

Norwich Selectboard

Regular Meeting – January 11, 2023 – 6:30 p.m.

Participation: Remote Meeting Only

ZOOM access information: <https://us02web.zoom.us/j/89519813737>

Meeting ID: 895 1981 3737

US Toll-free: 877 853 5257 (Press *9 to raise hand; Press *6 to unmute after recognized by Chair)

- 1. Welcome
- 2. Agenda Review Motion required.
- 3. Executive Session under 1 V.S.A. § 313 (a)(3).....Possible motion(s).

Informational Items – This time will be used for important information for which there will be no immediate action nor public comment.

- 4. “Final Final pass” presentation by Interim Finance Director, Joyce Hasbrouck.

Action Items for motions – Order of process: an introduction by the chair on items being decided, any related correspondence, public comment, SB discussion, SB action.

- 5. Fire District monetary request from Reserved Funds.....Motion required.
- 6. Budget Discussions and Vote.....Motion required.
- 7. Consent Agenda.....Motion required.
 - a. Approve draft meeting minutes from 12/28/2022 & 01/04/2023.
 - b. Consider AP Warrant.
 - c. Correspondence.

Discussion Items – No motions are anticipated on these critical issues which are being framed for future action.
– Order of process: an introduction by the chair, any related correspondence, public comment, SB discussion.

- 8. Warrant articles, Petitions discussion.
- 9. Future Agenda Items.

Adjourn.

Final Pass Questions

The items listed below is the summary list of the adjustments made to the budget pass from last week, including the reduction/adjusted items from the department managers as compiled by Brennan.

The board wants to compare the following two 'bottom lines'.

1. They ask Joyce to make the following calculations:
 - To the existing budget adjust:
 1. \$3,250 Police part time
 2. \$18,192 - FY24 Electricity on page 11- Tracy Hall (the number is missing?)
 3. \$30,670 Regional Energy Coordinator
 4. \$27,000 Listers Assistant
 5. Tennis court Fund Allocation reduced to \$10,000
 6. Reduce Huntley Line Marking by \$2,500 (Rec Dept)
 7. FD-Reduce equip repairs by \$500 to bring to FY22 budget of \$14,500
2. This new budget bottom line has an expense total of \$6,039,076 and it means there will be a 13.7% percent tax increase over the FY23 Budget.
3. Take the budget with the adjustments above and make a 6% deduction for each non-salary* related line.
 - * "Salaries" may per force include all the payroll taxes, health insurance costs, etc. related to employment, so presumably those have to stay untouched as well.
4. This new 6% reduction budget bottom line is \$5,845,313 and it means there will be a 9.4% tax increase over the FY23 Budget.

From: [Brian Shiner](mailto:brian.shiner@dartmouth.edu)
To: msbcalloway@gmail.com
Cc: [David Hubbard](mailto:David.Hubbard@gmchardwoods.com); [Miranda Bergmeier](mailto:Miranda.Bergmeier@norwich.vt.us); byron@hgarchitects.com; firedistrictpcchair@myfairpoint.net
Subject: Re: Comprehensive Forest Management Proposal Plan
Date: Wednesday, January 4, 2023 8:37:54 AM
Attachments: [LMC Minutes 26oct22.docx](#) [DWH.docx](#)
[Proposal for Norwich LMC.pdf](#)
[NFD minutes dec 6 2022.docx](#)

Hello Marcia,

I received the minutes from the PC last night, which detail their approval of our plan to spend funds on a comprehensive forest management plan.

Attached, for your reference are the PC minutes, the LMC minutes, and the proposal.

Please let us know if the SB needs anything else to move forward with this expense.

Thanks,

Brian

From: msbcalloway@gmail.com <msbcalloway@gmail.com>
Date: Monday, December 5, 2022 at 8:29 AM
To: Brian Shiner <brian.shiner@dartmouth.edu>
Cc: David Hubbard <d.hubbard@gmchardwoods.com>, Miranda Bergmeier <MBergmeier@norwich.vt.us>, byron@hgarchitects.com <byron@hgarchitects.com>, firedistrictpcchair@myfairpoint.net <firedistrictpcchair@myfairpoint.net>
Subject: Re: Comprehensive Forest Management Proposal Plan

Good morning,

Thank you for the clarification. I believe a PC vote or approval reflected in PC minutes would make it clear. The SB might have other questions but at least the PC position wouldn't be an issue.

Once you have that documentation, please send an email to Miranda and to me enclosing a copy. Miranda will put it in the SB packet and I will put the issue on the (hopefully next) agenda.

As I learn more about the FD and its work, I'm also wondering if there are minutes of the LMC meetings. It would likely be a public body subject to the Open Meeting Law requirements. If there are minutes from the LMC recommending this action, they would be further documentation for the SB.

Marcia

Sent from my iPhone

On Dec 4, 2022, at 9:43 PM, Brian Shiner <brian.shiner@dartmouth.edu> wrote:

Thank you for your response Marcia.

#1 - We are asking to spend monies from the reserve fund. Mr. Hubbard tells me there are adequate funds from prior timber cuts to cover the proposed cost.

#2 - We submitted the proposal to PC and they asked that we forward it onto the SB for approval. Do you need a vote in the PC minutes for the SB to move forward?

I apologize for any confusion. I am just trying to facilitate this somewhat complicated process.

Thanks,

Brian

Sent from my iPhone

On Dec 4, 2022, at 4:52 PM, Marcia Calloway <msbcalloway@gmail.com> wrote:

Hello Brian,

My apologies for premature sending of the email. I am aware of the Land Management Agreement and the Restatement of that Agreement, that the Land Management Counsel consists of two Selectboard ("SB") appointments and one Prudential Committee ("PC") appointment, and that there are funds in a reserve account at the town level which are the proceeds from forestry cutting. So my questions are:

1. Are you asking for monies from the Reserve Fund or are you asking the SB to approve additional monies for this expense?
2. If from the Reserve Fund, has the PC approved the plan?

Once we have those answers and documentation, we can put the issue on an agenda. We are planning SB meetings for every week in December, so I imagine we can fit you in this month if needed.

All the best,

Marcia

On Sun, Dec 4, 2022 at 4:29 PM Marcia Calloway <msbcalloway@gmail.com> wrote:

Hello Brian,

Many thanks for your email, I am learning a lot about the Prudential Committee ("PC") and the Fire District. To the extent

On Sun, Dec 4, 2022 at 11:42 AM Brian Shiner
<brian.shiner@dartmouth.edu> wrote:

Marcia,

My name is Brian Shiner. I am the prudential committee's (PC) representative to the fire district's land management council (LMC). Because the select board (SB) also has two representatives to the LMC (Mr. Hubbard and Mr. Hayes) and because the town of Norwich holds LMC funds, we need to ask the SB for approval of expenses.

The PC has asked the LMC to work with our forester to obtain a comprehensive forest management plan. Attached please find the proposal. Would you please inform us as the steps we need to take to get the expense approved?

Thanks,

Brian

From: firedistrictpcchair@myfairpoint.net

<firedistrictpcchair@myfairpoint.net>

Date: Sunday, December 4, 2022 at 8:48 AM

To: Brian Shiner <brian.shiner@dartmouth.edu>

Cc: dwhubbard@outlook.com <dwhubbard@outlook.com>, byron@hgarchitects.com <byron@hgarchitects.com>

Subject: Re: FW: Comprehensive Forest Management Proposal Plan

Good morning Brian,

Yes it was Marcia Calloway, chair:

msbcalloway@gmail.com

She was very helpful.

I think the Select Board has all their correspondence copied to Miranda as well.

Thanks,
Michael

On Fri, 2 Dec 2022 19:26:56 +0000, Brian Shiner
<brian.shiner@dartmouth.edu> wrote:

Michael,

I understand that someone from the SB came to the PC this week and that person might be our contact.

Can you send along the person's email so I can forward the proposal for potential approval?

Thanks,

Brian

From: firedistrictpcchair@myfairpoint.net
<firedistrictpcchair@myfairpoint.net>
Date: Monday, November 28, 2022 at 3:30 PM
To: Brian Shiner <brian.shiner@dartmouth.edu>
Cc: dwhubbard@outlook.com
<dwhubbard@outlook.com>, byron@hgarchitects.com
<byron@hgarchitects.com>
Subject: Re: FW: Comprehensive Forest Management Proposal Plan

Hi Brian,
We'll chat about it briefly at our meeting this Wednesday morning and let you know the most efficient pathway.
Thank you,
Michael

On Mon, 28 Nov 2022 17:44:21 +0000, Brian Shiner
<brian.shiner@dartmouth.edu> wrote:

Michael,

Do you know how we would go about getting the proposed forestry management plan contract approved?

We were originally under the impression that we needed to the PC, but last I heard we may need to ask the SB.

Do you have a recommended contact?

Thanks,

Brian

From: Brian Shiner <brian.shiner@dartmouth.edu>

Date: Monday, November 28, 2022 at 12:41 PM
To: David Hubbard <dwhubbard@outlook.com>, Byron@HGArchitects.com <byron@hgarchitects.com>
Subject: Re: Comprehensive Forest Management Proposal Plan

Thanks David. I'll send this to the PC.

They will likely ask me to go to the SB because the town holds the funds, but I'm happy to work the process once they tell me the contact.

Brian

From: David Hubbard <dwhubbard@outlook.com>
Date: Monday, November 28, 2022 at 12:15 PM
To: Byron@HGArchitects.com <byron@hgarchitects.com>, Brian Shiner <brian.shiner@dartmouth.edu>
Subject: Comprehensive Forest Management Proposal Plan

Byron and Brian,
Attached is the revised (917 acres +/-) proposal from Tamarack Forestry to complete a "Comprehensive Forest Management Plan" for the Norwich Fire District. Estimated cost not to exceed **\$4,550.00**
We have the funds held by the Town Financial Office to pay for this plan.
Who will volunteer to submit and present to the Prudential Committee for approval?
Alluding to my disappearance come snowfall I will be out of town from early January to mid-February '23.
Best regards,

David Hubbard
Cell: 802-296-1160
Email: dwhubbard@outlook.com



Tamarack Forestry and Land Management, LLC

Andy McGovern, VT License #148.0123782
Len Miraldi, VT License #148.0121856
38 Sugar House Lane
East Thetford, Vermont 05043
802-785-4098 (H), 802-989-4436 (C)
www.tamarackforestry.com
andy@tamarackforestry.com
len.miraldi@gmail.com

October 15, 2022

TO: Norwich Land Management Council
c/o David Hubbard

This proposal is to develop a comprehensive forest management plan for all the lands owned by the Norwich Fire District.

The three lots are:

- Tucker Hill Road- SPAN # 450-142-12884 = 131.80 acres
- Kate Wallace Road- SPAN # 450-142-12882 = 79.37 acres
- Beaver Meadow Road- SPAN # 450-142-11592 = 836.30 acres

Total = 917 +/- acres

A comprehensive “cruise” of the parcels will be administered to determine current forest conditions and a management plan will be developed, with input from Council Members, to assist with the management of the parcels for the next 10 years.

The plan, with associated maps, will focus on using management strategies, where appropriate, to maintain/improve forest and environmental conditions with the following goals/objectives in mind:

- Wildlife habitat
- Carbon storage and sequestration
- Invasive species control
- Sustainable production of forest products
- Recreation
- Clean air and water
- Reserve land
- Others?

An estimated cost to prepare the plan and associated maps is: **\$4,550.00**

Minutes: Norwich Fire District Land Management Council (LMC)

Date and Time: October 26, 2022; 7-8:15 PM

Location: Tracy Hall, Norwich VT

LMC Attendees: David Hubbard, Byron Haynes, Brian Shiner

Guests: Peg Merrens, Upper Valley Land Trust (UFLT); Craig Layne, Norwich Conservation Commission (NCC)

1. Comprehensive Forest Management Plan

a. Background

- i. Hubbard made a motion to add the forest management plan proposal to the agenda, which was seconded by Haynes.
- ii. The Prudential Committee had requested a copy of the forest management plan. However, a review of documents from our forester, Tamarack Forestry and Land Management, shows that we only have a management plan for parcels that have recently been harvested.
- iii. Hubbard reached out to Tamarack for an estimate. The cost of \$5,250 is based on a total acreage of 1,047, which appears to be an overestimate of the acreage.

b. Action Plan

- i. Hubbard will reach out to Tamarack for a revised estimate.
- ii. Once the revised estimate is obtained, we will seek approval to move forward from the Prudential Committee.

2. Conservation Easement

a. Background

- i. Action plan from the August LMC meeting, was to invite representatives from UFLT and NCC to discuss the possibility of a conservation easement for Fire District lands.
- ii. In the current arrangement with the Selectboard, warranted every five years at Town Meeting and last renewed two years ago, the Town of Norwich holds the development rights in lieu of taxes on the Fire District lands.
- iii. There is some question whether this watershed land would be protected from development in the case of any future merger between the town and the Fire District. A conservation easement could provide this protection.
- iv. Concerns raised by the Prudential Committee include whether the land would be taxed by the town if the current agreement was dissolved in favor of a conservation easement, and whether provisions could be made for the possible need for surface water collection if the wells, used by the Fire District were to fail.
- v. Peg Merrens shared UFLT's assessment of the Fire District land which include critical core-forest blocks, watershed, and wildlife corridors.

- vi. Peg Merrens confirms that the forest management plan discussed in agenda item 1 would be helpful for the conservation process, as would any available surveys of the Fire District lands.
- vii. Peg Merrens shared UVLT's general approach to assisting with a conservation easement, which includes organizational work related to title searches, easements, and fund raising. Resolving issues around the tax status of the land and the current arrangement with the selectboard, and whether a conservation easement could be overlaid on the current agreement would be outside of the UVLT's scope.
- viii. Craig Layne shared the NCC experience working with UVLT on the Woody Adams parcel.

b. Action Plan

- i. Shiner will request audience with the Prudential Committee at a future meeting for the LMC and UVLT.
- ii. Question is whether the Prudential Committee would endorse the development of a plan to pursue a conservation easement.
- iii. Core questions for the Fire District, some of which may require legal counsel:
 - 1. What coordination with the selectboard would be required for consideration of a conservation easement for the Fire District lands?
 - 2. What are the tax implications of moving to a conservation easement?
 - a. Why is the Fire District, as a municipality, paying taxes in the first place?
 - b. If the Fire District does, in fact, need to pay taxes on the land, is the Fire District eligible to enroll in the VT Current Use Program under the forestry plan suggested in agenda item 1?
 - 3. What allowances would need to be made within to maintain the ability to collect surface water if required in the future?

Norwich Fire District
Prudential Committee Minutes
December 6, 2022

Present: PC members Michael Goodrich, Elliott Harik, and Alicia Groft, Treasurer Cheryl Lindberg, Water Department Staff Michael Tebbetts and Sam Eaton, Auditor Pricilla Vincent.

Call to Order: The meeting was called to order at 0804.

Approval of the Agenda: Agenda was reviewed and 2 additions were made - LMC submitted a request to pursue a forestry management plan and Lindberg added the need to complete a new signature form for access to the safe deposit box. A motion to approve the agenda as amended was made, seconded and voted unanimously.

Public Comments: none.

Staff changes: A motion to promote Michael Tebbetts to Operations Manager after Sam Eaton retires 12/31/2022 was made, seconded and voted unanimously.

The LMC submitted a request for a comprehensive forest management plan for all the lands owned by the Norwich Fire District at an estimated cost of \$4,550. A motion to support their development of a comprehensive forest management plan was made, seconded and voted unanimously.

Financial Planning:

- There was a discussion of wages: All employees get COLA. Michael Tebbetts will get COLA, +10% raise upon taking new role.
- The final cost of the Cliff/Hazen project came in at just over \$375,000 (minus engineering costs).
- Further discussion of the Administrator Position. The expectation is the job will require 20 hrs/wk, which translates to 1000hrs/yr, with a budgeted wage of \$25/hr. Estimated start date of April 1, 2023, so a total of \$18,750 was budgeted, funded half from Water Department and half from Norwich Fire District.
- Bookkeeping total hours will remain unchanged.
- Specific reserve funds and allocations were revisited focusing on the 20-year time horizon based on the asset management plan. Reserve goals were set, for large projects (>\$100,000) the goal will be to have 20% of total cost of the project saved in the appropriate reserve fund. For smaller projects costing \$20,000-100,000 the goal is to have 100% of the cost saved. The PC also discussed at the January annual meeting to propose splitting the current reserve fund into separate reserve funds for Vehicles and Distribution & Supply.
- 2023 budget and financial planning conversations will continue at the next meeting.

Safe Deposit Box: Cheryl Lindberg brought up that the signatories of the safety deposit box for the NFD need to be updated to remove Sam Eaton and former elected official. Documents were signed to allow Lindberg and Groft to be signatories, and after the next election, the other PC members will be added. Lindberg and Groft plan to review the contents of the box in the near future.

Briefly discussed was the need to follow-up with Jack Candon about who he recommends as the new lawyer for the NFD.

Next meeting: The next meeting will be December 13th at 0830 in Tracy Hall.

Adjournment of Meeting: A motion to adjourn was made, seconded and voted unanimously at 0936.

Alicia Groft, PC Member

Norwich Selectboard Special Meeting Minutes
December 28, 2022

Start time: 6:31 pm

- A. **Chairs remarks and welcome:** The Informational Items section includes #3. The Action Items sections include #2, #3, #4, #5, #6, #7, #8. The Chair expressed a debt of thanks to our emergency services workers including Captain Lamperti, who helped open a warming center in the Public Safety Building during recent storm events. She outlined the budget schedule as follows: 12/28/22 decide on a list of items to be added to or subtracted from the budget. By 12/31/22 there will be a final review. A vote is planned on 1/4 2023, and the budget is to be submitted for the Town Report by 1/11/2023.
- B. **Agenda Review. Layton moved, seconded by Lamperti to approve the agenda as amended: Item 4 to be amended to include 1 VSA 317(c)(17); Item 6 to be added to address the SCBA Package purchase from Designated Funds; and Item 7 to be added to address the Consent Agenda as to Correspondence only. Vote: Yes- Unanimous.**
- C. **Presentation by Interim Finance Director Joyce Hasbrouck**
- a. **The Calculation Keys** for Pass Three are the same as for Pass Two
 - b. **The list of budget questions** and answers was included in the packet.
 - c. After discussion with department heads the decision was made to eliminate the part time **Zoning Administrator** line item as the job roster now includes a Director of Planning and Zoning, presently vacant.
 - d. **Recreation Assistant.** To prepare for tonight's session **Hasbrouck** met with **Brie Swenson, Recreation Director** to create a Q&A included in the packet, also to include a chart showing the revenue impact of adding an assistant. There are both monetary and non-monetary aspects to be considered.
 - e. **The Police Department discussion** has to be made in executive session due to restraints of ongoing collective bargaining negotiations.
 - f. **Recalculation of salaries** to include last year's level plus COLA and step increases has to be considered in executive session. The "position changes" mentioned above move the increase to 11.21% or 3.5 cents as of this draft.
 - g. **Designated Fund updates. Bonnie Munday, Town Clerk** asked for \$5000 to be included in the budget for records restoration. The Unexpected/Emergency Fund has a balance of \$750,000 , which at \$13.48% remains within the required range of 12-16% of the overall budget. The tennis court appropriation of \$107,000 was removed from Fund 17-Tennis Courts and replaced with \$10,200 which was the appropriation in the FY22 and FY23 budgets.

- h. Revenue.** Tax revenue was stated as \$5,108,545, a 20% increase over the FY23 budget and a gain of 14 cents.
- i. Tax calculator.** The “cost method” of calculation was used, netting the revenue gain against increased expenses to yield 62 cents. The “historical” tax calculator uses the Grand List, which was presented by Joyce as \$801,593,000 as “no more recent data is available.” **Treasurer Cheryl Lindberg** commented that the above figure is the Gross Municipal Grand List, and that the correct figure for the Grand List is \$763,816,138. **Hasbrouck** said that the School tax rate was stated according to FY23 as 1.9178 Homestead Rate and Non Residential Rate of 1.7372. The overall increase for this draft of the budget based on figures presented is 7.71% or 4.6 cents.
- j. Surplus and Deficit.** Two questions were asked: where did the deficit numbers for last year come from, and to explain the deficit. The derivation of the numbers is from the NEMRC software system. **Treasurer Cheryl Lindberg** noted that by statute “deficits are not allowed.” She thinks reserve fund levels are not reflected in the NEMRC figures and that there are figures yet to be booked. **Hasbrouck said** the FY22 Audit may provide more information but is unlikely to be completed in time to be included in the Town Report. She also stated, “As a high-end answer to why there was a deficit, it appears that FY21 presented a balanced budget and there was a surplus at the end of the year of \$439,349. Then in FY22 the budget was created to use the prior year surplus and net to a balanced budget. However, there were cost over runs that caused the net deficit for the two years of \$230,370. As I stated last week, I expect that FY23 will also have a deficit since many costs including some salary and energy costs are going over budget.”

D. Executive Session.

- a. Layton moved, second by Lamperti to enter Executive Session to consider the appointment or employment of a public officer(s) or employee(s) under 1 V.S.A §313(a)(3) and for preliminary discussion of other than primarily factual materials which are preliminary to any determination or policy or action and which precede the presentation of the budget under 1 VSA 317(c)(17), and to invite the Interim Town Manager, the Chief of Police, and the Interim Finance Director. Vote: Arnold, Gere, Layton: No, Calloway, Lamperti: Yes. Motion failed.**
- b. CONFIDENTIAL NOTE: 1 VSA 317(c)(17) defines documents exempt from disclosure, including records of inter/intradepartmental communications to the extent they cover OTHER THAN PRIMARILY FACTUAL MATERIALS and ARE PRELIMIARY TO ANY DETERMINATION OF POLICY OR ACTION OR PRECEDE THE PRESENTATION OF THE BUDGET. Per advice of counsel McLean.**
- c. Layton moved, second by Lamperti to enter Executive Session to consider the appointment or employment of a public officer(s) or employee(s) under 1 V.S.A**

§313(a)(3) and for preliminary discussion of other than primarily factual materials which are preliminary to any determination or policy or action and which precede the presentation of the budget under 1 VSA 317(c)(17), and to invite the Interim Town Manager, and the Interim Finance Director. Vote: Yes-Unanimous

TIME ENTERED EXECUTIVE SESSION 7:35 pm

Arnold moved, second by Layton to enter public session. Vote: Yes-Unanimous

TIME ENTERED PUBLIC SESSION: 9:39 pm

- d. **The Selectboard directed the Interim Finance Director to modify the draft budget to include or remove the following line items after further discussion, public comments, and possible modification under the agenda item "Third Pass Budget Discussions."**

Items to be included IN the budget:

1. One (1) Recreation Department Assistant
2. One (1) Shared Administrative Assistant position -- located in the Town Manager's office and shared with the Department of Public Works
3. One (1) Assistant Town Manager -- **M. Bergmeier**
4. Two (2) Police Persons (of whatever rank/description is determined by the Chief -- these two (2) positions will exist in addition to the current two (2) positions which are held by the Chief and Officer Ingraham
5. A total appropriation of \$40,000 for the Tennis Courts capital budget line -- intending that the monies being amassed in that line will be used together with an anticipated \$96,000 grant to restore the tennis courts in a future year
6. \$50,000 to town manager recruitment
7. \$5,000 to the records restoration reserve fund
8. Designated Equipment Fund \$15,000 -- this may be from page 9 of the budget

Items to be taken OUT of the budget:

1. One (1) Lister's Office Administrative Assistant
2. One (1) Part-time Administrative Assistant Position in the Planning and Zoning office -- meaning the existing Administrative Assistant Position held by Pam will remain but no new/second AA position will be added
3. Tennis court refurbishment of any description
4. Town Manager Relocation Expense -- the TM recruitment line incorporates both recruitment and relocation in the total amount of \$50,000

The Chair identified items to be addressed with counsel on 12/29/22 for statutory interpretation before budgetary decisions are made:

1. Lister stipend and increase -- Selectboard decision or town vote -- **24 V.S.A. § 932** versus **24 V.S.A. § 933**

2. Town Clerk salary and salary level -- Selectboard decision or town vote? -- **24 V.S.A. § 932** versus **24 V.S.A. § 933**
3. Town Clerk Assistant -- which is apparently mandated not optional per **24 V.S.A. § 1170** -- can it be part-time at the discretion of the selectboard or must it be full time
4. Treasurer 'salary' increase -- Selectboard decision or town vote? -- **24 V.S.A. § 932** versus **24 V.S.A. § 933**
5. Wages for JPs and Poll Workers

E. Third Pass Budget Discussions: The list of budget items above and the rationale for inclusion or exclusion was presented to the public. Public comment from **Mary Gorman** concerned the line item for a Town Manager search. She suggested 50K up from 30K. The tennis court allocation was made after review of the Capital Plan. Public Comment from **Stuart Richards:** He strongly disagreed with the decision, and the “way the decision was made,” to fund four police officers. He is concerned that there will be no coverage when an officer is injured or sick, and that the Chief will become frustrated by lack of support and will leave. **Charlotte Metcalfe** is concerned that 24/7 coverage cannot occur without five officers, based on an interview with Chief Doug Robinson in 2007. Robinson also recommended that each officer be assigned to a police car to be driven back and forth to work. **Demo Sofronas** asked if the Police Chief was allowed into executive session. The Chair said no. **Sofronas** said that in order for Norwich to have an effective force we have to listen to the Police Chief. We all need to come together. **Manu Tesone** questioned why union negotiations affect what can be offered in wages to prospective recruits to the Police Department. **Roger Arnold** replied that Town Counsel solicited input from the Police Chief as part of the bargaining process, and the mechanism for determining wages is through the Grade and Step chart. **The Chair** said that in this budget there must be a placeholder for wages because of ongoing negotiations. **Lister Cheryl Lindberg** asked about the elimination of the Lister’s Assistant line item. **Aaron Lamperti** replied that “We eliminated it from the budget because you did not want it filled.” **Lindberg** asked, “How do you expect us to get the job done? Our budget is not increased. I am in shock.” **The Chair** replied that if the Listers do the work there is a question according to statute as to how that money is allocated, hence the inquiry to Town Counsel. **Stuart Richards** is concerned about the chronology for the Police Chief to make job offers. **Lamperti** noted that the Chief has placed ads that do not mention market rates. Hiring would be under the FY23 contract rates, and said salaries could rise after negotiations. The Chief understands. **Marshall Heinberg** wondered if market rate is something the union would want. **Leslie Wells** noted that if the decision of the Selectboard is to fund four police officers, not five, then they are “on record for safety.” **DPW Director Chris Kaufman** has

conveyed the need for a new generator at the Highway Garage as the present one failed during recent storm events. **The Selectboard** talked about the possibility of funding this through the Unexpected Expenses Fund but needs to have more information first. A review was made of the DPW designated funds against the Capital Plan. Public comment: **Charlotte Metcalfe** noted that the chimney at Tracy Hall is in disrepair which could lead to a fire. **Town Clerk Bonnie Munday** stated that the sprinkler system came on in the vault the other day and she did not have current emergency phone numbers. **The Chair** said that issue will be corrected tomorrow.

- F. Fire Department SCBA equipment purchase. Lamperti moved, second by Gere to approve the purchase of SCBA equipment. Vote: Yes-Unanimous.**
- G. Consent agenda: Layton moved, second by Gere to approve the Consent Agenda as amended to include only Correspondence. Vote: Yes-Unanimous. Lamperti mentioned that future agenda items should include warrant articles and petitions.**
- H. Adjournment: Layton moved, second by Gere to adjourn. Vote: Yes- Unanimous.**
Time adjourned: 11:40 pm.

From: [Leslie Wells](#)
To: [Pam Mullen](#)
Cc: [Select Board](#); [Miranda Bergmeier](#)
Subject: draft minutes for dec 28
Date: Tuesday, January 3, 2023 10:25:43 AM

Dear All -

I am not sure of the process here, but I would like the comment attributed to me to be corrected for accuracy.

The point I made was that by voting for 4 officers the majority of the SB was DEPARTING both from established history in Norwich as well as the taxpayers' established intent. By voting for 4, the SB also rejects what the Chief—who was hired to rebuild a force and, in contrast to SB members, is an expert on policing—requested. By voting for 4 officers, the SB jeopardizes public safety for those reasons. I wanted that point to be on the record.

[Here is what was stated in the draft minutes, ie the opposite of my point:

Leslie Wells noted that if the decision of the Selectboard is to fund four police officers, not five, then they are “on record for safety.”]

Thank you,

Leslie Wells

**Norwich Selectboard Special Meeting
January 4, 2023**

Start Time: 6:31

Selectboard members present: Roger Arnold, Marcia Calloway, Robert Gere, Aaron Lamperti, Mary Layton

- 1) **Welcome and remarks by Chair:** Calloway introduced **Rachel Coombs** who has volunteered to help with Zoom meetings, in particular with Hybrid meetings on or after 1/15/23.
- 2) Agenda Review: **Layton moved, second by Gere to approve the agenda as amended to show number eight as Future Agenda Items, and number nine as Adjournment. Vote: Unanimous-Yes.**
- 3) **“Final Pass” presentation by Interim Finance Director, Joyce Hasbrouck:** Hasbrouck presented version three of the draft budget. Changes from version two included adding \$5000 to the records restoration fund, adding the 1.0 FTE Town Manager’s Office Administrative Assistant (shared with DPW) and Assistant Town Manager positions to the Job Roster, removing the Lister Administrative Assistant, including the Recreation Department Assistant, adding \$40,000 to tennis court restoration as per the Capital Plan; Police Department lines to include salary, wages and benefits for four officer positions including the Chief, plus the Dispatcher, Crossing Guards, and Part Time Officers per request of the Chief at \$12,500; an increase in Petroleum products to account for full staffing; and an increase for the uniform cleaning line. DPW changes included the shared Administrative Assistant mentioned above, and with an urgent need to replace a generator there is \$15,000 in #46 Designated Fund for that purpose. The Emergency/Unexpected Expenses Fund level is at 13.5% of the budget excluding the separately voted articles. The Grand List and exemptions were updated for the tax calculator for an increase from FY23 to FY/24 for the municipal budget to 11.8% including Special Monetary Articles. The health insurance figures used were FY/23 for BCBS and for dental, life insurance, disability were based on FY/22 rates. **Discussion: Lister Cheryl Lindberg** asked that the line items submitted by the Board of Listers be approved. **Public comment: Jaan Laaspere** expressed concern that wages were not at the level that the Police Chief has recommended for successful hire of needed officers. **Demo Sofronas** hoped that the **Selectboard** has listened to posts and letters and is aware of recent incidents. He wants basic services restored and would like 24/7 coverage. He hoped there would be unanimous **Selectboard** support to “turn the ship around and give the town what they have had for many years.” **Charlotte Metcalfe** read a statement from **Priscilla Vincent** regarding a recent break in at her home and the adjacent Norwich Historical Society. Priscilla’s ask is to honor the Police Chief’s request for staffing and funding. **Pam Smith** had a question for Joyce Hasbrouck regarding the difference between revenue and expense lines which showed a \$457,548 surplus.
- 4) **Warrant articles, petitions, due dates:** The SB decided to include in the minutes this reprint of a notice sent on January 3rd by the Town Clerk.

TOWN OF NORWICH VT VOTERS

The following officers will be elected at the 2023 Town and Town School District Annual Meeting to be held on March 7, 2023:

Moderator - 1 year, Town Clerk - 3 years, Town Treasurer - 3 years, Selectman - 1- year unexpired term, 2 -year term, 3 year term, Cemetery Commissioner - 5 -year term, unexpired 4- year term, unexpired 2- year term, 2 Lister - 3 year term, unexpired 1- year term, Dresden - Norwich School Director - 3 years, Dresden-Norwich School Director 3- year term, Trustee of Public Funds - 3 years.

Petitions to file as a candidate for any of the above offices are available at the Norwich Town Clerks Office or by calling 802-649-1419, Ext. 103. The deadline for Candidate filing petitions is Monday, January 30, 2023, by 5:00 PM. All article petitions are due on January 19, 2023, by 5:00 PM. 5.

5)

“Final Pass” Budget Discussion: The **Selectboard** was concerned that the 12% budget increase estimate is too high to be acceptable to voters. They requested that **Joyce Hasbrouck** calculate two versions, each of which includes the following adds and cuts in addition to suggested cuts by department heads. The second version would also include a 6% across the board reduction in all items except salaries, wages, and related expenses such as payroll taxes, and insurances. For each version the budget bottom line and percent increase in taxes would be determined.

Additions

- a) \$3,250 Police part time wages,
- b) \$18,192 electricity line item FY24 on page 11,
- c) \$36,670 Regional Energy Coordinator
- d) \$27,000 Listers Assistant

Cuts

- a) Tennis court renovation reduced from \$40,000 to \$10,000
- b) Reduce the recreation line marking line by \$5,000

Lister Cheryl Lindberg wanted to know where the \$15,000 revenue is included in the budget that is money received from the state for the reappraisal fund. (A subsequent message to the **Selectboard** from **Hasbrouck** stated that she did not include this item in the budget as it is considered “pass through grant revenue” that does not include funds that must be paid by tax payers.) **Public Comment: Stuart Richards** objected to the need for funds to be expended for the Open Meeting Lawsuit brought by **Chris Katucki**. **Town Clerk Bonnie Munday** spoke to the need to more carefully consider the transition to a new Clerk/Assistant Clerk team before making cuts, and said that eliminating the Assistant position could not be done without a vote of the Town. **Public Comments: Charlotte Metcalfe** spoke to the value of the Town Clerk’s position and to the wisdom of including the Assistant Town Clerk in the transition process. **Ernie Ciccitelli** stated that the Town Clerk position is the most important in Town government, that it preserves democracy through well-run elections, and is critical for providing access to land records. He noted that the **Assistant Town Clerk Judy Trussell** has worked in that position for a long time. **Nan Carroll** urged the Chair to limit comments to three minutes, and noted 4, 5, 7- minute comments plus interruptions. The meeting would be helped if order were kept. She

wanted to know how many other towns in Vermont have two full time Town Clerks. She would like the transition conversation to be less about personalities, and to consider that technology has changed the job. **Demo Sofronas** stated that face to face interactions in the Town Clerk's office are valuable. **Roger Arnold** stated that it is a common management practice to expect that the salary level for an incoming employee be considered for savings. **Town Clerk Bonnie Munday** expressed concern that a qualified candidate could be found and felt that the **Selectboard** was not taking the time to address her concerns. **Chair Marcia Calloway** suggested we take up this issue as an agenda item on January 11th. The next part of the discussion resulted in the decisions described above at the top of this section. **Public Comments: Omer Trajman** The budget is increasing and it is of concern. He asked that the **Selectboard** add an article to the Warrant for Town Meeting to determine if the public would prefer to have a fifth police officer. **Jaan Laaspere** wanted to know what are police wage increases based on? **Police Chief Wade Cochran** said the wages as stated would not be enough to cover what he had asked for. **Aaron Lamperti** reframed the question. The Police Chief can hire within the FY23 wage structure and union contract. We are working on the FY24 budget. The amounts in the draft budget are placeholder amounts. We have committed to using money from the Unexpected Expenses Fund to make up the difference. **Roger Arnold** stated that there may be other mechanisms to support hiring and that this **Selectboard** supports restoring staffing levels. **Amy Stringer** said it is difficult to understand why the Police budget is not being increased, and that the **Selectboard** should not use union negotiations as a screen. She was concerned that the Town of Norwich stands to lose three workers now. **Roger Arnold** asked for the source of her information. **Stringer** refused to reveal her source. **Steward Richards** was concerned that there is no money for the Moore bridge, and said of the Police budget that it is insulting to not accommodate on "what has been promised." It made no sense to delay hiring because of collective bargaining. **Chair Marcia Calloway** stated that "the bridge is in there. One hundred thousand dollars were added to the bridge fund." **Steward Richards** wanted to know what funds are allocated to replace the Tracy Hall boilers. **Calloway** stated that this is a separate process. **Manu Tesone** said it is clear what the **Selectboard's** position is regarding the police budget, and that is not giving the Chief what he says he needs. Where do you stand on a separate article for the warrant? **Roger Arnold** noted that the article would by statute be advisory only. **Cheryl Lindberg** stated that it did not make sense to defund the Listers and at the same time add other positions, and that producing the Grand List and maintaining a low Grievance list is the Lister's annual evaluation. **Marisa Lorenzo** supports adding the Recreation Department Assistant. **Ernie Ciccietelli** asked why add a Recreation assistant as opposed to adding another police officer? **Pam Smith** said the Listers "ask was misinterpreted." The Listers would like to keep track of hours worked and be placed within the Grade and Step chart, similar to the Town Clerk. **Linda Cook** asked if it was time for a forensic audit. **Town Clerk Bonnie Munday** asked about the timeline for completion of the audit, and whether it will be necessary to hold an audit presentation after Town Meeting. **Roger Arnold** advised to ask the Auditors to provide a letter for the Town Report, and to release the Auditor's Report as soon as it is complete. **Chair Marcia Calloway** asked that **Interim Town Manager Brennan Duffy** follow up with the Auditors. He stated that he will work with **Interim Finance Director Joyce Hasbrouck** and the Auditors on this issue. **Pam Smith** asked if there is an accounting of hours for the

Regional Energy Coordinator, and do we have an accounting of hours when the salary is based on a “percentage.”

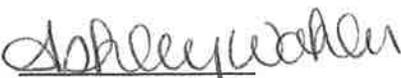
- 6) **Appointment of Interim Town Manager to Collective Bargaining process, action item:** **Roger Arnold** advised as part of the Bargaining Team that it would make sense to keep separation between the bargaining process and management. The **Interim Town Manager** needs to work with the **Department Heads** and then convey information to the **Selectboard**. The **Bargaining Team** needs to move expediently on a new contract. **Chair Marcia Calloway** said that the Interim Town Manager needs ongoing support and guidance from the **Selectboard** in order to be successful. **Roger Arnold** stated that resuming monthly Town Manager reports would be very helpful.
- 7) **Consent Agenda, action item: Layton moved, second by Gere to approve the Consent Agenda to include correspondence. Vote: Unanimous-Yes** The draft Minutes of 12/21/22 and 12/28/22 need corrections before they can be approved. **Mary Layton** will work with **Roger Arnold** to compile the corrections to enable final approval of these minutes. **Pam Smith** asked that **Selectboard** members present be listed. **Chair Marcia Calloway** referenced correspondence from **Linda Adante** regarding a Corrective Action Plan (CAP) prepared by the Vermont Department of Environmental Conservation and received by her as an abutter on 12/22/23. “The objective of the CAP is to implement corrective action(s) that effectively mitigate dermal and inhalation exposure pathways for polycyclic aromatic hydrocarbons (PAHS) within the soil of the property.” This soil is described by **Adante** as being located between her home at 31 McKenna Road and the **Lubin’s** home, and may be composed of fill deposited in 2003-2004. **Adante** shared this information to advise the **Selectboard** of this finding in her neighborhood and to ask for thoughts and expertise.
- 8) **Future Agenda Items and Meetings, action item:** Items for **January 11th** were identified as Town Moderator appointment, Warrant Articles including changing the first tax payment date, final budget approval, Town Clerk transition. Items for **January 18th** are Town Manager search, ARPA, Emergency work arrangements for Tracy Hall. It was noted that starting on January 15, 2023 a physical location for **Selectboard** meetings must be provided. The January 18th meeting will be the first hybrid meeting, that will possibly be located at the Public Safety Building. The various Committees, Boards, and Commissions need messaging about this resumption of in-person meetings. The resumption of in-person meetings will cause an increase in scheduling time and possible conflicts. Access to space could be affected by heating failure at Tracey Hall. The Selectboard decided to submit warrant articles by the January 25th meeting. **Town Clerk Bonnie Munday** will get back to the Selectboard about the first day that the warrant needs to be posted and regarding formal language for articles. **Demo Sofronas** thanked the Selectboard for their work and is pleased that the Departments are doing well.
- 9) **Adjournment: Arnold moved, second by Gere to adjourn. Vote: Unanimous-Yes.**
Time Adjourned: 10:02 pm.

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ROBERT HA ACCOUNTEMPS	61205948	FIN-JOYCE WK END 12/02	4084.12	0.00	4084.12	12559	01/04/23
ROBERT HA ACCOUNTEMPS	61244987	FIN-JOYCE WK END 12/09	4084.12	0.00	4084.12	12559	01/04/23
ROBERT HA ACCOUNTEMPS	61283112	FIN-JOYCE WK END 12/16	4412.50	0.00	4412.50	12559	01/04/23
NOTHERNAL ALEX NORTHERN	1227EMPREIMB	FD-911 MAPS	24.00	0.00	24.00	12560	01/04/23
ANYTIME ANYTIME CARPET CARE & CLEANING	832123	PD-DEC 22 STATION CLEANI	360.00	0.00	360.00	12561	01/04/23
ATYOUR AT YOUR HOUSE APPARATUS SERVIC	648	FD-TRUCK MAINTENANCE	2544.15	0.00	2544.15	12562	01/04/23
BETHELMIL BETHEL MILLS	1130FINCHRG	FIN-NOV 22 FIN CHARGE	2.54	0.00	2.54	12563	01/04/23
BETHELMIL BETHEL MILLS	149140/7	DPW-TOWELS & TAPE	21.97	0.00	21.97	12563	01/04/23
BETHELMIL BETHEL MILLS	161266/6	DPW-MORTAR MIX	17.98	0.00	17.98	12563	01/04/23
CARGILL CARGILL INC-SALT DIVISION	2907782418	DPW-134,240 LBS SALT	5772.32	0.00	5772.32	12564	01/04/23
CARGILL CARGILL INC-SALT DIVISION	2907791652	DPW-89,040 LBS SALT	3828.72	0.00	3828.72	12564	01/04/23
CARGILL CARGILL INC-SALT DIVISION	2907806174	DPW-217,240 LB SALT	9341.32	0.00	9341.32	12564	01/04/23
CASELLA CASELLA WASTE SERVICES	0780142	DPE-NOV 22 RECYCLE	5681.67	0.00	5681.67	12565	01/04/23
CASELLA CASELLA WASTE SERVICES	0780143	DPW-NOV 22 TRASH	4567.13	0.00	4567.13	12565	01/04/23
CINTAS CINTAS CORPORATION	5135595188	DPW-BATHROOM INSPECTION	78.78	0.00	78.78	12566	01/04/23
SAFETYKLE CLEAN HARBORS ENVIRONMENTAL SE	1004434318	DPW-MOORE BRIDGE WORK	5683.43	0.00	5683.43	12567	01/04/23
COMCAST COMCAST	1201PDINT	PD-DEC 22 INTERNET	422.88	0.00	422.88	12568	01/04/23
COMCAST COMCAST	1221DPWINT	DPW-JAN 23 INTERNET	233.71	0.00	233.71	12568	01/04/23
COTT COTT SYSTEMS INC	150802	TC-MONTHLY RESOLUTION 3	290.00	0.00	290.00	12569	01/04/23
CRYSTAL CRYSTAL ROCK, LLC	36065120622	DPW-WATER COOLER RENTAL	67.97	0.00	67.97	12570	01/04/23
DEADRIVER DEAD RIVER COMPANY	74012&60359	FD & TH-HEATING OIL	1746.59	0.00	1746.59	12571	01/04/23
FRIETS ERIC FRIETS	1202EMPREIMB	FD-BATTERY FOR POWER HAW	109.99	0.00	109.99	12572	01/04/23
EVANSMOTO EVANS GROUP, INC.	0041433-IN	DPW-390 GAL REG GAS	1182.14	0.00	1182.14	12573	01/04/23
EVANSMOTO EVANS GROUP, INC.	0041632-IN	DPW-520 GAL DIESEL	2023.89	0.00	2023.89	12573	01/04/23
EVANSMOTO EVANS GROUP, INC.	0041839-IN	DPW-DIESEL 300 GALLON	1054.05	0.00	1054.05	12573	01/04/23
FIRSTLIGH FIRSTLIGHT FIBER	13105665	TH-DEC 22 PHONE	51.70	0.00	51.70	12574	01/04/23
GREAT GREATER GOOD MEDIA	2022-3149	NCC-HOLIDAY 2022 BANNER	250.00	0.00	250.00	12575	01/04/23
GREAT GREATER GOOD MEDIA	2022-3170	SB-HOLIDAY 2022 BANNER	250.00	0.00	250.00	12575	01/04/23
GMPC GREEN MOUNTAIN POWER CORP	1214ACDMYLT	ACDMY RD LGTS 0511920000	38.55	0.00	38.55	12576	01/04/23
MISC HEATHER ELDER	1215EMPREIMB	DPW-TIRE CHAINS SDWLK PL	99.98	0.00	99.98	12577	01/04/23
IRVINGOIL IRVING ENERGY DISTRIB. & MARKE	40291	TS-PROPANE 38.2 GAL	45.89	0.00	45.89	12578	01/04/23
IRVINGOIL IRVING ENERGY DISTRIB. & MARKE	40520	TS-PROPANE 38.5 GAL	46.25	0.00	46.25	12578	01/04/23
MISC JACQUELINE ALLEN	1214EMPREIMB	P&Z-NNECAPA MEMBERSHIP	80.00	0.00	80.00	12579	01/04/23
JAY'S JAY'S SEPTIC TANK CLEANING, LL	194324	DPW-2500 GAL PUMPED	875.00	0.00	875.00	12580	01/04/23
MACKINNON JON MACKINNON	1220EXREIMB	DPW-GAS AND DIESEL	394.61	0.00	394.61	12581	01/04/23
LYMESCOOL LYME HOLIDAY BASKETBALL TOURNA	1212BSKTBL	P&R-BASKETBALL TOURNAMEN	100.00	0.00	100.00	12582	01/04/23
MAYER MAYER & MAYER	PR-12/30/22	Payroll Transfer	25.00	0.00	25.00	12583	01/04/23
OTIS OTIS ELEVATOR COMPANY	100401023996	TH-JAN 23 ELEVATOR MAINT	300.96	0.00	300.96	12584	01/04/23
PITNEY PITNEY BOWES	1022073415	TC-MAILING METER INK	84.99	0.00	84.99	12585	01/04/23
POSTMASTE POSTMASTER	1.5.22BULK	TH-BULK MAILING METER RE	1000.00	0.00	1000.00	12598	01/11/23
SABIL SABIL & SONS INC	43685	DPW-6 15 LED LIGHTS	207.48	0.00	207.48	12586	01/04/23
SABIL SABIL & SONS INC	43726	DPW-ASST PARTS	208.42	0.00	208.42	12586	01/04/23
SABIL SABIL & SONS INC	96226	DPW-AAT937 INSPECT&MAINT	331.26	0.00	331.26	12586	01/04/23
SABIL SABIL & SONS INC	96247	DPW-INSPECT & ASST REPAI	1184.21	0.00	1184.21	12586	01/04/23
SABIL SABIL & SONS INC	96261	DPW-AAF220 INSPECT&MAINT	167.41	0.00	167.41	12586	01/04/23
FOLTZ STEPHEN FOLTZ	1226EMPREIMB	FD-FLASHLIGHT BATTERY	19.99	0.00	19.99	12587	01/04/23
TEXASREFI TEXAS REFINERY CORP	252520	DPW-55 GAL DRUM HYDR OIL	1485.00	0.00	1485.00	12588	01/04/23
TILDEN TILDEN ELECTRIC, PC	24916	FD-NEW LIGHT RELAYS INST	238.96	0.00	238.96	12589	01/04/23
WILDER TIP TOP TIRE/WILDER AUTO LLC	44110	FD-ALIGNMENT	55.00	0.00	55.00	12590	01/04/23
HARTFORD TOWN OF HARTFORD	12720	PD-OCT 22 VERIZON	117.50	0.00	117.50	12591	01/04/23

Town of Norwich Accounts Payable
Check Warrant Report # 962 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 01/04/2023 To 01/11/2023

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
VTTREASUR	TREASURY OPERATIONS DIVISION, 1228ANMLLCNS	TC-ANIMAL LICENSE RETURN	30.00	0.00	30.00	12592	01/04/23
TSSAND	TWIN STATE SAND & GRAVEL 107384	DPW-9.110 TON SAND	123.44	0.00	123.44	12593	01/04/23
UNIFIRST	UNIFIRST CORPORATION 1070185778	DPW-UNIFORM CLEANING	246.23	0.00	246.23	12594	01/04/23
UNIFIRST	UNIFIRST CORPORATION 1070187654	DPW-UNIFORM CLEANING	273.22	0.00	273.22	12594	01/04/23
UNIFIRST	UNIFIRST CORPORATION 1070189623	DPW-UNIFORM CLEANING	279.88	0.00	279.88	12594	01/04/23
VLCT	VERMONT LEAGUE OF CITIES & TOW 1022	LISTERS-22 CBS REPORT	100.00	0.00	100.00	12595	01/04/23
VMERS	VMERS DB PR-12/16/22	Payroll Transfer	5100.85	0.00	5100.85	12596	01/04/23
VMERS	VMERS DB PR-12/30/22	Payroll Transfer	7132.98	0.00	7132.98	12596	01/04/23
WBMASON	W.B. MASON CO., INC. 234744961	DPW-PENS	17.90	0.00	17.90	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 234772132	DPW-PENS	8.95	0.00	8.95	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 234994017	TH-SUPPLIES	37.09	0.00	37.09	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 234994111	DPW-TOWELS	56.45	0.00	56.45	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 234994111A	TH-FOLDERS, CALENDAR, RA	22.82	0.00	22.82	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 234994250	TS-COMPUTER INK HP	16.99	0.00	16.99	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 235063951	PD-COFFEE, CALENDAR, LAB	54.59	0.00	54.59	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 235064263	TH-DRY ERASE BOARD EXTRA	26.12	0.00	26.12	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 235065569	TH-NOTE DISPENSER	5.75	0.00	5.75	12597	01/04/23
WBMASON	W.B. MASON CO., INC. 235091715	TH-DRY ERASE BOARD	127.99	0.00	127.99	12597	01/04/23
Report Total			78,955.38	0.00	78,955.38		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****78,955.38
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wohler

Town Manager: 
Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Robert Gere

Roger Arnold

Aaron Lamperti

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

From: **Norwich Historical Society** <sarah@norwichhistory.org>

Date: Thu, Jan 5, 2023 at 10:54 AM

Subject: We mourn the loss of Roger Blake

To: <rogerdavid.arnold@gmail.com>

Roger Blake

A life in service to the public good

Dear Members, Donors, and Friends of Norwich Historical Society,

This week we mourn the tragic loss of our long-term friend, mentor, and volunteer at Norwich Historical Society, Roger Blake. Many of you may recognize Roger as the person who spent most of his summers working on the Historical Society fence. But, he gave so much more than that to NHS. He considered the Lewis House his second home. He cared for everything from the basement to the attic, touching up paint, repointing windows, checking on the property after storms, and so much more. He was instrumental in acquiring and restoring the town hearse, helped with the sheep-to-shawl program, and cared for the collections.

Roger lived a life truly dedicated to the public good. He cleared trails, helped all his neighbors, tended to the sick, mowed the Waterman Cemetery, maintained trails, kept the Hanover High crew team motorboats running, maintained boats along the river. It goes on and on.

Roger would say to me that when he saw something to be done, he just did it. He didn't want a "thank you," but he did wish others would follow his example. And, others in the community have done so. When I recently told him that a friend was "pulling a Roger" and headed out to the rail trail with a chainsaw to remove a tree, he had the biggest smile on his face.

Roger was truly a samaritan. He lived his life with deliberation and intention and took the time to notice the world around him, responding to needs wherever he saw them. It's a quality for all of us to consider in our daily lives. We will be enriched because of it, and we will thus enrich the world as Roger did.

We will miss him deeply at here at the Historical Society.

Sarah Rooker

From: [Douglas Wilberding](#)
To: [Miranda Bergmeier](#)
Cc: [Select Board](#)
Subject: Conflict of Interest Policy
Date: Monday, January 2, 2023 1:08:59 PM
Attachments: [DRAFT-Selectboard-12-28-2022-Special-Mtg.pdf](#)

Miranda

Please include in the next available packet.

Questions to the SB:

1. Have you all signed the Conflict of Interest Policy?
2. In his SB interview, Aaron Lamperti was asked if he would recuse himself from matters related to the Fire Department. He said yes. In the 12/28 minutes he not only voted on but presented the fire department budget line item. Why? This is not only a clear conflict but a contradiction to his statement when interviewing for the role
3. If you don't have a current conflict of interest policy signed by all current members, why? And when will you? And will you begin adhering to it?

Thank you

Doug Wilberding
Norwich

<http://norwich.vt.us/wp-content/uploads/2023/01/DRAFT-Selectboard-12-28-2022-Special-Mtg.pdf>

Doug

From: [Stuart Richards](#)
To: [Mary Layton](#); [Bob Gere](#); [Roger Arnold](#); [Marcia Calloway](#); [Aaron Lamperti](#)
Cc: [Miranda Bergmeier](#); [Cochran, Wade](#); [Brennan Duffy](#)
Subject: NORWICH SELECTBOARD DOES NOT SUPPORT POLICE
Date: Monday, January 2, 2023 11:18:46 PM

Dear Selectboard Members

If there was any doubt in your mind as to how the Norwich Selectboard was going to treat new Police Chief Wade Cochran and his attempt to rebuild the Norwich Police Department last Wednesday's Selectboard meeting provided an emphatic answer. The Chief had asked for a fifth officer so that when any of the officers are sick, in training, on vacation or injured the department could still provide the 20/7 coverage needed by Norwich. Why did the Selectboard reduce the previous five officers to four? The Chief had asked to be able to pay competitive wages to officers that he was attempting to hire. The Selectboard again said no. When the Chief asked to meet with the Selectboard, the Selectboard went into executive session without him, and ignored the Interim Town Manager's request that the Chief be allowed to join the conversation.

When it comes to wages the current pay the Selectboard intends to pay an incoming Sergeant is \$22,300 less than Chief Cochran recommends based on his understanding of current competitive wage scales. Patrolman Anna Ingraham would be paid \$18,600 less than the Chief recommends. A new patrolman would be paid \$13,900 less than the Chief's recommendation. Chief Cochran has surveyed the market so that Norwich can hire and retain qualified police. There were many townspeople who turned out to welcome our new Chief. You can judge for yourself whether the Selectboard is providing that same kind of welcome and helping him do his job. Only one of our five Selectboard members showed up to welcome our new Chief.

Is there money to pay competitive wages to new and current police officers? What do you suppose has become of the money that would've and should've been paid during the period when there was only one officer? How much money is that and what other money is in the rainy day fund that could be used to pay new or current officers? What about the \$750,000 coming from the federal government? Why is the Selectboard claiming the bogus excuse that the current union contract, which doesn't expire until June precludes them from paying competitive wages? What keeps the Selectboard and town attorney from acting now rather than putting negotiations on a slow track? And for that matter how many home invasions, sexual assaults, burglaries, criminal arrests, dangerous vehicular incidents and murders in our "safe" little town will it take to wake our Selectboard up?

It would be nice to have answers to those questions. Without answers it certainly appears that the Selectboard is trying to make our new police chief's job as difficult as possible. I certainly hope that their idea is not to continue to defund the police or eliminate or restructure the police department. How long in the face of Selectboard stonewalling will our Chief continue and how long will our Selectboard in the richest town in Vermont continue to

cry poor while continuing to waste up to a \$100,000 on an Open Meeting Lawsuit that should've been settled long ago or shouldn't have been brought in the first place.

Please put this email in correspondence for the next Selectboard meeting.

Happy New Year to One and All,

Stuart Richards

From: [Don McCabe](#)
To: [Select Board](#)
Subject: Missing Funds
Date: Tuesday, January 3, 2023 9:03:13 PM

For the January 4, 2023 special Selectboard meeting:

You have received previous correspondence regarding gifts to the Town of Norwich, consisting of checks given by me to then town manager, Herb Durfee, in March, 2021. The transfer of these funds took place in the town manager's office and was witnessed by a third party.

These checks are from Peter Welch and Margaret Cheney, Dan Fraser, Dorothy Bryne, and many others and represent gifts to Norwich that were not reported to the Selectboard by the town manager as required, and which do not appear in town reports from 2021 or 2022. The donations were for the express purpose of replacing the pedestrian bridge over Blood Brook at Beaver Meadow.

The amount of the donations exceeds \$26,000 and are confirmed as received by then finance director Fielding Essensa.

The residents of Norwich who gave money to the town have a right to know what happened to their donations.

Don McCabe

Sent from my iPad

From: [charlotte metcalf](#)
To: [Marcia Calloway](#); [Roger Arnold](#); [Mary Layton](#); [robert gere](#); [Aaron Lamperti](#)
Cc: [Miranda Bergmeier](#)
Subject: Fwd: WE NEED TO HELP OUR SELECT BOARD TO UNDERSTAND..... WE KNOW WE CAN RECRUIT POLICE....
Date: Wednesday, January 4, 2023 8:47:50 AM

I hope the select board and acting town manager will see this before tonight's final budget meeting. I would ask that it be included in the packet for the next Select Board meeting
Thank you Miranda

Begin forwarded message:

From: charlotte metcalf <metcalfcharlotte738@gmail.com>
Subject: WE NEED TO HELP OUR SELECT BOARD TO UNDERSTAND..... WE KNOW WE CAN RECRUIT POLICE....
Date: January 2, 2023 at 11:22:53 AM EST
To: Charlotte Metcalf <metcalfcharlotte738@gmail.com>, norwich@lists.vitalcommunities.org

It is not true that our hands are tied and we are unable to find any good police to serve in this environment. Chief Cochran told us at his welcoming party that he would deliver in finding us outstanding members for his department. He told us in his budget that we will need to pay more to keep those people because the cost of policing has become more competitive. And just as Doug Robinson did, he told us we would need 5 officers for him to maintain a 20/7 schedule. He also told us we would be wise not to continue to use our police cruisers for more than three years but to replace each every third year. (Doug Robinson recommended that at least one cruiser be retired every year.)

Last week on Dec 28th our select board recused itself once again, this time to discuss the cost of hiring two new officers whom Chief Robinson has recommended. They did not invite the Chief in to the session to discuss the appointments, and they voted (presumably 4-1) not to offer the new recruits competitive salaries but to stick with a predetermined budget for '23-'24. We the voters need to be very clear with the board that we want steadfast, close to full-time protection and we wish to support Chief Cochran whom we trust to provide that protection.

We need to help our select board to become more sympathetic to the victims of crime in our town and to understand that providing mental health counseling to a perpetrator shows no sympathy for that person who may feel violated for a long time. It does not help people who have been victimized either during or after the occurrence. Last week's series of nocturnal events, shocking as they were, were not isolated to this time and place. Similar events have occurred in my own part of Norwich. I know the victims well.

1. the house next door was twice robbed and ransacked in broad daylight and while an alarm was ringing. Both of the previous owners have now left Norwich.

One of them was so traumatized she refused to spend another night in her home and her husband found a new buyer immediately. They now live in upstate Vermont.

2. Another neighbor left home to go to the market one afternoon but left her doors open (it was August) knowing there were several young people in the house. Masked intruders entered the house with weapons to destroy the integrity of anything holding valuables. The youths saw them as they escaped, one from a second floor window. Our town manager at the time told the owner who felt violated and insecure that he could not accommodate their wish to have a more robust police presence after Jennifer Frank and another officer had left. He felt obliged to do what the Select Board insisted he must.

This brings to mind the message from Priscilla Vincent that we "need more police" and, tellingly, that during the invasion of her home it was a great comfort to see a "familiar face under those fraught circumstances" Chief Cochran had appeared along with the State Police who were on Union village road to respond to an auto accident. The person responsible for the accident as well as the invasion into both the Vincents home and the Historical Society was aggressive and might well have wrought more harm if there were not police to respond promptly. The reassurance that Chief Cochran could be there can be coupled with the knowledge that such a familiar face will be here to follow through, both with the investigation and to make the Vincents feel secure once again in their home.

The Select Board needs to understand the voters are confident that all such incidents require police intervention and that they, Roger Arnold, Mary Layton, Aaron Lamperti and Rob Gere are misguided in assuming any of the sort I have described could be handled by a Community Services Officer, even though the perpetrator likely will require counseling.

We need to make it clear to the Select Board that we cannot vote for a budget that thwarts Chief Cochran from doing the job he was hired to do.

At the welcoming party, we were heartened by the grace with which our new chief introduced his daughter, his parents, his fiancée (an officer herself in Northfield Vt), and the former Chief of Montpelier under whom he had served. We were comforted by his confidence in assuring us that he would bring our security up to the level we once experienced with Chief Robinson. We need to encourage our Select Board to be more responsive to us and to the employees who are working hard to do the best possible job for our community.

The Select Board need our support now more than ever to do the right thing.

Sincerely,
Charlotte Metcalf

From: [Omer Trajman](#)
To: [Select Board](#)
Cc: [Miranda Bergmeier](#); [Marcia Calloway](#); Wade.Cochran@vermont.gov; [Miranda Bergmeier](#)
Subject: Request for police funding warrant
Date: Thursday, January 5, 2023 3:09:57 PM

Selectboard members,

We are writing to clarify a suggestion we made at the January 4th Selectboard meeting during the public comment period on the budget. The board has made it clear that you are concerned with the size of the budget. Specifically, Roger and Aaron have been watching the percent increase in spending relative to last year. These are valid concerns and we understand and appreciate the difficult task when so many costs such as healthcare and commodities have risen.

Our request, given the outpouring of support for fully funding Chief Cochran's requested budget, is that you let the voters decide if they're willing to incur additional taxes in order to restore services. We ask that you formulate an appropriately sized and worded warrant article that asks the voters if they want to allocate additional funding in the amount equal to the difference between your final budget recommendation and the total that the Chief has requested. We understand that if the voters choose to vote for such a warrant article, the actual use of funds is still at the discretion of the Selectboard and Town Manager and expect the article to be clear on this matter.

Aaron noted during the meeting that the folks usually calling for smaller budgets have not been vocal and Rob was inclined to let the voters decide if they're willing to spend additional money this year. We believe this is the right direction to take. Given the challenges we've had in town with staffing, among elected officials who are volunteering their time, and residents who must ultimately pay for and benefit from services, we believe it's only appropriate to let the voters decide how much they want to fund rebuilding the NPD.

Respectfully,
Omer Trajman and Manu Tesone

NORWICH FIRE DEPARTMENT DECEMBER SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 01/2/23

WHEN TEMPERATURES STAY BELOW FREEZING:

- Give pipes a helping hand**
If pipes run through cabinets or vanities, open the doors to let warmer room temperatures flow in.
- Keep water working**
Keep water moving through the pipes by allowing a small trickle of water to run. The cost of the extra water is typically lower than the cost of repairing a broken pipe.

BUT IF YOUR PIPES DO FREEZE:

- Shut off the water immediately**
Don't attempt to thaw pipes without turning off the main shut-off valve.
- Thaw pipes with warm air**
You can melt the frozen water in the pipe by warming the air around it with a hair dryer or space heater. Be sure not to leave space heaters unattended and avoid the use of kerosene heaters or open flames.
- Be careful turning water back on**
Once pipes are thawed, slowly turn the water back on and check pipes and joints for any cracks or leaks that might have been caused by freezing.

We are looking for new volunteer members. For those considering joining the NFD, please visit <http://norwichfire.com/recruiting-q-a/> for further information. Or, for more information about the Department, including recruiting, contact Norwich Fire Chief Alex Northern: anorthern@norwich.vt.us; 802/649/1133.

FIRE CALLS	50
EMS CALLS	21
FIRE MUTUAL AID	5



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
WADE R. COCHRAN

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL
wade.cochran@vermont.gov

MONTHLY REPORT DECEMBER 2022

PREPARED BY: Wade Cochran, Chief

DATE: January 4, 2023

The Norwich Police Department responded to 87 calls for service during the month of December including three arrests. The department received 36 calls when no Norwich officer was on duty. Of those calls, the Vermont State Police responded to four. One of which lead to an arrest, the scenes of the other three were secured by VSP until a Norwich officer could respond from their home. The Thetford Police Department also responded to one call. Seven motor vehicle stops were made resulting in two tickets.

The department saw an increase in motor vehicle crashes and car thefts in December. Priority calls included a home invasion and two death investigations.

Norwich is a wonderful community, but it is not a community immune to crime. As the recent weeks have shown, NPD has dealt with some very serious crimes. Our citizens are struggling with, and processing those events. Sometimes it's hard to see the consequences of an understaffed department until something bad happens. As the new year begins, NPD will continue to push to rebuild the agency, in return that will keep our community safer and make our department stronger.

Chief Cochran and Officer Ingraham provided traffic control for the annual Christmas pageant. Chief Cochran participated in the Holiday Click it or Ticket Campaign that ran from December 16 to January 1.

The police department has identified three candidates that are considered a good fit and would be great additions to the police force. The Chief would like to give two of these candidates conditional offers and will be discussed between the Town Manager and the Select board.

Starting at the end of January the Chief will be offering "Coffee with a Cop" or with the Chief. During this time feel free to come in and speak with the Chief about any problems, concerns, or issues you may have. You are also more than welcome to just come in and say hi. The first date will be January 30th from 10 to 11a.m. at the police station.

Wade Cochran
Chief of Police

Lights on the Green – We opened the month with a PTO/Rec event at the Town Gazebo. We served hot cocoa to families while hanging pine boughs on the fence line. Our next event will be the Skating Party in late January (provided we get some ice).

Norwich Pageant – As in years past, we served as the first and last stops on the Christmas Pageant route. We handed out songbooks, played the soundtrack recorded by John Lawe and Graham Wallis, and then served hot cocoa and cookies at the Norwich Inn to conclude the event. The streets were filled with pedestrians. There were so many this year that we had to ask the Inn to refill the cocoa 4 times!

Winter programs – All programs are as going ahead as planned, with both Tracy Hall and the Marion Cross Gym fully booked with youth sports, yoga, adult basketball, pickleball, volleyball, table tennis, badminton, after school programs and events. We are going into a rather warm winter with plenty of options to keep residents engaged and active.

Hosers – Buck Child is heading up the Hosers. He has a team of 6 volunteers. We are waiting for some colder weather before setting the boards and brackets on the Green.

Norwich Nature Area Trail – An ice storm gave us the first test of the management process in the Nature Area. We identified two hanging, but live, trees on the Blue Trail, and one large complete blowdown on the ABA trail. Jamie Teague was notified and confirmed that the SAU70 would contact someone to take care of clearing the debris.

Community potlucks – We are opening our first potluck of the series in January. Registration and phone calls are picking up. Two separate residents asked about the Rec Dept. re-opening the Town Eating Day event, withing the potluck series. After a long conversation with one of the past organizers, the complexity of the event was confirmed, and the recommendation was made to continue with casual format that was first introduced. We may revisit this in another year.

FY24 Budget – We presented our FY24 budget to the Selectboard, but ended the month without full approval. There will be an update in the January report.

	A	B	C	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Proposed Point Person	Topic	Required Prep and/or SB discussion	Wed., Jan. 11 2023	Wed., Jan. 18, 2023	Wed., Jan. 25 2023	Wed., Feb. 8, 2023	Wed., Feb. 22, 2023	Mar. 2023	Apr. 2023	May. 2023	June. 2023	July. 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023	Dec. 2023
2	M. Layton R. Arnold R. Gere M. Calloway A. Lamperti	Budget Process	Chair request of departments to prepare: (1) Unexpended dept balances (2) Anticipated future needs (3) Anticipated inflation. (Reinstatement of Finance Committee to assist this budget cycle and FY 23 info from Finance/TM was not approved by the SB.) Question how the interim finance director support the budget process.	Budget Deadline for final information											Start FY25 budget process	Repeat	Repeat	Repeat
3	Board	Warrant	Development of Warrant articles for town meeting	Warrant articles														
4	Board	Town Clerk "exit interview"	Invite Bonnie Munday	Town Clerk														
5	B. Duffy	Police hiring	Executive Session on 11th to discuss the hiring of specific individuals police chief invited to discuss personnel matters	Police														
6	Board	Moderator	Warrant and/or Australian ballot			Moderator process												
7	Board	Warrant articles	Warrant articles	Discussion	Discussion	Deadline												
8	B. Duffy J. Hasbrouck	Auditors Report	Auditors will join the meeting to present their findings.					Auditors' report in person										
9	M. Calloway	Rebecca Holcombe	State legislative update			4th Wed. meeting Legis. Update		4th Wed. meeting Legis. Update										
10	M. Layton & M. Calloway	TM Search	Search committee structure and set up; Legal assistance for contract elements/term/compensation; salaries VT/NE, perks e.g. housing assistance, on-boarding, contract term/duration, probationary period; expectations			Repeat	Repeat											
11	A. Lamperti M. Calloway	Emergency Work Location	Board to discuss ideas for emergency work locations in the event Tracy Hall is uninhabitable for any reason			Aaron presentation												
12	A. Lamperti M. Calloway	Moore Lane Bridge	More fully investigate the bridge, it's history, structure, who has knowledge either in the town or the state, and what has been reported to EPA. Other towns that are going through this e.g. Royalton. And work with town health officers to understand what is being done.									Status of bridge						

