

Dear Norwich Selectboard,

There has been a lack of transparency on the part of the Norwich Selectboard and an unwillingness to answer many reasonable questions asked by the public as well as an unwillingness to schedule an agenda item to answer questions posed by the public. The way the public's concerns are being treated regarding the absence of a police force, problems in the DPW department, understaffing and turnover in several departments has been disturbing to many as has been the manner in which the Selectboard and Town Manager have been proceeding. It appears the only way to get answers to the public's questions since the Selectboard has refused is to formally request the following documents under the Vermont Statutes Online: [1 V.S.A. §§ 315–320](#) (public records act). The Selectboard is asked to respond according to the PRA within the time frames prescribed under the PRA and submit the documents requested below. Kindly number your responses to conform to the numbers on the questions below.

1. Provide the contract between Town of Norwich and HR Happens and any correspondence between HR Happens and any other HR firms as well as any correspondence between Selectboard members and all documents related to advertising that was done to obtain an HR firm along with any invoices for advertising including an explanation of how HR Happens was selected.
2. Provide the names of all current town employees by department, their title and rate of pay. The names, title and rate of pay of all employees who have left the town's employ in the last year.
3. Provide all advertisements or notices that have been placed for all town employee job vacancies including the dates of placement, charges if any and all correspondence with regard to placement of notices or advertising.
4. Provide any documents comparing Norwich rates of pay with other towns for positions that are vacant.
5. Provide any documents that show arrangements for or discussions of police coverage from any source indicating the amount of coverage, cost of coverage and timeliness of coverage.
6. Provide any documents that show the consultancy work that the Town Manager performed or will perform for other towns or entities the amount paid if any and the subject of the consultancy and the time involved in the consultancy.
7. Provide any documents or correspondence, emails or other, for the last year between employees who have left the employ of Norwich between either the town Manager or Selectboard and or its members.
8. Provide any document relating to retention and recruitment strategy for Norwich employees regardless of whether in draft or final form.
9. Provide any documents concerning the work that Geoff Martin and or Living Building LLC is doing for Norwich and any other contractors who have been contacted to work on Tracy Hall.
10. Provide any documents related to discussion or method of providing exit interviews
11. Provide a copy of the latest judicial decision on the Open Meeting Lawsuit

12. Provide copies of any current union contracts between any union and the Town of Norwich.
13. Provide all expenditures broken out by category for all legal expenses in the last two years.
14. Provide the purchase price contract and specification include EPA mileage for the vehicle that is used exclusively by the head of the Department of Public Works as his personal car.
15. Provide all internal and external correspondence from Selectboard members for all of the above.
16. The word "documents" for all of the above shall include but not be limited to emails, letters, post-its and anything in writing.

Signed,

Stuart Richards