

Norwich Selectboard
Regular Meeting – February 8, 2023 – 6:30 p.m.
Participation: In Person Only
Physical Location: Public Safety Meeting Room

1. Welcome
2. Agenda Review Motion required.

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

3. Norwich School Liaison(s)

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.

4. Consent agenda.....Motion(s) anticipated.
 - a. Approve draft meeting minutes from January 26, 2023
 - b. Approve corrected draft meeting minutes from the meetings held December 21, 2022, December 28, 2022, January 4, 2023, January 11, 2023, January 13, 2023, and January 23, 2023.
 - c. Consider A/P Warrant
 - d. Correspondence
5. Approve and sign the 2023 Certificate of Highway Mileage with correction for Town Highway 59Motion required.
6. Applications for Tree Warden.....Motion anticipated.
7. Applications for Town Moderator temporary appointment.....Motion anticipated.
8. Appointment of Acting Zoning Administrator
 - a. Recommendation from Planning Commission to appoint Acting Zoning Administrator from TRORC.....Motion anticipated.
 - b. Authorize Interim Town Manager to execute contract with TRORC for Acting Zoning Administrator.....Motion anticipated.

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.

9. Future Agenda Items with particular attention to identification of triage plan for Town Manager Search, School-Town funding flow discussions, Human Resource plan, and similarly town-impactful issues.
10. Executive Session under 1 V.S.A. § 313(a)(1)(B) regarding labor relations agreements

Adjourn.

Norwich Selectboard Rescheduled Regular Meeting

January 26, 2023. Start time: 6:31 pm

Active Participants: Selectboard members Roger Arnold, Marcia Calloway, Robert Gere, Aaron Lamperti, Mary Layton. Interim Town Manager Brennan Duffy. Treasurer/Lister Cheryl Lindberg. Norwich School Board members Neil Odell, Thomas Candon. Public comment by Scooter Hardy, Charlotte Metcalfe, Manu Tesone, Stuart Richards, Priscilla Vincent, Demo Sofronas, Matt Swett

1. **Welcome:** The Chair noted that the meeting was rescheduled due to weather.
2. The **Review of the Agenda** included the following amendments: Table the Tree Warden item, add an executive session after Approval of the Warning, and reorder agenda items. **Layton moved, second by Gere to approve the agenda as amended. Vote: Yes-Unanimous.**
3. **Review of December Financials.** Questions are to be submitted to Interim Finance Director Joyce Hasbrouck. **Treasurer Cheryl Lindberg** noted that now that the reserve fund lines are populated the other line item amounts have changed. **Stuart Richards** wants to know where “the money not spent on police is. Also, the ARPA money, where is it accounted for.” **Calloway** replied that there is a fund for the ARPA money.
4. **Interim Town Manager Report.** **Interim Town Manager Brennan Duffy** gave his first report after six weeks with the Town. The focus has been on Human Resources and the budget. He is working with **Interim Finance Director** Joyce Hasbrouck on a job description for a full time Finance Director. The Planning Department job vacancies have been posted and there is some interest. **Roger Arnold** asked if permits are backlogged. **Duffy** replied that there is a contract for the first meeting in February for an Interim Zoning Administrator. TRORC has provided limited but critical support. Two police officers have been hired: Patrol officer Chelsea Maxim will start January 30th, and Sergeant Stuart Rogers will start March 6th. **Stuart Richards** asked if the officers were hired at a competitive wage so that they will stay on. **Duffy** replied that they were offered an attractive package. In the Department of Public Works there are still open positions for Equipment Operator and Buildings and Grounds technician. **DPW Director Chris Kaufman** has asked for release of funds for culvert replacement and line striping for spring. The Fire Department has no unusual activity to report. The Recreation Department will offer Nordic at Night and a skating event as conditions allow. In the Town Manager’s Office **Administrative Assistant Miranda Bergmeier** has started work on the Town Report and job descriptions. There is collaboration with the Town Manager office, JAM/CATV, the Norwich School board about holding a hybrid Town Meeting. **Priscilla Vincent** advocated for the hybrid system because it allows for greater participation. **Scooter Hardy** spoke in favor of adding to the Police force, using batteries as an energy storage system alternative to generators, and to placing the American flag

in the Community Room at the Public Safety Building. **Demo Sofronas** noted that the US and VT flags were elsewhere in the building.

5. RFP for DPW Emergency generator:

a) The generator at DPW failed during a recent storm. This affected fuel pumps for DPW and FD vehicles, light, heat, and water. DPW Chris Kaufman recommended obtaining a new generator and asked for permission from the Selectboard to issue an RFP for this purpose. Discussion included the need to consider decisions such as this in a timely manner according to long term capital planning. The generator at Tracey Hall is also in need of replacement.

b) **Layton moved, second by Calloway, to issue an RFP for a DPW emergency generator. Vote: Yes-Unanimous.**

6. Approve Warning for 2023 Annual Town Meeting: The Selectboard reviewed warrant articles one through eight which were not amended. **Article 9** had been amended by the Interim Town Manager to include the amount of the municipal budget, **Article 10:** the creation of a reserve fund for ARPA funds was not amended, **Article 11:** an advisory article to increase the number of police officers to five was not amended, **Article 12:** An article was submitted by petition to abolish the Board of Listers and replace it with a professional assessor. This is a binding article that must be placed on the ballot. There was discussion about whether to use VLCT model language, add a reference to statute, or to use the original language of the petition which had been judged by Town Counsel as being adequate and sufficient. The Selectboard had voted at the January 23, 2023 meeting to “amend article 12 with model language provided by VLCT for this question.” As of the January 26th meeting the Chair had not presented the model language to Town Counsel as requested for review. She agreed to do so on Friday January 27 and to include the model language if given the OK by Town Counsel. **Article 13:** Shall the voters authorize a ten-year exemption from property taxes to the Norwich Farm Foundation under the provisions of 32 V.S.A. section 3840? Discussion centered around whether the property was actively being used for charitable purposes, and around questions of how the for profit Norwich Creamery fit into the charitable mission of Norwich Farm Foundation. **Manu Tesone** commented that representatives of Norwich Farms were not present to give input on this article. **Lamperti moved, second by Gere, to accept the article in question. Vote: Yes- Arnold, Gere, Lamperti, Layton. No-Calloway. Article 39:** This article changes the date of the first tax payment from mid-August to August 30, 2023 by 6:00 pm. The intent of the Selectboard in proposing this article is to help taxpayers who have mortgage escrow accounts and are subject to Vermont income sensitivity payments to have the “adjusted” tax payments used to determine their mortgage payments. The notice of the income sensitivity payments comes later in the month of August, so the idea is to have the tax bill come due later in the month so that

the mortgage companies can use the appropriate figures. The argument against this action is that because Norwich is part of the bi-state Dresden School District, very large sums of money must be transferred to the School District in a timely manner in August in order to meet payroll and other obligations. **Norwich School Board members Neil Odell and Thomas Candon** expressed concern that this date change would force the school district to borrow to meet summer payroll and other expenses. Both the School Board representatives and the Selectboard agreed that there might be a better balance between these conflicting needs, and that a Special Meeting could be called before August to enact a more balanced solution. **Calloway moved to reconsider and remove Article 39 from this warrant pending further investigation of ramifications with the School District. Motion failed for lack of a second.** The Selectboard remains open to an alternative solution to be decided at a Special Meeting. **Article 40: Arnold moved, second by Lamperti: Shall the voters of the Town of Norwich limit the penalty charged by the Collector of Delinquent Taxes for payments made after the due date for payments, to 4% of the tax collected pursuant to 32 V.S.A. section 1674(3)(A). Vote: Yes: Arnold, Gere, Lamperti, Layton. No: Calloway. Article 14: The Selectboard agreed by consensus to edit the Fire Department request by eliminating the words, "up to." Matt Swett suggested this edit. Article 15: The Selectboard agreed by consensus to reference the Town Clerk appointment "as provided in 17 V.S.A. 2651e(a)(1)." Lamperti moved, second by Layton, to approve the Warrant as discussed, amended and ratified pending recommended language from Counsel for Article 12. Vote: Yes-Unanimous.**

7. **Future agenda items:** To be able to consider appointing a Tree Warden at a future meeting it was decided to have the ITM put the word out. **Lamperti moved, second by Arnold to direct the Interim Town Manager to ask for applications for Tree Warden. Vote: Yes-Unanimous.** A **Public Comment** was made by Treasurer **Cheryl Lindberg**, who noted that there are AP Warrants unsigned since July. This task had been set up to be completed by Docusign but apparently this arrangement was not communicated to the Interim Finance Director. Resolving this problem is at the discretion of the Interim Town Manager. The warrants could be placed in a folder to be signed at Tracey Hall.
8. **Executive session:**
 - a) **Layton found, second by Gere that premature public knowledge of the Town's planning and negotiation of a labor agreement with NEPBA would clearly place the Town at a substantial disadvantage. Vote: Yes-Unanimous.**
 - b) **Gere moved, second by Lamperti to enter executive session under 1 V.S.A. section 313(a)(1)(B) and to invite the Interim Town Manager. Vote: Yes-Unanimous.**
 - c) **Time executive session entered: 9:42 pm**
 - d) **Time public session entered: 10:03 pm**
9. **Gere moved, second by Lamperti to adjourn. Vote: Yes-Unanimous.**

10. Time adjourned: 10:03 pm.

Norwich Selectboard Special Meeting

December 21, 2022

Start time: 6:31 pm

1. **Chairs remarks and welcome.**
2. **Agenda Review. Layton moved, second by Gere, to approve the agenda. Vote: Yes-Unanimous**
 - a. Informational Items
3. **Presentation by Interim Finance Director Joyce Hasbrouck.** The presentation included data and analysis for sections regarding salaries, the “Job Roster,” expenses compared to CPI, Designated Fund Appropriations, FY24 Expense, and FY24 Revenue. Topics for further discussion include proposed changes to personnel, added expense for Tracy Hall boiler and DPW generator, clarification of how to structure the Listers Office expense, surplus/deficit amounts, FY24 revenue offset for FY24 expense, Emergency Fund level within guidelines, consistent use of the term “Reserve Funds” not “Designated Funds.” As Union negotiations are in progress, salaries were listed according to the levels in the current contract, so that the Town adheres to negotiation guidelines.
 - a. Action Items for motions
4. **Consent Agenda. Layton moved to approve the Consent Agenda, second by Gere. Vote: Yes-Unanimous.**
 - a. Approve draft meeting minutes from 12/14/2022
 - b. Consider AP Warrant
 - c. Correspondence
5. **“Second Pass” Budget Discussions. Calloway** noted there was a lot to process. **Lamperti** would like to see certain items pulled out of the “baseline” budget, such as the tennis court and the 5th position in the Police Department. He asked how to discuss the “exceptional things and wants to know the cost of including them.” **Arnold** appreciated the COLA and step analysis for a baseline 5.46% increase for current staffing. He asked

for agreement on “what those positions are” as it seemed there are additional positions framed in this draft budget. He asked that the vacant positions that normally have been funded be included. He noted that Thetford has been able to obtain current health care costs and would like that information included in Pass #3. He asked for a wider conversation including assumptions about revenue for Pass #3. **Gere** agreed with Arnold that current staffing including vacancies should be included, and said it was important to consider total costs and what the taxpayers are willing to bear. **Arnold** asked to have the Capital Plan included to compare with the Designated Fund levels. **Lamperti** agreed that this is important for context. **Calloway** said the public should have input on how the ARPA money is spent. **Lamperti** noted that the Selectboard had come up with a list of capital improvements. **Layton** said the bulk of the budget is salaries and wants to understand the management rationale for added positions. **Lister Cheryl Lindberg** mentioned that the job description reference for the assistant was outdated. **Town Clerk Bonnie Munday** did not think eliminating hours or an assistant position was prudent and that 1.5% staffing “just won’t work,” especially in election years. The records restoration line of \$5000 should be put into the budget as she had requested. She would appreciate a conversation with management. **Public comments: Stuart Richards** asked if there would be a 10% rise in taxes and wanted to know about salaries not paid out because of unfilled positions, what amount and where is this information in the accounts. **Marshall Heinberg** stated that there are assumptions about a 12-month basis for vacant positions including whether the start date is January first. He wanted to know the references for “competitive, market-based salaries.” **Omer Trajman**, thanked DPW for their tireless efforts, wants full staffing and funding for DPW. He noted as to the disruption of Town services is due to “underlying issues not to do with funding, that is “not linked to specific policy changes”, that “common goals” are important; that he is concerned that the Selectboard not include representatives with “specific agendas.” He stated support for the Police Department and referenced the 2007 Police Study. **Pam Smith** stated on behalf of the Listers that there was not a conversation with the Interim Finance Director prior to this budget presentation. She advocated for line-item changes

for the Lister Department that would create flexibility for the completion of work. She noted that 1% of the Grand List is about 76K, which has been referenced as “a penny on the tax rate.” **Jaan Laaspere** found it helpful to have the breakdown of Police Department options in the packet. He supports competitive wages and four officers plus a Community Safety Officer. The latter is the “delta” to be considered to enhance community policing. **John Felde** objected to the statement by **Omer Trajman** that “some people have made up their minds and are not listening,” and that “those are the people who have made up their minds.” **Chief Cochran** replied to a letter from Jon Felde regarding the report, stating that “it was not a fair assessment to refer to a study made in 2007.” **Felde** said it is time for a current analysis. **Manu Tesone** advocated for three officers plus a Community Safety Officer to enable a reasonable workload for the Police Department. He perceives among Selectboard members a disconnect between “reality as they wish it” and “how it really is.” He related an incident to show why full police staffing is needed. He stated that this month a neighbor noticed mail piling up at residence and police were contacted, with a response 48 hours after the call. It was found that the resident had passed away “weeks before” along with a pet dog. **Leslie Wells** asked if \$200K not spent on this fiscal year to date, and if unspent funds could be used for bonuses, and advocates for the Police Chief’s recommended budget. **Demo Sofronas** noted that initiation of recommendations of the Police Services Committee was done by former Chief Doug Robinson. He stated that the Town voted to stay with the 2007 model. Lots of changes of employment have happened because of lack of resources. He likes that the cruiser replacement schedule is on track and would like to see unanimous SB support of funding and staffing for the Police Department including the Community Safety Officer. Chief Cochran advocated for four officers, one CSO and the Chief so that there is one officer per shift plus on call, and “civilian support”. He perceived “inaccuracies” with Pass Two, will work with the Interim Finance Director to correct these errors before Pass Three. **Marcia Calloway** noted that upon review of 9 years of Town Reports the average police staffing was 4.3 officers. **Rachel Coombs** would like to see respectful body language from public officials. **Charlotte Metcalfe**

would like to see respectful body language from public officials and agrees with **Demo Sofronas**. **Marshall Heinberg** thanked Rachel **Coombs** for her comments and said the Selectboard should think about non-verbal communication as there is lots of upset over losing a beloved Police Chief. He commended the SB for hiring the new Chief and would like to have the Chief's requests supported. **Roger Arnold** asked when can the SB talk about the budget? **Stuart Richards** stated that the current force cannot handle the number of incidents and is underpaid. He wants the Selectboard to follow the Chief's recommendations. **Rachel Waters** did not see the negative vote on funding a police study as a "proxy" position of the public regarding information about public safety, but more as not a good use of \$50K. She said to remember fiscal responsibility. **Leslie Wells** said respectful behavior is appreciated and likes the professional tone of the Chief. **Elliot Harik** said to not judge the Selectboard according to "on camera" behavior. **Aaron Lamperti**: Apologized for "not facing the camera."

6. **Executive Session. Layton moved, second by Gere to enter executive session to consider the appointment or employment of a public officer or employee under 1 V.S.A. section 313(a)(3) and invite the Town Manager. Vote: Yes-Unanimous. Time executive session entered was 8:50 pm. Arnold moved, second by Lamperti, to enter public session. Vote: Yes-Unanimous. Time public session entered was 11:23 PM.**
7. **Adjournment: Layton moved, second by Gere, to adjourn. Vote: Yes Unanimous Time adjourned 11:23 pm**

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 Metcalf** 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 Metcalf** 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 Ciccotelli** 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 Tracey 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.



Roger Arnold <rogerarnoldvt@gmail.com>

Minutes Corrections

8 messages

Bonnie Munday <BMunday@norwich.vt.us> Tue, Jan 10, 2023 at 11:14 AM
To: Select Board <selectboard@norwich.vt.us>, Roger Arnold <rogerarnoldvt@gmail.com>, Mary Layton <marydlayton@gmail.com>, Robert Gere <rgere@mac.com>, Marcia Calloway <msbcalloway@gmail.com>, Aaron Lamperti <alamperti@norwich.vt.us>

Since I received the packet this morning, I have again not given the opportunity to view this document with any lead time to offer corrections, I am in hopes that you will correct this mis statement at your next meeting.

In the minutes it was stated that "Bonnie Munday stated that the sprinkler system came on in the vault the "other" day and she did not have current emergency phone numbers.

That WAS NOT what was stated. It was stated that there was trouble with the Sprinkler System with pressure threatening to go off. I stated that I did not have any emergency numbers in which to contact people in the event of an emergency. Also noted was the fact that the system in the vault was a wet system and not a dry system and could significantly damage the historical records which are held in the vault were it to go off.

A side note, since this event I have only received an email in which I can contact the Interim Manager in the event of an emergency, I have not been given any phone numbers or contact information.

At the very least we should have contact (cell phone) numbers for the Highway Department and for the Police Department and Fire Department.

Sincerely,

Bonnie J. Munday

Norwich Town Clerk

802-649-1419 ext. 103

PO Box 376

Norwich, VT 05055

clerk@norwich.vt.us

Roger Arnold <rogerarnoldvt@gmail.com>
To: Bonnie Munday <BMunday@norwich.vt.us>
Cc: Marcia Calloway <msbcalloway@gmail.com>

Tue, Jan 24, 2023 at 2:39 PM

Bonnie:

I believe you are requesting edits to the meeting minutes from 12/28. Can you please specifically point to what sentence or line in the meeting minutes you are seeking changed and/or removed and then what you would like to have added? The Board can then take this up for consideration in an approval of the minutes.

Thanks,
Roger

[Quoted text hidden]

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

Bonnie Munday <BMunday@norwich.vt.us>
To: Roger Arnold <rogerarnoldvt@gmail.com>

Wed, Jan 25, 2023 at 12:37 PM

Roger,

I believe I stated in my earlier email what was said.

Bonnie

[Quoted text hidden]

Roger Arnold <rogerarnoldvt@gmail.com>
To: Bonnie Munday <BMunday@norwich.vt.us>
Cc: Marcia Calloway <msbcalloway@gmail.com>

Wed, Jan 25, 2023 at 12:46 PM

Hi Bonnie,

Would you like "Bonnie Munday stated that the sprinkler system came on in the vault the "other" day and she did not have current emergency phone numbers" deleted and replaced with "Bonnie Munday said there was trouble with the Sprinkler System with pressure threatening to go off and stated that she did not have any emergency numbers in which to contact people in the event of an emergency."

Please confirm or edit so the Board can clearly and properly take up whether or not we wish to make the change.

Roger

[Quoted text hidden]

Bonnie Munday <BMunday@norwich.vt.us>
To: Roger Arnold <rogerarnoldvt@gmail.com>

Wed, Jan 25, 2023 at 3:18 PM

Hi Roger,

That is not what I stated. I said that we had a problem with the sprinkler system in that it lost compression. My worries were that the system could potentially go off and that it would affect the vault.

I also noted and is till true today, that I do not have any emergency contact numbers.

[Quoted text hidden]

Wed, Jan 25, 2023 at 3:24 PM

Roger Arnold <rogerarnoldvt@gmail.com>
To: Bonnie Munday <BMunday@norwich.vt.us>
Cc: Marcia Calloway <msbcalloway@gmail.com>

Hi Bonnie,

Okay, thanks. So would you like to delete "Bonnie Munday stated that the sprinkler system came on in the vault the 'other' day and she did not have current emergency phone numbers" and replaced with:

"Bonnie Munday stated that the Town had a problem with the sprinkler system in that it lost compression. Bonnie Munday said she is concerned that the systems could potentially go off and affect the vault. She said she does not have any emergency contact numbers"

I am trying to seek, specifically, what you would like deleted or changed and what you would like specifically added so the Board clearly knows what to consider changing.

Thanks,
Roger

[Quoted text hidden]

Bonnie Munday <BMunday@norwich.vt.us>
To: Roger Arnold <rogerarnoldvt@gmail.com>

Wed, Jan 25, 2023 at 3:28 PM

Roger,

Thank you, please see the red addition.

Bonnie

From: Roger Arnold <rogerarnoldvt@gmail.com>
Sent: Wednesday, January 25, 2023 3:24 PM
To: Bonnie Munday <BMunday@norwich.vt.us>
Cc: Marcia Calloway <msbcalloway@gmail.com>
Subject: Re: Minutes Corrections

Hi Bonnie,

Okay, thanks. So would you like to delete "Bonnie Munday stated that the sprinkler system came on in the vault the 'other' day and she did not have current emergency phone numbers" and replaced with:

"Bonnie Munday stated that the Town had a problem with the sprinkler system in that it lost compression. Bonnie Munday said she is concerned that the systems could potentially go off **and discovered that this is a water system and not a dry system as she was led to believe which will have a direct** affect the vault. She said she does not have any emergency contact numbers"

[Quoted text hidden]

[Quoted text hidden]

Roger Arnold <rogerarnoldvt@gmail.com>

Wed, Jan 25, 2023 at 3:31 PM

1/27/23, 11:18 AM

Gmail - Minutes Corrections

To: Bonnie Munday <BMunday@norwich.vt.us>
Cc: Marcia Calloway <msbcalloway@gmail.com>

Thank you, Bonnie.

[Quoted text hidden]



Roger Arnold <rogerarnoldvt@gmail.com>

request for corrections --to minutes and to spelling of my name4 messages

charlotte metcalf <metcalfcharlotte738@gmail.com> Tue, Jan 3, 2023 at 6:00 PM
To: Marcia Calloway <msbcalloway@gmail.com>, Roger Arnold <rogerarnoldvt@gmail.com>, Mary Gorman <mbgorman@gmail.com>, robert gere <tallman610@gmail.com>, Aaron Lamperti <aaron.lamperti@gmail.com>
Cc: Miranda Bergmeier <mbergmeier@norwich.vt.us>

I have been advocating for police coverage 20/7 which is at the lower end of what the voters elected to have in 2007. That meant all but hours 3-7 a.m. would be covered 7 days a week as I understand it. Doug Robinson sometimes made that possible by replacing a fifth officer with two 1/2-time-part-time officers. I hope that makes sense.

Sincerely,
Charlotte Metcalf

Roger Arnold <rogerarnoldvt@gmail.com> Tue, Jan 24, 2023 at 2:45 PM
To: charlotte metcalf <metcalfcharlotte738@gmail.com>
Cc: Marcia Calloway <msbcalloway@gmail.com>

Charlotte:

I believe you are requesting changes to the minutes from 12/28. Can you please specifically point to where in the minutes you would like your request to be made and what you are specifically requested to be stated? The Board can then take up your request during an approval of the minutes .

Roger
[Quoted text hidden]

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

charlotte metcalf <metcalfcharlotte738@gmail.com> Tue, Jan 24, 2023 at 3:46 PM
To: Roger Arnold <rogerarnoldvt@gmail.com>

Page 4 under E. It is stated that I reported that coverage of 24/7 was not possible without 4 officers and a chief. I have been advocating for 20/7 so it should read "charlotte Metcalf (please note the correct spelling of my name) is concerned that 20/7 coverage cannot be achieved without 4 officers and a chief -- according to an interview with Chief Robinson in 2007

No one has suggested 24/7 will be possible. Thank you
[Quoted text hidden]

Roger Arnold <rogerarnoldvt@gmail.com> Tue, Jan 24, 2023 at 3:47 PM
To: charlotte metcalf <metcalfcharlotte738@gmail.com>
Cc: Marcia Calloway <msbcalloway@gmail.com>

Thank you.

Roger
[Quoted text hidden]

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 Trajman, 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.**

Norwich Selectboard Special Meeting Minutes
January 23, 2023, 6:30 pm
Location: Public Safety Building, 10 Hazen Street, Norwich

Active Participants: Selectboard members Marcia Calloway, Robert Gere, Roger Arnold, Mary Layton, and Aaron Lamperti; Interim Town Manager Brennan Duffy; Town Clerk Bonnie Munday; Deputy Fire Chief Matt Swett; Land Management Council member Brian Shiner, Norwich Farms Foundation representative Omer Trajman, Manu Tesone, Stuart Richards, Megan Brendel, Charlotte Metcalfe, Demo Sofronas, Margaret Mehrins (sp)

- 1. Welcome:** Act 78 having expired, this was an in-person meeting.
- 2. Agenda Review: Layton moved, second by Gere to approve the agenda. Vote: Yes-Unanimous.** The agenda included provision for public comment as well as informational/discussion/action items, an executive session, and future agenda items. An agenda item was added to consider the addition of an article presented by **Deputy Fire Chief Matt Swett**.
- 3. Consent Agenda: Layton moved, second by Gere, to table the acceptance of minutes and to approve the AP Warrant and Correspondence. Vote: Yes-Unanimous.** Layton noted a statement in correspondence by **Doug Wilberding** who alleged that she circulated a petition to eliminate the position of Lister. Layton stated that she did not circulate or sign the petition. **Stuart Richards** asked that "Public Comments" be included as an agenda item. **Marcia Calloway** noted that "public comment" was listed on the agenda. **Roger Arnold** stated that there is no legal obligation to list "Public Comment" as an agenda item. **Manu Tesone** noted that it is the statutory right of the public to comment at a warned meeting.
- 4. Town Clerk Presentation and Discussion: Bonnie Munday, Town Clerk** spoke about the upcoming transition to a new Town Clerk. She would like a fluid succession and is concerned that there could be a 3 to 5 year learning curve. There are times in the calendar that are very intense and time consuming, for example when there are multiple property tax appeals or when there is a Presidential Primary. The range of duties includes responsibility for licensing, elections, public health including burials, tax appeals, preparation of the Warrant for Town meeting, and many more. She recommended that the Selectboard consider asking the voters to appoint the next Town Clerk for consistency and a smoother transition. She noted that such appointment would not give the Selectboard the authority to remove a Town Clerk's statutory duties. The Selectboard discussed how to frame an article that would authorize appointment including the term which could be defined as between one and three years. The article to appoint would supersede an article to elect a new Town Clerk.

5. **Moderator for Town Meeting:** A Town Moderator was not elected at last year’s Town Meeting. It is within the authority of the Selectboard to appoint a Town Moderator for the upcoming Town Meeting. Two citizens are available for consideration: Jack Candon and Peter Orner. The Selectboard will appoint a Moderator at the meeting on January 25th.
6. **Land Management Council request for funds.** Three actions were proposed by **Brian Shiner:** approve the spending request, reappoint Council members, and meet to review the “Agreement.”
 - a. **Layton moved, second by Gere, to approve the release of \$4500 in reserve funds as requested by the Fire District for the Land Management Plan. Vote: Yes- Calloway, Gere, Lamperti, Layton, No-Arnold.**
 - b. **Arnold moved, second by Gere, that the Selectboard begin to determine a process with the Prudential Committee for reviewing the Second 2001 Amended Restated Agreement. Vote: Yes- Unanimous.**
 - c. **Gere moved, second by Layton, to reappoint David Hubbard and Byron Haynes to the Land Management Council for a three-year term ending in 2025. Vote: Yes- Unanimous**
7. **Warrant Articles:**
 - a. **Article 9:** The Interim Town Manager will edit the draft warrant to include the amount of the recommended municipal budget.
 - b. **Article 10:** The Selectboard decided by consensus to include as written: **Shall the voters establish a reserve fund to be called the ARPA (American Rescue Plan Act) Special Reserve Fund to be used for the purpose of holding ARPA monies in accordance with 24 VSA section 2804?**
 - c. **Article 11:** By petition, the article read as, “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.” The Selectboard was advised by Town Counsel to reject this article because it contained both a binding provision (the funding) which must be included in the Warrant, and an advisory provision which could be included in the Warrant at the discretion of the Selectboard. Two motions were made in response: **Layton moved, second by Arnold, to reject the language as written on the petition. Vote: Yes-Arnold, Gere, Lamperti, Layton. No-Calloway. Layton moved, second by Calloway, to advise the Town of Norwich to consider the appointment of an additional full time police officer in addition to the three budgeted for a total of five to include the Police Chief. Vote: Yes-Calloway, Gere, Layton. No-Arnold, Lamperti. Megan Brendel** asked that the original petition language be reworded by the Selectboard, and also expressed concern about taxpayer funds voted but not spent for vacant police

officer positions. **Omer Trajman** thought changed language could be couched as funds to be raised but not spent. **Manu Tesone** noted that “25 % of Town voters” took the time to participate in discussion about whether to increase the size of the police force, and supported an article to bring this question to the voters. **Charlotte Metcalfe** supports increase of the police force to enable 24/7 coverage.

- d. **Article 12:** By petition this article read as, “Shall the voters authorize the elimination of the Office of Lister and replace it with a professionally qualified assessor hired by the Town?” This article is binding and must be placed on the ballot. The Selectboard elected to amend this article to include the statutory requirement. **Arnold moved, second by Layton, to amend article 12 with model language provided by VLCT for this question. Vote: Yes-Unanimous.** **Calloway** expressed concern that the timing of this vote is not good considering the dearth of assessors available to work statewide. **Layton** expressed the need to educate the voters regarding their decision.
- e. **Article 13:** The Selectboard decided by consensus to change the numerical listing of **Article 36** regarding tax exemption for Norwich Farms to **Article 13**, to place it at the top of the Special Appropriations section, and to sequentially reorder all subsequent article numbers. **Calloway** asked how the for-profit Norwich Creamery could be considered as part of this request for a tax exemption. **Omer Trajman**, representing **Norwich Farms Foundation** said that the Creamery is an example of a business that is “mission aligned” and serves as an example of sustainable agriculture. The article is presented via binding petition. **Calloway** asked for the amount of tax funds that would be eliminated by this exemption. **Trajman** did not have a figure for this and pointed out that the property has been tax exempt “for decades.” **Margaret Merrens** attended the January 11th Board of Listers meeting where the proposed tax exemption was an agenda item. She noted that the Listers were planning to check with PVR (Property Valuation & Review) regarding this request, and thought it fair that the voters are able to be educated about the proposed article. The Selectboard agreed by consensus that they would like to hear from the Listers and from Town Counsel regarding the petition before placing it on the warrant, before the next Selectboard meeting.
- f. **Article 37:** This article asks that the voters approve a property tax payment date change for the second payment to August 30, 2023, and to change the penalty amount for late payment of taxes from 8% to 4%. **Arnold moved, second by Gere, to propose that the first tax payment be made by 6pm on August 30, 2023. Vote: Yes-Arnold, Gere, Lamperti, Layton. No-Calloway.** **Calloway** moved to ask the voters pursuant to 32 VSA 1674(2) to change the collection fee from 8% of the amount of delinquent tax to 4%. **Vote: Yes-Arnold, Gere, Lamperti, Layton. No-Calloway.** **Arnold** asked that the specific language of the article be crafted with the intent of

the above motions. **Article 37** would include the date change. **Article 38** would include the change in the amount of the delinquent tax penalty.

- g. Article 39:** This article was added to approve the transfer of grant funds awarded to the Fire Department into the appropriate reserve fund. It was presented by Matt Swett, Deputy Fire Chief. The article read:

"Shall the voters of the Town of Norwich approve transferring up to \$46,800 from the General Fund that was awarded to the Fire Department from a Vermont Department of Health COVID staffing grant into the Fire Equipment Designated Fund?" Arnold moved, second by Gere, to include this article on the Warrant as written. Vote: Unanimous

- h. Article 40:** The Selectboard discussed in light of the imminent retirement of **Town Clerk Bonnie Munday**, whether it would be prudent to consider the size of the pool of available applicants. If the Town Clerk position remains as elected, then the person elected to the position must reside in the Town of Norwich. If the voters granted authority to the Selectboard to appoint a Town Clerk, the clerk could reside within or outside of the Town of Norwich. If this article should pass it would supersede the article to elect a Town Clerk. Any candidates for the elected position could be considered as part of a pool of applicants for appointment by the Selectboard. **Arnold moved, second by Lamperti, to ask the voters to authorize the Selectboard to appoint a Municipal Clerk under 17 V.S.A. 2651e(a)(1). Vote: Yes-Arnold, Gere, Lamperti, Layton. No-Calloway.**

8. Executive Session under 1 V.S.A. section 313(a)(1)(B) and section 313(a)(3).

- a. Arnold moved, second by Gere, to find that premature general public knowledge of the Town's planning and negotiation of a labor agreement with NEPBA would clearly place the Town at a substantial disadvantage. Vote: Yes-Unanimous.**
- b. Layton moved, second by Gere, to enter executive session and to invite the Interim Town Manager and the Chief of Police. Vote: Yes-Unanimous.**
- c. Time executive session entered: 10:22 pm**
- d. Arnold moved, second by Lamperti to enter public session. Vote: Yes-Unanimous**
- e. Time public session entered: 10:42 pm.**

9. Future Agenda Items: Articles 37 and 38 decision, appointment of a Temporary Town Moderator, Norwich Farms Tax exemption, approval of the Warrant

10. Adjournment: Arnold moved, second by Lamperti to adjourn. Vote: Yes-Unanimous.

11. Time adjourned: 10:42 pm

Town of Norwich Accounts Payable
 Check Warrant Report # 967 Current Prior Next FY Invoices
 For checks For Check Acct 03(General) 02/08/23 To 02/08/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ROBERT HA ACCOUNTEMP	61381830	FIN-JOYCE WK END 12/23	84.12	0.00	84.12	12655	02/08/23
ROBERT HA ACCOUNTEMP	61387043	FIN-JOYCE WK END 1/06	3324.13	0.00	3324.13	12655	02/08/23
ROBERT HA ACCOUNTEMP	61387078	FIN-JOYCE WK END 1/06	300.00	0.00	300.00	12655	02/08/23
ROBERT HA ACCOUNTEMP	61421997	FIN-JOYCE WK END 1/13	562.50	0.00	562.50	12655	02/08/23
ROBERT HA ACCOUNTEMP	61422007	FIN-JOYCE WK END 1/13	4642.98	0.00	4642.98	12655	02/08/23
ROBERT HA ACCOUNTEMP	61458700	FIN-JOYCE WK END 1/20	3248.00	0.00	3248.00	12655	02/08/23
Check Total					12161.73		
ATG	ADVANTAGE TRUCK GROUP	701004317:02 DPW-ASSORT AUTO PARTS	415.78	0.00	415.78	12656	02/08/23
ATG	ADVANTAGE TRUCK GROUP	701024731:01 DPW-SEALED BEAM	45.33	0.00	45.33	12656	02/08/23
ATG	ADVANTAGE TRUCK GROUP	701024877:01 DPW-MIRRORS	362.81	0.00	362.81	12656	02/08/23
Check Total					823.92		
NOTHERNAL ALEX NORTHERN	482575	FD-EMT RECERT EMP REIMB	25.00	0.00	25.00	12657	02/08/23
ANYTIME	ANYTIME CARPET CARE & CLEANING	832132 PD-JAN 22 STATION CLEANI	360.00	0.00	360.00	12658	02/08/23
ANYTIME	ANYTIME CARPET CARE & CLEANING	832140 PD-JAN 23 STATION CLEANI	360.00	0.00	360.00	12658	02/08/23
Check Total					720.00		
BETHELMIL BETHEL MILLS	110922/6	PD-KEY & KEY RING	6.86	0.00	6.86	12659	02/08/23
BETHELMIL BETHEL MILLS	116514/6	DPW-TUBE & PIPE STRAPS	2.96	0.00	2.96	12659	02/08/23
BETHELMIL BETHEL MILLS	144400/7	DPW-TOWELS & TAPE	25.96	0.00	25.96	12659	02/08/23
BETHELMIL BETHEL MILLS	156527/7	DPW-TOWELS	7.98	0.00	7.98	12659	02/08/23
BETHELMIL BETHEL MILLS	172951/6	P&R-SUPPLIES FOR ICE RIN	335.07	0.00	335.07	12659	02/08/23
BETHELMIL BETHEL MILLS	174159/6	P&R-SPRAY PAINT	39.99	0.00	39.99	12659	02/08/23
BETHELMIL BETHEL MILLS	50414/7	DPW-TOWELS & TAPE	34.75	0.00	34.75	12659	02/08/23
BETHELMIL BETHEL MILLS	91238/7	DPW-DEICER & SCOOP	8.78	0.00	8.78	12659	02/08/23
BETHELMIL BETHEL MILLS	91242/7	DPW-FACE MASKS	25.98	0.00	25.98	12659	02/08/23
BETHELMIL BETHEL MILLS	971659	FIN-FEB 23 FINANCE CHARG	0.84	0.00	0.84	12659	02/08/23
BETHELMIL BETHEL MILLS	98388/7	DPW-TOWELS	10.77	0.00	10.77	12659	02/08/23
Check Total					499.94		
BCBS	BLUE CROSS/BLUE SHIELD OF VERM	154501747 FEB 23 HEALTH INSURANCE	23130.18	0.00	23130.18	12660	02/08/23
BOUNDTREE BOUND TREE MEDICAL LLC	84797219	FD-MEDICAL SUPPLIES	414.80	0.00	414.80	12661	02/08/23
CARGILL	CARGILL INC-SALT DIVISION	2907890287 DPW-322,680 LB SALT	13875.24	0.00	13875.24	12662	02/08/23
CARGILL	CARGILL INC-SALT DIVISION	2907918529 DPW-269,000 LB SALT	11567.00	0.00	11567.00	12662	02/08/23
Check Total					25442.24		
CASELLA	CASELLA WASTE SERVICES	0787231 DPW-DEC 22 RECYCLE	6439.77	0.00	6439.77	12663	02/08/23
CASELLA	CASELLA WASTE SERVICES	0787232 DPW-DEC 22 TRASH	5445.51	0.00	5445.51	12663	02/08/23
CASELLA	CASELLA WASTE SERVICES	0789343 DPW-YARD REAR LOAD SRVC	69.48	0.00	69.48	12663	02/08/23
Check Total					11954.76		

Town of Norwich Accounts Payable
 Check Warrant Report # 967 Current Prior Next FY Invoices
 For checks For Check Acct 03(General) 02/08/23 To 02/08/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
CHASESITE CHASE SITE SERVICES, INC.	16082	DPW-NOV & DEC 22 CONTRAC	31424.00	0.00	31424.00	12664	02/08/23
COMCAST	COMCAST	0101PDCOM PD-JAN 23 INTERNET	430.19	0.00	430.19	12665	02/08/23
COMCAST	COMCAST	0106THCOM TH-JAN 23 INTERNET	5.00	0.00	5.00	12665	02/08/23
COMCAST	COMCAST	0120DPWCOM DPW-FEB 23 INTERNET	234.19	0.00	234.19	12665	02/08/23

					Check Total		669.38
COOP	COOP SERVICE CENTER	15573 PD-OIL & FILTER	111.94	0.00	111.94	12666	02/08/23
CRYSTAL	CRYSTAL ROCK, LLC	736065010323 DPW-WATER COOLER RENTAL	72.97	0.00	72.97	12667	02/08/23
DHMC	DARTMOUTH-HITCHCOCK	0109ARTURO FD-ARTURO JOHNSON	136.00	0.00	136.00	12668	02/08/23
DEADRIVER	DEAD RIVER COMPANY	21573 TH-HEATING OIL 1/24	1524.32	0.00	1524.32	12669	02/08/23
DEADRIVER	DEAD RIVER COMPANY	5797662 FIN-FINANCE CHARGE 1/23	16.72	0.00	16.72	12669	02/08/23
DEADRIVER	DEAD RIVER COMPANY	589033&2975 TH&FD-HEATING OIL	2052.22	0.00	2052.22	12669	02/08/23

					Check Total		3593.26
DELTA DEN DELTA DENTAL	FEB23DELTA	FEB 23 DENTAL INS	1033.16	0.00	1033.16	12670	02/08/23
EVANSMOTO	EVANS GROUP, INC.	0042445-IN DPW-DIESEL 195 GAL	752.16	0.00	752.16	12671	02/08/23
EVANSMOTO	EVANS GROUP, INC.	0042696-IN DPW-REG GAS 400 GAL	1194.88	0.00	1194.88	12671	02/08/23
EVANSMOTO	EVANS GROUP, INC.	0042752-IN DPW-DIESEL 200 GAL	816.62	0.00	816.62	12671	02/08/23
EVANSMOTO	EVANS GROUP, INC.	0043057-IN DPW-DIESEL 200 GAL	865.88	0.00	865.88	12671	02/08/23
EVANSMOTO	EVANS GROUP, INC.	0043415-IN DPW-DIESEL 450 GAL	2224.54	0.00	2224.54	12671	02/08/23

					Check Total		5854.08
FIRSTLIGH FIRSTLIGHT FIBER	13345665	TH-DEC 23 PHONE	43.16	0.00	43.16	12672	02/08/23
GNOMON	GNOMON COPY	63122 TS-TRASH COUPONS	104.50	0.00	104.50	12673	02/08/23
GOODPOINT	GOOD POINT RECYCLING	77134 DPW-ELECTRONICS RECYCL	372.32	0.00	372.32	12674	02/08/23
GMPC	GREEN MOUNTAIN POWER CORP	0113ACDMYLTS ACDMY RD LGHT 0511920000	40.26	0.00	40.26	12675	02/08/23
GMPC	GREEN MOUNTAIN POWER CORP	0124 24NBRD 24 NW BSTN RD 1469500000	244.59	0.00	244.59	12675	02/08/23
GMPC	GREEN MOUNTAIN POWER CORP	0124 300MNST MN ST BNDSTND 9572600000	36.65	0.00	36.65	12675	02/08/23
GMPC	GREEN MOUNTAIN POWER CORP	0124BVRMDW BVRMDW SP SGN 2496600000	19.52	0.00	19.52	12675	02/08/23
GMPC	GREEN MOUNTAIN POWER CORP	0124MNSTTWR MN ST TWR 35066725603	96.66	0.00	96.66	12675	02/08/23
GMPC	GREEN MOUNTAIN POWER CORP	0124RTE10A RT10A SPD SGN 6572600000	3.93	0.00	3.93	12675	02/08/23

					Check Total		441.61
HOMEDEPOT	HOME DEPOT CREDIT SERVICES	0106FD FD-ASSRT SUPPLIES	93.77	0.00	93.77	12676	02/08/23
IRVINGOIL	IRVING ENERGY DISTRIB. & MARKE	527492 DPW-PROPANE 184.6 GALLON	283.73	0.00	283.73	12677	02/08/23
IRVINGOIL	IRVING ENERGY DISTRIB. & MARKE	843833 DPW-PROPANE 833.2 GALLON	1096.32	0.00	1096.32	12677	02/08/23

					Check Total		1380.05

02/02/23

10:54 am

Town of Norwich Accounts Payable
 Check Warrant Report # 967 Current Prior Next FY Invoices
 For checks For Check Acct 03(General) 02/08/23 To 02/08/23

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
POWELLJUD JUDITH POWELL	0127EMPREIMB	PD-BATTERIES & SUPPL	56.97	0.00	56.97	12678	02/08/23
POWELLJUD JUDITH POWELL	0127MLGREIMB	PD-J. POWELL 136 ML REIM	89.08	0.00	89.08	12678	02/08/23
Check Total					146.05		
LEAF	LEAF CAPITAL FUNDING, LLC	14298514 PD-FEB 23 COPIER LEASE	82.00	0.00	82.00	12679	02/08/23
MADISON	MADISON NATIONAL LIFE	1539155 FEB 23 LIFE INSURANCE	760.55	0.00	760.55	12680	02/08/23
HERBERT	MATTHEW HERBERT	0127CPRTRAIN	120.00	0.00	120.00	12681	02/08/23
MAYER	MAYER & MAYER	PR-01/27/23 Payroll Transfer	25.00	0.00	25.00	12682	02/08/23
NACOP	NAT'L ASSN OF CHIEFS OF POLICE	23 DUES PD-ANNUAL MEMBERSHIP	60.00	0.00	60.00	12683	02/08/23
NEMRC	NEW ENGLAND MUNI RESOURCE CTR	52015 FIN-AUDIT ASSITANCE	362.50	0.00	362.50	12684	02/08/23
NEMRC	NEW ENGLAND MUNI RESOURCE CTR	52030 FIN-W-2 & 1099 PREP, PRI	1612.40	0.00	1612.40	12684	02/08/23
Check Total					1974.90		
PBA	NEW ENGLAND PBA, INC	32966 TH-UNION DUES	169.02	0.00	169.02	12685	02/08/23
PBA	NEW ENGLAND PBA, INC	33179 TH-UNION DUES	169.02	0.00	169.02	12685	02/08/23
PBA	NEW ENGLAND PBA, INC	33401 TH-UNION DUES	169.02	0.00	169.02	12685	02/08/23
PBA	NEW ENGLAND PBA, INC	33617 TH-UNION DUES	169.02	0.00	169.02	12685	02/08/23
PBA	NEW ENGLAND PBA, INC	33838 TH-UNION DUES	225.36	0.00	225.36	12685	02/08/23
PBA	NEW ENGLAND PBA, INC	34061 TH-FEB 23 UNION DUES	225.36	0.00	225.36	12685	02/08/23
Check Total					1126.80		
EZPASSNH	NHDOT E-ZPASS	02083690582 DPW-AA583 #V00208369058	5.00	0.00	5.00	12686	02/08/23
NRRA	NORTHEAST RESOURCE RECOVERY AS	130950 DPW-RELEASE #697930	191.20	0.00	191.20	12687	02/08/23
NORFIREDI	NORWICH FIRE DISTRICT	011010HAZEN PD-QUARTERLY WATER USAGE	289.22	0.00	289.22	12688	02/08/23
NORFIREDI	NORWICH FIRE DISTRICT	0110111TRNPK P&R-QUARTERLY WATER USAG	141.38	0.00	141.38	12688	02/08/23
NORFIREDI	NORWICH FIRE DISTRICT	0110300MAINS TH-QUARTERLY WATER USAGE	158.01	0.00	158.01	12688	02/08/23
Check Total					588.61		
VMCTA	PATTI LEWIS, VMCTA MEMBERSHIP	22-23 DUES TREASURER-MEMBERSHIP22-2	35.00	0.00	35.00	12689	02/08/23
RAYJURGEN	RAY JURGEN CO, LLC	0000061379 FD-NEDERMAN HOSE & NOZZL	2521.28	0.00	2521.28	12690	02/08/23
RAYJURGEN	RAY JURGEN CO, LLC	0000061715 FD-ELECTRONIC MAG UNIT	990.00	0.00	990.00	12690	02/08/23
Check Total					3511.28		
SABIL	SABIL & SONS INC	43820 DPW-FUEL FILTER	56.40	0.00	56.40	12691	02/08/23
SABIL	SABIL & SONS INC	43881 DPW-PRESSURE VALVE	14.60	0.00	14.60	12691	02/08/23
SABIL	SABIL & SONS INC	43890 DPW-AUTO PARTS	24.06	0.00	24.06	12691	02/08/23
Check Total					95.06		

02/02/23

10:54 am

Town of Norwich Accounts Payable
 Check Warrant Report # 967 Current Prior Next FY Invoices
 For checks For Check Acct 03(General) 02/08/23 To 02/08/23

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ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
SOLAFLECT	SOLAFLECT SOLAR PARK I, LLC	JAN 23 JAN 23 SOLAR ELECTRIC	848.13	0.00	848.13	12692	02/08/23
SOLAIV	SOLAFLECT SOLAR PARK IV, LLC	2301_01 JAN 23 SOLAR ELECTRIC	900.00	0.00	900.00	12693	02/08/23
STANTEC	STANTEC CONSULTING SERVICES, I	1971571 DPW-CULVERT RPLCMNT PRJC	3321.14	0.00	3321.14	12694	02/08/23
STANTEC	STANTEC CONSULTING SERVICES, I	1999115 DPW-RTE 132 GRANT SUPPOR	7500.00	0.00	7500.00	12694	02/08/23
Check Total					10821.14		
STAPLES.	STAPLES CREDIT PLAN	0119EXPO FD-EXPO MARKERS	11.98	0.00	11.98	12695	02/08/23
STITZEL	STITZEL PAGE & FLETCHER PC	72041 TH-DEC 22 LEGAL EXP	28906.25	0.00	28906.25	12696	02/08/23
HANOVERTO	TOWN OF HANOVER	01361 FD-AMBULANCE SRVC JUL-DE	74605.86	0.00	74605.86	12697	02/08/23
HARTFORD	TOWN OF HARTFORD	12885 PD-DISPATCH SRVC JAN-MAR	18227.75	0.00	18227.75	12698	02/08/23
HARTFORD	TOWN OF HARTFORD	12908 PD-VERIZON DEC 22	117.74	0.00	117.74	12698	02/08/23
Check Total					18345.49		
TWORIVERS	TWO RIVERS - OTTAUQUECHEE	23-89 DPW-TIGERTOWN CONSULTANT	3899.08	0.00	3899.08	12699	02/08/23
UNIFIRST	UNIFIRST CORPORATION	1070183897 DPW-UNIFORM CLEANING	246.23	0.00	246.23	12700	02/08/23
UNIFIRST	UNIFIRST CORPORATION	1070193565 DPW-UNIFORM CLEANING	304.54	0.00	304.54	12700	02/08/23
UNIFIRST	UNIFIRST CORPORATION	1070197583 DPW-UNIFORM CLEANING	304.54	0.00	304.54	12700	02/08/23
Check Total					855.31		
VERIZWIRE	VERIZON WIRELESS	9924536417 DEC 22 PHONE	241.51	0.00	241.51	12701	02/08/23
VLCT	VERMONT LEAGUE OF CITIES & TOW	MAC2022-0760 P&Z-JACQUELINE TRAINING	56.00	0.00	56.00	12702	02/08/23
VLS	VERMONT LIFE SAFETY, LC	46399 DPW-PROP INSPECT/REPAIRS	810.41	0.00	810.41	12703	02/08/23
VTMUNI	VERMONT MUNICIPAL ASSESSOR	1380 LISTERS-DEC 22 ASSESSOR	2732.19	0.00	2732.19	12704	02/08/23
VMERS	VMERS DB	PR-01/13/23 Payroll Transfer	10537.09	0.00	10537.09	12705	02/08/23
VMERS	VMERS DB	PR-01/27/23 Payroll Transfer	7832.74	0.00	7832.74	12705	02/08/23
Check Total					18369.83		
WEMASON	W.B. MASON CO., INC.	234802020 DPW-POLY BAGS	198.99	0.00	198.99	12706	02/08/23
WEMASON	W.B. MASON CO., INC.	235525185 TH-ASST SUPPLIES	679.12	0.00	679.12	12706	02/08/23
WEMASON	W.B. MASON CO., INC.	235545398 TH-LATEX GLOVES	32.98	0.00	32.98	12706	02/08/23
WEMASON	W.B. MASON CO., INC.	235784852 LISTERS-BANKERS BOX	28.16	0.00	28.16	12706	02/08/23
Check Total					939.25		

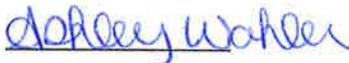
02/02/23
12:05 pm

Town of Norwich Accounts Payable
Check Warrant Report # 968 Current Prior Next FY Invoices
Manually Selected For Check Acct 03(General) 02/08/23 To 02/08/23

Page 1
ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BERGMI	MIRANDA BERGMEIER	22PAYTRUUPMB 2022 PAYROLL TRUE UP	73.63	0.00	73.63	12709	02/08/23
FIELDING	FIELDING ESSENSA	22PAYTRUUPFE 2022 PAYROLL TRUE UP	25.57	0.00	25.57	12708	02/08/23
MISC	ASHLEY WOHLER	22PAYTRUUPAW 2022 PAYROLL TRUE UP	43.93	0.00	43.93	12707	02/08/23
MISC	WADE COCHRAN	22PAYTRUUPWC 2022 PAYROLL TRUE UP	12.82	0.00	12.82	12710	02/08/23
Report Total			155.95	0.00	155.95		

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 \$ *****155.95
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: [Chris Kaufman](#)
To: [John M Farrell](#)
Cc: [John wallace](#); [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: RE: DAMAGED MAILBOXES
Date: Monday, January 23, 2023 12:23:01 PM

Hi John:

I discussed this with my crew just a few minutes ago and it appears that the plowed snow itself caused the damaged and not the plow wing or truck itself. If the wing or truck had hit the mailbox(s), then the entire box and pole would have been sheared off. My suggestion is that the mailboxes be more securely fastened to avoid the damage that the heavy, wet snow causes when lifted by the plows. This also could be from age or wood rot.

I am sorry for the inconvenience.

Thank you,

Chris Kaufman
Director
Department of Public Works
Town of Norwich

26 New Boston RD • Norwich, VT 05055

802-649-2209

ckaufman@norwich.vt.us

<http://norwich.vt.us/public-works/>

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

From: John M Farrell <jjtwister4@icloud.com>
Sent: Monday, January 23, 2023 12:11 PM
To: Chris Kaufman <ckaufman@norwich.vt.us>
Cc: John wallace <1johnwallace@gmail.com>
Subject: DAMAGED MAILBOXES

Mr Kaufman:

While I appreciate the town's efforts to clear the roads of snow the plow driver that plowed Turnpike Rd was less than careful this morning when plowing around 748 Turnpike Rd.

It is a great inconvenience to repair or replace the mailbox during the winter.

Please advise the driver that this is not acceptable and to be more careful. This has never happened as long as I have lived here.

Respectfully,

John M Farrell
Norwich, VT





From: [Chris Kaufman](#)
To: [John Farrell](#)
Cc: [Miranda Bergmeier](#); [Brennan Duffy](#)
Subject: RE: DAMAGED MAILBOXES
Date: Tuesday, January 24, 2023 8:20:50 AM

Hi John:

Just to clarify, I did offer an apology at the end of my email. I didn't say the mailbox was too close to the road. I said that maybe the post itself was rotten or that it may not have been secured enough to the pole as I did not hear from any other residents about mailbox damage, and it appeared from your picture that the other boxes stayed secured. Of course, we are always sorry to hear about damage that may have occurred to mailboxes due to snow being plowed, but the driver was only doing their job (not carelessness) and did not intentionally plow snow into the mailbox. The damage was obviously unintentional.

Thank you,

Chris Kaufman
Director
Department of Public Works
Town of Norwich

26 New Boston RD • Norwich, VT 05055

802-649-2209

ckaufman@norwich.vt.us

<http://norwich.vt.us/public-works/>

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

From: John Farrell <jjtwister@gmail.com>
Sent: Tuesday, January 24, 2023 8:09 AM
To: Chris Kaufman <ckaufman@norwich.vt.us>
Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>
Subject: DAMAGED MAILBOXES

Miranda: Please enter this email into the official town correspondence

Mr Kaufman:

Thank you for your timely response to my recent email regarding the town plow driver damaging my mailbox located at 748 Turnpike Road. Unfortunately your response was more defensive than accommodating.

Please note that I did not request that the town repair the damage. I will take care of that temporarily this winter and permanently in the spring when the ground has thawed.

You shifted the burden or responsibility to me stating making two false statements; one, that the post may have been rotten. It was not! It was a fairly recently installed pressure treated 4X4. Two, that the post was too close to the road. The post has been in exactly the same location for over 20 years and NEVER sustained any plow damage.

This whole situation could have been resolved with an apology for the driver's carelessness and a statement that he/she would be more careful in the future.
End of story!

I am sending a copy of this email to the selectboard for the purpose of making them cognizant of the situation.

Respectfully,
John M. Farrell
Norwich

From: **Omer Trajman** <omer@standupfornorwich.org>
Date: Tue, Jan 24, 2023 at 9:14 AM
Subject: Follow up on warrant articles
To: Marcia Calloway <msbcalloway@gmail.com>

Marcia,

Thank you as always for your patience, composure, and engagement with a passionate public. I'm disappointed and of course disagree with town counsel's interpretation of the police petition language, especially given precedent and the need to explain and constrain any monetary article. I do greatly appreciate that the Selectboard voted to add an advisory petition and hope that the next board will honor it and put some of the surplus towards funding a fully staffed department.

Separately, I mentioned this regarding the Norwich Farm article but didn't have the statute. The voters "may" grant tax exemption "not exceeding 10 years" and the Selectboard "shall" include any article requested by 5% of the voters. Because the statute that is cited in the petition exists, it's a right reserved for the voters and the Selectboard cannot deny the voters that right. I can't make the meeting on Wednesday and hope you can confirm this and relay it during the meeting.

-Omer

32 V.S.A. § 3840

When a society or body of persons associated for a charitable purpose, in whole or in part, including fraternal organizations, volunteer fire, and ambulance or rescue companies, owns real estate used exclusively for the purposes of such society, body, or organization, such real estate may be exempted from taxation, either in whole or in part, for a period not exceeding 10 years, if the town so votes. Upon the expiration of such exemption, a town may vote additional periods of exemption not exceeding five years each.

17 VSA § 2642 (a)

(3)(A) The warning shall also contain any article or articles requested by a petition signed by at least five percent of the voters of the municipality and filed with the municipal clerk not less than 47 days before the day of the meeting.

District 4
Certcode 1411-0

**CERTIFICATE OF HIGHWAY MILEAGE
YEAR ENDING FEBRUARY 10, 2023**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2023 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: aot.mileagecertificates@vermont.gov or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

We, the members of the legislative body of NORWICH in WINDSOR County on an oath state that the mileage of highways, according to Vermont Statutes Annotated, Title 19, Section 305, added 1985, is as follows:

PART I - CHANGES TOTALS - Please fill in and calculate totals.

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000	0.00	0.00	0.00	0.000
Class 2	14.550	0.00	0.00	14.550	0.000
Class 3	61.22	0.00	0.68	60.54	5.220
State Highway	18.367	0.00	0.00	18.367	0.000
Total	94.137	0.00	0.00	93.457	5.220
* Class 1 Lane	0.000	0.00	0.00	0.00	
* Class 4	19.13	0.00	0.25	18.88	0.000
* Legal Trail	2.76	0.00	0.00	2.76	

* Mileage for Class 1 Lane, Class 4, and Legal Trail classifications are NOT included in total.

PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.

1. **NEW HIGHWAYS:** Please attach Selectmen's "Certificate of Completion and Opening".

2. **DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).
TH59 was discontinued by action of the Selectboard on Nov. 9, 1992. A copy of the signed minutes is attached.

3. **RECLASSIFIED/REMEASURED:** Please attach SIGNED copy of proceedings (minutes of meeting).

4. **SCENIC HIGHWAYS:** Please attach a copy of order designating/discontinuing Scenic Highways.

IF THERE ARE NO CHANGES IN MILEAGE: Place an X in the box and sign below.

PART III - SIGNATURES - PLEASE SIGN.

Signatures of Selectmen/ Aldermen/ Trustees: _____

Signature of T/C/V Clerk: _____ Date Filed: _____

Please sign ORIGINAL and return it for Transportation signature.

AGENCY OF TRANSPORTATION APPROVAL: Signed copy will be returned to T/C/V Clerk.

APPROVED: _____
Representative, Agency of Transportation

DATE: _____

TOWN OF NORWICH
P.O. Box 376
NORWICH, VERMONT 05055-0376
TELEPHONE (802) 649-1419

MINUTES OF THE SELECTMEN'S MEETING

MONDAY, NOVEMBER 9, 1992 AT 4:30 PM

Present:

Selectmen Goodrich, Hodgdon, Ladd and Richardson.
Karen Porter, Town Clerk
Wynn Sixsmith
Robert Franzoni

Minutes:

1. Minutes of the meeting of November 2, 1992 were approved.
2. Treasurer's disbursements were approved.
3. Karen Porter suggested that budget presentations be changed somewhat from the present schedule. She suggested that the Highway Department and Town Clerk's office be scheduled next week. Originally the Highway Department and the Fire Department were scheduled together. The following week would be for the Fire and Police Departments. A final budget hearing would be scheduled for January 4 with budget approval on January 11. The Board approved Karen's suggestions. She will send out letters informing the Departments concerned.
4. The Board discussed Hutchins House matters. Hodgdon will inspect the house after Mrs. Brownlow has moved out. Her security deposit will be refunded if the house is in order.
5. Karen also brought up the matter of unpaid bills for ambulance services. It was moved and seconded that the Town Clerk's office pursue the collection of unpaid ambulance bills. This passed unanimously.
6. Bob Franzoni discussed the option of additional franchise fees for cable subscribers if Norwich has public access TV. The Board decided to ask Bob to draft a letter to be sent to the 400 Norwich cable subscribers for their input. His preference would be to have the Public Service board require Twin State Cable to provide public access without the subscribers losing channels and with only a basic franchise fee added to the monthly bills.

7. The Board feels that Mark Schleicher's road is adequate. It was moved and seconded that it be accepted subject to monumentation and a deed for the right-of-way. Passed unanimously. The Class 3 and Class 4 Town Highway has been discontinued from the upper end of Elm Street to Bragg Hill Road.
8. Hodgdon reported that the Police and Fire Departments are willing to go along with a 911 emergency number. There was discussion as to how many lines were necessary. It was moved and seconded to install three 911 lines. Passed unanimously.
9. The Board authorized Goodrich to sign notification to the State of the appoint of Dr. John Henry as Deputy Health Officer for the Town of Norwich.

Morgan E. Goodrich Chairman

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

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

Name: MATTHEW HALL

Address: 728 NEW BOSTON RD

Day phone: 802-291-0145 Evening phone: 802-649-5280

E-mail: matthewehall@comcast.net

Position Applied For:

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

Terms:

Years:

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

Evening: (Yes No) Morning: (Yes No)

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

NONE

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

MANAGING MY PERSONAL PROPERTIES
AND THOSE OF MY FAMILY
FOR 35 YEARS - PROVIDED A TREE
SERVICE FOR 30+
YEARS

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

NONE

5. Education and Current Employment

Name of Company: SELFEMPLOYED Location: NORWICH
Title: DBA MATTHEW HALL
Describe your work: CARPENTER / GENERAL CONTRACTOR

6. Pertinent Education and/or Experience:

LOGGING
LAND CLEARING
PROPERTY MAINTENANCE

7. Do you feel there could be any conflict of interest with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes No). If yes, please explain:

Comments:

Signature

Matthew Hall

Date

1/26/23

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

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

Name:

Address:

Day phone:

Evening phone:

E-mail:

Position Applied For:

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

Terms:

Years:

2. Would you be available for evening and/or morning meetings?
Evening: (Yes No) Morning: (Yes No).
Are there other restrictions on your availability? If so, please describe:

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

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

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes No). If yes, please explain:

Comments:

Signature

Date

Town of Norwich Selectboard Memo from ITM

TO: Norwich Selectboard

FROM: Brennan Duffy, Interim Town Manager

RE: Appointment of Acting Zoning Administrator and associated contract with TRORC

DATE: February 3, 2023

Background: As you are aware, the Town of Norwich (TON) has been without an Acting Zoning Administrator for several months. We are currently actively recruiting for a full-time Planning Director and Zoning Administrator but at this time do not have a prospective candidate identified. Recently the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (TRORC) has proposed that they could provide assistance in the form of a qualified staff member who would provide the TON a short-term acting Zoning Administrator (ZA) on a part time (4-6 hours per week) basis.

24 VSA §4448 controls to appointment of Zoning Administrators in Vermont. As has been the case in the recent past, the process calls for the Planning Commission to recommend the appointment of the Zoning Administrator and/or Acting Zoning Administrator to the Selectboard. The Selectboard then acts to appoint the Zoning Administrator. Given the nature of the position it is important for the TON to have an Acting Zoning Administrator at all times.

The contract proposed with TRORC would begin on ratification and run through March 31, 2023. The contract would provide TON up to six (6) hours of work per week, for the duration of the term, at a rate of \$90/hr.

Recommendations:

- 1) Staff recommends that the board appoint Kyle Katz of TRORC as Acting Zoning Administrator based on the recommendation of the Norwich Planning Commission.
- 2) Staff recommends that the board authorize the ITM to ratify the contract for services with TRORC in the amount not to exceed \$4,320 for a term of service through March 31, 2023.

Date: February 6, 2023

To: Selectboard

Subject: Recommendation of Interim Zoning Administrator

In a Special Meeting this evening, the Planning Commission voted unanimously to recommend that Kyle Katz, a planner from Two Rivers-Ottawaquechee Regional Commission, be appointed as the Interim Part-time Zoning Administrator.

Upon your approval of the TRORC contract, Kyle will be available 6-hours a week until March 30, 2023, to service residents. Details of the contract are available from Brennan Duffy.

Respectfully submitted,

Jacqueline Allen
Planning Commission Chair

JA/ja

AGREEMENT

Between the

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

And the

TOWN OF NORWICH, VERMONT

For

MUNICIPAL ZONING SERVICES

Project # 10-630

January 26, 2023

I. AGREEMENT FOR SERVICES

- a. It is agreed by and between the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (hereinafter called the Regional Commission) and the Town of Norwich (hereinafter called the Town) that the Regional Commission shall assist in providing Municipal Zoning Services for the Town in accordance with the steps outlined in Attachment A.
- b. This Agreement consists of the body and the following attachment which is incorporated herein:

Attachment A - Scope of Services

II. GENERAL TERMS AND CONDITIONS

- a. The maximum dollar amount for all services performed under this Agreement shall not exceed \$4,320, unless amended.
- b. Services performed under this agreement shall be rendered on an as needed, hourly basis, not to exceed 6 hours per week, though hours per week may be less depending on town need.
- c. The period of performance under this Agreement shall commence **upon signing** and run through **March 31, 2023**, unless amended.
- d. Ownership of all data and materials collected under this Agreement shall remain with the Town and TRORC.
- e. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of the Regional Commission and the Town.
- f. The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity as a Commission employee in the best interest of the Town.
- g. The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.
- h. If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and specifying the effective date thereof, at least thirty days prior to the date of termination.
- i. The Town, upon hiring of a Zoning Administrator, may terminate this Agreement by giving written notice to the Regional Commission and by specifying the effective date of termination. The Town shall only be charged fees for services accrued for the duration through the effective date of termination.

- j. The fees charged for services to the Town for the duration of this contract are actual labor, fringe, indirect, and mileage, as necessary. Mileage will be charged at the federal rate. No additional fees will be charged.

III. OBLIGATIONS OF THE REGIONAL COMMISSION

- a. Regional Commission staff will work with, and be responsible to, the Town Manager, in providing the services listed in Attachment A.
- b. The Regional Commission shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- c. The Regional Commission shall invoice the Town on a periodic basis (usually monthly) for costs incurred on this project. This contract shall be billed on an hourly basis.
- d. The Regional Commission shall provide to the Town copies of all documents generated under this project.

IV. OBLIGATIONS OF THE TOWN

- a. In consideration of the services to be provided by the Regional Commission, the Town shall pay the Regional Commission after review and approval of invoices submitted in accordance with the provisions of Section III. C.
- b. The Town agrees to participate in meetings with Regional Commission staff, as necessary.
- c. The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.
- d. The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this ____ day of _____, _____ at Norwich, Vermont.



TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP, Executive Director

Town of Norwich - Town Manager

Attachment A

Norwich 2022 Town Zoning Administration

TRORC staff will serve as the Interim Zoning Administrator for the Town of Norwich. These duties shall include:

Manage the Town permitting processes

- Review and process applications for zoning permits, variance requests, and land development plans.
- Enforce the zoning regulations of the Town.

Provide Guidance

- Assist applicants, as needed, in identifying applicable regulations and requirements.
- Refer applicants to the Development Review Board (DRB) as needed for approval.
- If time permits, advise the DRB, applicants, and the public on the applicability of other regional, state, or federal regulations that may apply.
- Determine completeness of applications.
- If time permits, assist the DRB with scheduling hearings/meetings, providing notice to parties, posting and publishing agendas and warnings in accordance with statutory requirements.

Issue Permits

- Review applications and site plans to ensure regulatory compliance.
- Issue permits or make referrals to Boards as necessary.

Prepare Development Review Board Hearings

- If time permits, prepare the hearing packets and findings report for DRB hearings that include the application materials and subsequent materials submitted by interested parties.

This contract will be billed at cost, not to exceed \$4,320. TRORC's hours are expected to be approximately 4-6 hours per week, at \$90 per hour. Hours per week will likely vary, and may be less than what is approximated, depending on the number of permits to be processed. Time will focus on permit processing, but as time allows, this work may also include attending DRB Hearings when necessary and supporting their review and approval of projects. Mileage done as part of the duties under this agreement will be billed at the prevailing federal rate.

If additional meetings/times are needed beyond this scope, they will be mutually agreed upon as change orders prior to work being undertaken and charged for.

NORWICH FIRE DEPARTMENT
JANUARY SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 1/31/23

ALWAYS ASSUME ALL DOWNED LINES ARE **LIVE**

Downed power lines can be **deadly**. Always assume a downed power line is **live** and avoid approaching them or anything near them.

Use Precaution



Downed power lines can energize the ground up to **35 feet** away. Even more in wet conditions.



Never drive over downed power lines or anything in contact with them.



If you see a downed power line, **call 911**.



Never try to move a downed power line.

If a vehicle contacts a **power line** or **utility pole**...

STAY AWAY AND CALL 911



Consider **all lines** to be live and dangerous.



Warn others to stay at least **35 feet** away.



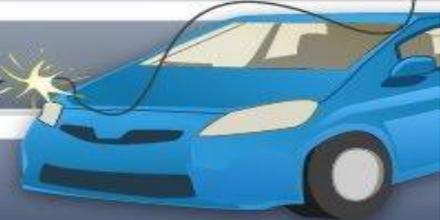
Stay in place or inside your vehicle unless you see **fire** or **smoke**.



Tell others not to approach vehicle, downed lines, or anything that may be in contact with downed lines.



Call **911**.



In the Event of Fire or Smoke

Do not touch the ground and vehicle at the **same time**.



Jump from the vehicle with your **feet together**.



Shuffle away, avoid lifting your feet.



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	12
EMS CALLS	16
FIRE MUTUAL AID	0



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 JANUARY 2023

PREPARED BY: Wade Cochran, Chief

DATE: February 1, 2023

The Norwich Police Department responded to 64 calls for service during the month of January. The department received 22 calls when no Norwich officer was on duty. Of those calls, the Vermont State Police responded to five. One of which lead to an arrest. 21 motor vehicle stops were made. On January 2, the department responded to a missing person complaint which unfortunately turned into a body recovery. NPD was assisted by the Vermont State Police, the Hanover Police Department, New Hampshire Fish & Wildlife, and Norwich and Hartford Fire Departments.

On January 2, Chief Cochran attended a “meet and greet” at the American Legion. Officer Ingraham enjoyed s’mores with MCS students at their Winter Carnival on January 12. On January 30, NPD welcomed Officer Chelsea Maxham to the department. Officer Maxham was most recently employed by the Orange County Sheriff’s Department. We also held our first Coffee with a Cop. Approximately 20 residents were present. Officer Maxham was introduced to the group. Discussion topics included pedestrian safety, speed enforcement, mental health concerns, NPD staffing, and the budget. Our next Coffee with a Cop is scheduled for February 28 at 10:00 a.m.

On March 6, 2023, Norwich Police will welcome a new Sergeant to the team. As of that date we will be at the staffing currently allowed by the select board. The Chief would like to remind citizens that even though we have officers coming on board, the department still has to give these new officers time to learn the town and become familiar with our citizens and functions of the agency. By mid-March, the Chief’s goal is to have officers covering times that in the recent past have been covered by the Vermont State Police. There will still be times when the Town is not covered, but we are moving in the right direction.

With many speed complaints, specifically in the school zone, NPD will be more visible in those areas enforcing speed as well as crosswalk violations. It is of the utmost importance to consider the safety of our youth and to be aware of the times the children will going to and coming from school.

Wade Cochran
Chief of Police

Questions on The December Financials received from Town's Treasurer

Q: What has been booked to actual Miscellaneous Revenue?

A: See GL Transaction Details

09:18 am Detail Transactions Report
Period 1 Jul to Period 6 Dec jhasbrouck

Account:	01-4-009900.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Uncollected Balance		
Description:	MISCELLANEOUS	0.00	0.00	0.00	8,437.90	(8,437.90)		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
07/15/22	GL01 Misc Pay- IRS	GJ# 20230071						15.00
09/08/22	CR01 CLACR 09/08/22	Batch 596						3470.00
09/27/22	GL01 Apply Refund	GJ# 20230028					200.00	
09/27/22	CR01 CLACR 09/27/22	Batch 614						200.00
09/28/22	GL01 Great Hydro Reimb Expense	GJ# 20230075						4952.90
Transaction Totals			0.00	0.00	0.00	0.00	200.00	8637.90
Account Totals			0.00		0.00			8437.90

Q: Under the Community Policing, what makes up the \$14,247 for speed signs?

A: See GL Transaction Details

09:21 am Detail Transactions Report
Period 1 Jul to Period 6 Dec jhasbrouck

Account:	01-5-500204.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description:	SPEED SIGNS	0.00	2,000.00	0.00	14,254.84	(12,254.84)		
** Over Budget **								
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/10/22	AP01 Ck:11962: SOLAFLECT SOLAR	Batch 467					900.00	
09/14/22	AP01 Ck:12090: SOLAFLECT SOLAR	Batch 470					900.00	
09/28/22	AP01 Ck:12162: SOLAFLECT SOLAR	Batch 471					900.00	
10/26/22	AP01 Ck:12280: TRAFFIC LOGI/	Batch 473					8847.00	
11/09/22	AP01 Ck:12340: SOLAFLECT SOLAR	Batch 473					900.00	
12/07/22	AP01 Ck:12481: SOLAFLECT SOLAR	Batch 474					900.00	
12/21/22	AP01 Ck:12533: SOLAFLECT SOLAR	Batch 476					900.00	
Transaction Totals			0.00	0.00	0.00	0.00	14247.00	0.00
Account Totals			0.00		0.00		14247.00	

Q: Why isn't there an actual amount booked for Ambulance Contract in the Police Department?

A: The contract has no amount on it. We are invoiced for services and pay accordingly.

Q: What has been booked to Highway Garage Administration?

A: See GL Transaction Details

		Last Year				Unexpended		
Account:	01-5-703515.00	Unused Budget	Budget	Encumbrance	YTD Posting	Balance		
Description: ADMINISTRATION		0.00	5,000.00	0.00	5,976.98	(976.98)		
		** Over Budget **						
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
09/28/22	AP01 Ck:12131:CHRIS KAUFMAN	Batch 471					99.00	
11/09/22	AP01 Ck:12343:STATE OF VERMONT	Batch 473					1350.00	
11/09/22	AP01 Ck:12304:CHRIS KAUFMAN	Batch 473					53.88	
11/22/22	AP01 Ck:12433:VALLEY NEWS	Batch 473					102.70	
12/07/22	AP01 Ck:12468:GIROU// GENERAL T	Batch 474					3900.00	
Transaction Totals			0.00	0.00	0.00	0.00	5505.58	0.00
Account Totals			0.00		0.00		5505.58	

Q: What is the large credit amount showing in the December column for Highway TAP Grant? If a Grant receipt, that belongs in the Revenue section, not netted against the expense.

A: This is a reclass of the TAP grant receivable. All expenses for the FY had been expensed rather than the 20% the town needs to pay as the grant match. Receivable is expected in January 2023.

Q: Why is there a credit balance in the Recreation Department Dental Insurance expense line?

A: Dental insurance was canceled, and reimbursement done through payroll which caused the credit. Needs to be cleared against the Payable. The journal entry can be created to clear this in January.

Q: Why is the electricity expense at the Highway Garage at 150% six months through the year?

A: All electric lines for the town need to be reviewed and adjusted. Some are over expensed while others not expensed at all. This is pending reconciliation in the finance department.

Q: Why does Highway Designated Fund-Equipment have a current expense of \$11,069 when there isn't a budget amount?

A: This is a pending FY22 Audit adjustment- Mower purchase bought in June 2022 paid for in July 22. Approval for spending was in FY22.

Q: Why are Town Administrative Office Supplies already over budget at 248.45%?

A: See GL Transaction Details

09:35 am

Detail Transactions Report
Period 1 Jul to Period 6 Dec

jhasbrouck

Account:	01-5-005610.00	Last Year Unused Budget	Budget	Encumbrance	YTD Posting	Unexpended Balance
Description:	OFFICE SUPPLIES	0.00	1,500.00	0.00	4,230.51	(2,730.51)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
12/20/21	AP01 In:INVL23913611:BUSINESS	Batch 470					503.83	
08/20/22	AP01 In:INVL62957171:BUSINESS	Batch 470					503.83	
08/24/22	AP01 Ck:11989:BUSINESS CARD	Batch 468					503.83	
09/28/22	AP01 Ck:12175:W.B. MASON CO.,	Batch 471					23.43	
10/12/22	AP01 Ck:12230:W.B. MASON CO.,	Batch 472					147.67	
10/26/22	AP01 Ck:12252:BUSINESS CARD	Batch 473					503.83	
10/26/22	AP01 Ck:12252:BUSINESS CARD	Batch 473					13.98	
11/22/22	AP01 Ck:12406:BUSINESS CARD	Batch 473					503.83	
12/07/22	AP01 Ck:12492:W.B. MASON CO.,	Batch 474					285.95	
12/21/22	AP01 Ck:12545:W.B. MASON CO.,	Batch 476					49.99	
12/21/22	AP01 Ck:12514:BUSINESS CARD	Batch 476					503.83	
01/04/23	AP01 Ck:12597:W.B. MASON CO.,	Batch 476					5.75	
01/04/23	AP01 Ck:12597:W.B. MASON CO.,	Batch 476					127.99	
01/04/23	AP01 Ck:12597:W.B. MASON CO.,	Batch 476					26.12	
01/04/23	AP01 Ck:12597:W.B. MASON CO.,	Batch 476					22.82	
Transaction Totals			0.00	0.00	0.00	0.00	3726.68	0.00
Account Totals			0.00		0.00		3726.68	

Q: On another note, I would appreciate having a better understanding of the 5% COLA bonus calculation and information. Who is eligible and where is there a document that provides that information that can be shared.

A: Finance Dept has the payment workbook provided in Jul 2022 when the 1st payment was made; we pay according to this workbook. We do not have a specific guide without the list of names. Please refer to prior period select board minutes for the criteria for payments.

Nordic Trail - the trail is being groomed by Allied Contracting again this year. The groomer at Huntley Meadows is being run by Bob Fiskén.

Basketball Season - Our teams began playing games in December, with the season picking up this month.

The warmer temperatures caused us to have to postpone both the ice-skating party and the first Nordic at Night. Buck Child and the Hosers have been doing a great job on the rink, in lieu of the weather challenges this year.

We held our first Community Potluck and had over 125 people show up. We will continue to host the events on the first Sunday of each month.

Mud and Spring season sports are being set up. They will open on 2/11, along with our summer camps.

International Games afterschool program is going very well, despite the school closures canceling several days this month.

The SafeZone team has been asked to present at the Vermont Recreation and Parks Association's quarterly meeting in Montpelier, as a launch to a new initiative, encouraging communities to host their own SafeZone forums.

New programs opened this month: HIIT early morning workouts, Thursday Yoga, more Pickleball, more Futsal and Women's Basketball. We are now hosting Rec programs every day of the work week.