sector to collaborate with different people and teams to get things done.

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 taking the time to review this application.

Signature : Marc Aquila

Date: 4/6/2022

**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: Ernie Ciccotelli

Address: 49 Tigertown Road, Norwich, Vermont 05055

Day phone: 802-526-4818

Evening phone: 802-526-4818

E-mail: Ernie.Ciccotelli@gmail.com

Position Applied For: Planning Commission

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

Terms: 1 term and 1 partial term

Years: 4 years

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

Evening: (Yes No) **YES** Morning: (Yes No). **YES**

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

I work full time weekdays, and require advance notice of morning meetings.

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

I have long experience as a design engineer, meaning I have significant technological and scientific experience. I also have practiced for 20 years as an attorney, providing me with knowledge of the law, legal procedures, and legal drafting skills; I have experience drafting statutes and regulations.

- 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:

Current Position: Planning Commission – 1 term and one partial term; from 2018 to present;

Current Position: Planning Commission Representative on Article 36 Task Force;

Current Position: Justice of the Peace/Boards of Civil Authority and Abatement – since 1994;

Past Position: Development Review Board – 1 term and one partial term, from 2003 to 2018;

Past Position: Norwich Board of Listers – 2011-2015

Past Position Marion: Cross Facilities task force – 1992 and 1994;

Past Position: Conservation Commission – 1992 to 1994;

Past Position: Natural Resources Survey – 1990 to 1992;

5. Education and Current Employment

Name of Company: New Hampshire Division of Children, Youth and Families

Location: Littleton, NH and remote-work from home.

Title: Attorney

Describe your work: Provide counsel to DCYF

6. Pertinent Education and/or Experience:

Four years on the Planning Commission;

Twenty years as an attorney, which included municipal, property, and environmental law;

Vermont Law School, JD, 1998

New England College, BFA, 1979

Southeastern Massachusetts University (now UMass Dartmouth) Mechanical Engineering, 1972 - 1974

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

4-3-2022

Date

4

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: Vincent Crow  
Address: 191 Beaver Meadow Rd  
Day phone: 901-305-4945 Evening phone: —  
E-mail: pvcrow@gmail.com  
Position Applied For: Planning Commission

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.

Mechanical engineering experience in the electrical, plumbing, and metal working fields.  
Experience with certification standards, specifically NSF,

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

N/A

5. Education and Current Employment

Name of Company: *Marion Cross*

Location: *Norwich*

Title: *Substitute Teacher*

Describe your work:

6. Pertinent Education and/or Experience:

*BS in Mechanical Engineering*

*Work experience in Engineering*

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

*Vincent Crow*

Date

*4/6/72*

4

**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: Brian Loeb

Address: 50 Willey Hill Rd.

Day phone: (802) 649-7277

Evening phone:

E-mail: loebbrian@gmail.com

Position Applied For: Planning Commission

1. If you are re-applying for the same board/commission, how many terms/years have you already served?  
Terms: 1 Years: 3

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.  
Professional experience with housing policy and regulation, financing for affordable housing development, disaster recovery, non-profit capacity-building, and research for community needs assessments.

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:

Planning Commission - 1 term - 2019-present (current vice-chair)

Affordable Housing Subcommittee - 2019-present

Childcare Committee - 2021-2022

5. Education and Current Employment

Name of Company: Self-employed

Location: Norwich

Title: Consultant

Describe your work:

Research and strategy consulting for the Federal Home Loan Bank of New York, a cooperative of financial institutions in New York, New Jersey, Puerto Rico and U.S.V.I.

6. Pertinent Education and/or Experience:

Fletcher School of Law and Diplomacy (Tufts University) - M.A.

Tufts University - B.A.

Training in financial analysis and small-claims court mediation.

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 would be honored to continue to serve on the Planning Commission. It has so far allowed me to learn about the town and regional issues, listen to the priorities and needs of fellow Norwich residents, and apply my professional expertise (including on board management) where helpful. Thank you.

Signature

Brian S. Loeb

Date

3/21/22

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

Day phone: 646-753-2243

Evening phone: 646-753-2243

E-mail: marisaannlorenzo@gmail.com

Position Applied For: Rec Council

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

My family and I are enthusiastic participants in and supporters of Norwich Recreation programming.

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:

Town Manager Screening Committee  
Montshire Events Steering Committee, Summer Science Day Chair  
(current)

5. Education and Current Employment

Name of Company: n/a

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

Mother to school aged children with legal background.

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 excited about the opportunity to serve the town on the Rec Council.

Signature *Maura Lounge*

Date 1/19/2022

*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: Linda Cook

Address: PO Box 828 Norwich Vermont 05055 147 river Road

Day phone: 1-603-208-7847

Evening phone: 1-603-208-7847

E-mail: cookl1574@gmail.com

Position Applied For: Solid Waste 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.

When I was on the Select Board I reviewed the Cassela Contract.

Set Fees for the Trash Ticket and the Permit Stickers.

Passing out flyers, update residents on Recycling changes.

- 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 was on the Select Board

I am on the Finance Committee and the Historic Preservation Commission

5. Education and Current Employment

Name of Company: Town of Norwich Fire Depar Location: Norwich

Title: Fire Fighter

Describe your work:

We respond to CO2 and Smoke alarms,Auto Accidents, Water leaks, Structure and Grass Fires, Medical Emergencys Mutual Aid assists and more.

6. Pertinent Education and/or Experience:

I work weekly with others

organizing the Plow Share and the Book Shed.I attend the Solid Waste

Committee meetings and am working with the committee reviewing/up dating signage

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 enjoy working outside with others.

Signature



Date

1/31/2022

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: Thad Goodwin

Address: 412 Choate Rd., Canaan, NH

Day phone: 802-299-7659

Evening phone: 802-299-7659

E-mail: GoodwinTreeandTractor@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: 4 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.

30 yrs in the Trade's  
Dealing with sub contractors + Home owners.  
cut + manage trees on daily basis.

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:

5. Education and Current Employment

Name of Company: Goodwin Construction LLC Location:  
Title: owner Norwich  
Describe your work: Light Excavation  
All phases tree work,

6. Pertinent Education and/or Experience:

30 Yrs in The field  
Lic. Builder  
LifeTime in The woods,

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: Look Forward TO helping NORWICH + residents deal with the towns Trees,

Signature

John B. Goodwin

Date 3-27-18

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

4

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

Name: Jeff Lubell

Address: 23 Spring Pond Road

Day phone: 802-649-7230

Evening phone: 802-649-7230

E-mail: jefflubell@yahoo.com

Position Applied For: Two Rivers-Ottauquechee RC seat

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

Terms: ~~12~~ 3

Years: ~~12~~  
3

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

Evening: (Yes  No  Morning: (Yes  No )

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

I work full-time. Evenings are therefore better for me. However, I can make the occasional day meeting with some notice.

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

I am the director of housing and community initiatives at Abt Associates, a mission-driven consulting and research firm. I has worked on housing

issues for more than 20 years.

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 am completing my service on the Planning Commission

I continue to serve on the Affordable Housing Subcommittee

I have been serving up until now as the alternate on the Two Rivers-

Ottauquechee RC

5. Education and Current Employment

Name of Company: Abt Associates

Location: Norwich

Title: Dir. of housing & comm'ty initiatives

Describe your work:

I am a full-time telecommuter who specializes in research and technical assistance on affordable housing, community development and financial capability

6. Pertinent Education and/or Experience:

Long service on the Norwich planning commission

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:

No.

Comments:

I look forward to continuing my service on the Two Rivers-Ottauquechee RC. With my participation in the planning commission winding down, I now have time to assume the role of Norwich's main representative. This assumes that Rod is no longer available given his new duties.

Signature



Date

4/15/22

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

4

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

Name: Jacqueline Allen

Address: 15 Union Village Road, Norwich

Day phone: 203-253-4871

Evening phone:

E-mail: allenjaci@gmail.com

Position Applied For: TRORC alternate representative

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 served on the Planning Commission for ~6 years.

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 other municipal positions. Currently also serve on the Upper Valley

Educators Institute board

5. Education and Current Employment

Name of Company: Retired

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

Norwich Planning Commission experience, Vermont Preservation Trust experience

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

Jacqueline Allen

Date

April 4, 2022

6

**Miranda Bergmeier**

---

**From:** Keeling, Simon <Simon.Keeling@vermont.gov>  
**Sent:** Thursday, April 07, 2022 10:06 AM  
**To:** Rod Francis; Miranda Bergmeier  
**Subject:** Body Armor Order

Rod

I am submitting a request for body armor replacements for Officers Berry, Root, and Myhre. All three are using vests that have exceeded the manufacturer's expiry dates. The vests typically have a service life of five years, after which time they are no longer guaranteed to perform as designed.

We have a budget line item for this expense and receive a regular state grant equal to 50% of the cost of body armor purchases.

The purchase order is \$2979.00. We intend to apply for a grant once the purchase has been made for \$1489.89, recouping half the cost.

Thank you

Chief Simon Keeling  
Norwich Police Department  
10 Hazen Street / PO Box 311, Norwich, VT 05055

(802) 649-1460 (office)  
(802) 649-1775 (fax)  
simon.keeling@vermont.gov

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

TOWN OF NORWICH

P.O. Box 376

Norwich, VT 05055

PURCHASE ORDER

DATE: 4/5/22 PO #: 504356  
VENDOR: The Safariland Group  
13386 International Parkway  
Jacksonville, FL 32218

Finance Department Use Only

ITEMS OR SERVICES PURCHASED:  
(1) A5 Female Panels 1219785-F  
(2) AT VEST Panels 1219784-M  
(3) Soft Trauma Plate 220902-08  
(3) Uniform shirt carrier

CHARGE ACCOUNT: 1-5-500584

AMOUNT: \_\_\_\_\_

TOTAL: 2979.00

Department Head: [Signature] Mill  
Town Manager: Red Francis

Date: 04/06/2022

# THE SAFARILAND GROUP

# Order Request

13386 international Parkway  
 Jacksonville, FL 32218  
 Phone (603) 361-1932

|               |      |
|---------------|------|
| Delivery Type | Date |
|               |      |

[jim.berry@safariland.com](mailto:jim.berry@safariland.com)

|   |   |                   |                 |                   |                   |
|---|---|-------------------|-----------------|-------------------|-------------------|
| DATE: 12/10/2021  |   | CUSTOMER ORDER #: |                 |                   |                   |
| TO:   | Chief Simon Keeling                                   | SHIP TO:          |                 |                   |                   |
| COMPANY   | Norwich Police Dept                                   |                   |                 |                   |                   |
| STREET:   | 10 Hazen Dr   |                   |                 |                   |                   |
| CITY:   | Norwich, VT   |                   |                 |                   |                   |
| ZIP   | 05055   | SALES PERSON:     | TAX EXEMPT NO:  |                   |                   |
| PHONE NO:   |   | Jim Berry         |                 |                   |                   |
| <b>STOCK NO:</b>  | <b>DESCRIPTION:</b>                                   |                   | <b>QUANTITY</b> | <b>UNIT PRICE</b> | <b>TOTAL</b>      |
|   | SX Level II, A5 Female Structured Panels, - 1219785-F |                   | 1               | \$780.00          | \$780.00          |
|   | SX Level IIIA, A7 Vest Panels, - 1219784-M            |                   | 2               | \$780.00          | \$1,560.00        |
|   | Soft Trauma Plate, 5" X 8"-1220902-58                 |                   | 3               | \$24.00           | \$72.00           |
|   | U1 Uniform Shirt Carrier, Front Opening-Navy, 1303538 |                   | 3               | \$189.00          | \$567.00          |
|   | With Camera Tabs                                      |                   |                 | \$0.00            | \$0.00            |
|   | Alex Root 2414 2215                                   |                   |                 | \$0.00            | \$0.00            |
|   | Brian Berry 2214 2215                                 |                   |                 | \$0.00            | \$0.00            |
|   | Kathryn Myhre R 2413 2213                             |                   |                 | \$0.00            | \$0.00            |
|   | 2021 NASPO Contract Pricing                           |                   |                 | \$0.00            | \$0.00            |
| All prices Quoted, Valid for 30 days unless otherwise specified |   |                   |                 | <b>TOTAL</b>      | <b>\$2,979.00</b> |

6

## Miranda Bergmeier

---

**From:** Keeling, Simon <Simon.Keeling@vermont.gov>  
**Sent:** Thursday, April 07, 2022 9:51 AM  
**To:** Rod Francis; Miranda Bergmeier  
**Subject:** PD4 repairs and new vehicle orders

Rod

The unmarked 2013 Ford Police Interceptor sedan, PD4, is currently out of service, due to safety issues. The state inspection is due 4/30/2022. The car is has been examined at the Co-op Service Center and the quotation I have received (attached) for \$2985.76 would ensure that it meets the state inspection criteria.

We have budgeted for a replacement unmarked vehicle (a hybrid Toyota RAV4 SUV). I cannot source a replacement vehicle immediately, due to current inventory shortages in the car market. I have made inquiries at several dealerships, as well as our VT state fleet contacts, and the general consensus is a lead time of 6-8 months for a hybrid vehicle.

There is a need to either repair or replace the unmarked vehicle, since police employees require the vehicle for training, non-patrol errands, and, in the Chief's case, a take-home vehicle. Recently, one of my officers submitted a request for over \$300 for mileage reimbursement, due to training at the Vermont Police Academy in Pittsford, and an errand to the State Offices in Waterbury, that required the use of his privately owned vehicle. There will be more future requirements for officers to attend training so these mileage reimbursement costs are likely to recur unless they can make use of the unmarked vehicle.

Since the unmarked vehicle cannot be readily replaced and is unable to pass inspection, I respectfully request that repairs can be made to this necessary vehicle.

I also respectfully request that we place orders for the unmarked hybrid and police interceptor hybrid vehicles that have been approved in the budget, due to their significant lead times. I have reached out to the state bid providers for information and will confirm if a deposit is required.

Thank you

Chief Simon Keeling  
Norwich Police Department  
10 Hazen Street / PO Box 311, Norwich, VT 05055

(802) 649-1460 (office)  
(802) 649-1775 (fax)  
simon.keeling@vermont.gov

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

**Coop Service Center**  
 US Route 5 South  
 Norwich, VT. 05055  
 Phone: 802-526-9103 Fax: 000- -

**INVOICE**

**12578**

**INVOICE**

Printed Date: 03/31/2022 Work Completed: 03/30/2022

**norwich, town of**

2013 Ford - Taurus Police Interceptor - 3.5L, V6 (213CI) VIN(8)  
 Lic # : CDX964 Odometer In : 123543

Home 802-649-1460

VIN # : 1FAHP2M80 DG199872

| Part Description / Number                             | Qty  | Sale   | Ext      | Labor Description  | Ext              |
|---|------|--------|----------|--|------------------|
| Hardware / nuts / bolts / fittings<br><i>Hardware</i> | 1.00 | 250.00 | 250.00   | check over for vermont state inspection<br>check over for state inspection | 52.50            |
| front sway bar link<br><i>510-426012</i>              | 2.00 | 48.12  | 96.24    | Repair both side rusted rocker panels                                      | 630.00           |
| rear sway bar link<br><i>11030781303ctr</i>           | 2.00 | 43.01  | 86.02    | Replace front and rear sway bar links<br>mb4                               | 157.50<br>105.00 |
| Rear bumper support<br><i>BG1Z17906A</i>              | 1.00 | 264.00 | 264.00   | replace rear bumper support<br>alignment                                   | 157.50<br>105.00 |
| Good year Enforcer 103 V Rated<br><i>244-55-18</i>    | 4.00 | 263.00 | 1,052.00 |  |                  |
| Tire Disposal<br><i>Disposal</i>                      | 4.00 | 7.50   | 30.00    |  |                  |

Org. Estimate 0.00 Revisions 0.00 Current Estimate 0.00

|                  |                   |
|------------------|-------------------|
| <b>Labor:</b>    | <b>1,207.50</b>   |
| <b>Parts:</b>    | <b>1,778.26</b>   |
| <b>SubTotal:</b> | <b>2,985.76</b>   |
| <b>Tax:</b>      | <b>0.00</b>       |
| <b>Total:</b>    | <b>2,985.76</b>   |
| <b>Bal Due:</b>  | <b>\$2,985.76</b> |

[ Payments - ]

Vehicle Received: 3/30/2022

Customer Number : 3606

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on most parts and labor is two years or 24,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair. If your Vehicle has been in and tires / wheels have been removed. We highly recommend that wheels be retorqued between 300-500 miles as wheels can come loose.

<https://www.surveymonkey.com/r/coopservicecenter>

Signature \_\_\_\_\_ Date \_\_\_\_\_

Visit us on the web: [www.coopfoodstore.com](http://www.coopfoodstore.com)

Email Address: [garage@coopfoodstore.com](mailto:garage@coopfoodstore.com)

Service Advisor : Jillson, Damon Tech : duprey, Lenny

## Miranda Bergmeier

---

**From:** Keeling, Simon <Simon.Keeling@vermont.gov>  
**Sent:** Thursday, April 07, 2022 9:55 AM  
**To:** Chuck Williams  
**Cc:** Rod Francis; Miranda Bergmeier  
**Subject:** Re: Hybrid SUV order

Ok, Chuck, thanks for letting me know.

Simon

---

**From:** Chuck Williams <cwilliams@keyauto.com>  
**Sent:** Thursday, April 7, 2022 9:50  
**To:** Keeling, Simon <Simon.Keeling@vermont.gov>  
**Subject:** RE: Hybrid SUV order

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

I can't order one at this time.

Ford has shut off new orders for 2022 models and not opened the order bank for 2023 models.

The 2023 models haven't been priced yet.

Will let you know as soon as I can order.

Chuck Williams  
Fleet Sales Mgr.  
McGee Ford of Montpelier  
802-651-0238  
802-651-0225 Fax

**From:** Keeling, Simon <Simon.Keeling@vermont.gov>  
**Sent:** Thursday, April 7, 2022 9:40 AM  
**To:** Chuck Williams <cwilliams@keyauto.com>  
**Subject:** Hybrid SUV order

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.]  
Chuck

I would like to order a police interceptor hybrid SUV. Please let me know the process (PO etc) and whether a deposit is required.

Thank you

Chief Simon Keeling

Norwich Police Department  
10 Hazen Street / PO Box 311, Norwich, VT 05055

(802) 649-1460 (office)  
(802) 649-1775 (fax)  
[simon.keeling@vermont.gov](mailto:simon.keeling@vermont.gov)

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

TOWN OF NORWICH  
P.O. Box 376  
Norwich, VT 05055

**PURCHASE ORDER**

Finance Department Use Only

DATE: 3/30/22 PO #: \_\_\_\_\_

VENDOR: Cott Systems  
2800 Corporate Exchange Drive  
Columbus, OH 43231

ITEMS OR SERVICES PURCHASED:

Scan and Index Land Records  
Volumes 72-91 Land Records  
6-7 Attachments

CHARGE ACCOUNT: 01-5-100758

AMOUNT: 26,058.00

TOTAL: 26,058.00

Department Head:  
Town Manager:

Bonnie Munday  
Red [Signature]

Date: 04/05/2022

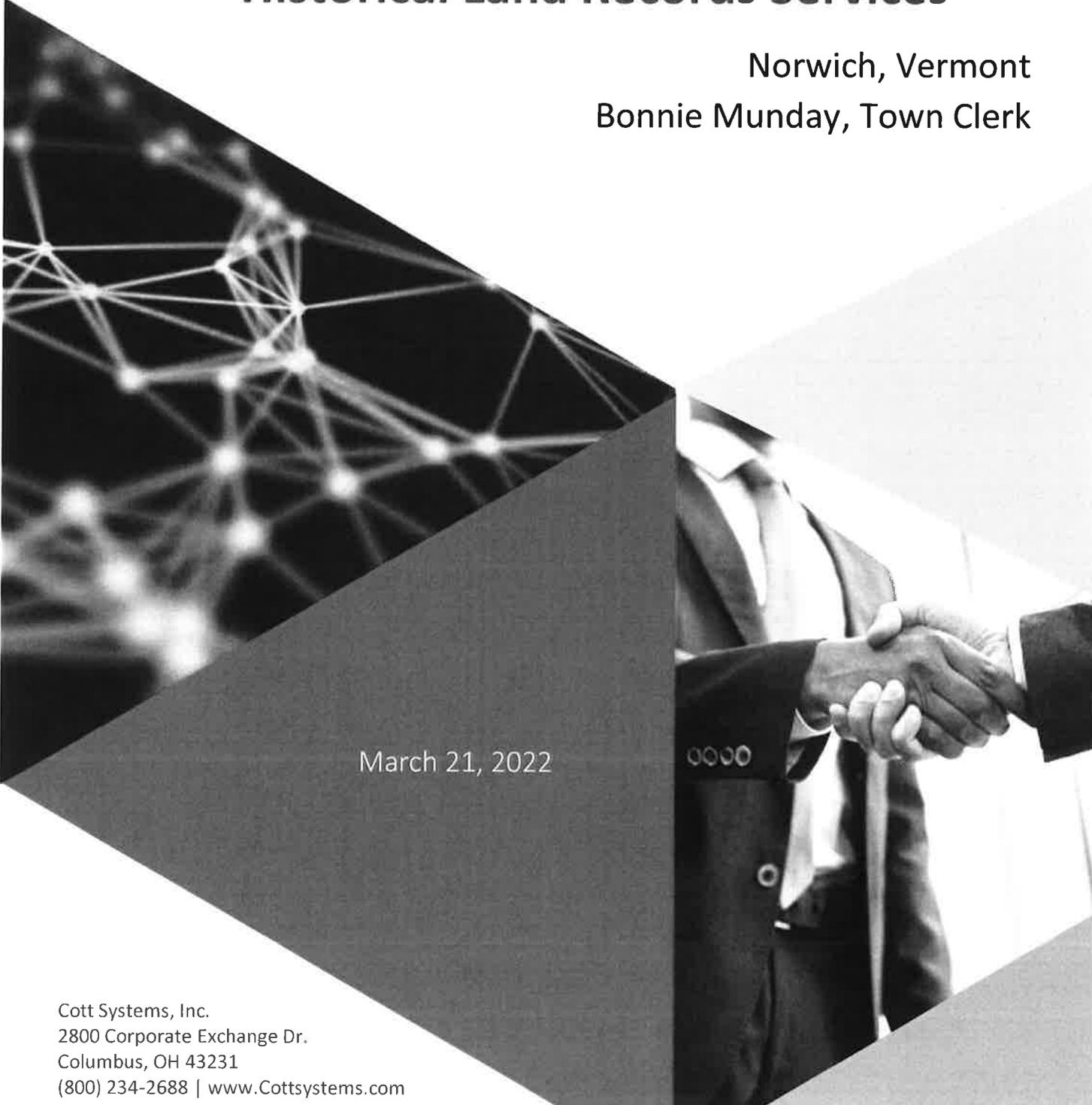


Contract for

## Historical Land Records Services

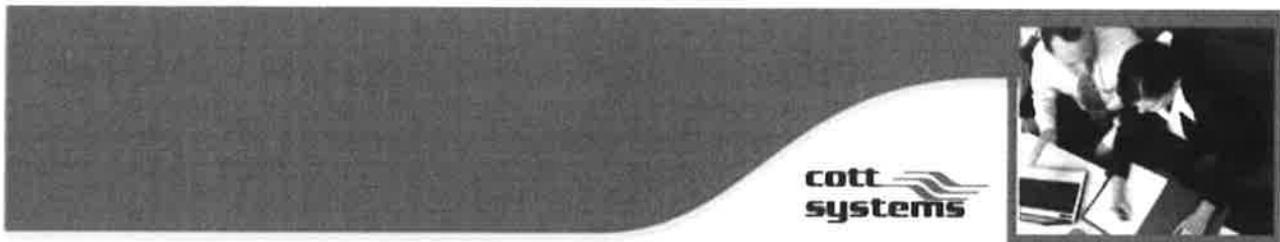
Norwich, Vermont

Bonnie Munday, Town Clerk

A large graphic on the left side of the page, split into two triangular sections. The top-left section is black with a white network diagram of interconnected nodes and lines. The bottom-right section is a dark grey triangle containing a black and white photograph of two people in business suits shaking hands. The date "March 21, 2022" is printed in white text on the dark grey background.

March 21, 2022

Cott Systems, Inc.  
2800 Corporate Exchange Dr.  
Columbus, OH 43231  
(800) 234-2688 | [www.Cottsystems.com](http://www.Cottsystems.com)



## ADDENDUM FOR IMAGE SERVICES

This **Addendum for Image Services** ("Addendum") is by and between Cott Systems, Inc. ("Cott") and Norwich, Vermont ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's **Master Agreement for Products and Services**.

- 1 **Service.** Cott will electronically capture record books, where applicable and provide a software program that will allow automated import of electronically captured images of record books into Customer's base land records system, and/or will allow automated linking of images to the associated index data within the Customer's base land records system as specified. The automated import and link program will track the actual number of images imported and/or linked and will expire upon the completion of the project as outlined.
- 2 **Source.** The source of record book images, may include, though is not limited to, microfilm, microfiche, aperture cards, CD/DVDs containing data in .TIF format and original hardcopy record books. Project efforts may include on-site scanning from original books, and if so, would be specified. While Cott will use reasonable efforts to provide a quality image, Customer is responsible for ensuring that the quality of captured record books pages is acceptable. If Customer is responsible for providing the original images, additional costs may apply to correct problems with quality.
- 3 **Fees.** The fees are set forth in the "Fees" and "Payments" sections.
- 4 **Early Termination.** Customer may terminate this service and this Addendum by providing written notice to Cott. Cott is entitled to recover from Customer all fees incurred through the date of termination.
- 5 **Ownership.** Cott and Customer acknowledge the Customer owns all rights and privileges to the images made available through this service. Cott will not remarket or claim ownership of the images.
- 6 **Disclaimer of Warranty.** **EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE IMAGES MADE AVAILABLE THROUGH THIS SERVICE OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE IMAGES OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.**

The terms of this Addendum govern the provision of image services by Cott.

**X** **Customer Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ADDENDUM FOR HISTORICAL INDEXING SERVICES

This **Addendum for Historical Indexing Services** ("Addendum") is by and between Cott Systems, Inc. ("Cott") and Norwich, Vermont ("Customer"). This Addendum is being "Executed" (signed) under the Terms and Conditions of Cott's Master Agreement for Products and Services.

- 1. Service.** Cott will provide a service to key or type index data directly from record images. The index data will be verified for accuracy and imported into Customer's land records system for public search purposes as well as for printing purposes.
- 2. Record Source.** Index data will originate from the record source identified. While Cott will use reasonable efforts to produce quality index data, Customer is responsible for ensuring that the quality of the initial records is suitable.
- 3. Accuracy.** A minimum index data accuracy guarantee of ninety-five percent (95%) accompanies this agreement. Data accuracy guarantees are dependent upon factors such as, but not limited to, source image quality, rules provided by the office, and sample sets approved by the Customer. In the event that the Customer finds inaccuracies that fall outside of the approved sample set(s), Cott will make the necessary corrections as outlined within the **Acceptance** portion of this agreement.
- 4. Acceptance.** The Customer is responsible for ensuring the project scope outlined is correct and agreeing to the project scope outlined upon signature of this agreement. Cott will make necessary corrections to data within six (6) months from the final deliverables date of postage. If no issues are raised within six (6) months from the date of postage the Customer agrees and acknowledges that all deliverables are correct and accepted thus requiring no changes. If the Customer deems changes are required after six (6) months from the date of postage such services fall outside of this agreement and are subject to charges by Cott.
- 5. Work Period.** Project work periods are estimates and begin from the time in which final resulting indexing sample sets are approved in writing by the Customer. Cott is not responsible for project delays outside of Cott's control during the sample approval process or post-delivery of data by Cott.
- 6. Fees.** Fees for this service are as specified. Fees are subject to change in the event a) the actual number of instruments differs from the estimated number of instruments on which the fee is partially based, b) the parties mutually agree to changes in the Guidelines, or c) the parties mutually agree to a different calculation of the fees. Customer will be notified of any fee increase.
- 7. Ownership.** Cott and Customer acknowledge the Customer owns all rights and privileges to the data made available through this service. Cott will not remarket or claim ownership of the data.
- 8. Data Presented.** While Cott's systems allow for excluding certain data from being viewable when accessing Customer's base land records system, Customer acknowledges and agrees that Customer is responsible for complying with all applicable laws regulating the disclosure of private, sensitive or personal information. Cott exercises no control over, specifically rejects any responsibility for and will be held harmless from and against any liability for the form, content, accuracy or quality of information passing or obtained through or resident on the land records system. Customer is responsible for determining which records, fields, data, images or portions thereof, are available for searching or viewing. Customer will be responsible for implementing and

carrying out such standards.

9. **Disclaimer of Warranty.** EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE INDEX DATA MADE AVAILABLE THROUGH THIS SERVICE OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE FUNCTIONALITY, PERFORMANCE, RELIABILITY, COMPLETENESS, TIMELINESS, SECURITY OR RESULTS OF USE THEREOF. WITHOUT LIMITING THE FOREGOING, EXCEPT AS SPECIFICALLY SET FORTH HEREIN, NEITHER COTT NOR ANY OF ITS VENDORS WARRANTS THAT THE INDEX DATA OR THE OTHER PRODUCTS OR SERVICES PROVIDED BY COTT OR THE OPERATION THEREOF ARE OR WILL BE COMPLETE, ACCURATE, ERROR-FREE, UNINTERRUPTED OR SECURE OR MEETS OR WILL MEET CUSTOMER'S REQUIREMENTS.

The terms of this Addendum govern the provision of indexing services by Cott and Customer.

**X** Customer Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_

Cott and Customer have executed this contract to be effective as of the date it is signed by Customer and Cott. Cott's **Master Agreement for Products and Services** also applies to the provision of services by Cott under this contract and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this contract will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

|  |                                   |
|--|-----------------------------------|
| Master Agreement for Products and Services | <u>1/12/2022</u><br>(Date Signed) |
| Resolution3 Hosted Services Addendum       | <u>1/12/2022</u><br>(Date Signed) |
| RECORDhub Service Addendum                 | <u>1/16/2020</u><br>(Date Signed) |

Norwich, Vermont  
(County, Parish, Town)

*This agreement needs to be signed and returned by 4/15/2022.*

**COTT SYSTEMS, INC.****CUSTOMER**

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

Deborah A. Ball  
(Print Name)

\_\_\_\_\_  
(Print Name)

Chief Executive Officer  
(Print Title)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Attest)

\_\_\_\_\_  
(Attest)



Customer acknowledgement required on additional page(s).

Please digitally sign and initial; or print, sign, and initial original copy.

Once contract is signed, please fax or email the **entire** contract (all pages) to Cott.

**To: Cott Systems | ATTN: Finance Dept. | 1.866.540.1072 | [contracts@cottsystems.com](mailto:contracts@cottsystems.com)**

## ORDER SUMMARY

### Backfile Scanning Service with Import.

- Land Records, (22) loose leaf volumes 72-91 for 1980 – 1988, and volumes 6-7 Attachments.  
 Record Source. Scanning by Cott in Vermont.  
 Cott captures images, evaluates images for quality and completeness.  
 Cott formats images for import, develops import utility to load images into land records system.  
 Import to Hosted Resolution3.  
 Estimated (11,761) images.  
 Encompasses up to 5 GB of Images.  
 Price is **\$0.28** per image.  
 Estimated Project Price is **\$3,293 and \$10 per month.**
- Books are loose leaf (not bound).
- Page size is less than or equal to 11 x 17 (does not include large plats; no attachments, no glued or stapled pages).
- Source documents provided by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- Pricing is based on a special rate [multiple towns committing to do backfile scanning work with Cott].
- Commencement of project will be contingent on timing of when other towns commit to this effort.
- Cott may request that Customer coordinate with Cott on the transportation of their books to be scanned at a central location in Vermont.
- Authorized access to Cott systems products (excluding search) is limited to Norwich, Vermont, employees, no access may be granted to 3rd party suppliers.
- The Clerk must ensure Cott employees have unlimited, unrestricted access to the Clerk's office for any requested period and the Clerks are fully available for coordination communication, including the possibility of evening and weekend activities and communication.
- The import process will not account for multiple instruments on one image where an instrument on the image continues to the next page (a different image). If this situation exists with this backfile project, Cott Systems can provide, upon the Customer's request, a utility to assist the Customer for no additional charge. The utility will provide customer with an option to select that image and attach the selected image to the appropriate instrument.

**Historical Indexing Service.**

- Land Records, (42) volumes worth 72 – 111 1980 – Oct 1993, 6-7 Attachments.  
 Record Source. Existing images in Hosted Resolution3 for volumes 92 – 111.  
 Record Source. Newly scanned images for volumes, 72 – 91, and 6-7 Attachments.  
 Fields to be indexed Grantor, Grantee, Date Filed, Book/Page, Kind, Description.  
 Typed document (not handwritten).  
 Includes import of index data with link to images.  
 Estimated (9,831) instruments.  
 Estimated Project Price is **\$22,765**.
- Commencement of project will be contingent on timing of when other towns commit to this effort.
- Authorized access to Cott systems products (excluding search) is limited to Norwich, Vermont employees, no access may be granted to 3rd party suppliers.
- The Clerk must ensure Cott employees have unlimited, unrestricted access to the Clerk’s office for any requested period and the Clerks are fully available for coordination communication, including the possibility of evening and weekend activities and communication.

**1. Deployment.**

- Hosted deployment.
- Includes index data availability on RECORDhub.

**2. Implementation.** Project management and import services are included.

**A Note Regarding COVID-19**

Cott Systems adheres to all applicable local, state, and federal guidelines regarding COVID-19. Work by Cott team members, including though not limited to applicable travel and on-site work, may be impacted by COVID-19 related restrictions. As your project progresses, we will work with you to make any necessary adjustments to coordinate the successful completion of your project.

|   |  |  |
|---|--|--|
| <b>Fees</b>   |  | <b>\$26,058<sup>1</sup> and \$10/mo.</b> |
| Project Fee   | \$10,230   |  |
| Image Fee   | \$ <u>15,828</u> <sup>1</sup> – based upon estimated units |  |
| Total Fee   | \$26,058   |  |
| <b>Units</b>  |  |  |
| Images, Instruments   |  |  |
| <p>1 Fees are based in part on the initial estimated number of units which was prepared based on information provided from an on-site survey of the records. If the actual number of units processed is less than the estimate, customer will be invoiced for an aggregate amount that is less than the total specified herein. If the actual number of units processed is higher than the initial estimate, additional unit charges will apply that will be the responsibility of the customer. Cott Systems will notify the customer of any additional charges.</p> |  |  |
| <b>Schedule of Payments</b>   | <b>Invoice upon receipt of signed contract</b>             | <b>\$0</b>                               |
|   | <b>Balance due upon subsequent monthly invoices</b>        | <b>\$26,058<sup>2</sup></b>              |
|   | <b>Invoice upon Go-Live Date</b>                           | <b>\$10 / month<sup>3</sup></b>          |

<sup>2</sup> Cott will issue subsequent invoice(s) until the project is complete. Invoice(s) will be issued to reflect the actual number of units processed by Cott for the previous month. Invoice(s) may also be issued for the actual number of units imported by Cott for the previous month. Cott will apply any applicable credit on your account from the initial down payment.

<sup>3</sup> The above monthly fee is in addition to current monthly system fee.

**PLEASE NOTE:** The pricing in this offer is valid through 4/15/2022. After this date, this offer will be priced at the current rate.

*Cott is confident we will hit the minimum image page threshold of 250,000 images (from which the special pricing presented in this contract is based upon). Though in the unlikely event less than the expected quantity of images is received from various towns in Vermont, the price is subject to increase. If the price changes, Cott will notify you and issue a revised contract prior to beginning any backfile work.*

**Customer accepts and agrees that the following qualifiers apply:**

- Travel to/from the state is not restricted by Covid-19 regulations
- Customer must accept Cott's scheduling date for scanning

**X Customer Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_



---

TO: Selectboard  
FROM: Rod Francis, Acting Town Manager  
RE: Acting Town Manager Report  
DATE: February 4, 2022

---

### **Computers**

The order for replacing individual computers has been submitted to CCI. The order includes 6 laptops and 6 desktop computers. Two existing (newer) computers will be reassigned to light duty tasks based on feedback from CCI. This order does not include peripherals such as new monitors. Once the computers are in place decisions concerning peripherals can be made with regard to specific needs and/or preferences. CCI has assured me that the majority of the computers are in stock and preparation will commence soon. Once the equipment is configured it will be installed in each workspace by CCI.

We will need to develop a process for decommissioning the old computers and moving them out of the buildings along with the two previous servers and sundry other computers.

### **Casella**

I continue to work with Casella on the renewal of the waste contract. There are some components of the agreement that may be adjusted to offset broader price increases but they would involve changes to the level of service. I am working through these options and consulting staff and the Solid Waste Committee on these points.

### **DPW Staffing**

Our new staff are gaining familiarity with our equipment, procedures and roads. We are exploring skill specific training for them provided through the Building Better Backroads Program and training provided by VLCT on broader needs including being part of a respectful workplace.

We have interviews scheduled for the Building and Grounds Technician position the week of April 11. We are working hard to recruit for this position before grass cutting and other maintenance critical to the operation of the Recreation Program are needed.

### **Zoning Administrator**

I have advertised the position for Zoning Administrator. As you know, under statute, the Planning Commission makes the recommendation of appointment to the Selectboard. The position is being advertised as a 16 hour per week position. I also hope to begin recruiting for the Planner position in the coming weeks.

### **George Fraser Celebration**

I was invited by the American Legion to a celebration for George Fraser's 80<sup>th</sup> birthday where he received a quilt recognizing his service as a helicopter pilot in the Vietnam war. It was a very touching tribute and I felt honored to be invited.

**Intermunicipal Regional Energy Coordinator Progress Report  
Town of Norwich  
March 2022**

- *Battery backup report:* Met with experts and completed an analysis on the feasibility of using batteries to backup Tracy Hall rather than using a fossil fuel generator. Found that batteries are not appropriate for Tracy Hall at this time because of the electricity requirements of the building.
- *Solar at Huntley Meadows:* After an initial review of Huntley Meadows and a conversation with Brie Swenson, it appears the site could be a good candidate for solar. Further site review is needed, as well as a discussion on the intended beneficiary of the project.
- *IREC Steering Committee:* Met with the IREC Steering Committee on March 3. Discussed participating in a pilot program to collect and disseminate data on community-level greenhouse gas emissions, which would help guide the IREC Climate Action Plan's focus.

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director  
**128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ [trorc.org](http://trorc.org)**

Barnard ~ Bethel ~ Bradford ~ Braintree ~ Bridgewater ~ Brookfield ~ Chelsea ~ Corinth ~ Fairlee ~ Granville ~ Hancock ~ Hartford  
Hartland ~ Newbury ~ Norwich ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royalton ~ Sharon ~ Stockbridge ~ Strafford  
Thetford ~ Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock

8

# NORWICH FIRE DEPARTMENT MARCH SB REPORT



**PREPARED BY:** CHIEF ALEX NORTHERN

**DATE:** 4/6/22

---

Norwich is entering the wildland fire season. Please take these steps to protect your property and evacuate when necessary. Here are some steps that you can take to help prevent the loss of life/property:

### Within 30 Feet from Your Home

- Clear combustible materials such as dried leaves and pine needles.
- Cut down any tree limbs that are 15 feet or closer to the ground. This will help prevent the fire from spreading into your property's tree line.
- Remove any vines or vegetation that is on the side of your house or business.
- Place any flammable lawn furniture in storage when not in use.
- Opt for non-flammable decor, such as gravel as opposed to wood chips.

### Within 100 to 30 Feet from Your Home

- Create "fuel breaks" in your property. Hopefully, these areas will help stop the spread of a fire. These can be gravel pathways or driveways.
- Cut any trees branches that are 8 feet or closer to the ground.
- Clear combustible vegetation.

### Within 200 to 100 Feet from Your Home

- Place any stacked firewood or scrap wood.
- Continue to clear combustible vegetation.
- Plant trees far enough apart so their branches do not touch.

Prepare your home or business for a wildfire. If possible, use Class A roofing material. This includes tile, slate, or asphalt. You can also use Class B pressure-treated shingles or shakes. Make sure that you have smoke alarms near every bedroom or office and in each zone of your house or business. Test smoke alarms monthly and change their batteries annually. Also, consider installing fire sprinklers.

**PREPARED BY:** FIELDING ESSENSA – DIRECTOR

**DATE:** APRIL 8<sup>TH</sup>, 2022

---

March was a month of reconciliation and improvement for the Finance Department, with many interesting events happening. From staffing to tax collection, things ran smoothly and efficiently for the department.

Lacey Millican had her first day as an official Town of Norwich employee, and the Finance Department is fully staffed. Her training continues, which has focused on cash receipts and AP so far. Expansion to payroll and other elements of the department is expected and will only further help with the efficiency and productivity of the department.

Tax collection has continued, with 74% of outstanding delinquent taxes for FY 21-22 having been collected within the first month. \$117,033.81 remains outstanding and collection activity continues in earnest. With income tax season upon us, in addition to the collection of town, county and school taxes, the office has been deeply involved with tax inquiries for the public, with a large amount of requests for tax bills and receipt copies.

Internally, the Department has been working to continue the development and implementation of internal controls and reporting. With the new Financial Dashboard we are eager to expand upon these offerings. Any feedback is welcome to further develop a robust reporting structure.

With all of this, the Department continues to manage the day to day accounting functions of the Town, a facet which the addition of Lacey has been very helpful with. We are eager to utilize the relative lull here over the next few months between tax season and year end to further work on the goals of the department.

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## Town of Norwich Accounts Payable

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Check Warrant Report # 22-29 Current Prior Next FY Invoices

lmilligan

For checks For Check Acct 03(General) 04/13/2022 To 04/13/2022

| Vendor               | Invoice                        | Invoice Description                   | Purchase Amount | Discount Amount | Amount Paid | Check Number | Check Date |
|----------------------|--------------------------------|---------------------------------------|-----------------|-----------------|-------------|--------------|------------|
| ROBERT HA ACCOUNTEMP | 59635522                       | LMILL-WK ENDING 03/18/22              | 1193.97         | 0.00            | 1193.97     | 11435        | 04/13/22   |
| ROBERT HA ACCOUNTEMP | 59667909                       | LMILL-WK ENDING 03/25/22              | 1235.08         | 0.00            | 1235.08     | 11435        | 04/13/22   |
| ROBERT HA ACCOUNTEMP | 59744917                       | LMILL-WK ENDING 04/01/22              | 1415.12         | 0.00            | 1415.12     | 11435        | 04/13/22   |
|                      |                                |                                       |                 |                 | Check Total | 3844.17      |            |
| ATG                  | ADVANTAGE TRUCK GROUP          | R701002759:1 DPW-TRK #8 MAINTENANCE   | 8951.38         | 0.00            | 8951.38     | 11436        | 04/13/22   |
| ROOT                 | ALEXANDER P ROOT               | ROOTEVIDTRAI PD EVIDNCE P-U & TRAININ | 302.45          | 0.00            | 302.45      | 11437        | 04/13/22   |
| ANYTIME              | ANYTIME CARPET CARE & CLEANING | 456698 PD-3/16 & 3/24 CLEANING        | 360.00          | 0.00            | 360.00      | 11438        | 04/13/22   |
| BENS                 | BEN'S UNIFORMS                 | 101674 PD-NAMEPLATES (6)              | 131.15          | 0.00            | 131.15      | 11439        | 04/13/22   |
| BENS                 | BEN'S UNIFORMS                 | 101973 FD-DETECTIVE BADGES            | 188.00          | 0.00            | 188.00      | 11439        | 04/13/22   |
|                      |                                |                                       |                 |                 | Check Total | 319.15       |            |
| BLAKTOP              | BLAKTOP INC                    | 29971 DPW-COLD/GRN PATCH              | 215.46          | 0.00            | 215.46      | 11440        | 04/13/22   |
| SWENBR               | BRIE SWENSON                   | 03/21&03/24 REC-SNACKS/ PHONE CORD    | 84.97           | 0.00            | 84.97       | 11441        | 04/13/22   |
| BURLCOMM             | BURLINGTON COMMUNICATIONS SERV | BCS9856 DPW-TRK #2 NEW RADIO          | 862.00          | 0.00            | 862.00      | 11442        | 04/13/22   |
| BUSINESS             | BUSINESS CARD                  | 47032203307 PD-VT DMV REG. FEE        | 76.00           | 0.00            | 76.00       | 11443        | 04/13/22   |
| BUSINESS             | BUSINESS CARD                  | WP30451956 DPW-HOME DEPT: MLWKEE GU   | 279.00          | 0.00            | 279.00      | 11443        | 04/13/22   |
|                      |                                |                                       |                 |                 | Check Total | 355.00       |            |
| CANON                | CANON SOLUTIONS AMERICA, INC.  | 6000147890 TH: copier maint exp (2)   | 181.76          | 0.00            | 181.76      | 11444        | 04/13/22   |
| CARGILL              | CARGILL INC-SALT DIVISION      | 2906971091 DPW - 63,780 LBS SALT      | 2207.11         | 0.00            | 2207.11     | 11445        | 04/13/22   |
| CARGILL              | CARGILL INC-SALT DIVISION      | 2906985843 DPW- 42,800 LBS SALT       | 1481.09         | 0.00            | 1481.09     | 11445        | 04/13/22   |
| CARGILL              | CARGILL INC-SALT DIVISION      | 2907009354 DPW - 60,220LBS SALT       | 2083.91         | 0.00            | 2083.91     | 11445        | 04/13/22   |
|                      |                                |                                       |                 |                 | Check Total | 5772.11      |            |
| CASELLA              | CASELLA WASTE SERVICES         | 0713156 DPW-NO SPECIFIC TRASH P-      | 4349.33         | 0.00            | 4349.33     | 11446        | 04/13/22   |
| CASELLA              | CASELLA WASTE SERVICES         | 0713157 DPW-TRASH & C&D               | 3634.42         | 0.00            | 3634.42     | 11446        | 04/13/22   |
|                      |                                |                                       |                 |                 | Check Total | 7983.75      |            |
| LINDBERG             | CHERYL A LINDBERG              | 033122040122 WALTHAM, MA CONFERENCE   | 558.50          | 0.00            | 558.50      | 11447        | 04/13/22   |
| LINDBERG             | CHERYL A LINDBERG              | 04062022MAIL POSTAGE AND CERT OF MAIL | 3.88            | 0.00            | 3.88        | 11447        | 04/13/22   |
|                      |                                |                                       |                 |                 | Check Total | 562.38       |            |
| CINTAS               | CINTAS CORPORATION             | 5097919639 DPW-HRD SURFACE DISINFEC   | 28.90           | 0.00            | 28.90       | 11448        | 04/13/22   |
| CIVES                | CIVES CORPO                    | VO00012900 DPW-TRK #1 NEW BLADE       | 784.50          | 0.00            | 784.50      | 11449        | 04/13/22   |

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| Vendor    | Invoice                        | Invoice Description                  | Purchase Amount | Discount Amount | Amount Paid | Check Number | Check Date |
|-----------|--------------------------------|--------------------------------------|-----------------|-----------------|-------------|--------------|------------|
| COMCAST   | COMCAST                        | 03/20/22DPW DPW-INTERNET & PHONE     | 227.99          | 0.00            | 227.99      | 11450        | 04/13/22   |
| COTT      | COTT SYSTEMS INC               | 146094 CLERKS-MNTHLY RES SFTWRE      | 260.00          | 0.00            | 260.00      | 11451        | 04/13/22   |
| CLAY      | DANIEL S CLAY                  | 6673 DPW-PLWNG/SNDNG RDS             | 10771.50        | 0.00            | 10771.50    | 11452        | 04/13/22   |
| DELTA DEN | DELTA DENTAL                   | APRIL 2022 TH-EMPLOYEE DENTAL        | 1263.87         | 0.00            | 1263.87     | 11453        | 04/13/22   |
| DINGEE    | DINGEE MACHINE COMPANY         | 8985 FD-REPL. SEAT BELTS             | 719.47          | 0.00            | 719.47      | 11454        | 04/13/22   |
| FRIETS    | ERIC FRIETS                    | 040722FRIETS FD-PUMP, HOSE, FITTINGS | 41.04           | 0.00            | 41.04       | 11455        | 04/13/22   |
| EVANSMOTO | EVANS GROUP, INC.              | 0028557-IN DPW-250GAL OF DIESEL      | 1132.76         | 0.00            | 1132.76     | 11456        | 04/13/22   |
| EVANSMOTO | EVANS GROUP, INC.              | 0028879-IN DPW-250 GAL OF DIESEL     | 877.51          | 0.00            | 877.51      | 11456        | 04/13/22   |
| EVANSMOTO | EVANS GROUP, INC.              | 0029161-IN DPW - 185 GAL OF DIESEL   | 814.82          | 0.00            | 814.82      | 11456        | 04/13/22   |
|           |                                |                                      |                 |                 | Check Total | 2825.09      |            |
| EYEMED    | EYEMED/FIDELITY SECURITY LIFE  | 165214492 EYE INS - APRIL 2022       | 89.98           | 0.00            | 89.98       | 11457        | 04/13/22   |
| FASTENAL  | FASTENAL                       | NHWES93516 DPW-MISC FITTINGS         | 91.37           | 0.00            | 91.37       | 11458        | 04/13/22   |
| FIRSTLIGH | FIRSTLIGHT FIBER               | 11090687 TH-FIBER PHONE USAGE        | 33.85           | 0.00            | 33.85       | 11459        | 04/13/22   |
| FOGGS     | FOGG'S HARDWARE AND BUILDING S | 111309/6 DPW-BEN TH SUPPLIES         | 17.16           | 0.00            | 17.16       | 11460        | 04/13/22   |
| FOGGS     | FOGG'S HARDWARE AND BUILDING S | 115219/6 DPW-TS PUBLIC STAIR REPR    | 348.87          | 0.00            | 348.87      | 11460        | 04/13/22   |
| FOGGS     | FOGG'S HARDWARE AND BUILDING S | 115224/6 DPW-TS PUBLIC STAIR REPR    | 84.17           | 0.00            | 84.17       | 11460        | 04/13/22   |
| FOGGS     | FOGG'S HARDWARE AND BUILDING S | 116477/6 DPW-PAINT SUPLS DOORS/ET    | 48.19           | 0.00            | 48.19       | 11460        | 04/13/22   |
| FOGGS     | FOGG'S HARDWARE AND BUILDING S | 116526/6 DPW-MISC PAINT SUPPLIES     | 123.63          | 0.00            | 123.63      | 11460        | 04/13/22   |
| FOGGS     | FOGG'S HARDWARE AND BUILDING S | 116711/6 DPW-TS STAIR TREADS         | 13.99           | 0.00            | 13.99       | 11460        | 04/13/22   |
| FOGGS     | FOGG'S HARDWARE AND BUILDING S | 116829/6 DPW-PAINT/RUST REMVL PLO    | 21.58           | 0.00            | 21.58       | 11460        | 04/13/22   |
|           |                                |                                      |                 |                 | Check Total | 657.59       |            |
| GRAN STGL | GRANITE STATE GLASS            | E0039105 FD-QUOTE TO REPL. IGU       | 507.09          | 0.00            | 507.09      | 11461        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 031622ACDMYL ACADEMY RD LIGHTS       | 37.99           | 0.00            | 37.99       | 11462        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 032422BNDSTN MAIN ST BANDSTAND       | 7.67            | 0.00            | 7.67        | 11462        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 032422CHRCHT CHURCH ST TAGLET        | 5.76            | 0.00            | 5.76        | 11462        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 032422FIREHO FIREHOUSE LANE          | 614.33          | 0.00            | 614.33      | 11462        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 032422NBRD24 24 NEW BOSTON RD        | 159.52          | 0.00            | 159.52      | 11462        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 032422R10A RTE 10A SPEED SIGN        | 7.09            | 0.00            | 7.09        | 11462        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 032422TPKSPD TURNPIKE RD SPD SIGN    | 5.56            | 0.00            | 5.56        | 11462        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 032422VLGRD UNION VLG INTER SPD SIGN | 6.33            | 0.00            | 6.33        | 11462        | 04/13/22   |
| GMPC      | GREEN MOUNTAIN POWER CORP      | 032922MSSOLR MAIN ST SOLAR           | 21.85           | 0.00            | 21.85       | 11462        | 04/13/22   |
|           |                                |                                      |                 |                 | Check Total | 866.10       |            |
| HAUN      | HAUN WELDING SUPPLY, INC.      | 8100678-CM DPW-3 TANK CREDIT         | -139.68         | 0.00            | -139.68     | 11463        | 04/13/22   |
| HAUN      | HAUN WELDING SUPPLY, INC.      | 8143591 DPW-WELDSKILL MIG GUN-LI     | 300.00          | 0.00            | 300.00      | 11463        | 04/13/22   |

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Town of Norwich Accounts Payable  
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| Vendor    | Invoice                        | Invoice Description               | Purchase Amount          | Discount Amount | Amount Paid | Check Number | Check Date     |
|-----------|--------------------------------|-----------------------------------|--------------------------|-----------------|-------------|--------------|----------------|
| HAUN      | HAUN WELDING SUPPLY, INC.      | W300508.2 DPW-1 YR CYLINDER LEASE | 2.00                     | 0.00            | 2.00        | 11463        | 04/13/22       |
|           |                                |                                   |                          |                 | Check Total | 162.32       |                |
| IRVINGOIL | IRVING ENERGY DISTRIB. & MARKE | 429339 DPW-92.9 GAL PROPANE       | 163.81                   | 0.00            | 163.81      | 11464        | 04/13/22       |
| IRVINGOIL | IRVING ENERGY DISTRIB. & MARKE | 429626 DPW-45.5 GAL PROPANE       | 80.23                    | 0.00            | 80.23       | 11464        | 04/13/22       |
| IRVINGOIL | IRVING ENERGY DISTRIB. & MARKE | 825779 DPW-577 GAL OIL            | 1106.86                  | 0.00            | 1106.86     | 11464        | 04/13/22       |
|           |                                |                                   |                          |                 | Check Total | 1350.90      |                |
| COOKLINDA | LINDA COOK                     | 032622FDCOOK                      | FD-N95 RESPIRATOR-20PK   | 28.27           | 0.00        | 28.27        | 11465 04/13/22 |
| MADISON   | MADISON NATIONAL LIFE          | 1489598                           | TH-EMPLOYEE LIFE/DISABLT | 606.96          | 0.00        | 606.96       | 11466 04/13/22 |
| MAYER     | MAYER & MAYER                  | PR-03/23/22                       | Payroll Transfer         | 25.00           | 0.00        | 25.00        | 11467 04/13/22 |
| MAYER     | MAYER & MAYER                  | PR-04/06/22                       | Payroll Transfer         | 25.00           | 0.00        | 25.00        | 11467 04/13/22 |
|           |                                |                                   |                          |                 | Check Total | 50.00        |                |
| MCNEIL    | MCNEIL, LEDDY & SHEAHAN, PC    | 36259                             | TH-LEGAL SVCS RENDERED   | 7905.80         | 0.00        | 7905.80      | 11468 04/13/22 |
| PBA       | NEW ENGLAND PBA, INC           | 31897                             | APRIL '22 UNION DUES     | 507.06          | 0.00        | 507.06       | 11469 04/13/22 |
| NRRA      | NORTHEAST RESOURCE RECOVERY AS | 125227                            | DPW-GLASS RECYCLING      | 551.60          | 0.00        | 551.60       | 11470 04/13/22 |
| NORBOOKS  | NORWICH BOOKSTORE              | 00009589                          | HONORARIAM FOR JEAN LAWE | 179.50          | 0.00        | 179.50       | 11471 04/13/22 |
| NORFIREDI | NORWICH FIRE DISTRICT          | 032822FRDIST                      | FD-HYDNT RENT: 1/22-6/22 | 12499.50        | 0.00        | 12499.50     | 11472 04/13/22 |
| SABIL     | SABIL & SONS INC               | 42371                             | DPW-PLOW BOLTS TRK #1    | 14.64           | 0.00        | 14.64        | 11473 04/13/22 |
| SABIL     | SABIL & SONS INC               | 93862                             | FD-STATE INSPECTION      | 110.00          | 0.00        | 110.00       | 11473 04/13/22 |
|           |                                |                                   |                          |                 | Check Total | 124.64       |                |
| SOLAFLECT | SOLAFLECT SOLAR PARK I, LLC    | 2203_15                           | TH-MO ALLOCATION FOR SOL | 848.13          | 0.00        | 848.13       | 11474 04/13/22 |
| SOLAIV    | SOLAFLECT SOLAR PARK IV, LLC   | 2203_01                           | TH-MO NET METER SVC FEE  | 900.00          | 0.00        | 900.00       | 11475 04/13/22 |
| STANTEC   | STANTEC CONSULTING SERVICES, I | 1903911                           | DPW-RTE132 CLVT REPLACEM | 2157.43         | 0.00        | 2157.43      | 11476 04/13/22 |
| VTTREASUR | STATE OF VERMONT               | DOGLICNSE22                       | CLERK-DOG LICENSE '22    | 330.00          | 0.00        | 330.00       | 11477 04/13/22 |
| STATELINE | STATELINE SPORTS, LLC          | 6030                              | F&R-LACROSS/BASEBALLS    | 323.00          | 0.00        | 323.00       | 11478 04/13/22 |
| STITZEL   | STITZEL PAGE & FLETCHER PC     | 65965                             | TH - SVCS THRU 02/28/22  | 12517.35        | 0.00        | 12517.35     | 11479 04/13/22 |
| TDS LEASE | TDS LEASING INC                | 01081117                          | FD-COUNTR TOP H20 COOLER | 90.00           | 0.00        | 90.00        | 11480 04/13/22 |
| UI INSUR  | UI INSURANCE SERVICES, INC     | 10012                             | FD-VOLUNTEER FF INSURANC | 4048.00         | 0.00        | 4048.00      | 11481 04/13/22 |

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## Town of Norwich Accounts Payable

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## Check Warrant Report # 22-29 Current Prior Next FY Invoices

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For checks For Check Acct 03(General) 04/13/2022 To 04/13/2022

| Vendor                                | Invoice      | Invoice Description      | Purchase Amount | Discount Amount | Amount Paid | Check Number | Check Date |
|---------------------------------------|--------------|--------------------------|-----------------|-----------------|-------------|--------------|------------|
| UNIFIRST UNIFIRST CORPORATION         | 1070107500   | DPW-UNIFORM CLEANING     | 291.85          | 0.00            | 291.85      | 11482        | 04/13/22   |
| UNIFIRST UNIFIRST CORPORATION         | 1070115402   | DPW-UNIFORMS             | 328.16          | 0.00            | 328.16      | 11482        | 04/13/22   |
| UNIFIRST UNIFIRST CORPORATION         | 5070002312   | DPW - LUMP SUM ADJUSTMEN | -537.46         | 0.00            | -537.46     | 11482        | 04/13/22   |
|                                       |              |                          |                 |                 | Check Total | 82.55        |            |
| USBANK US BANK                        | BOND/TOW2022 | TH-BOND/TWR INTEREST     | 23966.02        | 0.00            | 23966.02    | 11483        | 04/13/22   |
| VALLEYNEW VALLEY NEWS                 | 614933       | TM-DPW WRKNG FOREPRSN    | 114.90          | 0.00            | 114.90      | 11484        | 04/13/22   |
| VALLEYNEW VALLEY NEWS                 | 614934       | TM-LEGAL/DEV REV BOARD   | 74.80           | 0.00            | 74.80       | 11484        | 04/13/22   |
| VALLEYNEW VALLEY NEWS                 | 614935       | TM-EMPLOYMENT OPPORTUNIT | 109.70          | 0.00            | 109.70      | 11484        | 04/13/22   |
|                                       |              |                          |                 |                 | Check Total | 299.40       |            |
| VTMUNI VERMONT MUNICIPAL ASSESSOR     | 1331         | LISTERS: MAR ASSESSOR FE | 3371.35         | 0.00            | 3371.35     | 11485        | 04/13/22   |
| VITAL VITAL COMMUNITIES               | 2022EBIKELIB | 2022 EBIKE LENDING LIBRY | 300.00          | 0.00            | 300.00      | 11486        | 04/13/22   |
| VMERS VMERS DB                        | PR-03/09/22  | Payroll Transfer         | 8352.96         | 0.00            | 8352.96     | 11487        | 04/13/22   |
| VMERS VMERS DB                        | PR-03/23/22  | Payroll Transfer         | 5607.79         | 0.00            | 5607.79     | 11487        | 04/13/22   |
| VMERS VMERS DB                        | PR-04/06/22  | Payroll Transfer         | 5352.94         | 0.00            | 5352.94     | 11487        | 04/13/22   |
|                                       |              |                          |                 |                 | Check Total | 19313.69     |            |
| VTASSO VT ASSOCIATION OF CHIEFS OF PO | 2022MERSHPDU | PD-ASSOC ANNUAL DUES     | 125.00          | 0.00            | 125.00      | 11488        | 04/13/22   |
| WBMASON W.B. MASON CO., INC.          | 228292246    | TM & CLERKS - SUPPLIES   | 23.22           | 0.00            | 23.22       | 11489        | 04/13/22   |
| WBMASON W.B. MASON CO., INC.          | 228505727    | PD-BINDERS & FILE STORER | 30.68           | 0.00            | 30.68       | 11489        | 04/13/22   |
| WBMASON W.B. MASON CO., INC.          | 228770494    | TS-INK : LISTERS-OFC SUP | 82.40           | 0.00            | 82.40       | 11489        | 04/13/22   |
| WBMASON W.B. MASON CO., INC.          | CM0731083    | CLERKS-PEN RETURN CREDIT | -6.74           | 0.00            | -6.74       | 11489        | 04/13/22   |
|                                       |              |                          |                 |                 | Check Total | 129.56       |            |
| EARTHLINK WINDSTREAM                  | 74615463     | TH-PHONE USAGE           | 316.77          | 0.00            | 316.77      | 11490        | 04/13/22   |





We have prepared a quote for you

**Replacement PCs March 2022**

Quote # 002515  
Version 2

Prepared for:

**Town of Norwich**

Rod Francis  
rfrancis@norwich.vt.us





Hardware

| Description  | Price   | Qty | Ext. Price |
|--|---------|-----|------------|
| <b>Startech DisplayPort to VGA Video Adapter Converter Cable</b><br>StarTech DisplayPort to VGA Video Adapter Converter Cable, supports resolutions up to 1920x1200 or 1080p | \$27.00 | 6   | \$162.00   |

**Subtotal: \$14,625.00**

Services

| Description  | Qty |
|--|-----|
| lab-mis-003 <b>Complete Care - for Scheduling Purposes Only</b><br>Complete Care - for Scheduling Purposes Only. | 1   |

## Replacement PCs March 2022



**Prepared by:**

**CCI Managed Services**  
Anthony Goodhue  
(603) 542-5109  
Fax (603) 543-6562  
agoodhue@ccimanaged.com

**Prepared for:**

**Town of Norwich**  
300 Main Street  
Norwich, VT 05055  
Rod Francis  
(802) 579-9622  
rfrancis@norwich.vt.us

**Quote Information:**

**Quote #: 002515**  
Version: 2  
Delivery Date: 04/11/2022  
Expiration Date: 04/22/2022

### Quote Summary

| Description               | Amount      |
|---------------------------|-------------|
| Hardware                  | \$14,625.00 |
| <b>Total: \$14,625.00</b> |             |

### CCI Managed Services

Signature:   
Name: Anthony Goodhue  
Title: \_\_\_\_\_  
Date: 04/11/2022

### Town of Norwich

Signature: \_\_\_\_\_  
Name: Rod Francis  
Date: \_\_\_\_\_