

Norwich Selectboard
Special Meeting – January 23, 2023 – 6:30 p.m.
Participation: In Person meeting

Location of Meeting: Community Room, Public Safety Building, 10 Hazen Street, Norwich*

1. Welcome
2. Agenda Review Motion required.
3. Consent AgendaMotion required.
 - a. Approve draft meeting minutes from 01/11/2023 and 01/13/2023
 - b. Consider AP Warrant.
 - c. Correspondence.

Informational and Discussion Items – This time will be used for important information for which there will be no immediate action.

4. Town Clerk presentation and discussion
5. Moderator for Town Meeting

Action Items for motions – Introduction by the chair on items being decided, any related correspondence, public comment, SB discussion, SB action.

6. Land Management Council requests for funds.....Motion required.
7. Warrant articlesMotions possible.
8. Executive Session under 1 V.S.A. §§ 313(a)(1)(B) and 313(a)(3).....Possible motion(s).
9. **Future Agenda Items.**

Adjourn

*Note: this meeting will be held in-person, only; no Zoom option

Town of Norwich
Regular Selectboard Meeting
1/11/2023

Active participants: Selectboard members Roger Arnold, Marcia Calloway, Robert Gere, Aaron Lamperti, and Mary Layton. Interim Town Manager Brennan Duffy, Interim Finance Director Joyce Hasbrouck, Pam Smith, Stuart Richards, Charlotte Metcalfe, Cheryl Lindberg, Priscilla Vincent, Omer Tajman, Manu Tesone, Demo Sofronas, Leslie Wells, Brian Shiner, Linda Cook, Bonnie Munday, Nan Carroll. Meeting convened at 6:32 pm.

1. **Welcome and remarks by Chair Marcia Calloway** included a tribute to late resident Roger Blake and noted inclusion in the packet of a letter describing his exemplary character, released recently by the Norwich Historical Society.
2. **Agenda Review: Layton moved, second by Gere, to amend Item 3 to read Executive Session under 1 V.S.A. section 313(a)(1)(B) and 1 V.S.A. section 313(a)(3), and to approve the agenda as amended. Vote: Yes-Unanimous.**
3. **Executive Session: Layton moved, second by Gere, to find that premature general public knowledge of the Town's planning for and negotiation of a labor agreement with NEPBA would clearly place the Town at a substantial disadvantage. Vote: Yes-Unanimous.**

Layton moved, second by Gere to enter executive session to discuss planning for and negotiation of a labor agreement with NEPBA, to discuss potential appointments of Town employees, and to invite the Interim Town Manager and the Chief of Police, and to invite the Town Attorney to join the discussion if necessary. Vote: Yes-Unanimous.

Time entered executive session: 6:37 pm

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

Time entered public session: 8:43 pm.

4. **Budget Presentation by Interim Finance Director Joyce Hasbrouck.**

An adjusted budget was presented with an expense total of \$ \$6,039,076, which is a 13.7% increase over the FY23 budget. An additional adjusted budget was presented with a 6% deduction for each non-salary line, to include expenses related to employment. The expense total for this budget was \$5,845,313, an increase of 9.4% over the FY23 budget. The adjustments made to each budget included \$3,250 for Police part time wages; \$18,192 for electricity for Tracey Hall; \$30,670 for the Regional Energy Coordinator; \$27,000 for the Listers Assistant; the Tennis Court allocation reduced to \$10,000; Huntley line marking reduced by \$2500; Fire Department equipment repairs reduced by \$500 to bring to the FY22 budget level of \$14,500.

Answers to questions: the tax impact has been stated for each department. The Town Clerk salary level with "average experience" was not answered, as was the # of

FTEs for Town Clerk's offices in other towns. Petitions are still coming in for Monetary Articles. On hand are Norwich Community Nurse (\$5,000), Windsor County Mentors (\$2,500) and Advance Transit (\$13,920). The \$15,000 of state reappraisal money was allocated to the designated fund and "I see no indication that the funds received from the state were added to the approved appropriation expensed from the general fund." If the Lister appropriation was kept at \$50,000 then the \$15K will have been counted twice. The total revenue and expense lines were not stated as equal in the last presentation. This was found to be a "cell error in the tax calculator that caused the revenue line to not recalculate properly."

5. **Fire District Monetary Request. Tabled to 1/18/2023.** **Cheryl Lindberg** explained that the Land Management Council would like to set up a Forestry Plan. They came first to the Fire District Prudential Committee and now to the Selectboard for approval to expend money from a reserve fund for this purpose. She noted that the Land Management Council includes two members appointed from the Selectboard and one from the Prudential Committee. The LMC came to the Prudential Committee which approved the decision to expend funds for this work. If the Selectboard approves the release of funds the Chairs of the Selectboard and the Prudential Committee would each have to sign a contract for completion of the work. **Brian Shiner** joined the meeting at 1:24:51 minutes. He reiterated **Cheryl Lindberg's** remarks. In addition, he stated that the forest lands total about 1000 acres of a watershed, that parts of the forest have been cut in the past with proceeds going to the Fire District, and that the current ask is for \$4500 for a comprehensive forestry plan for the entire watershed. **Byron Haynes, David Hubbard** and **Brian Shiner** were appointed by the Selectboard to the LMC. **Layton** said that this request seems routine and in keeping with the **Fire District's** practices. She asked for a future agenda item to discuss information in the **Prudential Committee** minutes that mentioned a possible conservation easement. **Layton** wants to know the impact of a conservation easement on the Town's development rights clause in the Agreement with the Land Management Council, and any tax implications. **Arnold** wanted to know if timber cuts had been done in the past and why there had not been a comprehensive plan, also where information about the Land Management Council can be found. **Shiner** said he also wondered as a new member about the LMC history, rules and procedures, and charter. It is not clear to **Shiner** where minutes can be found or posted. **Calloway** noted that the Agreement requires yearly review by the Selectboard, and that the **Interim Town Manager** can help to reveal the "structure" so that people can know what is going on. **Aaron Lamperti** noted that Selectboard members have not been appointed to the Land Management Council for years, and that therefore the LMC cannot decide anything. The Council should be brought "back into the fold" before decisions are made. He then reiterated Layton's points. **Arnold** suggested tabling the discussion until some of these questions are answered. **Calloway** thought the request is

routine and justified. **Lamperti** said due diligence is needed to follow the formal rules of our Town before we honor this request. **Shiner** stated that the Agreement between the Fire District and Town was renewed by the voters two years ago. **Gere** said it would be inappropriate to spend the money on this request at this meeting. **Arnold** is not confident about due diligence. **Town Clerk Bonnie Munday** stated that her office holds all submitted minutes of the Town. She said there is history behind this request and that the Selectboard should not immediately say no without knowing the background information. **Calloway** suggested tabling this item to the 1/18/23 meeting. **Cheryl Lindberg** noted that in the Town Report the LMC is incorrectly listed as the Watershed Council. **Arnold** stated that when he was Chair, he compiled correspondence regarding the LMC, and recommends tabling the topic until research has been done. **Shiner** has been invited back to the 1/18/23 meeting so that the Selectboard has time to do research before making a decision. **Charlotte Metcalfe** wanted to know if the forest management plan is required by the state.

6. Budget Discussion and vote. Tabled until 1/13/2023 at 5:30 pm.

7. Consent Agenda

a) Approve draft meeting minutes from 12/28/22 & 01/04/2023

b) Consider AP Warrant

c) Correspondence.

Arnold moved to accept the Consent Agenda as amended to include the AP Warrant and Correspondence. Meeting minutes corrections are pending. **Calloway** noted in reference to correspondence from **Doug Wilberding** that there is no requirement in statute or in town policy requiring Selectboard members to sign a conflict of interest agreement. **Omer Trajman** and **Manu Tesone** submitted correspondence regarding a warrant article for increasing the police force to five officers.

8. Warrant articles/Petition discussion: Public Comment: Manu Tesone wanted to know if the Selectboard could share information about offers to two Police officer candidates, and asked if it was true that the ITM had no say over the hiring process. **Calloway** replied that the Interim Town Manager can hire candidates with Selectboard approval. **Stuart Richards** asked if the Selectboard was thinking about having a warrant article to ask the voters if they would approve of increasing the police force to five officers.

Calloway asked the Selectboard how they would like to put together the warrant articles. **Arnold** said we usually start with drafts of the articles. **Lamperti** said we have to remember to change the date of the summer tax payment, and the ARPA reserve fund needs approval, plus we have to discuss before we can draft. **Cheryl Lindberg** suggested asking **Jamie Teague**, Business Administrator of SU 70 to join a future meeting in reference to the proposed tax payment deadline change. Also, she said cash flow payments should be taken under consideration. **Arnold** will send a draft of this article to

Interim Town Manager **Duffy** before further review by the Selectboard. **Calloway** will draft the ARPA article. **Lamperti** mentioned bonding the tennis court restoration. **Arnold** thinks that is a good idea but not for this year as we do not know if the school district will bond the school septic system renovation. **Town Clerk Bonnie Munday** said that review of cost and terms of existing bonds is needed before adding another one. In reference to moving the property tax due date she said people should work with their mortgage companies. **Calloway** noted that public comment had shown that at least two citizens would like to see a warrant that asks voters whether they would like a fifth police officer. **Layton** stated that she understands the position of this Selectboard to be that of rebuilding the force back to four officers, at this time. **Calloway** asked if the Selectboard would like to submit an advisory article that would inform decisions about the size of the police force in the next budget cycle. **Arnold** argued for waiting for the next budget cycle to decide about a fifth officer as conditions may have changed. He felt a negative vote might “tie the hands of the board.” The Selectboard prefers a deliberative budget process. **Charlotte Metcalfe** asked for clarity regarding **Roger Arnold’s** statement about changing the date of the August property tax payment. **Linda Cook** would like the public to have more information about what ARPA funds might be spent on. **Calloway** said we will take this up in our February 8th meeting. **Lamperti** stated that the funds must be spent by 2026. **Omer Trajman** spoke regarding possible warrant articles. One would ask if voters would allocate the “delta” between what the Selectboard can offer candidates and what the market demands. The other asks the voters whether they would like to see five police officers. He wanted clarity about Roger Arnold’s argument. **Arnold** said the article must be advisory and that a deliberative budget process would be more productive and sufficient. **Lamperti**: it is the responsibility of the Selectboard to decide what to fund, and the voters decide who the Selectboard members are. **Arnold**: next year would be a better time to decide about a fifth officer. **Calloway**: A petition can be circulated by citizens and placed on the warrant with 10% of voter checklist. **Layton**: Does the Selectboard have final approval to place on the warrant? **Calloway**: A binding article must be placed. **Priscilla Vincent**: A dizzying discussion. Regret to say that the SB is reluctant to support the PC, concerned about lack of support, concerned that SB is not listening to the public. The Town is not being asked. **Leslie Wells**: A lot of people have commented on this topic for half a year. Meetings, letters, listserv posts, an organization has been formed. We can afford it. Please listen to the Police Chief and respond to the public. **Demo Sofronas**: read a letter into the record concerning building up the police force. Read a VLCT quote about ARPA funding: “What will you leave behind, this will be your legacy.” **Stuart Richards** advocated for a five person police force and for Norwich police officers earning a competitive wage. **Manu Tesone**: Why is this board against asking the people of this

town whether they want something or not? **Arnold:** Would like to resolve the question of five officers in the context of budget development. **Calloway:** the consensus of the board is to not create an article for the warrant concerning five police officers. **Manu Tesone:** let's put the question to bed with a vote of the Town. **Calloway** notes that there is still time for a citizen petition. **Charlotte Metcalfe:** Incorrect that we had four officers in the past. **Chief Robinson** stated that 24/7 coverage is not possible with four officers. **Nan Carroll:** Do not get in the habit of having advisory votes. We have SB members, will have a new TM, may have new SB members soon. Give advice during this process. March of 2024 could be very different. Appreciate effort to be fiscally responsible. Do not assume that there are monolithic opinions. **Calloway:** Look at the warrant as a document next week? **Arnold:** Is it appropriate for the TM office to put the warrant together for us to review? **Calloway:** Yes, if ready this week, then we will review next week.

9. **Future Agenda Items:** January 13th budget vote. January 18th, Town Clerk, Moderator, TM search plan, emergency plan for Tracey Hall, whatever comes up. **Arnold:** avoid "things that come up" for the next few meetings. **Calloway:** grants and contracts appear. **Lamperti:** the Land Management Council. **Arnold:** that might have been better left off. **Lamperti:** more research was needed on that topic. **Calloway:** unexpected aspects came up.
10. **Adjournment. Layton moved, second by Gere to adjourn. Vote: Yes: Unanimous. Time adjourned: 10:35pm.**

Town of Norwich
Special Selectboard Meeting
1/13/23

Active participants: Selectboard members Roger Arnold, Marcia Calloway, Robert Gere, Aaron Lamperti, and Mary Layton. Interim Town Manager Brennan Duffy, Interim Finance Director Joyce Hasbrouck, Lister Pam Smith, Stuart Richards. Meeting convened at 5:30 pm.

1. **Welcome by Chair Marcia Calloway** included a statement asking the public not to comment during this meeting so that the **Selectboard** could finalize and vote on the budget.
2. **Public Comment: Stuart Richards** stated his understanding that public comment is required by statute.
3. **Approval of the Agenda: Layton moved, second by Gere to approve the agenda. Vote: Yes-Unanimous.**
4. **Consent Agenda: Layton moved, second by Gere to accept correspondence as included in the Selectboard Packet. Vote: Yes-Unanimous.**
5. **Presentation of Amended Budget by Interim Finance Director Joyce Hasbrouck.** Two budgets were presented, one with adjustments and the second adjusted with 6% reductions of all line items except those defining salaries, wages, and associated benefits. **Gere** noted that it has been tough to analyze the budget without access to an excel worksheet. **Arnold** noted that last year access was not provided but there was more staff support. **Lamperti** noted that it was too late in the process to correct this. **Arnold** asked **Hasbrouck** to pull out the increase for commodities. **Hasbrouck** said about \$25,000 higher. **Arnold** said the Unanticipated Expenses fund could be tapped for increases. **Layton** thought the 6% budget presentation was a good exercise but not realistic to recommend. **Calloway** concurred. **Lamperti** said if we adopted the 6% version we might have to tap the Unexpected Expenses Fund to meet obligations. **Hasbrouck** noted that the Lister's budget does not include a 50K "buffer" for expenses beyond the basic reappraisal. **Gere** said if we adopt the 6% cut we will short change departments, create a backlog, and necessitate larger increases next year. **Lamperti** said the narrative could be that this is actually an acceptable year for increases because of inflation and increased services. **Arnold** noted that COLA increases will be made to employees. **Public Comment: Lister Pam Smith** noted that the Lister budget is the bare minimum and does not include funds for legal services of appeals. **Arnold** proposed three possible lines to reduce: 50K to repave the transfer station, 30K Gile Mountain parking lot, and the wage structure of the Town Clerk's office. **Calloway** said it would be consistent with other departments with vacancies to not seek reduction of salary in the

Town Clerk's Office. **Interim Town Manager Duffy** noted that the Assistant Town Manager would devote time to grant writing to help support projects such as improving the Gile Mountain parking situation. **Arnold moved, second by Lamperti, to reduce the total cost of the contracted services line by \$31K, to reduce \$20K from the Town Manager Search line, and reduce \$20K from the Paving line for a total of \$71,000. Vote: Arnold, Calloway, Gere, Lamperti: Yes. Layton: No. Interim Town Manager Brennan Duffy** commended the diligence and time spent on the budget process with special thanks to **Joyce Hasbrouck's** contributions. **Duffy** and **Hasbrouck** will work on a "narrative" concerning this year's budget process for the Town Report.

6. **Layton moved, second by Lamperti, to recommend to the voters a FY2024 Town budget of \$5,522,124. Vote: Yes-Unanimous.**
7. **Gere moved to adjourn, second by Lamperti. Vote: Yes-Unanimous. Time adjourned: 6:56 pm.**

01/12/23
11:55 am

Town of Norwich Accounts Payable
Check Warrant Report # 963 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 01/18/23 To 01/18/23

Page 1
ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ROBERT HA ACCOUNTEMPS	61289425	FIN-JOYCE WK END 12/16	84.12	0.00	84.12	12611	01/18/23
ROBERT HA ACCOUNTEMPS	61318369	FIN-JOYCE WK END 12/23	4187.50	0.00	4187.50	12611	01/18/23
ROBERT HA ACCOUNTEMPS	61350424	FIN-JOYCE WK END 12/30	3250.00	0.00	3250.00	12611	01/18/23
ROBERT HA ACCOUNTEMPS	61350449	FIN-JOYCE WK END 12/30	525.00	0.00	525.00	12611	01/18/23

					Check Total	8046.62	
ADVANCE ADVANCE AUTO PARTS	084231268440	DPW-SERVICE & PARTS	251.76	0.00	251.76	12612	01/18/23
ADVANCE ADVANCE AUTO PARTS	084232578755	DPW-BATTERIES	311.98	0.00	311.98	12612	01/18/23
ADVANCE ADVANCE AUTO PARTS	084232678779	DPW-BATTERY CREDIT	-443.98	0.00	-443.98	12612	01/18/23
ADVANCE ADVANCE AUTO PARTS	084233411769	DPW-IMP ADAPTER	14.71	0.00	14.71	12612	01/18/23

					Check Total	134.47	
INGRAHAM ANNA INGRAHAM	0104EMPREIMB	PD-ANNA SOCKS	54.00	0.00	54.00	12613	01/18/23
ANYTIME ANYTIME CARPET CARE & CLEANING	832130	PD-STATION CLEANING DEC2	360.00	0.00	360.00	12614	01/18/23
BETHELMIL BETHEL MILLS	106FINCHRGS	FIN-FINANCE CHARGES	20.54	0.00	20.54	12615	01/18/23
SWENBR BRIE SWENSON	111EMPREIMB	P&R-SKIS, BALLS, POTLUCK	91.84	0.00	91.84	12616	01/18/23
BUSINESS BUSINESS CARD	0105PERMIT	TH-PERMIT 28 ANNUAL FEE	275.00	0.00	275.00	12617	01/18/23
BUSINESS BUSINESS CARD	0327400	B&G-DOGGIE BAGS	113.98	0.00	113.98	12617	01/18/23
BUSINESS BUSINESS CARD	0841010	P&R-ASSORTED GAMES	324.39	0.00	324.39	12617	01/18/23
BUSINESS BUSINESS CARD	122622WHTPGS	TH-JAN 23 WHITE PAGES	20.99	0.00	20.99	12617	01/18/23
BUSINESS BUSINESS CARD	2509019	P&R-3 SETS OF JACKS	23.57	0.00	23.57	12617	01/18/23
BUSINESS BUSINESS CARD	5792202	DPW-PAPER PLATES, CUTLER	49.54	0.00	49.54	12617	01/18/23
BUSINESS BUSINESS CARD	INV180767453	TH-DEC 22 ZOOM	503.83	0.00	503.83	12617	01/18/23

					Check Total	1311.30	
CANON CANON SOLUTIONS AMERICA, INC.	6002888300	TH-COPIER MAINTENANCE	493.72	0.00	493.72	12618	01/18/23
CARGILL CARGILL INC-SALT DIVISION	2907828311	DPW-132,900 LB SALT	5714.70	0.00	5714.70	12619	01/18/23
CCI CCI MANAGED SERVICES	CW-55797	TH-JAN 23 TECH SUPPORT	3027.32	0.00	3027.32	12620	01/18/23
CHASESITE CHASE SITE SERVICES, INC.	16264	DPW-BVR MDW ROUTE JAN 23	5696.00	0.00	5696.00	12621	01/18/23
CHASESITE CHASE SITE SERVICES, INC.	16265	DPW-DWNTWN ROUTE JAN 23	5856.00	0.00	5856.00	12621	01/18/23
CHASESITE CHASE SITE SERVICES, INC.	16266	DPW-TGRTWN ROUTE JAN 23	4160.00	0.00	4160.00	12621	01/18/23

					Check Total	15712.00	
COOP COOP SERVICE CENTER	15775	PD-AAM421 OIL & FILTER	112.09	0.00	112.09	12622	01/18/23
DEADRIVER DEAD RIVER COMPANY	4123	TH-DEC 22 HEATING OIL	1727.23	0.00	1727.23	12623	01/18/23
DELTA DEN DELTA DENTAL	JAN23DENTAL	TH-JAN 23 DENTAL INSURAN	889.24	0.00	889.24	12624	01/18/23

Check Warrant Report # 963 Current Prior Next FY Invoices
 For checks For Check Acct 03 (General) 01/18/23 To 01/18/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
EVANSMOTO EVANS GROUP, INC.	0042137-IN	DPW-DIESEL 175 GAL	705.17	0.00	705.17	12625	01/18/23
EYEMED	EYEMED/FIDELITY SECURITY LIFE 165587709	TH-JAN 23 EYE INSURANCE	116.21	0.00	116.21	12626	01/18/23
GNOMON	GNOMON COPY 63066	FIN-TAX REMINDER POSTCAR	119.00	0.00	119.00	12627	01/18/23
GMPC	GREEN MOUNTAIN POWER CORP 1222-24NBR	24 NW BOSTN 14695000001	183.30	0.00	183.30	12628	01/18/23
GMPC	GREEN MOUNTAIN POWER CORP 1222-300MNST	MN ST BNDSTND 9572600000	7.86	0.00	7.86	12628	01/18/23
GMPC	GREEN MOUNTAIN POWER CORP 1222BVRMDW	BVR MDW SGN 24966000002	7.84	0.00	7.84	12628	01/18/23
GMPC	GREEN MOUNTAIN POWER CORP 1222MNSTTWR	MN ST TWR 35066725603	76.21	0.00	76.21	12628	01/18/23
GMPC	GREEN MOUNTAIN POWER CORP 1229STRTLGHT	STRT LGHTS 24926000001	1130.11	0.00	1130.11	12628	01/18/23
GMPC	GREEN MOUNTAIN POWER CORP 1230MNSTSLR	319 MN ST SLR 4881599079	21.84	0.00	21.84	12628	01/18/23
GMPC	GREEN MOUNTAIN POWER CORP 1230TRNPKRD	111 TRNPK RD 38951919299	72.28	0.00	72.28	12628	01/18/23

					Check Total	1499.44	
POWELLJUD JUDITH POWELL	0103EMPREIMB	PD-NOTARY RENEWAL	89.00	0.00	89.00	12629	01/18/23
LEAF	LEAF CAPITAL FUNDING, LLC 14171659	PD-JAN 22 COPIER LEASE	82.00	0.00	82.00	12630	01/18/23
MADISON	MADISON NATIONAL LIFE 1533912	TH-JAN 23 LIFE INSURANCE	576.99	0.00	576.99	12631	01/18/23
MAYER	MAYER & MAYER PR-01/13/23	Payroll Transfer	25.00	0.00	25.00	12632	01/18/23
MYREC	MYRECDEPT.COM 03216321S	P&R-ANNUAL MYREC.COM FEE	3680.00	0.00	3680.00	12633	01/18/23
SABIL	SABIL & SONS INC 43481	DPW-MOUNTING TIRES	304.00	0.00	304.00	12634	01/18/23
SCHOOP	SCHOOP ELECTRIC 1846	DPW-ASST ELECTRICAL WORK	8995.00	0.00	8995.00	12635	01/18/23
SKIDOR	SKI DOOR INC 30654	DPW-MAINTENCE DPW DOOR	188.00	0.00	188.00	12636	01/18/23
STAPLES.	STAPLES CREDIT PLAN 31367	FD-ASSORTED OFFICE SUPPL	88.92	0.00	88.92	12637	01/18/23
STITZEL	STITZEL PAGE & FLETCHER PC 71187	TH-NOV 22 LEGAL SERVICES	18624.35	0.00	18624.35	12638	01/18/23
SULLIVAN	SULLIVAN, POWERS & COMPANY 132119	FIN-FY 22 AUDIT SERVICES	954.00	0.00	954.00	12639	01/18/23
TDS LEASE	TDS LEASING INC 01083439	PD-WATER COOLER RENTAL	90.00	0.00	90.00	12640	01/18/23
HARTFORD	TOWN OF HARTFORD 12877	PD-NOV 22 VERIZON	117.46	0.00	117.46	12641	01/18/23
TWORIVERS	TWO RIVERS - OTTAUQUECHEE 23-73	TH-ENERGY COORDINATOR	15335.00	0.00	15335.00	12642	01/18/23
VALLEYNEW	VALLEY NEWS 738790	DPW-JOB POSTINGS	471.40	0.00	471.40	12643	01/18/23
VALLEYNEW	VALLEY NEWS 740085	TH-JOB POSTING	217.75	0.00	217.75	12643	01/18/23

					Check Total	689.15	
WBMASON	W.B. MASON CO., INC. 235252009	FIN-WINDOWED ENVELOPES	52.54	0.00	52.54	12644	01/18/23

Check Warrant Report # 963 Current Prior Next FY Invoices
For checks For Check Acct 03 (General) 01/18/23 To 01/18/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WBMASON W.B. MASON CO., INC.	235342755	TC-PLANNER & CALENDAR	51.94	0.00	51.94	12644	01/18/23
				Check Total	104.48		
EARTHLINK WINDSTREAM	205793046	TH-DEC 22 PHONE	328.51	0.00	328.51	12645	01/18/23
	Report Total		90,406.75	0.00	90,406.75		

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 \$ ****90,406.75
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

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

From: [Demo Sofronas](#)
To: [Select Board](#); [Miranda Bergmeier](#); [Brennan Duffy](#); [Marcia Calloway](#); [Aaron Lamperti](#); [Robert Gere](#); [Mary Layton](#); [Roger Arnold](#); [Cochran, Wade](#)
Subject: Letter regarding Norwich Select board Budget meeting on 1/4/2023
Date: Friday, January 6, 2023 9:12:03 AM

Letter to the Norwich Selectboard

Dear Selectboard:

It is my sincere hope that the Norwich SelectBoard took the opportunity to listen to all of the comments, letters and posts that have been presented over the past few months by the concerned citizens of Norwich.

Recently, there have been several incidents that might make you want to re-think the strategic decisions you are about to make.

Those who have voiced their concerns are not troublemakers nor are they trying to make Norwich a toxic community. They simply want the basic services restored and to get what they pay for with their tax dollars.

A lot of money has been saved these last few months because of vacant positions.

I ask you to please consider taking some of the funds that are sitting in designated and undesignated reserve funds and use them wisely to:

1. Allow the police chief the opportunity to give the Norwich residents 24/7 police coverage.
2. Pay the fair market value salary to someone who is interested in working here so that we get what we pay for and not have to revisit yet another vacant position because someone left.

It is my understanding that Norwich is going to receive up to \$ 750,000. In funds from the American Recovery Act

The VLCT website lists how those funds can be utilized: <https://www.vlct.org/american-rescue-plan-act%C2%A0>

One of those listed is offering premium pay to essential workers

Once those funds are received some of those can be used to replenish the accounts that you borrowed from.

Hire the best and not settle for someone who may leave once fully trained. This is not limited to the police department and should be applied to all departments.

In conclusion, you, the select board, are the ones who have weathered the storm over the last few months, but as a unanimous group, you can make the right decisions that will turn the ship around and give Norwich the calm that we have had for many years once again.

Thanks for letting me express my views.

Demo Sofronas

January 17, 2023

Chairwoman Marcia Calloway
Town of Norwich Selectboard
Tracy Hall
Norwich, VT 05055

VIA EMAIL: PDF

Re: Petition of the Legal Voters of the Town of Norwich to the Legislative Body to authorize the elimination of the Office of the Lister and replace it with a qualified assessor hired by the Town ("Petition")

Madame Chair:

Thank you for your efforts on the Selectboard and as Chairwoman. Your professionalism and diplomacy have not gone unnoticed. At the last Selectboard meeting (January 12, 2023), I submitted, what has turned out to be prescient correspondence regarding the Conflict-of-Interest Policy <http://norwich.vt.us/wp-content/uploads/2020/10/ConflictOfInterestSigned27Feb2019.pdf> for the Town of Norwich.

This reminder of the Conflict-of-Interest policy is even more important today as I've recently learned that at least three (3) current Selectboard members have had varying degrees of involvement with this Petition crafted by two (2) former Selectboard members, Liz Blum and Steve Flanders.

Resubmitting their "voter backed" petition from November 2022 in which they attempted to recycle signatures, while a right, is concerning in that to accept a Binding Petition, the Selectboard must vote to place the Article on the Ballot. Given that the appointed Selectboard member, Aaron Lamperti not only signed the Petition but had his extended family sign and that former Chair, Roger Arnold collected signatures, including his wife, Kristin Maffei and that Mary Layton was collecting signatures, it begs the question as to whether the Selectboard can impartially vote to accept the Petition.

VLCT, who is a frequent source for our Selectboard frames the process for a "Voter Backed" Petition. It does not say, "include the current Selectboard who will ultimately vote on it"

<https://www.vlct.org/sites/default/files/Voter-Backed%20Petitions%20FAQ.pdf>

The current Town of Norwich Conflict of Interest policy is flawed in that Article 3 “Definitions” A – 2 would require their recusal were it not for the two words “quasi-judicial” proceeding. It reads:

- A. **Conflict of Interest**¹ means any of the following:
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi judicial proceeding. This shall not apply to any member’s particular political views or general opinion on a given issue; and

The reality is that the Selectboard does not rule on quasi judicial matters as illustrated in Article 7 of the document (e.g. dog hearing, tax appeals, land use etc..) So these 2 words have eliminated the entire purpose of a conflict of interest policy to hold the Selectboard accountable.

Regardless of the poorly crafted Norwich policy, the actual conflict and bias are real. I’m not sure if it is personal or political (reduce elected officials and increase the power of a future town manager?) as to why three (3) sitting members and two (2) former members of the Selectboard want the Office of the Listers removed. However, as VTDigger has highlighted, assessors are in high demand and low quantity. Virtually two-thirds of the State is going through a re-appraisal. Further, Norwich has not budgeted the \$100,000 annually for a qualified assessor.

<https://vtdigger.org/2023/01/15/with-property-values-soaring-vermont-towns-need-reappraisals-but-experts-are-in-short-supply/>

In good faith, it would be proper at a minimum for Aaron Lamperti, Roger Arnold and Mary Layton to disclose their involvement with a “voter” petition (see Article 5 Disclosure). But ideally, they should recuse themselves from voting on accepting the Article.

Finally, it should be noted that three (3) individuals signed² the Petition twice, including the Chairwoman of the Norwich Planning Commission, Jaci Allen.

Over the last few years, there has been much angst and friction between residents and the Selectboard (and former Town Manager). Transparency and communication and openness are some of the core resident concerns. As is adhering to the Open Meeting Law. This action further brings the concern as to whether the aforementioned three individuals met to discuss their support of the Petition. Doing so would obviously be a violation of the Vermont Open Meeting Law. A Public Records Act (PRA) request, if followed, would possibly highlight this.

I beseech you to continue being open and communicative with residents and voters. However, it is essential that our elected officials operate ethically while carrying out the duties of the Selectboard. Perhaps **it is time for an Ethics Committee**, which several other Vermont towns have adopted and or Term Limits for elected and appointed individuals.

Regards,

Doug Wilberding

Norwich

¹ Town of Norwich Conflict of Interest Policy adopted February 27, 2019 - enclosed

² Full copy of the Petition attached – 29 pages.

Attachment 1
Conflict of Interest Policy



CHARTERED 1761

TOWN OF NORWICH, VERMONT CONFLICT OF INTEREST POLICY

Article 1. Authority. Under the authority granted in 24 VSA §2291(20), the Selectboard of the Town of Norwich hereby adopts the following policy concerning conflicts of interest applying to all elected and appointed Public Officers of the Town, including members of all Town committees and boards.

Article 2. Purpose. The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no Public Officer of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in its Public Officers and public bodies will be preserved. It is also the intent of this policy to encourage all decisions made by municipal officials to be based on the best interest of the community at large. This policy further seeks to promote transparency as the best protection against the threats posed to good governance by real and perceived conflicts of interest.

Article 3. Definitions. For the purposes of this policy, the following definitions shall apply:

A. Conflict of interest means any of the following:

1. A significant direct personal or financial interest of a Public Officer, or of an immediate family member, business associate, employer, or employee of the official, in the discretionary outcome of a cause, proceeding, application, or any other decision pending before the official or before the agency or public body in which the official holds office or is employed. "Conflict of interest" does not arise in the case of votes or decisions on matters in which the Public Officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision, in cases where a decision or act is not subject to the discretion of the official or the body of which he or she is a part, or where such personal or financial interest is *de minimis*;
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and

3. A situation where a public officer has engaged in *ex parte* communications with a party in a quasi-judicial proceeding that is before the public body to which that public officer belongs.
- B. **Emergency** means an imminent threat or peril to the public health, safety and welfare.
 - C. **Ex parte communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel, or any person interested in the outcome of a quasi-judicial proceeding that occurs outside the proceeding and concerns the substance or merits of the proceeding.
 - D. **Official act or action** means any legislative, administrative or judicial act performed by an elected or appointed officer or employee while acting on behalf of the municipality. This term does not apply to ministerial acts or actions involving no discretion.
 - E. **Public body** means any board, council, commission or committee of the municipality
 - F. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the municipality.
 - G. **Public officer** means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for the municipality or appointed to a public body.
 - H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which can be appealed by a party to a higher authority.
 - I. **Financial interest** means a reasonably foreseeable financial effect, distinguishable from its effect on the public generally, on the Public Officer, a member of his or her immediate family, or on any of the following:
 - (a) Any business entity in which the Public Officer has a direct or indirect investment.
 - (b) Any real property in which the Public Officer has a direct or indirect interest.
 - (c) Any source of income provided or promised to the Public Officer within 12 months prior to the time when the decision is made or action is taken.
 - (d) Any business entity in which the Public Officer is a director, officer, partner, trustee, or manager.
 - (e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the Public Officer within 12 months prior to the time when the decision is made or action is taken.
 - J. **Personal interest** is an outside interest that is non-financial in nature but could reasonably be considered to affect one's ability to make unbiased decisions. Personal interests are by their nature more difficult to identify, so that officials should be more aware of them in themselves and more circumspect in ascribing them to others.

Article 4. Actions Not Permitted.

- A. A public officer shall not participate in any discretionary official decision, action or inaction if he or she has a conflict of interest in the outcome of the action.
- B. A public officer shall not personally participate in a deliberation leading to an act or decision in which he or she has a conflict of interest.
- C. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office.
- D. Public officers shall not use for private gain or personal purposes public resources not available to the general public, including but not limited to Town staff time, equipment, supplies, or facilities.

Article 5. Disclosure. Candid, detailed disclosure is the single best protection against conflicts of interest. Appropriate disclosure earns the respect of the public and of fellow Public Officers. A public officer who has reason to believe that he or she has a potential conflict of interest or an appearance of such a conflict, but believes that he or she is able to act fairly, objectively and in the public interest because no actual conflict exists shall, prior to participating in any official action on the matter, disclose to the public body at a public hearing the matter under consideration, the nature of the potential or apparent conflict of interest and why he or she believes that he or she is able to act in the matter fairly, objectively and in the public interest. Notwithstanding the foregoing, an actual or potential conflict need not be disclosed if the affected public officer chooses to recuse him or herself from consideration of or deliberation on the matter, except for publicly announcing the reason for recusal is due to a conflict or its potential.

Article 6. Recusal.

- A. A public officer shall recuse him or herself from any matter in which he or she has a conflict of interest, pursuant to the following:
 - 1. Any person may request that a public officer recuse him or herself due to a perceived conflict of interest. Such request shall not constitute a requirement that the public officer recuse him or herself.
 - 2. A public officer who has recused him or herself from a proceeding shall not sit with or deliberate with the affected body, or participate in that proceeding as a member of that body in any capacity.
 - 3. Once there has been a disclosure of an actual or perceived conflict of interest, other public officers shall be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered, the affected body may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict. Executive session may be used for such discussion, in accordance with 1 VSA Section 313(4).

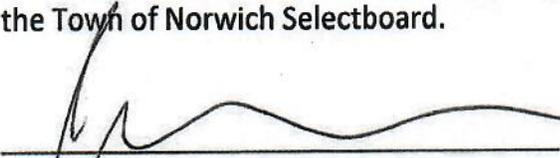
4. The affected body may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the body, for example due to a lack of quorum. The body may then resume the proceeding once sufficient members are present.
5. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter, subject to applicable law.

Article 7. Quasi-Judicial Proceedings. A higher conflict of interest standard applies in the context of quasi-judicial decision-making. Quasi-judicial decisions are rendered in situations where the rights of a particular individual are at stake (e.g., tax appeals, vicious dog hearings, land use decisions). In those situations, the affected individual has the right to receive constitutional due process, which includes the right to an impartial decision maker. If a municipal official with a conflict of interest participates in a quasi-judicial process, a court may determine that the official was not an impartial decision maker and may vacate the decision and order the matter be reconsidered without the participation of the conflicted member. See e.g. *Appeal of Janet Cote*, 257-11-02 Vtec (2003). Therefore, Public Officers should be more inclined to recuse themselves when they are participating in a quasi-judicial process.

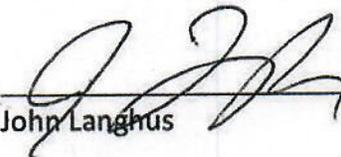
Article 8. Enforcement; Progressive Consequences for Failure to Follow the Town of Norwich Conflict of Interest Policy. In cases where the conflict of interest procedures in Articles 5 and 6 have not been followed, the Selectboard may take progressive action to address possible violations of this policy. In taking these actions, the board shall follow these steps in order unless the public officer voluntarily waives any or all steps A, B, or C:

- A. The chair shall meet informally, in private, with the public officer to discuss possible conflict of interest violation, so long as such meeting would not itself constitute a quorum of the relevant public body.
- B. The Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion, in accordance with 1 VSA §313(4). The public officer may request that this meeting occur in public. If appropriate, the board may admonish the offending public officer in private.
- C. If the board decides that further action is warranted, the board may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- D. Appointed officials of the Town may be removed for cause following procedures required in 24 VSA §4323 (for the Planning Board, unless they are elected members) 24 VSA §4460 for the (Developmental Review Board), 24 VSA §4448 for the Zoning Administrator, 24 VSA §4503 (for the Conservation Commission).
- E. All other officials appointed by the Selectboard, and not covered by a contract, may be removed by majority vote of the Selectboard, or as may otherwise be dictated by statute.

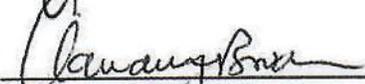
Article 9. Effective Date. This policy shall become effective immediately upon its adoption by the Town of Norwich Selectboard.



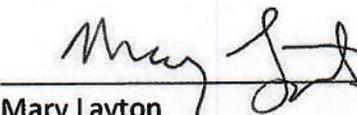
John Pepper, Chair



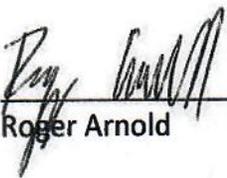
John Langhus



Claudette Brochu, Vice-Chair



Mary Layton



Roger Arnold

Adopted by Norwich Selectboard 4/28/10
Revised 6/23/10
Revised 7/27/11
Revised 8/23/17
Revised 5/23/18
Revised 2/27/19

Attachment 2
Petition to eliminate the Listers
Signature Pages

205

OK

PETITION OF THE LEGAL VOTERS OF TOWN OF NORWICH TO THE LEGISLATIVE BODY.

We the undersigned legal voters of the Town of Norwich hereby petition the Selectboard to add the following article to the warning for the Town/School District Annual Meeting to be held on March 7, 2023:

Shall the voters authorize the elimination of the Office of Lister and replace it with a professionally qualified assessor hired by the Town?

Printed Name	Signature	Address
Cindy Shannon	Cindy Shannon	829 Union Village Rd
James M. Antal	JM Antal	829 Union Village Rd
MILTON FRYE	Milton Frye	34 Hopson Rd.
THOMAS FAILL	Thomas Faill	539 CAMPBELL FLAT RD.
Rebecca Faill	Rebecca Faill	539 Campbell Flat Rd
NICA MELOCH	Nica Meloch	75 CLIFF STREET
Alice Werbel	Alice Werbel	247 Maple Hill Rd
JOHN VOEFEL	John Voefel	551 Main St Norwich
Pamela Voefel	PAMELA VOEFEL	381 Main St, Norwich
Julia Pupko	Julia Pupko	38 Cliff St, Norwich
Harrison Beaupre	Harrison Beaupre	38 Cliff St. Norwich
Gina des Coignets	Gina des Coignets	427 Hawk Pile Norwich
Alexis des Coignets	Alexis des Coignets	" "

✓
✓
✓
✓
✓
no
✓
✓
✓
no
✓
no
✓
no

Alternating shaded areas are in blocks of five.

11

**PETITION OF THE LEGAL VOTERS OF TOWN OF NORWICH
TO THE LEGISLATIVE BODY.**

We the undersigned legal voters of the Town of Norwich hereby petition the Selectboard to add the following article to the warning for the Town/School District Annual Meeting to be held on March 7, 2023:

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Printed Name	Signature	Address	
Scott McGee	<i>[Signature]</i>	355 Kerwin Hill Rd	✓
JIM SARGENT	<i>[Signature]</i>	28 HERITAGE LN	✓
AMY BERNARDT	<i>[Signature]</i>	23 HERITAGE LN. # 4	✓
Nancy Crossman	<i>[Signature]</i>	729 Union Village Rd	✓
Alan Benzheimer	<i>[Signature]</i>	729 Union Village Road	✓
Josh Menheimer	<i>[Signature]</i>	1067 Temple Rd.	✓
Carla Johnson	<i>[Signature]</i>	12 Sargent	✓
Julia Rabis	<i>[Signature]</i>	1163 New Boston	✓
Elizabeth Eccles	<i>[Signature]</i>	147 Pattrell Rd	✓
Karen Rothwell	<i>[Signature]</i>	1011 etc. St St	✓
Eileen Oszewski	<i>[Signature]</i>	463 Main St.	✓
Alex Oszewski	<i>[Signature]</i>	463 main st	✓
Tobias Oszewski	<i>[Signature]</i>	11 11	✓
Peter Stan	<i>[Signature]</i>	73 Needham Rd	✓
Lisa Casahan	<i>[Signature]</i>	73 Needham Rd	✓
SIDNEY SEATON	<i>[Signature]</i>	574 NEW BOSTON ROAD	✓
Nancy Osgood	<i>[Signature]</i>	191 Pattrell Rd.	✓
LOUISE WILKES	<i>[Signature]</i>	574 NEW BOSTON	✓
LUCAS HOLLISTER	<i>[Signature]</i>	7 Falcon Lane	✓
Peter Silberfarb	<i>[Signature]</i>	287 St St	✓

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Printed Name	Signature	Address
Noah Phipps		50 Huntley St.
John Phipps		50 Huntley St.
Jane Phipps		50 Huntley St.
LEONARD GALANDRELLI		66 Huntley St.
Stacy Morry		73 Huntley St.
Chad Morry		73 Huntley St.
Elizabeth Marsten		230 Elm St
William C. Schults		230 Elm St.
Suzanne Rubin		250 Elm St
Greta Holland		121 Hickory Ridge rd.
Heidi Holland		121 Hickory Ridge rd.
Jonathan Lichtenstein		272 ELM ST
Samantha Lazar		272 ELM ST
Joseph GALANES		207 Elm St.
CONSTANCE FILBIN	CONSTANCE FILBIN	12 JONES CIRCLE
RICHARD CORN		12 Jones Circle
Jeffery Fobbe		335 Hopson Rd.
Max Paryk-Finkel		324 HOPSON RD.
Lynn Paryk		324 Hopson Rd

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Printed Name	Signature	Address
JANEY FLANDERS	<i>[Signature]</i>	317 HOPSON RD.
STEPHEN FLANDER	<i>[Signature]</i>	317 HOPSON RD
Mara Child	<i>[Signature]</i>	318 Hopson Road
Buck Child	<i>[Signature]</i>	"
STUART FINKEL	<i>[Signature]</i>	324 Hopson Rd.
Fred Faudie	<i>[Signature]</i>	330 Hopson Rd.
Jennifer Foggy	<i>[Signature]</i>	335 Hopson Rd.
GARY JACKSON	<i>[Signature]</i>	416 HOPSON RD.
Scott Ellis	<i>[Signature]</i>	15 Hopson Lane
Tim Williams-Vona	<i>[Signature]</i>	101 Church St + Norwich, VT
Edith Forbes	<i>[Signature]</i>	56 Cliff St.
David Bibace	<i>[Signature]</i>	21 Huntley St.
Siobhan Jacobson	<i>[Signature]</i>	31 Huntley St
Laurence Babcock	<i>[Signature]</i>	32 Huntley St
Dvora Koelliker	<i>[Signature]</i>	38 Huntley Street
Jim Faughnan	<i>[Signature]</i>	47 Huntley St.
Cynthia Faughnan	<i>[Signature]</i>	47 Huntley St.
Jennifer Galloway	<i>[Signature]</i>	24 Sargent St
Robert M. G	<i>[Signature]</i>	32 Sargent St
Susan McGly	<i>[Signature]</i>	32 Sargent St

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Printed Name	Signature	Address
KATHLEEN SHEPHERD	KILL K Sheph	447 New Boston Rd.
Kay McCabe	K	23 Cliff St.
Rod Griffin	Rod Griffin	23 Cliff St.
Tracey Kaweckci	Tracey Kaweckci	18 Hazen St.
SUZAN BRINK	Suzan Brink	6 Jones
SUSAN ALBROW	Susan Albrow	116 Main
Jane + Elmer	Jane + Elmer	50 Church ST
Philip Elmer	Philip Elmer	50 Church St.

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Printed Name	Signature	Address	
Betsy Vereckey	B. Vereckey	591 Goodrich Four Corners	✓
Ellen Kitchel	Ellen Kitchel	641 Bradley Hill Rd	✓
Courtney Dwyer	Courtney Dwyer	271 Norwich VT	✓
Cameron Cross	Cameron Cross	641 Bradley Rd	✓
Nicole Chr	Nicole Chr	16 Willey Hill Rd	✓
Melissa Zeiger	Melissa Zeiger	15 Lewiston H, Norwich	✓
Mark Lager	Mark Lager	43 Hazen St.	✓
Gina Soune	Gina Soune	24 Dorrance Dr Norwich	✓
BOB PITIGER	Robert E Pitiger	1 HAZEN ST	✓
GRETCHEN MAYNARD	Gretchen Maynard	794 Turpin Rd	✓
Kevin Tolan	Kevin Tolan	38 Cliff St, Norwich	✓
SUZANNE CHAMPLIN	Suzanne Champlin	34 Jones Circle	✓
Margie Menza	Margie Menza	395 Main St	✓

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Printed Name	Signature	Address
Paul Manganiello	<i>Paul Manganiello</i>	PO Box 1001 / 226 Turnpike Rd
Wendy Manganiello	<i>Wendy Manganiello</i>	PO Box 1001 / 226 Turnpike Rd
Rachel Waters	<i>Rachel Waters</i>	163 Needham Rd
Zaneta Thayer	<i>Zaneta Thayer</i>	1 Cliff St
Chris Collins	<i>Chris Collins</i>	163 Needham Rd.
DEVIN O'CONNOR	<i>Devin O'Connor</i>	1 CLIFF ST.
<i>Lynne Trumppower</i>	LYNNE TRUMPOWER	21 BEAVER MEADOW
<i>Thomas H Luxon</i>	T HORNBS H LUXON	24 HORNS ON ROAD
Jacqueline PO Boxwater	<i>Jacqueline</i>	81 Koch Rd.
Margery Cantor	<i>Margery Cantor</i>	359 Union Village Road

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Printed Name	Signature	Address	
Jacqueline Allen	<i>Jally</i>	15 Union Village Rd.	✓
Brian Loeb	<i>Brian Loeb</i>	50 Wilkey Hill Rd.	✓
Betty Barber	<i>Betty Barber</i>	122 Wilkey Hill Rd	✓
Page Tompkins	<i>Page Tompkins</i>	1238 Turnpike Rd.	no
Marisa Lorenzo	<i>Marisa Lorenzo</i>	17 Bragg Hill Rd	✓
Elizabeth Pierce	<i>Elizabeth Pierce</i>	192 Wilkey Hill Rd	✓
William C Pierce	<i>William C Pierce</i>	" " "	✓
SELMA S. BORNSTEIN	<i>Selma S. Bornstein</i>	98 BRADLEY HILL RD	✓
Daniel B. Bornstein	<i>Daniel B. Bornstein</i>	196 Maple Hill Rd.	✓
Margo Doscher	<i>Margo Doscher</i>	127 Tilden Hill Rd	✓
Paul Doscher	<i>Paul Doscher</i>	" "	✓
MARJORIE NUTT	<i>Marjorie Nutt</i>	560 Hawk Pines, Alonnetch	✓
Megan Tompkins	<i>Megan Tompkins</i>	1238 Turnpike Rd	✓
Alexander Lorenzo	<i>Alexander Lorenzo</i>	17 Bragg Hill Rd	✓

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Printed Name	Signature	Address	
Pamela Piper	<i>Pamela Piper</i>	113 Pattrell Rd.	✓
Ed Piper	<i>E Piper</i>	113 Pattrell Rd.	✓
Deb Martin	<i>Deb Martin</i>	63 Turnpike Rd.	✓
Keon Martin	<i>Keon Martin</i>	63 TURNPIKE RD.	✓
Dolores Wilkes	<i>Dolores Wilkes</i>	574 New Boston Rd.	✓
Linda Himadi	<i>Linda Himadi</i>	574 New Boston Rd.	✓

Alternating shaded areas are in blocks of five.

②

MEMORANDUM

TO: Selectboard Members
FROM: Marcia Calloway
DATE: January 17, 2023
RE: Town Moderator

Background: Our town moderator withdrew from the position last year. At town meeting in 2022, no name was on the ballot and there were apparently an insufficient number of write-in votes. A Moderator is required to conduct the business meeting on the night before town voting. Therefore, even if a Moderator is on the ballot, there will not be elected Moderator on the night of town meeting.

Possible solutions:

1. "...the selectboard can appoint a voter to be a moderator at this point."¹ Two statutes indicate this is possible.

- a. **17 V.S.A. § 963** refers to vacancies in "any town office,"

“(a) When a vacancy occurs in any town office, the selectboard forthwith by appointment in writing shall fill such vacancy until an election is had; ...”

- b. **17 V.S.A. § 2682(d)**, in the Elections title, is generic in scope i.e. not specifically addressing the role of moderator.

"In the event no person files a petition for an office that is to be filled at the annual or special meeting of a municipality, and if no person is otherwise elected to fill the office, a majority of the legislative body of the municipality may appoint a voter of the municipality to fill the office until the next annual meeting."

2. At the town meeting, the voters present at the floor meeting may elect a temporary moderator to run the meeting.

- a. **17 V.S.A. § 2657 Moderator**

" A municipal meeting shall be called to order by the moderator, or in his or her absence by a selectboard member who shall preside until a moderator pro tempore is chosen. (Added 1977, No. 269 (Adj. Sess.), § 1.)"

¹ JP Isabelle, Elections Administrator, Vermont Office of the Secretary of State 12/14/2022 email to M. Calloway.

MEMORANDUM

TO: Selectboard Members DATE: January 17, 2023
FROM: Marcia Calloway
RE: Land Management Council Request for Funds Held in Reserve Fund

At its January 11, 2023 meeting, selectboard members questioned a request for release of Reserve Funds by the Land Management Council, also known as the Watershed Land Management Council, and hereinafter referred to as "LMC."

HISTORY

- 2010 Town Report -- David Hubbard first appears as Chair of the LMC.
• 2016 Town Report – page I-3 under Appointed Officials, the LMC members are:

Watershed Land Management Council
Sandra Haskell2017
David Hubbard, Chair 2019
Lee Michaelides 2019

- 2021 Town Report
o Page I-3 lists three (3) members of the "Watershed Land Management Council" with terms expiring in 2022:
Will Haslett 2022
Byron Haynes 2022
David Hubbard, Chair 2022
o Page II-12 shows the LMC report:
"The Land Management Council manages the lands of the Fire District, encompassing 917 acres in six parcels within the Charles Brown drainage. Our mission is to manage this land for recreation, wildlife habitat (flora & fauna) and forest timber resources. The Parcel 5 Loop Trail and the Ballard, Brown Schoolhouse and Connector trails all transit these parcels."
o Page I-31 shows the LMC Reserve Fund 24 with a FY23 Projected Balance of \$16,700.

EXPENDITURE FROM LMC DESIGNATED FUNDS

- March 24, 2010 Selectboard meeting
o Selectboard voted to expend up to \$1,200 for a preliminary review of the entire Fire District, leaving the fund with a balance of "approximately \$4,409.30."
"6. Request to Expend Designated Funds from Land Management Council Fund to have Paul Harwood do a Preliminary Review of the Fire District Land (Discussion/Action Item). Adams briefly discussed. After some discussion, Lupien moved (2nd Bagnato) to approve the use of up to \$1,200 to have Paul Harwood do a preliminary review of the entire Fire District Land from the Land Management Council Fund. Motion passed. The new Land Management Council Fund balance will be approximately \$4,409.30"

SUMMARY

The tenor of the Town Reports is that the LMC is/was considered a "town" council doing work for the benefit of the town, and with its own Reserve Funds for that work. Based on the recorded history:

- The selectboard should forthwith make appointments for the expiring 2022 terms of its two LMC members.
o From the 2016 and 2021 Town Reports, it looks like those appointments should be for three-year terms.
• The selectboard should take up the request for release of funds for the proposed land management plan, as requested by the LMC.
• The selectboard and Prudential Committee should review the agreement which was to have been reviewed annually according to the 2001 Amended-Restated LMC Agreement.

**Town of Norwich, Vermont And
Norwich Town School District
Warning of Annual Meeting, March 7, 2023**

The legal voters of the Town of Norwich, Vermont are hereby notified and warned to meet ~~in remote fashion, due to the special circumstances surrounding COVID-19, via a ZOOM™ meeting link: <https://us02web.zoom.us/j/82227232909>, or telephonically (US toll free 1-888-475-4499) using meeting ID: 822-2723-2909~~ in Tracy Memorial Hall, Norwich, Vermont at 7:00 pm on Monday, March 6, 2023, to transact business not requiring a vote by Australian ballot. Voting for Town Officers and for all articles on the Warning will be by Australian ballot. The polls will be open Tuesday, March 7, 2023 from 7:00 am to 7:00 pm.

NOTE: Given the extenuating circumstances surrounding covid-19, voters are strongly encouraged to vote by early/absentee ballot. To obtain a ballot, contact the Town Clerk's office (802-649-1419 x2).

This meeting is called to determine if the Town will:

Article 1. Elect a Moderator of the Town and School District meeting for one year.

Article 2. Elect Town and School District Officers for terms starting in 2023.

Article 3. Hear and act on the reports of the Officers of the Town and Town School District.

Article 4. To authorize the Board of School Directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year in accordance with the provisions of 16 VSA § 562(9).

Article 5. Shall the voters of the Norwich Town School District determine and fix the salaries of the School Board members in the sum of \$500 each per year for a total of \$2,500 in accordance with the provisions of 16 VSA § 562(5)?

Article 6. Shall the voters of the Norwich Town School District approve the school board to expend \$7,243,970 which is the amount the school board has determined to be necessary for the ensuing 2023-24 fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$22,958 per equalized pupil (this includes the current proposed Dresden assessment and articles for 7-12th grade). This projected spending per equalized pupil is 6.55% higher than spending for the current year?

Article 7. Shall general obligation bonds or notes of the Norwich Town School District in an amount not to exceed \$768,414 subject to reduction from available state and federal grants-in-aid and other financial assistance, be issued for the purpose of financing the cost of making school grounds and infrastructure upgrades, namely, the installation of a pre-treatment septic module, removal and replacement of 2 septic tanks and 1 oil tank, and repair and reinstallation of asphalt and surrounding walkway areas?

State and/or federal funds may not be available at the time the project is otherwise eligible to receive State school construction aid and/or state/federal infrastructure aid. The District is responsible for all costs incurred in connection with any borrowing done in anticipation of receipt of State/Federal aid.

Article 8. Shall general obligation bonds or notes of the Norwich Town School District in an amount not to exceed \$307,752 subject to reduction from available state and federal grants-in-aid and other financial assistance, be issued for the purpose of the installation of a new playground including earth work and equipment at the Marion Cross Elementary School?

State and/or federal funds may not be available at the time the project is otherwise eligible to receive State school construction aid and/or state/federal infrastructure aid. The District is responsible for all costs incurred in connection with any borrowing done in anticipation of receipt of State/Federal aid.

Article 9. Shall the voters approve a gross spending General Town Budget of \$_____, plus state and federal grants and gifts consistent with budgeted programs for the period July 1, 2023 through June 30, 2024?

Article 10. Shall the voters establish a reserve fund to be called the ARPA Special Reserve Fund to be used for the purpose of holding ARPA monies in accordance with 24 VSA § 2804?

Article 11. Shall the voters increase the FY2024 gross spending General Town Budget by \$80,785 to fund an additional full-time police officer in addition to the three budgeted full-time police officers?

Article 12. Shall the voters authorize the elimination of the office of Lister and replace it with a professionally qualified assessor hired by the Town?

Article 13. Shall the voters appropriate \$13,920 to Advance Transit to be used to help cover operating costs and providing matching funds for grants for the support of providing public transportation services?

Article 14. Shall the voters appropriate \$20,000 to the Cemetery Commission under 18 VSA § 5361 to supplement the interest from the Perpetual Care Trust Fund for maintenance of the Town Cemeteries?

Article 15. Shall the voters appropriate \$4,348 to The Child Care Center of Norwich to be used for income sensitive scholarships to Norwich children?

- Article 16.** Shall the voters appropriate \$3,000 to Community Access Television, Inc. (CATV) for video recordings of meetings for local government transparency?
- Article 17.** Shall the voters appropriate \$3,000 to Good Beginnings to be used for the support of programs?
- Article 18.** Shall the voters appropriate \$1,704.50 to the Green Mountain Economic Development Corporation to be used to offer support for new, growing and relocating businesses?
- Article 19.** Shall the voters appropriate \$2,500 to Headrest to be used for the operation of a crisis 24/7 hotline?
- Article 20.** Shall the voters appropriate \$1,500 to the Norwich American Legion, to be used for the Legion's Memorial Day observance?
- Article 21.** Shall the voters appropriate \$5,000 to Norwich Community Nurse, Inc. to be used for partial financial support of the Norwich Community Nurse, Inc. project?
- Article 22.** Shall the voters appropriate \$8,000 to the Norwich Historical Society and Community Center to support those programs that support the celebration of historic events?
- Article 23.** Shall the voters appropriate \$3,500 to the Norwich Lions Club to be used to underwrite the fireworks for the Norwich Fair in celebration of the 260th year of the Town's Charter?
- Article 24.** Shall the voters appropriate \$337,000 to the Norwich Public Library Association, to be used for the operating expenses of the Library?
- Article 25.** Shall the voters appropriate \$337 to Public Health Council of the Upper Valley to be used for continuing public health education for Norwich residents particularly in the areas of substance abuse, elder care, oral health, emergency preparedness, and healthy living?
- Article 26.** Shall the voters appropriate \$1,200 to Senior Solutions (an Area Agency on Aging) to provide social services benefitting Norwich residents aged 60 and older?
- Article 27.** Shall the voters appropriate \$3,750 to SEVCA (Southeastern Vermont Community Action) to be used for emergency needs, referral to and assistance with accessing needed services, financial counseling and food and nutrition education?
- Article 28.** Shall the voters appropriate \$2,000 to the Special Needs Support Center of the Upper Valley to help children and adults with special needs, and their families, meet their unique challenges through advocacy and program support?
- Article 29.** Shall the voters appropriate \$6,000 to The Family Place to be used for general program support, such amount being reasonably necessary for the support of programs such as direct service through early intervention, child care payment assistance, healthy baby visits, reach up, welcome baby, parent education, playgroups and other services?

Article 30. Shall the voters appropriate \$2,000 to the Upper Valley Trails Alliance to be used for trail planning and work?

Article 31. Shall the voters appropriate \$18,500 to the Visiting Nurse Association & Hospice of VT and NH to help support the home health, maternal and child health and hospice care provided in patients' homes and in community settings?

Article 32. Shall the voters appropriate \$5,300 to the White River Council on Aging to be used for home delivered meals, transport and social services?

Article 33. Shall the voters appropriate \$2,500 to Windsor County Mentors to be used for mentoring youth?

Article 34. Shall the voters appropriate \$2,500 to WISE (Women's Information Service) to be used to support WISE's crisis intervention and support services and prevention education?

Article 35. Shall the voters appropriate \$3,000 to Youth-In-Action to be used for operating expenses that support our community service efforts?

Article 36. Shall the voters authorize a ten-year exemption from property taxes to the Norwich Farm Foundation under the provisions of 32 VSA § 3840?

Article 37. Shall the voters require that taxes be paid in U.S. funds in two installments? The first installment will be due and accepted at the Town of Norwich Finance Office on or before 6:00 pm August 30, 2023 and the balance will be due at the same location on or before 6:00 pm February 9, 2024. A legible, official United States Post Office postmark/ cancellation (not a postage machine date) will determine the payment date for all mailed payments. Interest on overdue taxes will be charged at 1% per month for the first three months and 1½% per month thereafter. All delinquent taxes will be subject to an 4% collection fee in accordance with Vermont Statutes after February 9, 2024.

Norwich Selectboard

Marcia Calloway, Chair
Mary Layton, Vice-Chair
Roger Arnold
Robert Gere
Aaron Lamperti

Norwich School Board

Tom Candon, Chair
Garrett Palm, Vice-Chair
Lisa Christie
Neil Odell
Lily Trajman

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