

Norwich Selectboard  
Regular Meeting – April 12, 2023 – 6:30 p.m.  
Participation: Hybrid  
Physical Location: Tracy Hall meeting room  
ZOOM access information: <https://us02web.zoom.us/j/86357460049>  
Meeting ID: 863 5746 0049

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

1. Welcome
2. Agenda Review ..... Motion required.

**Correspondence, AP Warrant, Minutes**

3. Minutes.....Motion required.
4. Correspondence .....Motion(s) possible.
5. AP Warrant.....Motion required.

**Informational Items** – This time will be used for important information for which there will be no immediate action and could be no public comment.

6. Minutes of Schema Task 2 Working Group meeting; Outline of Responsibilities & Outstanding Work.
7. Recreation Department Assistant job description
8. IREC / Energy Committee work presentation
9. Interim Town Manager Contract

**Reports Submitted** -- On occasion, reports from appointed committees, departments, or other town-related entities are submitted without comment or request for agenda time. The chair will identify such reports as part of the record, and the SB may or may not determine action is necessary.

10. Police report

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

11. Local Emergency Management Plan adoption.....Motion required.
12. DPW request for approval of two grant applications for: (a) paving and (b) structural package for Route 132 .....Motion(s) possible.
13. Public Safety Facility fund overdraft .....Motion possible.
14. Finance Department request to write off small amounts of underpaid property tax..... ..Motion possible.
15. Amended Resolution for Municipal Planning Grant.....Motion possible.
16. Historic Preservation Commission request for authorization to apply for grant.....Motion possible.
17. Liquor License - two (2) authorizations.....Motions required.
18. National Prescription Opiate Litigation.....Motion possible.

**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.

19. Accounting, Auditing, and Financial Reporting Policy .....Motion(s) possible.
20. Cash Receipts, Petty Cash, and Returned Check Policy .....Motion(s) possible.

**Future Agenda Items Possible**

April 26, 2023

May 10, 2023

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Interim Town Manager Contract  
Town Manager Search  
Police issues  
HR & Personnel Policies

**Adjournment**

DRAFT Minutes of the Special Selectboard Meeting of  
Wednesday, March 15, 2023, at 6:30 pm

Unlike the previous meeting of the same evening, this was in-person only and held in the Multipurpose Room in Tracy Hall.

Members present: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; Priscilla Vincent; also Brennan Duffy, Interim Town Manager  
Also participating: Bonnie Munday, outgoing Town Clerk; Chico Eastridge, Technical Director & Senior Producer, Junction Arts & Media; Lily Trajman, incoming Town Clerk; Omer Trajman; Stuart Richards; Rachel Coombs; Jaan Laaspere; Linda Cook; Paul Manganiello.

1. Welcome. Calloway brought the meeting to order at 6:30 PM. She requested that an item be added to the agenda for discussion of the potential implications of the Town's approval of one of the articles at that was up for vote at Town Meeting. Layton so moved, seconded by Smith. Passed unanimously.

2. Town Clerk Transition and Salary. Munday, as outgoing Town Clerk, noted there is a standard form that may help in determining the new Town Clerk's compensation on the VLCT website that other towns currently use. Duffy mentioned that the packet for that night's meeting contains VLCT's 2022 guide for establishing Town Clerk salaries and benefits, including information on insurance options.

Smith said the relevant statute may already provide parameters for setting the Clerk's compensation package and noted it was detailed in the budget recently passed by the voters. Arnold differed as to how binding that vote may be and said he reads the statute as allowing more discretion as well. Munday added that she interprets the import as being that any figures in question simply cannot exceed the amounts specified. There ensued a discussion of some inequities that may be perceived among managerial positions in the various Town departments.

It was also noted that, as with other things, the relevant information on the Town website is woefully out of date.

Lily Trajman, as Town Clerk, said that it may be appropriate to revisit what grade the position is classified as, now that it will involve supervising a full-time assistant. She suggested she be started at Grade 21 rather than the current 18, but at the lowest step within that grade.

Arnold moved to enter executive session for further discussion of personnel matters,

seconded by Layton. Motion passed (3 Yes; Smith No; Vincent Abstained). Entered executive session at 7:40 PM.

Layton moved to resume regular session, seconded by Smith, passed unanimously. Resumed at 8:15 PM. Smith moved to establish the salary of the newly elected Town Clerk at \$58,697.75, seconded by Layton. Passed unanimously.

Omer Trajman asked for some of the reasoning, which was provided, including that, as Smith said, they were somewhat limited by the structure they've inherited, but it can be revisited at some future date.

To that end, Smith moved, seconded by Arnold, that "This board will undertake a wage and salary study of all the positions in the Town as soon as possible." Unanimous.

Arnold said and all agreed there should be a letter of agreement with Munday covering her continued employment assisting during the transition. The terms will be worked out between Duffy and Ms. Trajman, with input from Munday. Arnold moved to ask Duffy to draft the letter of agreement, specifying employment for up to twenty hours per week for purposes of the transition at her most recent rate of pay. Seconded by Smith. Unanimous.

There was general discussion of how best to manage the situation related to ARPA funding and a reserve fund raised by the Town's recent approval of a related article. There will be further discussion at upcoming meetings.

Respectfully submitted,

Ralph C. Hybels, Minutes Taker

**From:** [Pam Smith](#)  
**To:** [Miranda Bergmeier](#)  
**Cc:** [Brennan Duffy](#); [Joyce Hasbrouck](#); [Ashley Wohler](#); [Marcia Calloway](#); [Lily Trajman](#)  
**Subject:** Re: Selectboard Draft Minutes for 3-15-2023 meetings - 6:00pm & 6:30pm  
**Date:** Tuesday, March 21, 2023 7:34:43 PM

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Miranda,

I wish to submit a correction to the March 15, 2023 minutes for the meeting held at 6:30pm.

On page 2, the first full paragraph reads:

*Layton moved to resume regular session, seconded by Smith, passed unanimously. Resumed at 8:15 PM. Smith moved to establish the salary of the newly elected Town Clerk at \$58,697.75, seconded by Layton. Passed unanimously.*

This should say:

*Layton moved to resume regular session, seconded by Smith, passed unanimously. Resumed at 8:15 PM. Smith moved to establish the salary of the newly elected Town Clerk at \$68,697.75, seconded by Layton. Passed unanimously.*

The only change requested is the amount of the salary established for the newly-elected Town Clerk. The minutes understate the Town Clerk's salary by \$10,000, which is probably a typo that needs to be corrected in the minutes. I am also copying our Interim Town Manager, Interim Finance Director, and the Staff Accountant to ensure that the Town Clerk's first paycheck is calculated at the correct rate.

Please contact me if you have any questions regarding this correction.

Also, please place this email in the packet for the April 12, 2023 meeting.

Thanks.....Pam

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Pamela Smith, Selectboard

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.

On Mon, Mar 20, 2023 at 4:44 PM Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)> wrote:

... have been posted...

3-15-2023 at 6:00 pm (to test hybrid capability): <http://norwich.vt.us/wp-content/uploads/2023/03/DRAFT-Minutes-031523-spec-test-6h00m.pdf>

3-15-2023 at 6:30 pm (personnel matters): <http://norwich.vt.us/wp-content/uploads/2023/03/DRAFT-Minutes-031523-spec-6h30m.pdf>

Miranda H. Bergmeier

Assistant to the Town Manager

Town of Norwich

P.O. Box 376

Norwich, VT 05055

802-649-1419 x101

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.

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Pam Smith, Selectboard

Please note that any reply or response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act..

DRAFT Minutes of the Selectboard Meeting of  
Wednesday, March 22, 2023, at 6:30 pm

This hybrid meeting was held in the Multipurpose Room in Tracy Hall.

Members present: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; Priscilla Vincent; and Brennan Duffy, Interim Town Manager  
Also participating: Richard Brigham, CPA, Sullivan Powers & Co., P.C.; Cheryl Lindberg, Treasurer; Christopher Kaufman, Director, Department of Public Works; Brie Swenson, Recreation Department Director; Stuart Richards; Demosthenes Sofronas

1. Welcome. Calloway brought the meeting to order at 6:31 PM.

2. Agenda Review. Arnold moved, seconded by Layton, to approve with elimination of Item 11. After discussion, motion failed. Arnold: Yes; Calloway, Layton, Smith, Vincent: No. Arnold moved, seconded by Smith, to approve the agenda. Passed unanimously.

3. Auditors' presentation. The Town's current auditor, Rick Brigham of Sullivan Powers & Co. joined via Zoom to report on their findings. He noted that this was not an easy audit to perform, particularly because without crucial signatures, they could not make judgments based explicitly on the numbers supplied by the Town. While the financial consultant was of considerable assistance, her status as an outsider was a considerable limitation. Brigham said, however, that while their report outlines material weaknesses and deficiencies, he "totally thinks" those will be adequately addressed in the audit report for 2023. Smith asked if the current report may affect the Town's credit rating and ability to bond or get loans. Brigham responded that he did not think that will be a problem.

Brigham said drawing conclusions regarding the Town's finances is complicated by the need to adopt GAAP rules in the context of an auditor's report. Pressed on the matter by Smith, however, he assured that he is confident that the Town does currently enjoy a substantial budget surplus.

Arnold asked Brigham to comment on the management of cash associated with fees at the transfer station, inquiring how much of a concern are the lack of internal controls. He responded that it is a significant concern not only in Norwich but in other towns as well and ideally, tickets for disposal at the transfer station would be sold exclusively at the Town Hall.

Brigham demurred when asked by Smith what an appropriate level of debt might be in specific terms but stated that compared to other communities of similar size, what the Town carries at present is “not an overwhelming amount of debt.”

Brigham’s main recommendation is to improve fiscal management through better policy manuals and adherence thereto. Calloway responded that the Board intends to use the VLCT’s recommendations as a guide in this regard.

Richards expressed particular concern about legal expenses, though Calloway pointed out that those are not within the purview of the audit.

4. Town Manager Report. Duffy requested that a special meeting be held given the amount of time that will be necessary to address the issues currently in play, noting though that retention bonus payments are due at the end of the present month. The Board agreed to schedule a special meeting for March 29, stipulating that it should last no more than two hours. Arnold cautioned that such precedents may make service on the Board appear untenable for working people with family obligations.

5. Finance Report. Smith noted with continuing concern that again the report was not signed by the interim Finance Director. She agreed to draft her questions and run them by Duffy as well as the Finance Director.

6. Receipt of Correspondence Policy. Smith moved to amend the policy to delete the words, “or four days prior to a special meeting” from the second paragraph and the entirety of the last paragraph, “All correspondence not requiring Selectboard action will be received in one motion.” Seconded by Layton. Passed unanimously.

7. Rules of Conduct of Regular and Special Meetings of the Selectboard. Calloway had modeled the current draft after the VLCT. There was extensive discussion of possible edits, with consensus prevailing. Smith moved, seconded by Vincent, to approve the policy as revised, which are to be signed at the next meeting. Passed unanimously.

8. Consent Agenda. There was general discussion of potential changes to policies concerning consent agendas in general, including the possibility of dispensing with them entirely, reaching consensus that they will be addressed further at a future meeting. Arnold moved, seconded by Smith, to approve the consent agenda for the current meeting. Sofronas expressed concern that the March 8 minutes had not reflected his contribution favoring the purchase of a new police cruiser to put the

cruiser replacement policy back on track. Duffy noted that those minutes also inaccurately reported that the meeting was convened by Calloway when it was actually convened by him.

Kaufman defended the DPW's practice of reimbursing employees for incidental expenses, such as for food and eating utensils during long shifts necessitated by storm conditions.

Calloway and Layton agreed to bring a draft of a "comprehensive" policies and procedures document to the next regular meeting.

Motion to approve the consent agenda, including the March 8 minutes with the amendments discussed passed unanimously.

9. RFPs (3) for DPW re line striping, culverts, generator. Kaufman described the bid process for extensive but necessary culvert work and line striping in various places around Town. Bids have been accepted for the non-routine work the DPW will not complete on their own.

Arnold moved, seconded by Layton, to authorize the Interim Town Manager to approve the bid by L&D Safety Marking Corporation to complete line striping work for an amount not to exceed \$70,223.00, to be paid from operating budget funds for FY2023 and FY2024. Approved unanimously. Kaufman explained that this work will be divided, such that one half will be paid in this fiscal year and one half in the next.

Arnold moved, seconded by Layton, to authorize the Interim Town Manager to approve the bid by Webster & Donovan Excavating, Inc. to complete culvert work on Beaver Meadow Road for an amount not to exceed \$99,750.00, to be paid in part by \$39,500 from a VTrans 2022 Grants-In-Aid and in part by a \$60,250.00 expenditure from the Bridge Designated Fund. Passed unanimously.

Arnold moved, seconded by Layton, to authorize the expenditure of \$24,160 for the completion of culvert work by DPW staff on New Boston Road, to be paid in part by \$19,300 from the 2022 Better Roads Grant and in part by \$4,860 from the Bridge Designated Fund. Passed unanimously. Kaufman confirmed that these costs are almost entirely for materials, as the labor will be in-house.



Arnold moved, seconded by Layton, to authorize the Interim Town Manager to approve the bid by Brook Field Service Company to supply and install a new generator for the DPW for an amount not to exceed \$48,563.00 to be paid from the Generator designated fund. Kaufman said one generator from another application was over fifty years old and decrepit while the other, inherited from the fire station was over twenty years old and had not been installed at the DPW. Recent storms had tested these units to failure. The new systems will be monitored remotely. The bid includes all work and materials, including removing and disposing of the old pad(s), as well as ongoing maintenance. Layton and Arnold spoke in favor, noting that while these will be powered with propane, because they will serve only as a backup source of power, they are consistent with the spirit at least of the Town's climate and energy plans. Motion approved unanimously.

10. RFPs (2) for softball and baseball field reconstruction. Swenson explained the need for reconstruction of two playing fields, noting that the work can be fully funded by the Girard Fund because its value has risen sufficiently. Kaufman said the DPW cannot complete the work involved so put it out for bids and received only one, at \$17,000 per field. The contractor volunteered to include the bases, their anchors, and installation at no additional cost.

Arnold moved, seconded by Layton, to authorize the Interim Town Manager to approve the bid by Valley Turf Services to complete reconstruction of the softball field and the Girard Baseball Field for an amount not to exceed \$34,000.00 to be paid from the Girard Fund. Passed unanimously.

11. Possible Article 10 revote action. Tabled, per discussion.

12. Extend TRORC contract ending 03/31/2023 for Zoning assistance. Arnold moved, seconded by Layton, to authorize the Interim Town Manager to sign the Addendum for Contract Extension, as included in the meeting packet, to secure municipal zoning services to be provided by Two Rivers Ottawaquechee Regional Commission staff. Passed unanimously.

Adjournment. Smith moved, seconded by Layton, to adjourn the meeting. Passed unanimously at 10:15 PM.

Respectfully submitted,  
Ralph C. Hybels, Minutes Taker

DRAFT Minutes of the Special Selectboard Meeting of  
Wednesday, March 29, 2023, at 6:30 pm

This hybrid meeting was held in the Multipurpose Room in Tracy Hall.

Members present: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; Priscilla Vincent.

Also participating: Brennan Duffy, Interim Town Manager; Christopher Kaufman, Director, Department of Public Works; Brie Swenson, Recreation Department Director; Miranda Bergmeier, Assistant to the Town Manager; Lily Trajman, Town Clerk; Cheryl Lindberg, Treasurer; Judy Powell; Omer Trajman; Stuart Richards; John Cushman; Demosthenes Sofronas; Linda Gray

1. **Welcome.** Calloway brought the meeting to order at 6:32 PM.
2. **Agenda Review.** Layton moved, seconded by Vincent, to approve the proposed agenda. Passed unanimously.
3. **Approve AP Warrant.** Smith argued the payment for the new police cruiser should have been documented explicitly as from the fund for that purpose. Duffy commented that it was important to approve the expenditure as written regardless, so the purchase can be consummated before the particular cruiser in question becomes no longer available.  
Layton moved approval, seconded by Arnold, of Check Warrant Report #987 in the amount of \$94,396.96. Calloway, Layton, Arnold: Yes; Vincent: No; Smith: Abstain.  
**Motion passed.**  
Vincent moved that any subsequent warrant articles shall be broken out to show the correct fund from which it draws. Second Smith. Four: Yes; Arnold: No. **Motion passed.**
4. **Town Manager request to move monies to cover unanticipated expenses.** Duffy reported that several budget line items have been overspent, necessitated by a number of factors not originally foreseen, including in particular the more than \$70,000 in severance paid to the last Town Manager to cover his accrued vacation time, etc. In response to Arnold, Duffy assured, however, that there is no shortage of funds to meet such requirements. Calloway added that it should be understood that all expenditures involved were approved by the Board. There was discussion of whether given these facts it might not be necessary to move funds from one source to another. The Board reached consensus, as voiced explicitly by the Chair, that at least for the rest of the current fiscal year in fact, it was not necessary to make any such move, thus obviating any potential motion in that regard.

Omer Trajman, via Zoom, observed that the Town is spending 3% of its budget on

legal fees for outside counsel and said he hopes that will soon be a topic of discussion at one of the Board's meetings. Calloway replied that it will indeed be on the agenda for a meeting soon.

**5. Town Manager open position updates.** Duffy reported that the DPW has had a building and grounds position open for 7 months. The Town's management now wishes to eliminate that position while meeting the needs of the Recreation Department for mowing by covering it as part of the requirements met through the already-approved new position for an assistant to the Recreation Director while at the same time creating a new equipment operator position in DPW. Duffy expects that the necessary mowing work need not, however, be delayed until the next fiscal year begins July 1 since there are funds available for that purpose already in the DPW budget. Kaufman added via Zoom that he thinks this could be a win-win for the two departments.

Duffy said it was not necessary to approve this initiative at that time. At the meeting April 12, more questions can be answered and any concerns the union may raise can be addressed. He reported he has already informed the union that the Board would be considering these issues.

Swenson assured that the worker reporting to her for building and grounds work will do much more than just mowing, including lining the playing fields, youth sports scheduling, and supervising the skating rink. She reported this is the same model employed by Woodstock already. She said the "Aftercare" program revenues are what will enable this plan.

Regarding keeping the skating rink in shape during the season, Swenson averred not to worry, saying, "We have a very strong head hoser who's just moved to town."

Further discussion centered on the need for further information including a formal job description.

Richards via Zoom characterized as a "serious omission" that to his knowledge no action has as yet been taken to address the import of the support expressed by 681 citizens who voted for adding one more officer to the police force. He wondered aloud how that may be funded. Calloway reminded him that the Board has already addressed this issue by taking the Town's vote under advisement. Richards suggested the Town may need a special Town Meeting. "We haven't forgotten about this," Calloway replied.

Cushman via Zoom said he hopes the Board will consider how the required equipment will reflect on the Town's intent regarding the environment. He reminded that the approval of buying new equipment also sanctioned investigating electric alternatives.

Metcalf via Zoom asked how the new hire will help in the winter months and whether that might require, for example, operating specialized equipment to clear sidewalks. Calloway responded that they will, indeed, need an answer to that question.

Duffy said that although their efforts to recruit candidates for a well-compensated permanent Zoning Administrator/Planning Director position have been authorized for some time, no qualified applicants have emerged. For the immediately foreseeable future, therefore, they intend to continue the relevant contract with Two Rivers. Unfortunately, however, the Planning Commission's rewriting of the land use and zoning guidelines have stalled as a result of this vacancy and therefore they are wondering if support for those efforts could be contracted out as well.

There has been a similar lack of success in hiring a permanent Finance Director and Duffy reported that the current interim incumbent has notified that she will not seek to extend that contract past its expiration at the end of April.

These positions have been extensively advertised on Indeed and the Listserv as well as in the Valley News and at VLCT. Given the paucity of results, however, there was general discussion of how best to pursue successful recruiting, including the potential need to increase the advertised compensation as well as the need to replace the current incumbent post haste. Another possibility discussed was changing the requirements to better suit a senior accountant with perhaps less direct managerial experience than has thus far been contemplated. Smith moved, seconded by Layton, to authorize the Interim Town Manager to work with Robert Half on all of the services they provide to try to identify someone that could fill in as our Finance Director and come to the Board with a proposal for its April 12 meeting. **Passed unanimously.**

There was discussion of how the role of the Assistant to the Town Manager's role may be expanded to focus more on human resources and grantsmanship as well as how best to accommodate any need for additional office space as an additional assistant is brought on as has also been authorized. This position will serve needs of the DPW as well as the Town Manager, but will report only to the latter. Bergmeier said she appreciates the Board's attention to these matters. Lily Trajman reminded the Board that several entities currently make use of the conference room, including for election-related activities, and asked that that be taken into account in any reallocation of space.

Arnold moved, seconded by Layton, to authorize the Interim Town Manager to continue to advertise to fill the open positions as discussed over the remainder of the current fiscal year. **Approved unanimously.**

Arnold moved, seconded by Layton, to authorize the interim Town Manager to

advertise for the FY24 position of Administrative Assistant for Town Administration and Public Works immediately. **Approved unanimously.**

Arnold moved to authorize the Interim Town Manager to promote the current Assistant to the Town Manager to Assistant Town Manager [note that the presence or absence of “the” in these titles is more significant than it might appear, conferring greater authority to the bearer without it], with the grade and step of 16L, effective April 1. Layton, Arnold, Calloway, Vincent: Yes; Smith: Abstain. **Motion Passed.**

**6. Review of COLA Bonus inconsistencies.** There was Board consensus that the uncertainties around how the COLA bonus incentives passed in 2022 have been implemented require attention, particularly since, as Duffy pointed out, recently no one has been receiving these. Arnold moved, seconded by Layton, to clarify the Selectboard’s motion of July 13, 2022 to define eligible employees for the purposes of the FY2023 COLA bonus payments as those employees eligible for annual COLA increases and to approve the prior payments that may have included additional employees in error. **Passed unanimously.**

Richards commented that two employees who happen to be union members and have gone well beyond the strict requirements of their jobs during the recent labor shortage are particularly deserving. Duffy responded that a problem has been that the union said they could not accept the payments, and not because that was the Town’s intent. Richards countered that he had heard it was because of “strings attached.” Powell, also via Zoom, as president of the union local, stated agreement with Richards and specified that the issue was related to terms the last Town Manager attempted to impose concerning any exceptions that might be made in disciplinary cases.

Sofronas commented that in 34 years at the Post Office and 26 years in the Army, he observed that both gave COLA to all employees regardless of union status. Metcalf spoke in agreement. Arnold pointed out, however, that the issue at hand was not about COLAs, per se, but rather about bonuses that might be given in addition.

Smith moved, seconded by Vincent, that any employees who may have received such bonuses in error in the past will be allowed to keep them. **Passed unanimously.**

**7. SB Planning Schematic and Calloway cover memo.** It was agreed, at the Chair’s request, that Arnold, Layton, and Bergmeier will work on further developing personnel policies and report on progress at the second meeting in April.

**8. IREC report dated February 2023, submitted to the SB in the 03/22/2023 packet.** The Intermunicipal Regional Energy Coordinator (IREC) program, which is hosted by the Two Rivers-Ottawaquechee Regional Commission (TRORC) and was

formed in 2020, has submitted a report for the Town's consideration. Gray mentioned that Jeffrey Grout, the new Coordinator, has made it clear he's very much available to help with any energy-related grant applications.

**9. Future Agenda Items.** Issues to be addressed at the April 12 and 26 meetings include the Town Manager search, school board payments, and an application for a potential retail cannabis establishment, as well as extending an invitation to meet with the IREC.

**Adjournment.** Vincent moved, seconded by Smith, to adjourn the meeting. **Passed unanimously at 10:17 PM.**

Respectfully submitted,  
Ralph C. Hybels, Minutes Taker

**From:** [Pam Smith](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** Re: Selectboard Draft Minutes for 3-29-2023  
**Date:** Monday, April 3, 2023 6:13:35 PM

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Miranda,

I write to request a correction to the SB minutes of March 29, 2023. Instead of:

*"Smith argued the payment for the new police cruiser should have been documented explicitly as from the fund for that purpose."*

I am requesting the following wording appear in the final minutes:

**"Smith expressed concern that a payment for the new police cruiser was included on an accounts payable warrant for checks drawn from the General Fund instead of having it appear on a separate warrant showing the check was drawn from the Police Cruiser Reserve Fund. Having separate warrants is the only way the Selectboard can be assured that payments are drawn from the fund authorized by the Selectboard."**

Please include this request in the packet for the April 12, 2023 meeting. Thank you.

Pam

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Pam Smith, Selectboard

Please note that any reply or response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act..

On Mon, Apr 3, 2023 at 3:28 PM Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)> wrote:

... have been posted at <http://norwich.vt.us/wp-content/uploads/2023/04/DRAFT-Minutes-032923.pdf>

Miranda H. Bergmeier

Assistant Town Manager

Town of Norwich

P.O. Box 376

Norwich, VT 05055

802-649-1419 x101

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.

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Pam Smith, Selectboard

Please note that any reply or response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act..



**From:** [Stuart Richards](#)  
**To:** [norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)  
**Cc:** [Brennan Duffy](#); [Miranda Bergmeier](#); [Mary Layton](#); [Roger Arnold](#); [Marcia Calloway](#); [Priscilla Vincent](#); [Pamela Thompson Smith](#)  
**Subject:** IMPORTANT SELECTBOARD ISSUES  
**Date:** Tuesday, March 21, 2023 2:50:12 PM

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Dear Selectboard,

I would like to direct your attention to a recent post below from Chris Katucki on the Norwich Listserv below which covers many of the issues that you either have been involved with or will be involved with. There are a couple of additional issues that need to be resolved.

- The Open Meeting Lawsuit has been ongoing for at least 2 years and has cost the Town at least \$100,000. This lawsuit should never have been necessary to get the Selectboard to obey the Open Meeting Law. Will the Selectboard “cure” the Open Meeting Law violations?
- The Selectboard has budgeted \$90,000 for Legal Expenses for 2023. What is that money going to be spent on? What are the actual line items?
- When a COLA raise was given to Norwich employees two Police Dept. employees received it once but the additional times that other Town employees received the COLA raises the two Police Dept. employees did not receive the COLA raise. Why not?

I'd like to thank the Selectboard and wish them good luck in resolving all the outstanding issues in a timely, effective and fair manner.

Please place this email in correspondence for the next meeting.

Many thanks

Stuart Richards

## From ARPA to Zoning Director: Important matters facing the Selectboard

Posted on [March 15, 2023](#) by [CTK](#) — [2 Comments ↓](#)

As the Norwich Selectboard begins its new term following Town Meeting, here are some matters under consideration by the Board.

- **Town Manager Search.** Norwich has not had a permanent Town Manager since early November, when the Selectboard paid Roderick Francis over \$50,000 to resign. The

budget starting July 1 includes \$30,000 for Town Manager recruitment. However, waiting until July to begin the search could leave Norwich without a permanent Town Manager until 2024. Should the town wait that long? (The last Town Manager search took six months from start to finish, with few attractive candidates.)

- **ARPA money.** The Town has over \$1,000,000 in ARPA money to spend on qualifying projects. The deadline to “obligate” these funds is December 31, 2024. That may seem like a long time, but it took 20 years to get voter approval to build a new police station. Perhaps, using the money for the Marion Cross School septic makes sense. “If input is needed to gather information,” the Vermont League of Cities and Towns [recommends](#) “creating an ARPA Advisory Committee to help shoulder the work.”
- **Tracy Hall renovations.** The HVAC systems at Tracy Hall need a major upgrade. Time to go green? Further, before ripping up floors and walls for new ductwork, it also makes sense to re-imagine the floor plan. In view of ARPA deadliness, is it time to commission a feasibility study by an engineering or architectural firm? (As an historic building it’s possible that some of the renovation might qualify for historic improvement grants- my add)
- **Police staffing.** Voters approved Article 11, the advisory article to add an additional police officer to the Police Department. Will the Selectboard heed the advice of voters and where will the money come from?
- **Finance Director and Planning and Zoning Director.** Both positions are open. Zoning regulations need a significant update, and building permits need approval. More importantly, town financials did not get the CPA’s blessing. In addition, the Finance Director needs to appreciate the role of the Town Treasurer, an elected official with responsibilities set by statute. Also, should the next permanent Town Manager have a say in the selection of department heads?
- **Union contract.** The union contract covering police and DPW workers expires on June 30. The Labor Negotiations Team for the Town (consisting of Roger Arnold and Mary Layton-my addition) has conducted several strategy meetings in executive session and presumably the same number of discussions with the union. Is an agreement near? Impact on the budget and employee workplace concerns?
- **Hazardous material dripping from Moore Lane Bridge.** A containment structure is in place. However, the fix is untested and temporary. Come hot weather, issues regarding this health hazard will *demand* attention.

Overall, addressing these issues will require careful consideration by our officials.

If I missed something or erred, feel free to comment below or to contact me.

Chris Katucki [kals95@startmail.com](mailto:kals95@startmail.com)

**From:** [Norman Levy](#)  
**To:** [Select Board](#); [Paul Manganiello](#)  
**Subject:** New Mexico is training civilians to answer mental health calls. Will it reduce tragedies? | New Mexico | The Guardian  
**Date:** Monday, March 27, 2023 9:03:57 AM

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Could a mental health professional, or crisis trained civilian, with pay shared by several local police departments, be considered an agenda item for the Selectboard?

<https://www.theguardian.com/us-news/2023/mar/27/new-mexico-police-mental-health-crises-intervention-programs>

Norm Levy

Norman Levy  
16 Koch Road  
Norwich Vermont 05055  
Levynorman01@gmail.com

**From:** [Stuart Richards](#)  
**To:** [Mary Layton](#); [Roger Arnold](#); [Marcia Calloway](#); [Priscilla Vincent](#); [Pam smith](#)  
**Cc:** [Brennan Duffy](#); [Miranda Bergmeier](#)  
**Subject:** POLICE  
**Date:** Wednesday, March 29, 2023 1:39:12 PM

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Dear Selectboard,

It is both disappointing and disconcerting to see no public action on implementing the will of the voters who have asked for a fifth police officer. Why hasn't there been an agenda item to find the money to pay for this request? Are you going to take action???? This is occurring at the same time there is new staff in new positions being hired and promotions being awarded.

In addition, at least two police employees who are deserving of COLA raises have not received what they should have. Why not?? My understanding is that the SB has refused to pay what all others have received because you have attached strings to receipt of the COLA raise. Why???

Moreover, why have two SB members who are not favorably disposed to the police been entrusted to conduct union negotiations without being directed and reporting back to the full Selectboard??

It would be much appreciated if prompt action is taken to remedy these issues.

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

Many thanks,

Stuart Richards

Town of Norwich, Vermont



CHARTERED 1761

TO: Selectboard - Calloway, Layton, Rogers, Smith and Vincent

FROM: Board of Listers – Lindberg, Ciccotelli and Vincent

DATE: April 3, 2023

RE: Norwich/Sharon Municipal Line dispute

There has been a long-standing dispute over the western boundary line of the Town of Norwich. This has recently come to the attention of the Board of Listers due to a property owner on the boundary line wanting to correct their acreage in Norwich so they are no longer double taxed on 8 acres that the Norwich tax maps reflect being in Norwich and the Sharon tax maps reflect being in Sharon. This matter doesn't end with just one property owner and their zoning parcel. The alteration of the Norwich line impacts about 21 zoning parcels with two having residences also impacted.

The Board of Listers cannot adjust a Town boundary. 24 VSA Section 1461 defines the process. We are attaching the Vermont Statute, maps of the current town line according to the Norwich tax maps and a map showing the two residences that will be impacted.

The Board of Listers will be available to discuss this when this topic is added to a future Selectboard agenda.

# The Vermont Statutes Online

## Title 24 : Municipal And County Government

### Chapter 047 : Municipal Lines

(Cite as: 24 V.S.A. § 1461)

#### § 1461. Location or alteration of municipal lines; monuments

(a) When the legislative bodies of adjoining municipalities are able to agree as to the location of a municipal line, each legislative body shall vote in meetings duly warned for the purpose to adopt the location. Prior to the vote, each legislative body shall hold at least one public hearing duly warned for the purpose of informing the public of, and allowing public comment on, the location of the line. Following the meetings, the legislative bodies shall conduct a, or ratify an existing, survey of the municipal line and file certified copies of the minutes of the meetings, and the survey, and a list of property owners, the legal location of whose property is changed by the agreement, with the Secretary of State, the clerk of each of the municipalities, and the Vermont Enhanced 911 Board.

(b) When the legislative bodies of adjoining municipalities are unable to agree as to the location of a municipal line, or in the absence of a clearly definable charter line, the legislative bodies shall sign a written agreement to submit to arbitration pursuant to 12 V.S.A. chapter 192.

(1) If an award of arbitration does not alter a municipal line, the award shall be filed with the Secretary of State and the clerk of each of the municipalities.

(2) If an award of arbitration would result in an alteration of a municipal line, the award shall require that a survey be conducted of the municipal line and apportion the cost of the survey between or among the respective municipalities as deemed appropriate. Following the survey, one or more of the legislative bodies shall petition the General Assembly to adopt the alteration of the municipal line pursuant to the survey. Following enactment of legislation which alters a municipal line, the legislative bodies shall file the survey and a list of property owners, the legal location of whose property is changed by the award, with the Secretary of State, the clerk of each of the municipalities, and the Vermont Enhanced 911 Board. Each legislative body of the adjoining municipalities shall post a notice of the petition to the General Assembly that specifies the nature and extent of the proposed legislation in at least two public places and in the town clerk's office at least three weeks prior to filing the petition.

(c) When the legislative bodies of adjoining municipalities are able to agree as to the location of a municipal line and one or more of the legislative bodies believes that alteration of the existing line or the establishment of a new line is necessary, the legislative

bodies shall conduct a survey of the new municipal line. Following the completion of the survey, one or more of these legislative bodies shall petition the General Assembly to establish the location of the municipal line. Following the enactment of legislation which ratifies the alteration of the municipal line, the legislative bodies shall file the survey and a list of property owners, the legal location of whose property is changed by the legislation, with the Secretary of State, the clerk of each of the municipalities, and the Vermont Enhanced 911 Board. Each legislative body of the adjoining municipalities shall post a notice of the petition to the General Assembly that specifies the nature and extent of the proposed legislation in at least two public places and in the town clerk's office at least three weeks prior to filing the petition.

(d) When the General Assembly enacts legislation which ratifies a survey of a municipal line, it may appropriate funds sufficient to monument those municipal lines at the points on the municipal lines where the lines change direction. If the legislative body of a municipality desires additional monuments, it shall provide funds for those monuments at the expense of the municipality.

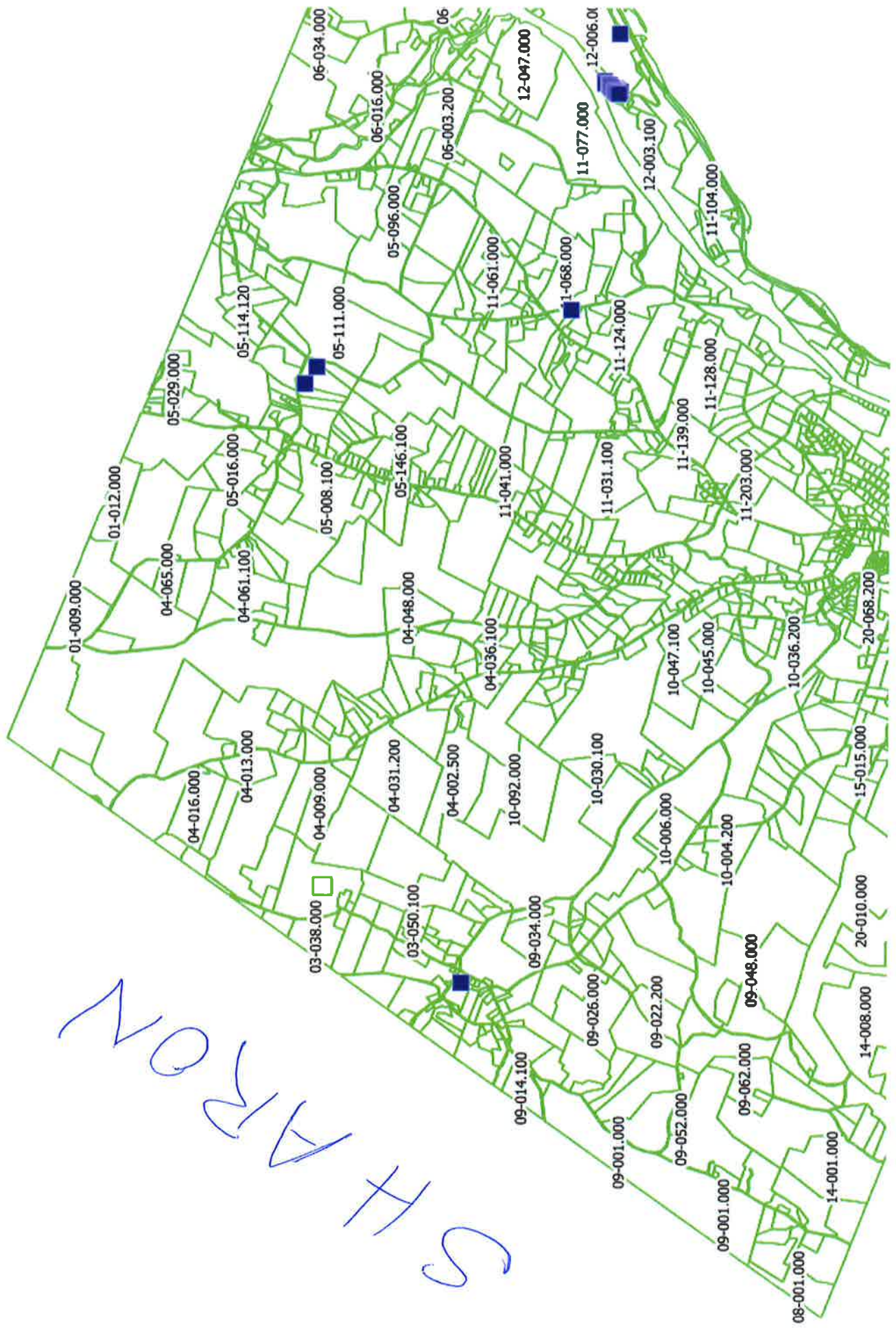
(e) A survey required by this section shall be conducted by a land surveyor licensed in this State.

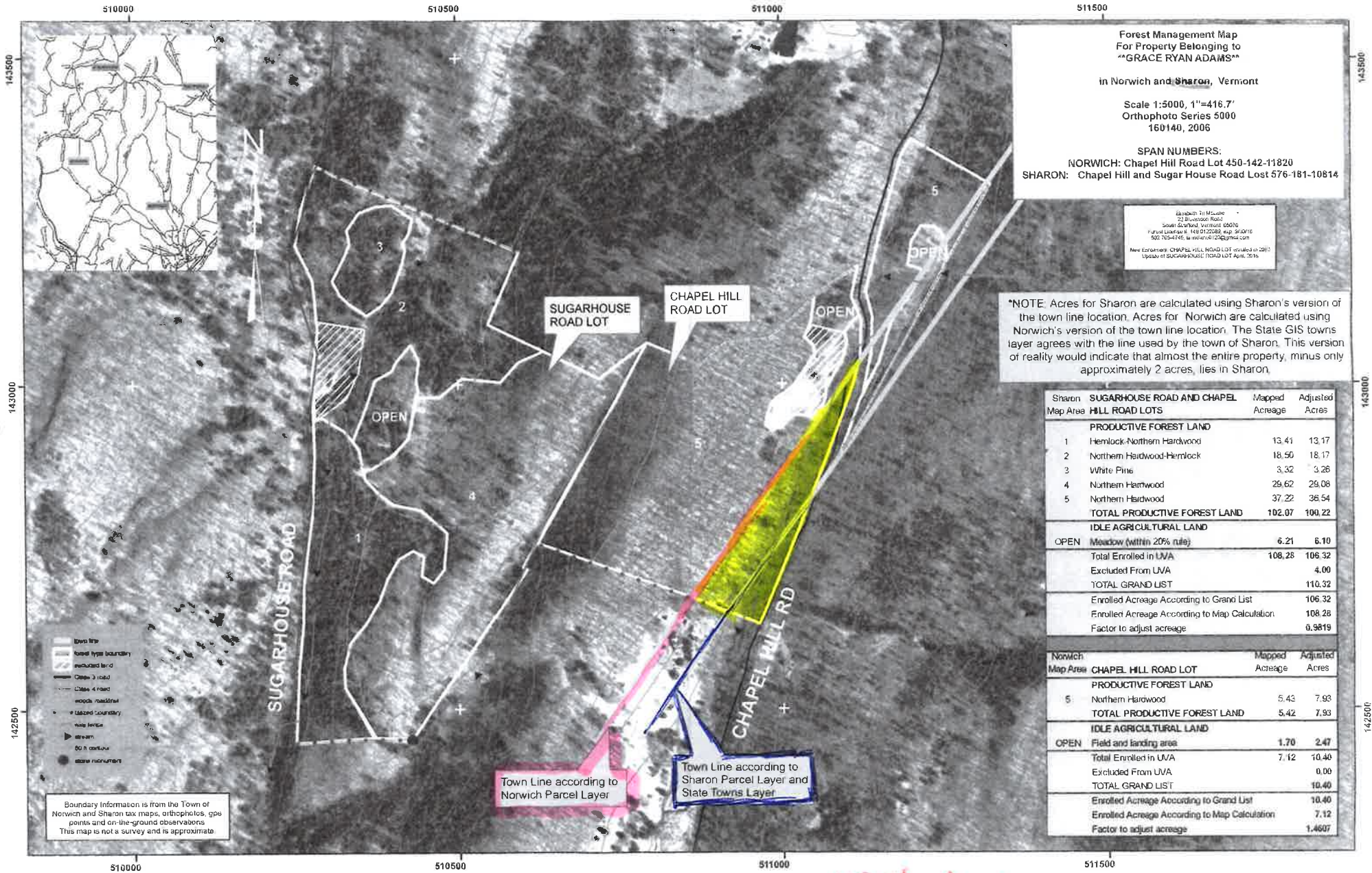
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NORTH





Forest Management Map  
 For Property Belonging to  
 \*\*GRACE RYAN ADAMS\*\*  
 in Norwich and Sharon, Vermont  
 Scale 1:5000, 1"=416.7'  
 Orthophoto Series 5000  
 160140, 2006  
 SPAN NUMBERS:  
 NORWICH: Chapel Hill Road Lot 450-142-11820  
 SHARON: Chapel Hill and Sugar House Road Lot 576-181-10814

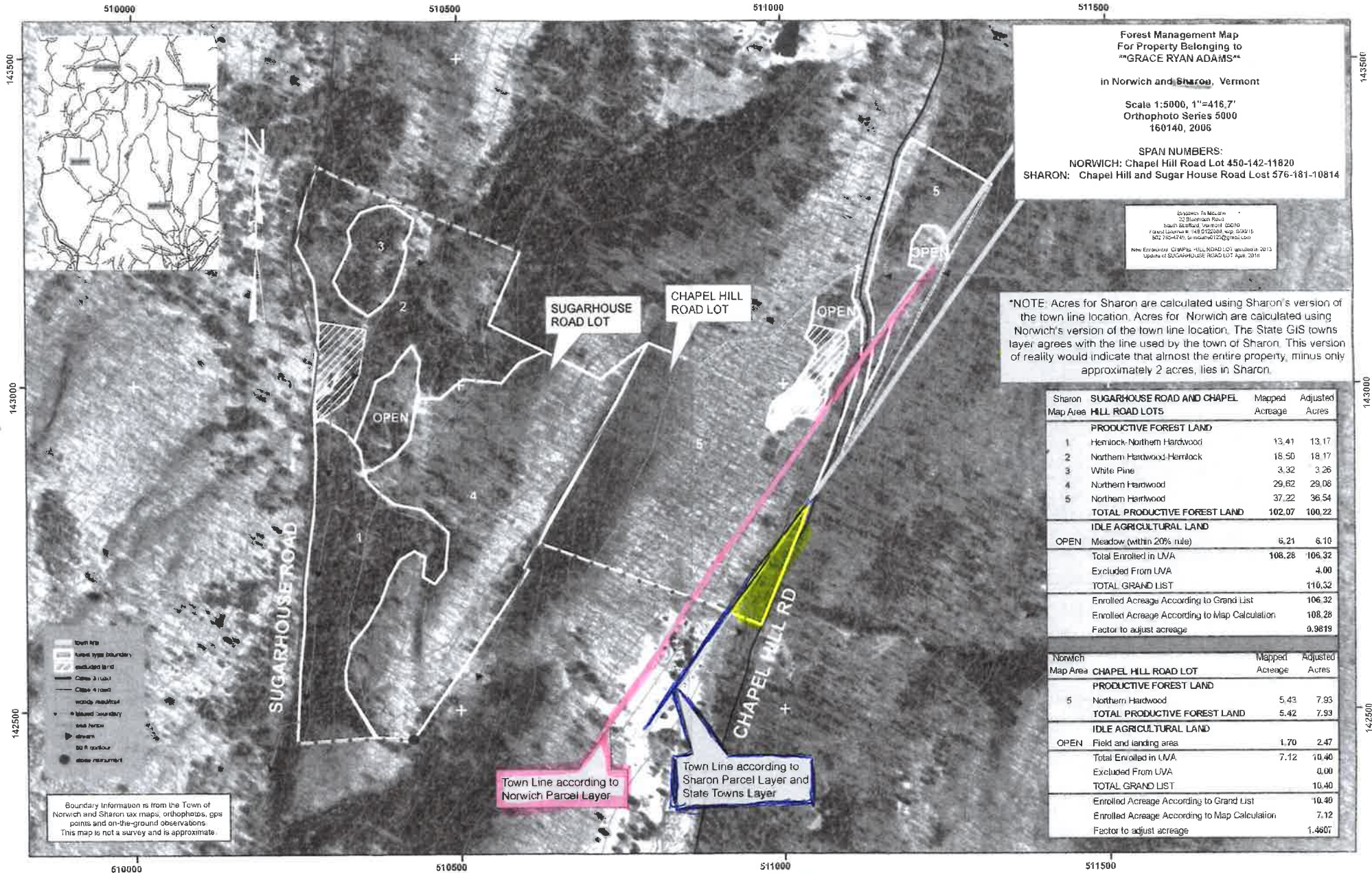
Sharon 21 Measure  
 21 Boulevard Road  
 South Barre, Vermont 05076  
 Phone: 802-248-1111 Fax: 802-248-1112  
 E-mail: sharon@state.vt.gov  
 New Estimate: CHAPEL HILL ROAD LOT calculated 2011  
 Update of SUGARHOUSE ROAD LOT April 2016

\*NOTE: Acres for Sharon are calculated using Sharon's version of the town line location. Acres for Norwich are calculated using Norwich's version of the town line location. The State GIS towns layer agrees with the line used by the town of Sharon. This version of reality would indicate that almost the entire property, minus only approximately 2 acres, lies in Sharon.

Sharon Map Area	SUGARHOUSE ROAD AND CHAPEL HILL ROAD LOTS	Mapped Acreage	Adjusted Acres
<b>PRODUCTIVE FOREST LAND</b>			
1	Hemlock-Northern Hardwood	13.41	13.17
2	Northern Hardwood-Hemlock	18.50	18.17
3	White Pine	3.32	3.28
4	Northern Hardwood	29.62	29.08
5	Northern Hardwood	37.22	36.54
<b>TOTAL PRODUCTIVE FOREST LAND</b>		<b>102.07</b>	<b>100.22</b>
<b>IDLE AGRICULTURAL LAND</b>			
OPEN	Meadow (within 20% rule)	6.21	6.10
<b>Total Enrolled in UVA</b>		<b>108.28</b>	<b>106.32</b>
Excluded From UVA		4.00	
<b>TOTAL GRAND LIST</b>		<b>110.32</b>	
Enrolled Acreage According to Grand List		106.32	
Enrolled Acreage According to Map Calculation		108.28	
Factor to adjust acreage		0.9819	

Norwich Map Area	CHAPEL HILL ROAD LOT	Mapped Acreage	Adjusted Acres
<b>PRODUCTIVE FOREST LAND</b>			
5	Northern Hardwood	5.43	7.93
<b>TOTAL PRODUCTIVE FOREST LAND</b>		<b>5.42</b>	<b>7.93</b>
<b>IDLE AGRICULTURAL LAND</b>			
OPEN	Field and landing area	1.70	2.47
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Excluded From UVA		0.00	
<b>TOTAL GRAND LIST</b>		<b>10.40</b>	
Enrolled Acreage According to Grand List		10.40	
Enrolled Acreage According to Map Calculation		7.12	
Factor to adjust acreage		1.4607	

10.4 Acres



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For Property Belonging to  
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in Norwich and Sharon, Vermont

Scale 1:5000, 1"=416.7'  
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160140, 2006

SPAN NUMBERS:  
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Ernst & Young  
22 Shelburne Road  
South Shelburne, Vermont 05470  
Phone Number: 802 535-2008 Fax: 802 535-1115  
802 730-4740; ernstyoung.com

New Ernt & Young Company, LLC, 2010  
Update of SUGARHOUSE ROAD LOT, April 2010

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<b>Enrolled Acreage According to Map Calculation</b>		<b>7.12</b>	
<b>Factor to adjust acreage</b>		<b>1.4507</b>	

Boundary information is from the Town of Norwich and Sharon tax maps, orthophotos, gps points and on-the-ground observations. This map is not a survey and is approximate.

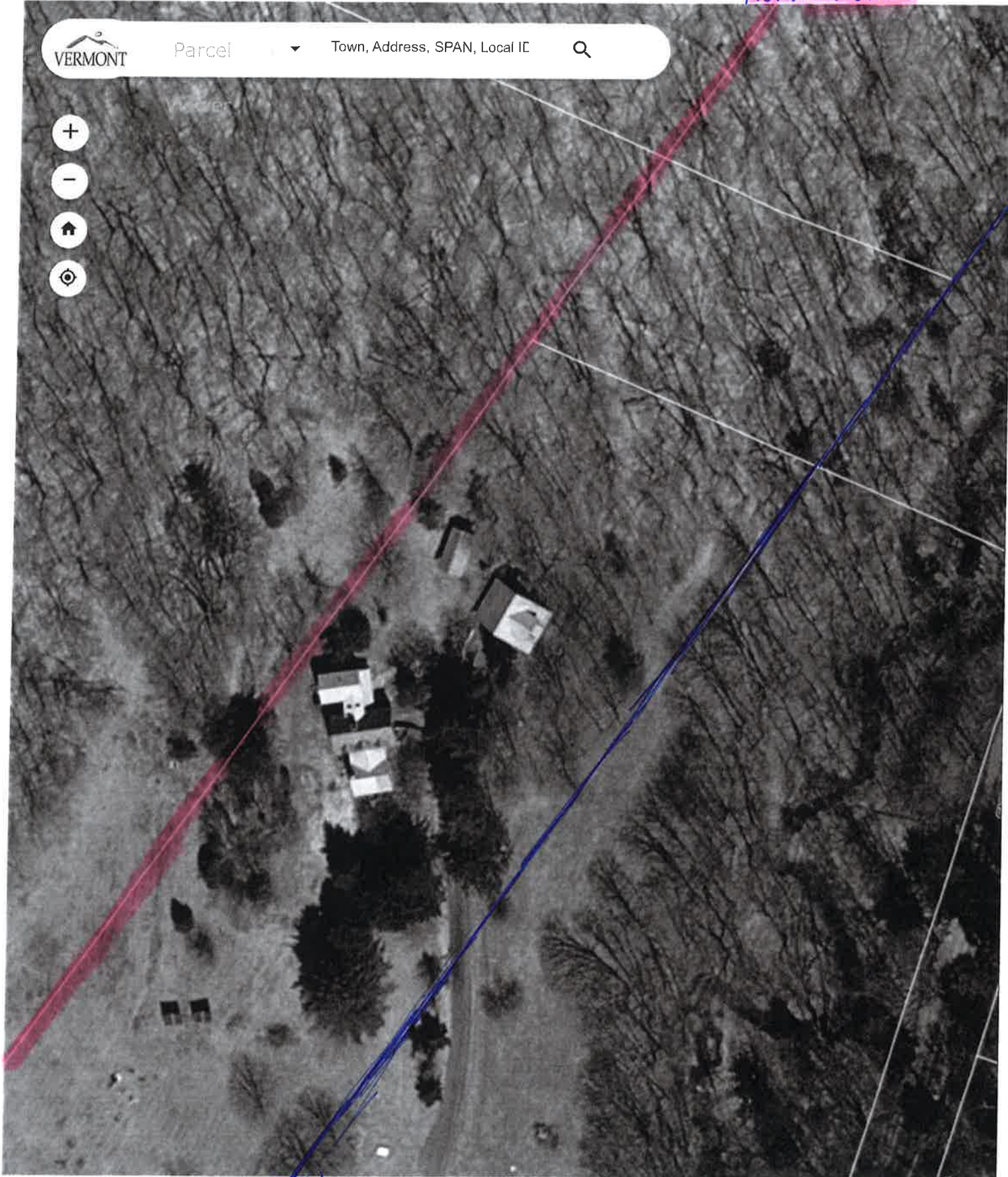
2.4 Acres

NORWICH LINE



Parcel

Town, Address, SPAN, Local IC



SHARON LINE

687 Chapel Hill Road

43°47'05"N 72°21'40"W



Sharon Tax map Laid over orthophoto

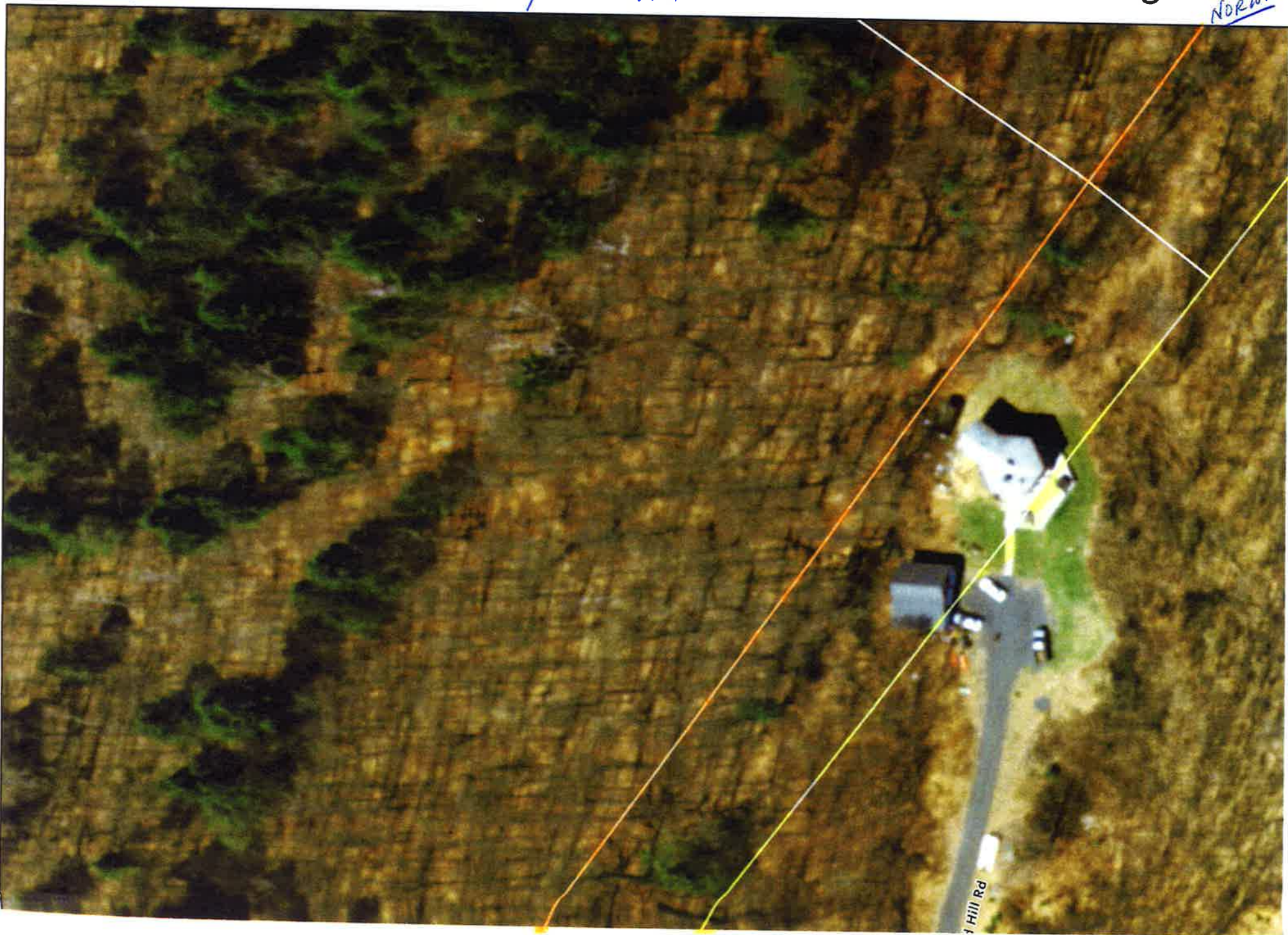
Norwich Tax Map Laid over Orthophoto

Parcel # 03-021,000

66 Ridgewood Hill

# Vermont Parcel Program

NORWICH



SHARON

Hill Rd

**From:** [Don McCabe](#)  
**To:** [Select Board](#)  
**Cc:** [Miranda Bergmeier](#)  
**Subject:** Please Approve Bridge  
**Date:** Monday, April 3, 2023 1:54:01 PM

---

Selectboard,

With funds for the Kids Bridge located, DRB approval secured, environmental study completed, please take the final step and approve the site previously selected. April is upon us and it is time to make arrangements for the structure, site preparation, time commitments with Trails Committee volunteers, and delivery of the prefab bridge.

The Kids Bridge will be a safe link between Beaver Meadow Road and Huntley Meadow for families who will no longer need to walk or bike on an unprotected section of road.

Don McCabe

Sent from my iPad

Town of Norwich, Vermont



CHARTERED 1761

TO: Selectboard - Calloway, Layton, Rogers, Smith and Vincent

FROM: Board of Listers – Lindberg, Ciccotelli and Vincent

DATE: April 3, 2023

RE: Norwich/Sharon Municipal Line dispute

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(Cite as: 24 V.S.A. § 1461)

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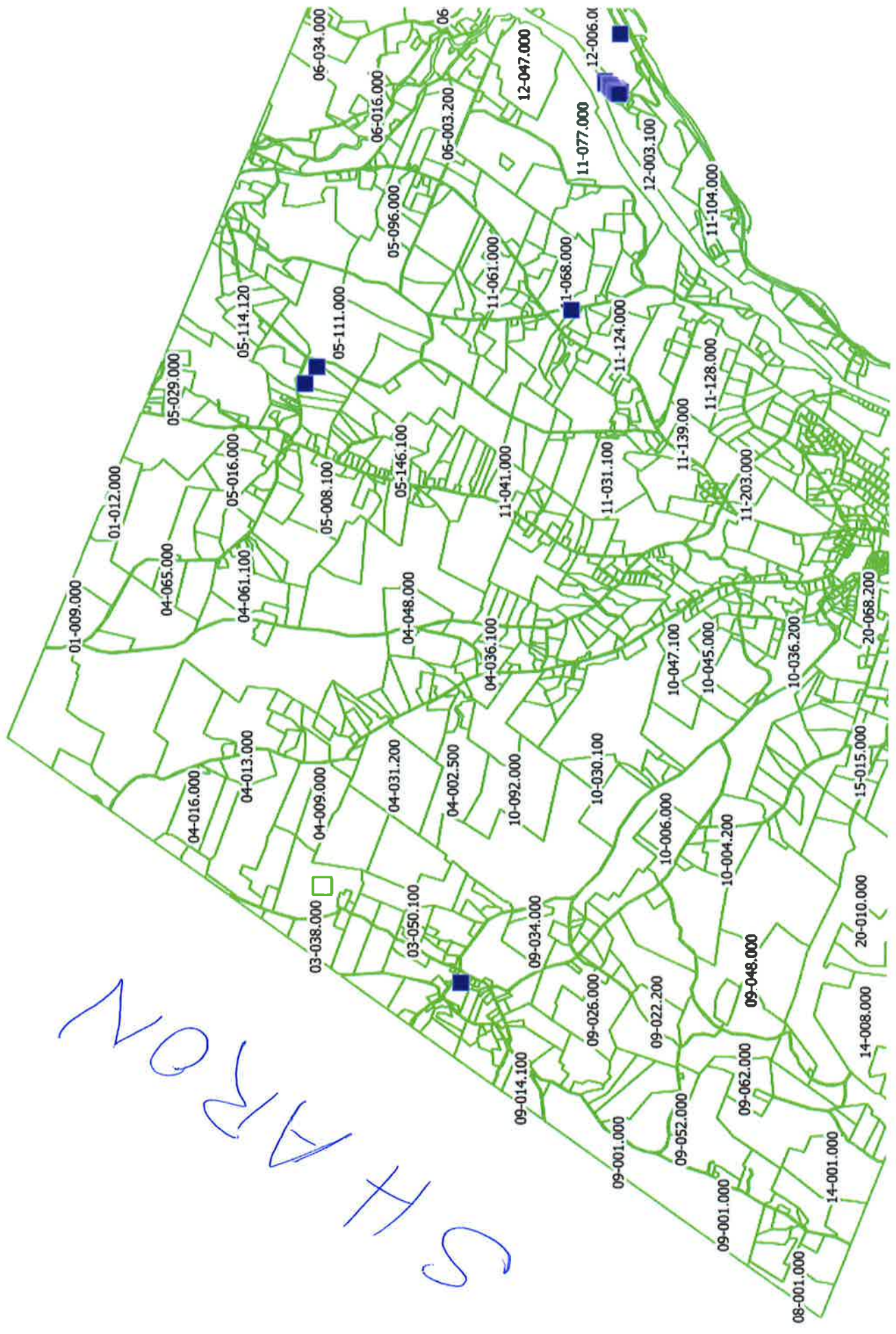
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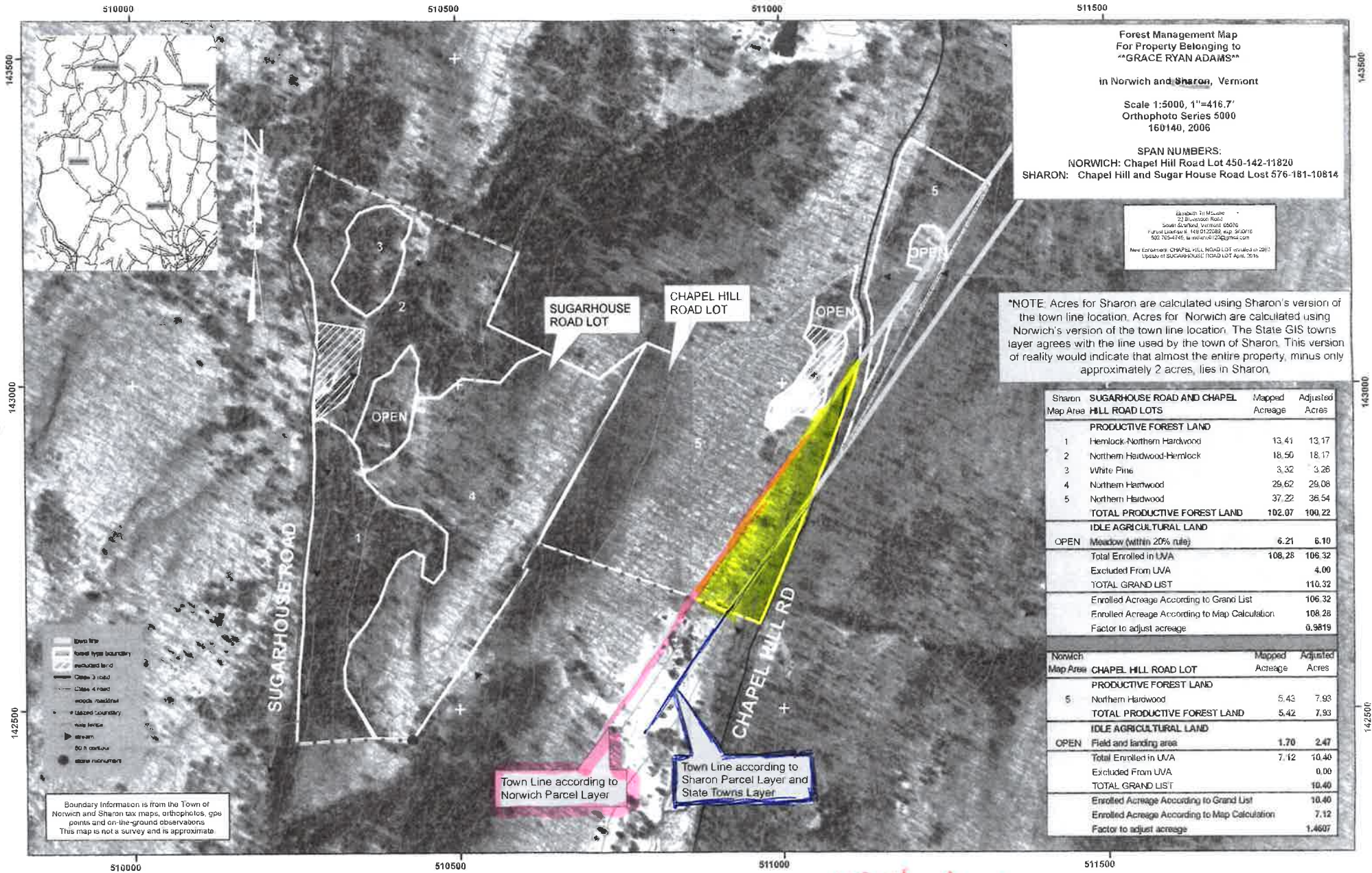
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NORTH





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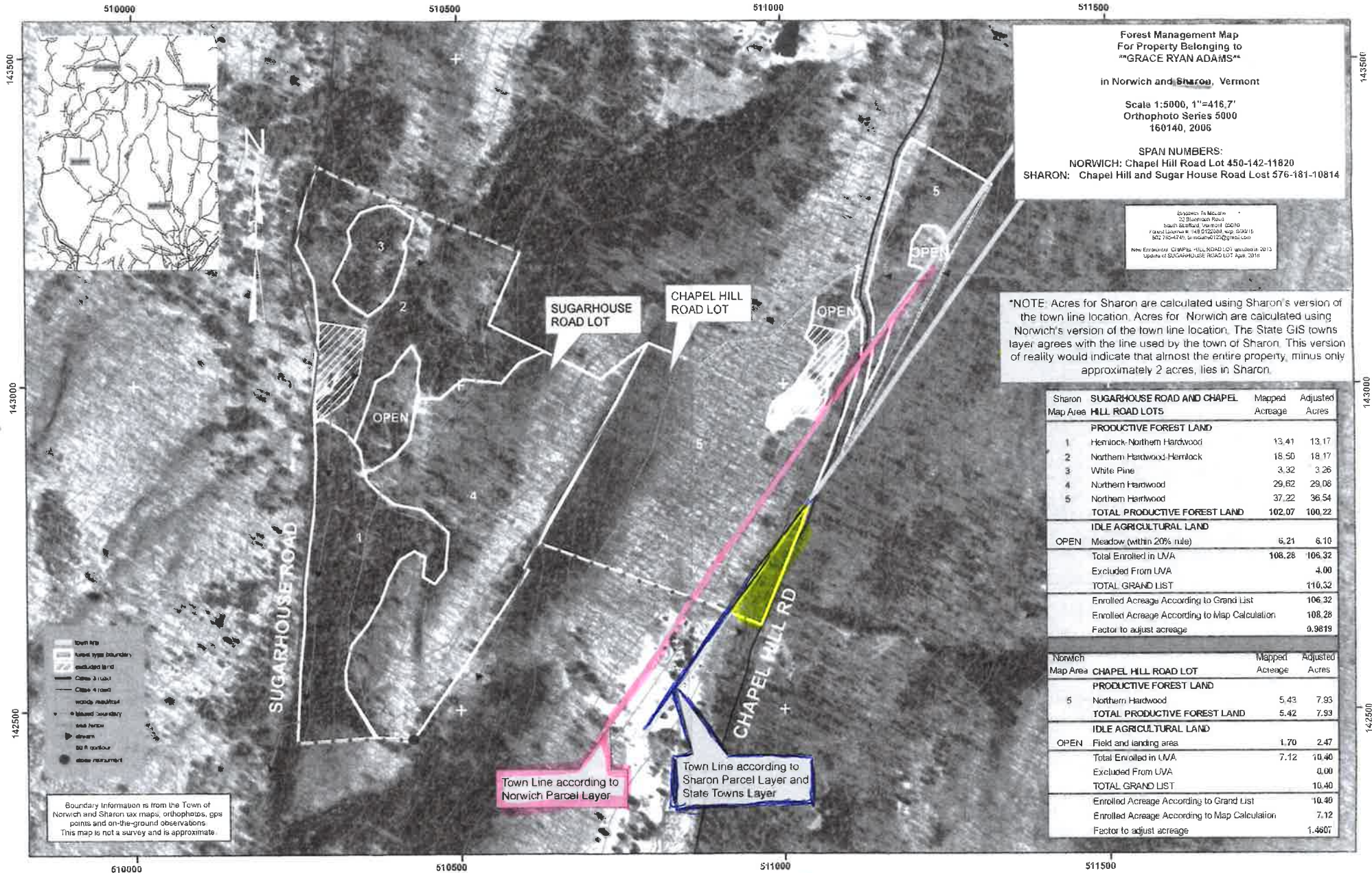
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10.4 Acres



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160140, 2006

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Ernst & Young  
22 Shelburne Road  
South Shelburne, Vermont 05470  
Phone Number: 802 512-2008 Fax: 802 512-2015  
802 730-4740; ernstyoung.com

New Ernt & Young Company, LLC, 2010  
Update of SUGARHOUSE ROAD LOT, April 2010

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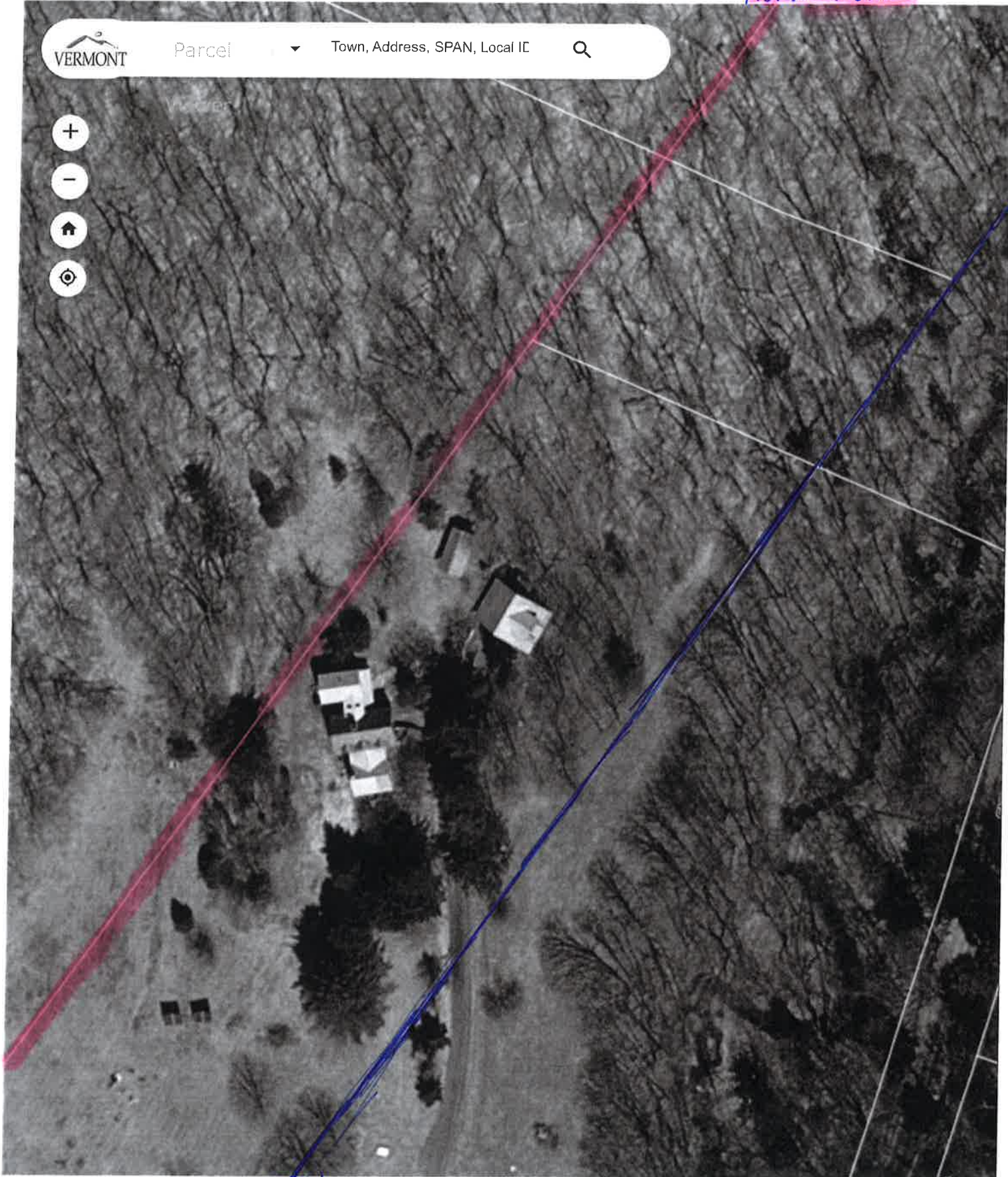
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NORWICH LINE



Parcel

Town, Address, SPAN, Local IC



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43°47'05"N 72°21'40"W



Sharon Tax map Laid over orthophoto

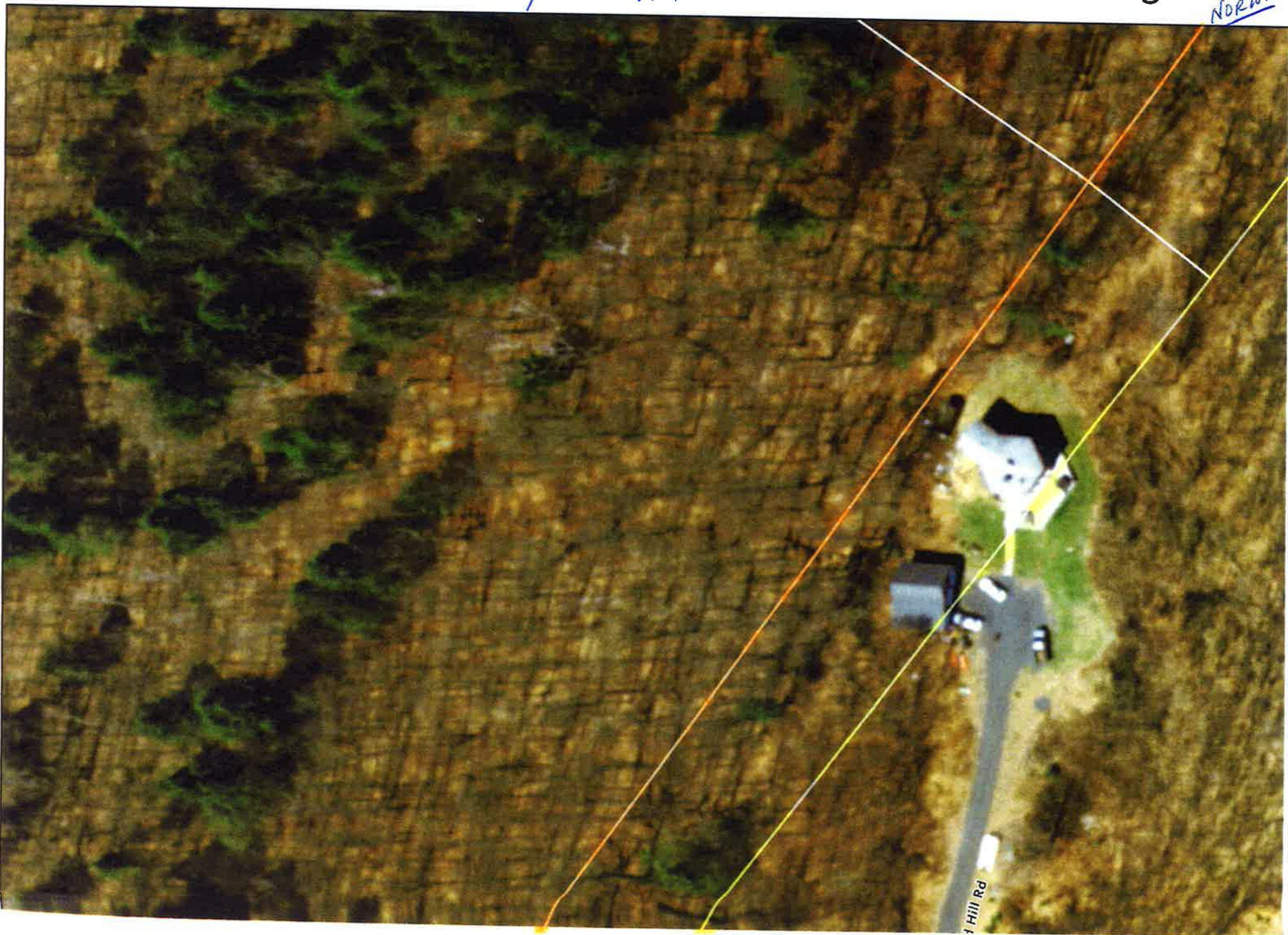
Norwich Tax Map Laid over Orthophoto

Parcel # 03-021,000

66 Ridgewood Hill

# Vermont Parcel Program

NORWICH



Hill Rd

Dear Norwich Selectboard Members,

My name is Luke O'Neill, I am one of the owners of Simpson Brook Farm. We are a small, family owned cannabis farm. We hope to bring a cannabis dispensary to Norwich not only as a business, but also to integrate into the community and serve the people of the Upper Valley. Cannabis has been a historically stigmatized substance used to marginalize and imprison minority groups. Here at Simpson Brook Farm we seek to end this harmful stigma around our favorite plant by providing high-quality, organically grown cannabis. We grow our cannabis using the best light possible: the sun. This means that our products are better for consumers and the environment. Growing outdoors gives renewed purpose to historical farm lands and ensures they retain their rural

character. In addition, the cannabis industry can provide opportunities for young Vermonters who wish to remain in the state without requiring out of state investment or industrial development. We believe that cannabis can be a force for good in our communities and that by bringing the market out of the shadows we can show people the positive impacts it can have. Additionally, by moving the market into the realm of legal business, we ensure consumers are purchasing a product that is tested by a 3rd party lab to ensure quality, potency and most importantly safety.

By seeing cannabis as simply another crop grown in this beautiful region we call home, it is easy to see the positive and regenerative impact cannabis can have on our land, communities and citizens. Sun-grown, organic cannabis is truly an act of positivity and caring in our world.

Sincerely,  
Luke O'Neill  
4/4/2023

**From:** [Stuart Richards](#)  
**To:** [norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)  
**Cc:** [Miranda Bergmeier](#); [Brennan Duffy](#); [Mary Layton](#); [Roger Arnold](#); [Marcia Calloway](#); [Priscilla Vincent](#); [Pam smith](#)  
**Subject:** Re: NORWICH LEGAL EXPENSES, CORRECTION??  
**Date:** Tuesday, April 4, 2023 10:24:00 PM

---

Dear Readers,

I'm told that the line item in the Town Report for \$117,202 for professional services for FY 22 , may have been all or partially for legal services and that legal services for FY22 were not \$0 as shown in the Town Report. Does it underscore the point that we are spending a whole lot more money on legal expenses that could be used to pay for a lot of other needed items?

Thanks for reading,

Stuart Richards

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**From:** Stuart Richards <[stuartlrichards50@gmail.com](mailto:stuartlrichards50@gmail.com)>  
**Date:** Tuesday, April 4, 2023 at 8:15 PM  
**To:** "norwich@lists.vitalcommunities.org" <[norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)>  
**Cc:** Miranda Bergmeier <[mbergmeier@norwich.vt.us](mailto:mbergmeier@norwich.vt.us)>, Brennan Duffy <[bduffy@norwich.vt.us](mailto:bduffy@norwich.vt.us)>, Mary Layton <[marydlayton@gmail.com](mailto:marydlayton@gmail.com)>, Roger Arnold <[rogerarnoldvt@gmail.com](mailto:rogerarnoldvt@gmail.com)>, Marcia Calloway <[msbcalloway@gmail.com](mailto:msbcalloway@gmail.com)>, Priscilla Vincent <[priscilla.e.vincent@gmail.com](mailto:priscilla.e.vincent@gmail.com)>, Pam smith <[pamsmith.SB@gmail.com](mailto:pamsmith.SB@gmail.com)>  
**Subject:** NORWICH LEGAL EXPENSES

Dear Readers,

Below please find the breakdown for the overbudget legal expenses for 7 months of the fiscal year provided by Interim Town Manager Duffy (Thank you Brennan). Keep in mind that what was spent in FY 22 for legal expenses was \$0 and what was budgeted in FY 23 was \$90,000 according to the Town Report. FY 24 has a budget of \$95,000 for legal expenses. So how much more are we going to spend in addition to \$131,523 already spent for the rest of the fiscal year? Is it really necessary to pay the Town's attorney, Stitzel, Page & Fletcher PC, the amounts we are paying in legal expenses? Why did our previous Selectboard choose to spend \$100,000+ on an Open Meeting Law case? Would it have been so hard to issue agendas, meeting minutes and invite the public? Would it have been so hard to answer questions so that Public Records requests would not have been needed? It's our tax money and if voters choose to spend it this way so be it. On the other hand if you disagree you always have an opportunity to publicly say so.

Thanks for reading and please put this email in correspondence for the next Selectboard meeting.



Stuart Richards

Dear Stuart,

Below is a listing of the Town's legal expenses as compiled by Stitzel, Page & Fletcher PC (SPF) by category from 7/1/22- 1/31/23.

I have listed these from largest to smallest with a miscellaneous category combining a few smaller matters under \$10,000 in expense.

The total SPF billing for this period is \$131,523.

Katuki vs Town = \$43,805 (Open Meeting Law Lawsuit = \$100,000+ since inception)

Rosenbloom vs Town = \$24,004 (This taxpayer's property appeal will be heard before the Board of Civil Authority on 4/10/23)

Personnel Matters 2022 = \$16,788

Richards PRA 2022 = \$14,625 (Public Records Request. Town received \$1,343 from Richards and Richards spent an additional

+/- \$10,000 on legal expenses because the Town was unwilling to answer questions that were posed informally.

General Municipal = \$12,055

NEPBA = \$11,487 (Union negotiations with the Selectboard represented by Roger Arnold and Mary Layton)

Other/Miscellaneous matters = \$8,759

Sincerely,

Brennan Duffy, CEcD

Town of Norwich

Interim Town Manager

04/06/23

02:39 pm

Town of Norwich Accounts Payable  
 Check Warrant Report # 988 Current Prior Next FY Invoices  
 For checks For Check Acct 03 (General) 04/12/23 To 04/12/23

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ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
LAMPAA AARON LAMPERTI	318EMP	FD-AARON PAGERS REIMBURS	210.00	0.00	210.00	12976	04/12/23
NOTHERNAL ALEX NORTHERN	403EMP	FD-POSTAGE REIMBURSEMENT	10.20	0.00	10.20	12977	04/12/23
INGRAHAM ANNA INGRAHAM	331EMP	PD-UNIFORM REIMBURSE	52.48	0.00	52.48	12978	04/12/23
ANYTIME ANYTIME CARPET CARE & CLEANING	963476	PD-STATION CLEANING	360.00	0.00	360.00	12979	04/12/23
BESTSEPT BEST SEPTIC SERVICE, LLC	39204	DPW-PORTA TOILET	130.00	0.00	130.00	12980	04/12/23
BETHELMIL BETHEL MILLS	162878/7	TS-TOWELS & SHOVELS	62.96	0.00	62.96	12981	04/12/23
BETHELMIL BETHEL MILLS	164010/7	TS-PADLOCK	31.99	0.00	31.99	12981	04/12/23
BETHELMIL BETHEL MILLS	179964/6	DPW-MAILBOX	22.99	0.00	22.99	12981	04/12/23
BETHELMIL BETHEL MILLS	181116/6	DPW-TAPE, BULB & SNOW RE	57.96	0.00	57.96	12981	04/12/23
BETHELMIL BETHEL MILLS	181310/6	DPW-BATTERY, SPRING, SCR	51.58	0.00	51.58	12981	04/12/23
BETHELMIL BETHEL MILLS	181636/6	DPW-PLYWOOD	284.15	0.00	284.15	12981	04/12/23
BETHELMIL BETHEL MILLS	181643/6	DPW-SUPPLIES	63.86	0.00	63.86	12981	04/12/23
BETHELMIL BETHEL MILLS	181677/6	DPW-CULVERT CLEAN TRAIL	69.93	0.00	69.93	12981	04/12/23
BETHELMIL BETHEL MILLS	182393/6	DPW-CULVERT CLEANING RIG	304.88	0.00	304.88	12981	04/12/23
BETHELMIL BETHEL MILLS	182856/6	DPW-CULVERT CLEAN TRAIL	62.68	0.00	62.68	12981	04/12/23
Check Total					1012.98		
BOUNDTREE BOUND TREE MEDICAL LLC	84903631	FD-EMT SUPPLIES	378.46	0.00	378.46	12982	04/12/23
SWENBR BRIE SWENSON	405EMP	BRIE REIMBURSE ASST SUPP	139.06	0.00	139.06	12983	04/12/23
C-CLEAR C-CLEAR AUTO GLASS	W015326	PD-WINDSHEILD FORD TAURU	353.42	0.00	353.42	12984	04/12/23
CANON CANON SOLUTIONS AMERICA, INC.	6003769571	TC-COPIER MAINTENANCE	351.24	0.00	351.24	12985	04/12/23
CARGILL CARGILL INC-SALT DIVISION	2908100586	DPW-62,160 LBS SALT	2672.88	0.00	2672.88	12986	04/12/23
CCI CCI MANAGED SERVICES	CW-56428	APRIL 23 COMPUTER ASSIST	3168.21	0.00	3168.21	12987	04/12/23
MISC CHUCK TUFANKSIAN	403EMP	DPW-CHUCK BOOTS REIMBURS	200.00	0.00	200.00	12988	04/12/23
COMCAST COMCAST	320PDINT	DPW-APRIL 23 INTERNET	234.19	0.00	234.19	12989	04/12/23
COOP COOP SERVICE CENTER	16836	PD-FLOOR MATS & OIL	322.84	0.00	322.84	12990	04/12/23
COTT COTT SYSTEMS INC	152314	TC-MONTHLY 3 RESOLUTION	290.00	0.00	290.00	12991	04/12/23
DEADRIVER DEAD RIVER COMPANY	53259&43130	TH&FD-HEATING OIL	1812.63	0.00	1812.63	12992	04/12/23
EVANSMOTO EVANS GROUP, INC.	0045885-IN	DPW-DIESEL 200.10 GALLON	610.39	0.00	610.39	12993	04/12/23
EVANSMOTO EVANS GROUP, INC.	0046184-IN	DPW-DIESEL 340 GALLONS	1058.46	0.00	1058.46	12993	04/12/23
Check Total					1668.85		

04/06/23  
02:39 pm

Town of Norwich Accounts Payable  
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For checks For Check Acct 03(General) 04/12/23 To 04/12/23

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ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
EYEMED	EYEMED/FIDELITY SECURITY LIFE 165715921	TH-APRIL 23 EYE INSURANC	167.07	0.00	167.07	12994	04/12/23
FERGUSON	FERGUSON WATERWORKS 1149113	DPW-ASPHALT COLD PATCH	71.00	0.00	71.00	12995	04/12/23
FERGUSON	FERGUSON WATERWORKS 1151090	DPW-CULVERTS NEW BOSTON	5388.00	0.00	5388.00	12995	04/12/23
Check Total					5459.00		
FOREMOST	FOREMOST PRODUCTIONS 711391	PD-STICK ON BADGES	81.41	0.00	81.41	12996	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323BVRMDW	BVR MDW SPD 24966000002	13.06	0.00	13.06	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323CHRCST	CHRC ST TAG 55726000007	10.22	0.00	10.22	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323FRHOUSE	11 FRHOUSE LN 70966000000	254.63	0.00	254.63	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323MNSTBND	MN ST BNDSTND 95726000000	13.26	0.00	13.26	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323MNSTTWR	MN ST TWR 35066725603	73.92	0.00	73.92	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323NWBSTRD	24 NW BOST RD 14695000000	166.15	0.00	166.15	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323RTE10A	10A SPD SGN 65726000006	12.27	0.00	12.27	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323TRNPKRD	TRNPK RD SPD 75726000005	10.07	0.00	10.07	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 323UNVLGRD	UN VLG SPD SN 85726000000	11.10	0.00	11.10	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 328STRTLGHTS	STRT LGHTS 24926000001	1051.41	0.00	1051.41	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 329-300MNST	300 MN ST 34966000001	305.86	0.00	305.86	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 329MNSTSLR	319 MN ST SLR 4881599079	21.62	0.00	21.62	12997	04/12/23
GMPC	GREEN MOUNTAIN POWER CORP 331TRNPKRD	111 TRNPK EV 38951919299	26.56	0.00	26.56	12997	04/12/23
Check Total					1970.13		
JOESEQUIP	JOE'S EQUIPMENT SEV. INC. 2-706702-01	DPW-MOWER MAINTENANCE	453.17	0.00	453.17	12999	04/12/23
LEAF	LEAF CAPITAL FUNDING, LLC 14559095	PD-TOSHIBA COPIER LEASE	82.00	0.00	82.00	13000	04/12/23
MISC	LILY TRAJMAN 321EMPREIMB	TC-SPRING FUNDAMENT TRAI	35.00	0.00	35.00	13001	04/12/23
GRAYLIN	LINDA GRAY 327EMPREIMB	NEC-OUTREACH TOOLS	260.65	0.00	260.65	13002	04/12/23
MAYER	MAYER & MAYER PR-03/24/23	Payroll Transfer	25.00	0.00	25.00	13003	04/12/23
MAYER	MAYER & MAYER PR-04/07/23	Payroll Transfer	25.00	0.00	25.00	13003	04/12/23
Check Total					50.00		
MODERN	MODERN CLEANERS & TAILORS 34D47C	PD-MAR 23 UNIFORM CLEANI	75.50	0.00	75.50	13004	04/12/23
PBA	NEW ENGLAND PBA, INC 34510	APRIL 23 UNION DUES	225.36	0.00	225.36	13005	04/12/23
NRRA	NORTHEAST RESOURCE RECOVERY AS 132658	DPW-RELEASE #700135	191.20	0.00	191.20	13006	04/12/23
SABIL	SABIL & SONS INC 44218	DPW-BRAKE FLUID	14.30	0.00	14.30	13007	04/12/23
SABIL	SABIL & SONS INC 44219	DPW-LUBE & FUEL FILTER	44.46	0.00	44.46	13007	04/12/23
SABIL	SABIL & SONS INC 44222	DPW-AUTOMOTIVE PARTS	33.51	0.00	33.51	13007	04/12/23
SABIL	SABIL & SONS INC 97378	DPW-BRAKES & INSPECTION	388.20	0.00	388.20	13007	04/12/23
Check Total					480.47		

04/06/23  
02:39 pm

Town of Norwich Accounts Payable  
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For checks For Check Acct 03(General) 04/12/23 To 04/12/23

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ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
SAFARILAN SAFARILAND, LLC	I23-023917	PD-78 GLOCK	82.41	0.00	82.41	13008	04/12/23
STATELINE STATELINE SPORTS, LLC	6496	F&R-LACROSSE BALLS	60.00	0.00	60.00	13009	04/12/23
STATELINE STATELINE SPORTS, LLC	6505	F&R-BASEBALLS	289.00	0.00	289.00	13009	04/12/23
STATELINE STATELINE SPORTS, LLC	6515	F&R-LACROSSE PADS	120.00	0.00	120.00	13009	04/12/23
					-----		
					Check Total	469.00	
STITZEL STITZEL PAGE & FLETCHER PC	73481	TH-FEB 23 LEGAL EXPENSES	7856.70	0.00	7856.70	13010	04/12/23
TDS LEASE TDS LEASING INC	01084235	PD-WATER COOLER RENT	90.00	0.00	90.00	13011	04/12/23
HARTFORD TOWN OF HARTFORD	13074	PD-FEB 23 VERIZON	128.27	0.00	128.27	13012	04/12/23
TRAFFICSS TRAFFIC SAFETY STORE	INV906788	FD-CASE OF FLARES	198.54	0.00	198.54	13013	04/12/23
UI INSUR UI INSURANCE SERVICES, INC	10403	FD-ANNUAL INSURANCE	3610.00	0.00	3610.00	13014	04/12/23
UNIFIRST UNIFIRST CORPORATION	1070209183	DPW-UNIFORM CLEANING	299.25	0.00	299.25	13015	04/12/23
UNIFIRST UNIFIRST CORPORATION	1070214937	DPW-UNIFORM CLEANING	299.26	0.00	299.26	13015	04/12/23
					-----		
					Check Total	598.51	
UVRESA UPPER VALLEY REGIONL EMER SERV	468	FD-2023 MEMBER AGENCY DU	100.00	0.00	100.00	13016	04/12/23
VTMUNI VERMONT MUNICIPAL ASSESSOR	1390	LISTERS-FEB 23 ASSESSOR	2050.28	0.00	2050.28	13017	04/12/23
VMERS VMERS DE	406TUFACH	TUFACH-RETIREMENT MARCH	70.02	0.00	70.02	13018	04/12/23
VMERS VMERS DE	PR-03/10/23	Payroll Transfer	7172.38	0.00	7172.38	13018	04/12/23
VMERS VMERS DE	PR-03/24/23	Payroll Transfer	7865.87	0.00	7865.87	13018	04/12/23
					-----		
					Check Total	15108.27	
WBMASON W.B. MASON CO., INC.	237162798	PD-LINER	34.98	0.00	34.98	13019	04/12/23
WBMASON W.B. MASON CO., INC.	237228873	PD-BOOKCASE	183.60	0.00	183.60	13019	04/12/23
					-----		
					Check Total	218.58	
HEALTHEQ WAGWORKS, INC	0323TR112178	TH-MARCH 23 COBRA	40.00	0.00	40.00	13020	04/12/23
EARTHLINK WINDSTREAM	75571680	TH-APRIL 23 FIBER	323.30	0.00	323.30	13021	04/12/23

04/06/2023

02:39 pm

Town of Norwich Accounts Payable  
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 For checks For Check Acct 03(General) 04/12/23 To 04/12/23

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 ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			53,772.26	0.00	53,772.26		

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 \$ \*\*\*\*53,772.26  
 Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler  
 Ashley Wohler

Town Manager: Brennan Duffy  
 Brennan Duffy

SELECTBOARD:

Marcia Calloway  
 Chair

Mary Layton  
 Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

04/06/23  
03:10 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 989 Current Prior Next FY Invoices  
For checks For Check Acct 03 (General) 13022 To 13029 04/12/23 To 04/12/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ADVANCE TR ADVANCE TRANSIT INC	2NDAPPROP	SECOND APPROPRIATION FY2	6757.00	0.00	6757.00	13022	04/12/23
CHILDCARE CHILD CARE CENTER IN NORWICH,	2NDAPPROP	SECOND APPROPRIATION FY2	2174.00	0.00	2174.00	13023	04/12/23
NORCEMET NORWICH CEMETERY COMMISSION	2NDAPPROP	SECOND APPROPRIATION FY2	10000.00	0.00	10000.00	13024	04/12/23
NORHISTOR NORWICH HISTORICAL SOCIETY	2NDAPPROP	SECOND APPROPRIATION FY2	4000.00	0.00	4000.00	13025	04/12/23
NORLIBRAR NORWICH PUBLIC LIBRARY ASSOCIA	2NDAPPROP	SECOND APPROPRIATION FY2	150000.00	0.00	150000.00	13026	04/12/23
FAMILY THE FAMILY PLACE	2NDAPPROP	SECOND APPROPRIATION FY2	3000.00	0.00	3000.00	13027	04/12/23
VNA VISITING NURSE ASSOC. & HOSPIC	2NDAPPROP	SECOND APPROPRIATION FY2	9250.00	0.00	9250.00	13028	04/12/23
WRCOA WHITE RIVER COUNCIL ON AGING	2NDAPPROP	SECOND APPROPRIATION FY2	2650.00	0.00	2650.00	13029	04/12/23
Report Total			187,831.00	0.00	187,831.00		

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 \$ \*\*\*187,831.00  
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
- \_\_\_\_\_  
Priscilla Vincent
- \_\_\_\_\_  
Roger Arnold
- \_\_\_\_\_  
Pam Smith

Minutes of Norwich Selectboard Special Working Group Meeting  
April 5, 2023 – 1:00 p.m.  
Participation: In Person Only  
Physical Location: Tracy Hall conference room

This in-person working meeting was held in the Tracy Hall Multipurpose Room. CATV/JAM broadcast the meeting via YouTube.

Present: Marcia Calloway, Selectboard Chair; Priscilla Vincent; Selectboard Member; Brendan Duffy, Interim Town Manager; Joyce Hasbrouck, Interim Finance Director; and Cheryl Lindberg, Treasurer.

Also present: Three members of the public.

1. Welcome. Calloway brought the meeting to order at 1:00 p.m., and introduced the topic of the meeting: Financial Policies and Procedures.
2. Discussion. With reference to the Vermont League of Cities and Towns' ("VLCT") document, Internal Financial Controls Checklist for Municipalities, November 2017, the group discussed
  - a. The statutes pertaining to Selectboard, Town Manager, and Treasurer Duties;
  - b. The VLCT recommendations for best practices where statutes are silent;
  - c. A town's ability to identify who shall perform giving financial tasks depending upon its personnel structure; and,
  - d. A subset of the "Controls" in the VLCT Checklist.
3. Next steps. Calloway will prepared a summary document of Duties as discussed, and Policies in need of update or creation. The group will review the summary with the goal of presenting a the summary and draft policies for review at the Selectboard's regular meeting on April 12, 2023.

The meeting was concluded at 3:00 p.m.

Respectfully submitted,  
Marcia Calloway

**TITLE:** Assistant Recreation Director

**SUPERVISOR:** Recreation Director

**PRIMARY FUNCTION:**

Under the direction of the Recreation Director, the Assistant Recreation Director is responsible for assisting in the management of all athletic facilities and programs. The Assistant Recreation Director will be responsible for the following seasonal tasks. (This list is subject to change):

**General**

- Review and make recommendations to the 'Buildings & Grounds - Opening/Closing' documents with the Recreation Director. Assist with light duty tasks and coordination as outlined *(Winter/Fall)*
- Assist with compiling and keeping an accurate inventory document, including equipment retirement, and required safety updates. *(Winter)*
- Review the online Facilities Calendar, and ensure that scheduling does not overlap within programs, events, and field rentals.

**Huntley Meadows**

- Schedule and/or perform turf maintenance outside of program/events. This includes aeration, overseeding, spot seeding, fertilizing/composting, and mowing of all athletic fields. *(Spring and Fall)*
- Assist in creating a field rotation schedule for athletic practices and games. *(Summer)*
- Attend workshops and trainings on turf restoration, playground safety, ABA/ADA compliance and facility maintenance to keep up to date with best practices in our area. *(annually)*
- Set up athletic fields, fences, bases and goals for each seasonal sport, lining all fields on a weekly basis. *(Spring/Fall)*
- Organize seasonal maintenance at the playground *(Spring/Fall)*.
- Ensure that facilities are prepared for programs 30 days before opening. *(Spring/Summer/Fall/Winter)*
- Refresh lines on fields as needed

**Barrett Memorial Playground**

- Schedule and/or perform turf maintenance. This includes aeration, overseeding, spot seeding, fertilizing/composting and mowing the field. *(Spring and Fall)*
- Maintain the schedule for use of the on-site bread oven. Train all new users of the oven. When requested, light and/or extinguish the oven for events. *(Spring/Summer/Fall)*
- Ensure that the area is prepared within 30 days of rental season opening. *(Spring/Summer/Fall)*

**Town Green**

- Request and coordinate volunteers to set up, maintain and then remove the ice rink. Ice maintenance will work around the Marion Cross School schedule. *(Winter)*



- Set up soccer goals and line two U8 regulation size soccer fields. These fields should be lined weekly. *(Spring/Summer/Fall)*. Nets are to be removed in conjunction with our seasonal closing document.

### **Norwich Nature Area**

- Attend meetings of the Norwich Nature Area/Milton Frye Nature Area Committee, and the Conservation Commission to report on the status of the forest and ABA trail system. *(Annually)*
- Monitor the Nature Area as needed and carry out light duty forestry care after consultation with the Recreation Director. Recommend more intensive forestry management when required. *(Spring/Summer/Fall/Winter)*
- Read and become acquainted with the Forestry Management Plan for the Nature Area. Consult with the Recreation Director if any current use of the area falls outside of the plan.

### **Athletic Scheduling**

- Attend Upper Valley Recreation Association meetings for scheduling lacrosse, baseball, basketball and soccer games *(Spring/Fall/Winter)*
- Maintain the game schedule, including mid-season changes, cancellations and rescheduling *(Spring/Fall/Winter)*
- Staff officials for all home games *(Spring/Fall/Winter)*
- Assist with coaches training and background checks *(Spring/Fall/Winter)*
- Refresh field lines before games, as needed *(Spring/Fall/Winter)*

### **Summer Scheduling**

- Assist the Recreation Director in the facilitation of camps and any in-service/afterschool programs *(Spring/Summer/Fall/Winter)*

*To ensure that the tasks outlined above are being performed on time and with the required amount of support, this staff member will meet weekly with the Recreation Director. We seek to provide a platform for open communication regarding facility/staff updates, needs and concerns.*

### **SKILLS/KNOWLEDGE REQUIRED:**

- Two-year college degree in a related field or equivalent amount of relevant experience
- Ability to pass Criminal Record background check
- Strong computer and communication skills
- Experience and proficiency operating applicable landscaping equipment
- Energy, maturity, leadership skills, strong initiative, and ability to work independently
- Ability to engage respectfully the public, coworkers, and municipal leadership.

Dated: April 6, 2023

# IREC

## Intermunicipal Regional Energy Coordinator Update

Norwich VT

April 11, 2023



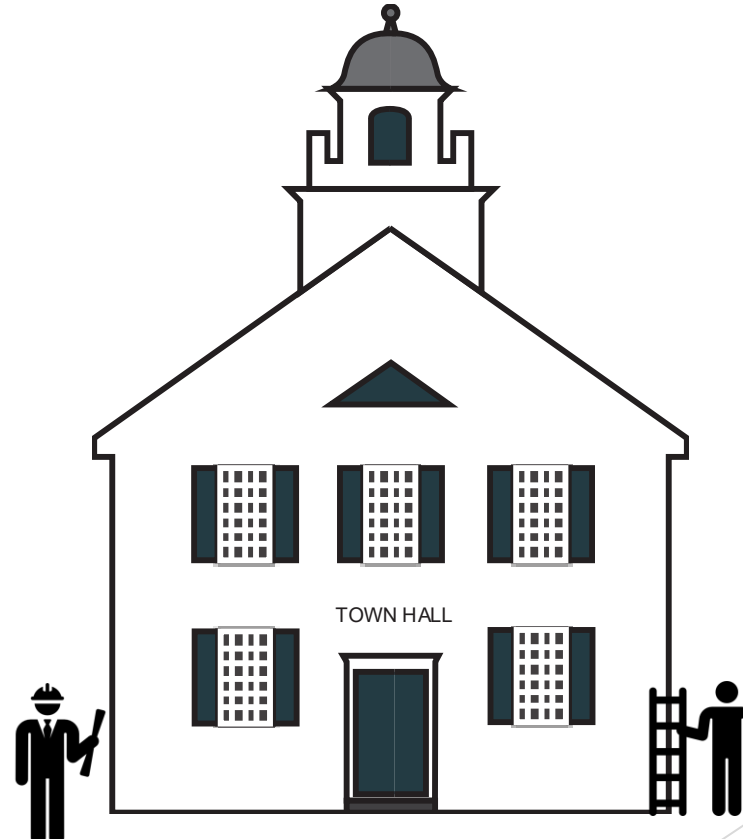
Jeff Grout - [jgrout@trorc.org](mailto:jgrout@trorc.org)

# Agenda

- ▶ Municipal Energy Resilience Project Summary (MERP)
- ▶ Norwich MERP Eligibility & Requirements
- ▶ Tracy Hall renovation project status
- ▶ IREC Project Summary
- ▶ Recommendations
- ▶ Q&A

# MERP Project Implementation Grants

- ▶ Up to **\$500,000** each
- ▶ **Can be used as local match for other grants**  
(incl. ARPA-funded grants)
- ▶ **Any building owned by a covered municipality** is eligible for assessments and project grants
  - ▶ School districts are not covered municipalities
- ▶ Eligible work includes:
  - ▶ **Weatherization**
    - ▶ Example: Vapor barrier, crack sealing, etc.
  - ▶ **Insulation**
  - ▶ **Heating system conversion/fuel switching**
    - ▶ Example: Switching from an oil-fired system to heat pumps
  - ▶ **Hot water system upgrades/fuel switching**
    - ▶ Example: Switching from propane-fired tank to electric heat pump water heater.



# MERP Summary

- ▶ Project Implementation Grants of up to \$500,000 to convert heating systems, insulate, and weatherize town-owned buildings
- ▶ MERP Three Opportunities
  - ▶ \$4,000 Community Capacity-Building “Mini-Grants” for outreach, energy consultant
  - ▶ Municipal Building Energy Assessments – required for Implementation grant
  - ▶ Project Implementation Grants – up to \$500,000
- ▶ Eligibility Criteria
  1. Energy Burden: Percent of residents’ HH income spent on energy (home heating, electric, transportation). Defined by EfficiencyVT 2019 report.
  2. Geographic location (distribution)
  3. Community size
- ▶ MERP Revolving Low Interest Loan Funds available for town projects identified by the that do not receive a MERP grant.

Total Energy burden range (%)	
Lowest	5.7 - 7.6
Low	7.7 - 8.9
Moderate	9.1 - 11
High	11.1 - 14.5
Highest	14.6 - 20

Town	Population	Energy Burden	EB %	Broadband %	BB Compliant
Norwich	3612	Lowest	6%	99.0%	Likely

# Tracy Hall

Identified as the top priority by the Article 36 Team.  
Is the highest single point of fossil fuel consumption.

## **EXISTING CONDITION:**

- ▶ Structurally the stone foundation, brick shell and roof are in very good condition
- ▶ Insulation is lacking in most areas. Extensive air sealing required, attic and windows.
- ▶ Ventilation and indoor air quality is poor. Some mold and detected in basement and outdoor fumes circulate through.
- ▶ 2 oil burners at end of life. High emissions and repair costs.
- ▶ Heat distribution is in fair condition. Piping adequate, fan coils require replacement.
- ▶ Cooling heat pumps approaching 30 years old with ozone depleting R22 refrigerant.
- ▶ Electrical system is in good condition but at capacity. Likely upgrade required.
- ▶ Control system is outdated and barely functional.

# Tracy Hall

## 2 Existing Proposals:

### ▶ **Living Buildings**

- ▶ Short term fix to replace 1 of the 2 existing boilers with a new high efficiency unit and modern Direct Digital Controls (DDC). Use existing unit for spare parts if needed and develop long term solution.
- ▶ Long term solution would include insulation, air sealing and ventilation upgrades, and incorporate thermal mass, geo-thermal heating/cooling and passive solar.
- ▶ Initial cost estimate: Short term: \$75,000 / Long Term: TBD

### ▶ **Energy Efficiency Investments (EEI)**

- ▶ Geothermal heating and cooling. Removal of existing DX mini-splits to be replaced with geothermal.
- ▶ Insulation, air sealing and outside air ventilation upgrades.
- ▶ Backup electric boiler heating
- ▶ Direct Digital Controls
- ▶ Initial Tracy Hall cost estimate ~\$1,800,000
- ▶ EEI Estimate also included additional pricing for LED lighting and DDC at the Public Safety and DPW buildings for an additional \$133,500

# IREC Project History & Future Projects

## **Past IREC Projects include:**

- ▶ Reviewed and reported on town's energy consumption data. Fuel and electricity.
- ▶ Reviewed town electrical generation, solar generation and net-metering credits.
- ▶ Evaluated solar and EV site locations. Obtained, implemented and managed grants.
- ▶ Monitored EV charging data and updated pricing.

## **Future possible IREC Projects - Prioritize:**

- ▶ Review EV charging data and future site locations.
- ▶ Identify, apply and obtain grants for high capital building renovation projects.
- ▶ Monitor energy consumption and progress to Article 36 goals.
- ▶ Serve as a member of the Green Procurement Team.
- ▶ Provide guidance on green fleet and grounds equipment implementation.
- ▶ Study feasibility of battery systems to provide fossil fuel free backup power at town facilities.
- ▶ Study feasibility of solar canopies.



# Recommendations

- ▶ Priority #1: Project definition for Tracy Hall. MERP audit will provide additional information and then hopefully some funding, but enough information to define the project is already available.
  - ▶ Prepare for Level 2 energy assessment, gather all relevant documents. (Utility bills, blueprints, renovation plans, previous energy audits, etc.)
  - ▶ Consider a networked geo-thermal solution to share heating/cooling costs with local buildings and businesses.
- ▶ Apply for MERP mini grant.
- ▶ Mobile combustion (Fleet) uses close to 3 times more fossil fuel than Buildings. Article 36 report details steps to reduce
- ▶ Town garage. Define project. Living Buildings recommended building a new town garage and using the existing structure for equipment storage \*\*Verify.
  - ▶ Consider solar canopy to cover equipment stored outside and to provide power to garage and transfer station.
- ▶ Focus on actions with high value to the town of Norwich:
  - ▶ Grant \$ and direct energy savings.
  - ▶ Fossil fuel reduction and GHG emission reductions.
- ▶ Evaluate future solar locations and capacity.
- ▶ EV Charging stations. New locations and monitor existing.

# Questions?

# Comments?

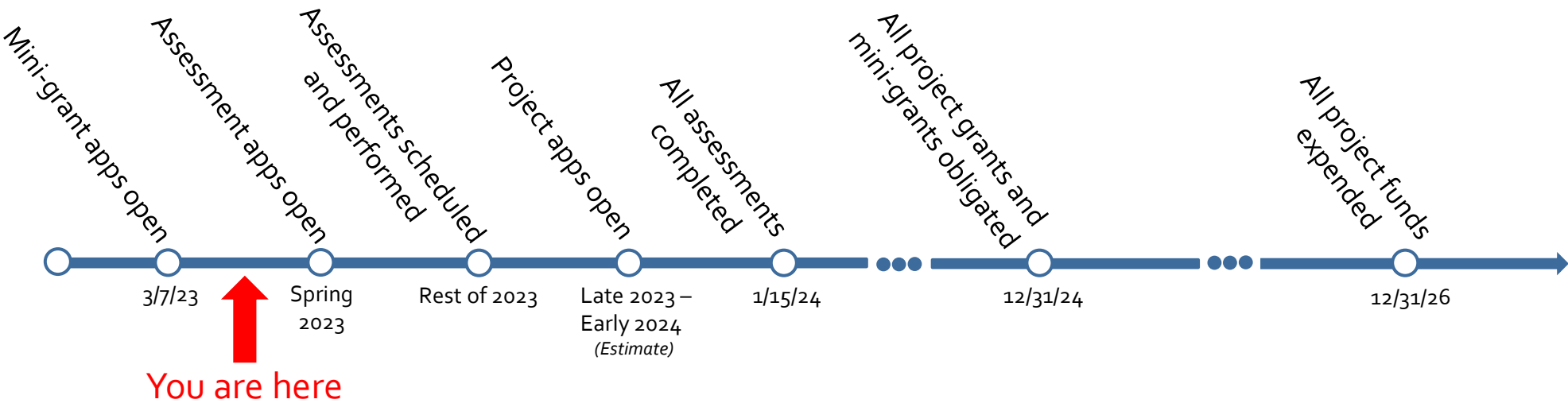
Jeff Grout

[jgrout@trorc.org](mailto:jgrout@trorc.org)

(802) 457-3188 ext. 3008



# Timeline



# One Program, Three Opportunities

## Community Capacity-Building “Mini-Grants”

- ▶ **Not required** to apply for other MERP grants
- ▶ Up to **\$4,000** for outreach/education on energy and CC resilience
- ▶ Highly flexible to local priorities
- ▶ **Applications open now!**

## Municipal Building Energy Assessments

### Level 1 Assessment

- ▶ Standard energy audit **required to apply for project grant**

### Level 2 Assessment

- ▶ Investment-grade audit **required to apply for loan financing options**
- ▶ Applications to open Spring 2023

## Project Implementation Grants

- ▶ **Up to \$500,000** for weatherization and HVAC upgrades that reduce fossil fuel use
- ▶ **~\$35 million** in total funding; 70+ projects statewide
- ▶ All municipal entities except school districts are eligible
- ▶ Applications to open in early 2024 (*estimate*)

# Suggested Mini-Grant Uses

- ▶ **Start a local energy committee!**
- ▶ Communication to residents about energy efficiency incentives available to homeowners
- ▶ **Hire a grant writer** to apply for other state and federal grants to stack with MERP
  - ▶ Can hire TRORC for this
- ▶ **Host a community energy fair** or similar public energy event
  - ▶ Can be used to provide refreshments, print/distribute materials, etc.
- ▶ Training for municipal officials/town staff on energy efficiency topics

# Rammed Earth Wall





# 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                      MARCH 2023

**PREPARED BY:** Wade Cochran, Chief

**DATE:**                      April 4, 2023

The Norwich Police Department responded to 112 calls for service during the month of March. The addition of Sgt. Rogers has allowed officers to be more proactive and are now conducting regular Directed Patrols and Foot Patrols. 32 motor vehicle stops were made resulting in five tickets and sixteen written warnings. The department received several complaints about vehicles passing stopped school buses and not stopping for pedestrians at the crosswalk.

The March 27 Coffee with a Cop was attended by a dozen or so residents. Topics of conversation included speed signs, officer training, the CSO position, and school safety. Our next Coffee with a Cop is scheduled for May 17<sup>th</sup> at 6 pm.

Upcoming training for the department will include Supervisor Leadership for Sgt. Rogers, Crime Scene Processing for Officer Ingraham, and DUI Certification for Officer Maxham. The agency is moving in a forward direction and we're working on providing our officers with great training that will improve their knowledge and skills and ultimately benefit the Town of Norwich.

The new cruiser, a 2023 Ford Hybrid SUV, that was ordered last August has arrived. It will be a while before it's officially on the road as it needs to be outfitted with decals, radios, lights, etc.

NPD will participate in the 2023 Drug Take Back Day which is scheduled for April 22 from 10 am to 2 pm. This national event aims to provide a safe, convenient, and responsible means of disposing of prescription drugs.

In the past few months, I have been working on technology, officer safety issues, policies, and grants that will help improve the agency's ability to serve the Town of Norwich in a professional manner. The top of my list is portable radios. At this time, the radios our officers are using are outdated and aging. We are learning that replacement parts are hard to get. Because our officers work alone most of the time, our lines of communication need to work and work well. The cruiser video cameras are also outdated and only one is in working order. Again, this is old technology. The wireless download system no longer works, updates can't be installed, and it's hard to get parts. We are researching possible ways to fund these two very important items.

*Wade Cochran*  
Chief of Police

Municipality:   Norwich  

Date Updated: \_\_\_\_\_

# Local Emergency Management Plan

**Town/City of Norwich**  
**300 Main St. PO Box 376**  
**Norwich, VT 05055**

The Local Emergency Management Plan (LEMP) must be (re)adopted annually, after town meeting day, and submitted to the appropriate Regional Planning Commission (RPC) by May 1st.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the Local Emergency Management Plan (LEMP) on the date shown at right.

At a warned public meeting (regular selectboard/city council meeting), the municipality adopted the National Incident Management System (NIMS) on the date shown at right.

If Vermont Emergency Management needs to contact municipal leaders to determine status and support requirements during an emergency, the Emergency Management Director (EMD) and two other local Points of Contact (POCs) who should have authoritative local information are listed at right.

Municipality	Town of Norwich
LEMP Adoption Date	4/26/23
NIMS Adoption Date	4/26/23
EMD Name	Brennan Duffy, Interim Town Manager
Position	Interim Town Manager/EMD
Primary Phone	W:802-649-1419 x.1
Alternate Phone	M:
Email	<a href="mailto:BDuffy@norwich.vt.us">BDuffy@norwich.vt.us</a>
POC 2 Name	Alexander Northern
Position	Fire Chief
Primary Phone	W:802-649-1133
Alternate Phone	M:
Email	<a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a>
POC 3 Name	Wade Cochran
Position	Police Chief
Primary Phone	W:802-649-1460
Alternate Phone	M:
Email	<a href="mailto:WadeCochran@vermont.gov">WadeCochran@vermont.gov</a>

I hereby certify that the LEMP meets Vermont National Incident Management System (NIMS) requirements and current LEMP Implementation Guidance as on page 2:

Signed\* \_\_\_\_\_

\_\_\_\_\_  
Printed Name; certifying individual must have taken, at a minimum, ICS402 or ICS100/IS-100 training

I hereby attest that the municipality has adopted NIMS and the LEMP as stated above:

Signed\* \_\_\_\_\_

\_\_\_\_\_  
Printed Name, Selectboard / council member

**Once completed, send adoption form and copy of Local Emergency Management Plan to Regional Planning Commission.**



\*A typed name is acceptable as an electronic signature if it represents an act of that person in accordance with 9 V.S.A. § 278.

## 1. Emergency Management (EM) planners

<i>These are the people who wrote and/or maintain this plan.</i>	
Interim Town Manager Brennan Duffy	
Fire Chief Alexander Northern	
Deputy Fire Chief Matt Swett	

## 2. Municipal Emergency Operations Center (EOC)

*The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.*

Who, by position, can activate the EOC?	Brennan Duffy-Interim Town Manager Alex Northern-Fire Chief & Deputy EMD Police Chief Wade Cochran Norwich Police Dept. Deputy Fire Chief Matt Swett
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### **Preferred EOC Positions and Duties**

EOC Director & Fire Chief/ Deputy EMD	Supervises and directs all EOC activities coordinating municipal support and response
As assigned	Staffs phones and radio
“	Tracks and answers any Requests for Information (RFI)
“	Tracks and coordinates any Requests for Support (RFS)
“	Produces and posts public information and press releases
“	Field duties as needed

### **Potential EOC Staff Members**

<i>Name</i>	<i>Notes / Contact Information</i>
Brennan Duffy-Interim Town Manager	(802) 649-1419 ext.1; <a href="mailto:BDuffy@norwich.vt.us">BDuffy@norwich.vt.us</a>
Alex Northern- Fire Chief/ Deputy EMD	(802) 649-1133; <a href="mailto:ANorthern@norwich.vt.us">ANorthern@norwich.vt.us</a>
Chief Wade Cochran - Norwich Police Dept.	(802) 649-1460; <a href="mailto:Wade.Cochran@vermont.gov">Wade.Cochran@vermont.gov</a>
Matt Swett-Deputy Fire Chief	(802) 649-1133; <a href="mailto:Matt@swett.net">Matt@swett.net</a>
Eric Friets-NFD EOC Support	(802) 649-1133; <a href="mailto:ericfriets@gmail.com">ericfriets@gmail.com</a>

### **Primary EOC Location**

Facility / Address:	Public Safety Building 10 Hazen Street Norwich, VT 05055
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Phone Numbers:	802) 649-1133 or (802) 649-1460
Equipment/Notes:	White board, Projector, UHF & VHF Fire/Police radios, Tables, Chairs, Counter space, Maps, Phone, Generator, Rehab.
<b><i>Alternate EOC Location</i></b>	
Facility / Address:	Tracy Hall 300 Main St.
Phone Numbers:	(802) 649-1419
Equipment/Notes:	White board, Projector, Tables, Chairs, Counter space, Maps, Phone, Emergency building generator

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### 3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.		
Purchasing agents for emergencies:	(Interim)Town Manager; Chief Wade Cochran- Norwich Police Dept. in the absence of the Town Manager	
Emergency spending limit:	\$25,000	
<b>Businesses with Standing Municipal Contracts</b>		
<i>Type of Contract</i>	<i>Name</i>	<i>Contact Info</i>
Yearly Winter Plowing Contract	Chase Site Services	Eric Chase
<b>Other Local Resources</b>		
<i>Type of Resources/Skills</i>	<i>Name</i>	<i>Contact Info</i>
<b>Firefighting</b> -Resources In support of structural and wildland firefighting.	Fire Chief Alex Northern	(802) 649-1133; <a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a>
	Fire Warden Linda Cook	(603) 208-7847
<b>Transportation</b> -Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.	Town school busses	Town School Busses-Student Transportation of America (STA)
	Red Cross (VT & NH offices have merged)	
<b>Communications</b> – Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.	<ul style="list-style-type: none"> <li>• Incident Commander</li> <li>• Town Manager</li> <li>• Selectboard Chair</li> </ul>	Methods to alert the general population include: <ul style="list-style-type: none"> <li>• The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to:</li> </ul>

		<p>norwich@lists.Vital communities.Orq</p> <ul style="list-style-type: none"> <li>• internet information</li> <li>• Code Red through Hanover Dispatch 603-643-3424. Requires sign up by community members</li> <li>• Facebook- <a href="https://www.facebook.com/norwich.vtpolice/">https://www.facebook.com/norwich.vtpolice/</a></li> <li>• Facebook- <a href="https://www.facebook.com/Norwichfiredepartment">https://www.facebook.com/Norwichfiredepartment</a></li> <li>• For alerting the public using Vermont 211-dial 2-1-1 or 866-652-4636; Email <a href="mailto:info@vermont211.org">info@vermont211.org</a></li> <li>• <a href="https://www.vtalert.gov/">https://www.vtalert.gov/</a></li> <li>• VT Emergency Management- <a href="http://vem.vermont.gov">vem.vermont.gov</a></li> <li>• Emergency Broadcast System (Television and Radio)</li> <li>• Emergency Notification System (ENS)</li> <li>• Sandwich boards and bulletins posted in town</li> <li>• Door to door and loud speaker from mobile unit</li> <li>• Local media</li> <li>• Power Outages- <a href="http://vtoutages.com/">http://vtoutages.com/</a> shows entire state; updated by power companies</li> <li>• VT Alert</li> <li>• Town of Norwich List Serve</li> </ul>
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<p><b>Public Works &amp; Engineering</b> - Resources In support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.</p>	<p>Norwich DPW</p>	<p>Chris Kaufman-(W) (802) 649-2209;</p>
<p><b>Emergency Management, Recovery &amp; Mitigation</b> - Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel Resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.</p>		<p>Contact Vermont Emergency Management</p> <ul style="list-style-type: none"> <li>• VEM Watch Officer:</li> <li>• <a href="http://vem.vermont.gov">vem.vermont.gov</a></li> </ul> <p>Contact TRORC -Kevin Geiger- <a href="mailto:kgeiger@trorc.org">kgeiger@trorc.org</a></p>
<p><b>Mass Care, Food &amp; Water</b> - Resources available to coordinate sheltering, feeding and first aid for disaster victims</p>	<p>American Red Cross</p>	
<p><b>Resource Support</b>—Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.</p>	<p>Fire Chief &amp; Deputy EMD Alex Northern</p>	<p>(802) 649-1133; <a href="mailto:anorthern@norwich.vt.us">anorthern@norwich.vt.us</a></p>
<p><b>Health &amp; Medical Services</b> - Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public</p>	<p>Vermont Dept. of Health (Hartford/WRJ)</p> <p>Town of Norwich Health Officer</p>	<p>(802) 649-1419 ext. 1</p>

<p>health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of Human remains.</p>	<p>Dartmouth-Hitchcock Hospital EMS District 9 Medical Director</p> <p>NFD EMS Division</p> <p>Hanover/Hartford FD Ambulance</p>	<p>Thomas Trimarco, MD, FACEP; EMS Dist.9 Medical Director; DHART Associate Medical Director-Dartmouth-Hitchcock Medical Center 603-650-7051; thomas.w.trimarco@hitchcock.org</p> <p>911</p> <p>911</p>
<p><b><u>Search &amp; Rescue</u></b> -Resources locally available to locate identify/remove persons from a stricken area, including those lost or trapped in buildings/other structures. Also includes resources to coordinate S&amp;R for those lost in non-inhabited areas.</p>	<p>Vermont Urban Search and Rescue (USAR, TF1)</p>	<ul style="list-style-type: none"> <li>• UVComm</li> <li>• State VEM Duty Officer-The State Emergency Operations Center</li> </ul>
<p><b><u>Hazardous Materials</u></b> – Resources available for response, inspection, containment and cleanup of hazardous materials.</p>	<p>Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</p>	<ul style="list-style-type: none"> <li>• UVComm</li> <li>• State VEM Duty Officer-The State Emergency Operations Center</li> </ul>
<p><b><u>Agriculture &amp; Natural Resources</u></b> -Assets available for use in coordinated response in the management and containment of Communicable diseases in an animal health or plant emergency.</p>	<p>VT Agency of Agriculture</p> <p>ANR</p>	
<p><b><u>Energy</u></b> – Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources.</p>	<p>Green Mountain Power</p> <p>Evans for</p>	

Coordinates the rationing and distribution of emergency power and fuel.	Gas and Diesel	
<b>Law Enforcement</b> -Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.	Chief Wade Cochran- Norwich Police Dept.	(802) 649-1460; <a href="mailto:wade.cochran@vermont.gov">wade.cochran@vermont.gov</a>
<b>Public information</b> -Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.	Incident Commander  Town Manager	Methods to alert the general population include: <ul style="list-style-type: none"> <li>• The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to: <a href="mailto:norwich@lists.Vitalcommunities.Orq">norwich@lists.Vitalcommunities.Orq</a></li> <li>• internet information</li> <li>• Code Red through Hanover Dispatch Requires sign up by community members</li> <li>• Facebook- <a href="https://www.facebook.com/norwichvtpolice">https://www.facebook.com/norwichvtpolice</a></li> <li>• For alerting the public using Vermont 211; Email <a href="mailto:info@vermont211.org">info@vermont211.org</a></li> <li>• <a href="https://www.vtalert.gov/">https://www.vtalert.gov/</a></li> <li>• Emergency Broadcast System (Television and Radio)</li> <li>• Sandwich boards and bulletins posted in town</li> <li>• VT Alert</li> </ul>
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> <li>• Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</li> <li>• Vermont Urban Search and Rescue (USAR, VT-TF1)</li> <li>• Vermont State Police and Special Teams</li> </ul>		

- Swiftwater Rescue Teams
- Regional Shelter Support
- State government agency expertise / services
- Federal response agency expertise

State support the municipality will normally eventually have to pay for:

- Supplies and equipment (including sandbags)
- VTrans Equipment and Personnel
- Vermont National Guard Support

*The State Emergency Operations Center () will help coordinate any state support teams or other external resources that local responders may need.*

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**National Incident Management System (NIMS) Typed Resources\***

Type	I	II	III	IV	Other	Type	I	II	III	IV	Other
Critical Incident Stress Management Team	N	N/A	N/A	N/A	N/A	Hydraulic Excavator, Large Mass Excavation	N/A	N/A	N/A	N/A	N/A
Mobile Communications Center	N/A	N/A	N/A	N/A	N/A	Hydraulic Excavator, Medium Mass Excavation	1	N/A	N/A	N/A	N/A
Mobile Communications Unit	N/A	N/A	N/A	N/A	N/A	Hydraulic Excavator, Compact	N/A	N/A	N/A	N/A	N/A
All-Terrain Vehicles	N/A	N/A	N/A	N/A	N/A	Road Sweeper	N/A	N/A	N/A	1	N/A
Marine Vessels	N/A	N/A	N/A	N/A	N/A	Snow Blower, Loader Mounted	1	N/A	N/A	N/A	N/A
Snowmobile	N/A	N/A	N/A	N/A	N/A	Track Dozer	N/A	N/A	N/A	N/A	N/A
Public Safety Dive Team	N/A	N/A	N/A	N/A	N/A	Track Loader	N/A	N/A	N/A	N/A	N/A
SWAT/Tactical Team	N/A	N/A	N/A	N/A	N/A	Trailer, Equipment Tag-Trailer	N/A	N/A	2	N/A	N/A
Firefighting Brush Patrol Engine	N/A	N/A	N/A	1	N/A	Trailer, Dump	1	N/A	N/A	N/A	N/A
Fire Engine (Pumper)	2	N/A	N/A	N/A	N/A	Trailer, Small Equipment	1	N/A	N/A	N/A	N/A
Firefighting Crew Transport	1	N/A	N/A	N/A	N/A	Truck, On-Road Dump	N/A	N/A	5	1	N/A
Aerial Apparatus, Fire	1	N/A	N/A	N/A	N/A	Truck, Plow	N/A	3	N/A	N/A	N/A
Foam Tender	N/A	N/A	N/A	N/A	N/A	Truck, Sewer Flusher	N/A	N/A	N/A	N/A	N/A
Hand Crew	N/A	N/A	N/A	N/A	N/A	Truck, Tractor Trailer	N/A	N/A	N/A	N/A	N/A
HAZMAT Entry Team	N/A	N/A	N/A	N/A	N/A	Water Pumps, De-Watering	2	N/A	N/A	N/A	N/A
Engine Strike Team	N/A	N/A	N/A	N/A	N/A	Water Pumps, Drinking Water Supply - Auxiliary Pump	1	N/A	N/A	N/A	N/A
Water Tender (Tanker)	N/A	N/A	1	N/A	N/A	Water Pump, Water Distribution	N/A	N/A	N/A	N/A	N/A
Fire Boat	N/A	N/A	N/A	N/A	N/A	Water Pump, Wastewater	N/A	N/A	N/A	N/A	N/A
Aerial Lift - Articulating Boom	N/A	N/A	N/A	N/A	N/A	Water Truck	N/A	N/A	N/A	N/A	N/A
Aerial Lift - Self Propelled, Scissor, Rough Terrain	N/A	N/A	N/A	N/A	N/A	Wheel Dozer	N/A	N/A	N/A	N/A	N/A
Aerial Lift - Telescopic Boom	N/A	N/A	N/A	N/A	N/A	Wheel Loader Backhoe	1	N/A	N/A	N/A	N/A
Aerial Lift - Truck Mounted	N/A	N/A	N/A	N/A	N/A	Wheel Loader, Large	1	N/A	N/A	N/A	N/A
Air Compressor	N/A	N/A	N/A	1	N/A	Wheel Loader, Medium	N/A	N/A	1	1	N/A
Concrete Cutter/Multi-Processor for Hydraulic Excavator	1	N/A	N/A	N/A	N/A	Wheel Loader, Small	N/A	N/A	N/A	N/A	N/A
Electronic Boards, Arrow	N/A	N/A	N/A	N/A	N/A	Wheel Loader, Skid Steer	N/A	N/A	N/A	N/A	N/A
Electronic Boards, Variable Message Signs	N/A	N/A	N/A	N/A	N/A	Wheel Loader, Telescopic Handler	N/A	N/A	N/A	N/A	N/A
Floodlights	1	N/A	N/A	N/A	N/A	Wood Chipper	1	N/A	N/A	N/A	N/A
Generator	N/A	N/A	N/A	N/A	N/A	Wood Tub Grinder	N/A	N/A	N/A	N/A	N/A
Grader	1	N/A	N/A	N/A	N/A						

\*Information about the NIMS Typed resources can be found at: <https://rtlt.preptoolkit.fema.gov>

\*Additional resource information is available on the FEMA Reimbursable Equipment List:

<https://www.fema.gov/assistance/public/schedule-equipment-rates>

#### 4. Public Information and Warning

<p><i>During a significant emergency, the Emergency Operations Center (EOC) and Incident Command Posts (ICPs) will coordinate and manage public information, both by producing accurate, timely reports and by tracking what is publicly reported to minimize confusion and help ensure a positive public response.</i></p>	
<p>VT-Alert message - State: Other VT-Alert managers:</p>	<p>Vermont Emergency Management:</p>
<p>Important Local Websites / Social Media channels:</p>	<p>The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mailto: <a href="mailto:norwich@lists.vitalcommunities.org">norwich@lists.vitalcommunities.org</a></p> <p>Social Media:</p> <ul style="list-style-type: none"> <li>• Facebook-<a href="https://www.facebook.com/Norwichvtpolice">https://www.facebook.com/Norwichvtpolice</a></li> </ul>
<p>Local Newspaper, Radio, TV:</p>	<p>Valley News- 603-298-8711 or 1-800-874-2226 <a href="mailto:newseditor@vnews.com">newseditor@vnews.com</a></p> <p>WCAX TV- 802-652-6300 <a href="mailto:channel3@wcax.com">channel3@wcax.com</a></p> <p>VPR- 800-639-2192 <a href="https://www.vermontpublic.org/send-us-an-email">https://www.vermontpublic.org/send-us-an-email</a></p> <p>WPTZ- 802-655-5455 <a href="mailto:newstips@myNBC5.com">newstips@myNBC5.com</a></p> <p>Fox44-802-660-9333 <a href="mailto:news@fox44now.com">news@fox44now.com</a></p>
<p>Public Notice locations:</p>	<p>Tracy Hall Bulletin Board; USPS Bulletin Board; Town Clerk 802-649-1419 x.2; Town List Serve</p>
<p><i>Vermont 2-1-1 is a United Ways of Vermont system that provides 24x7x365 information and referral services in cooperation with a large number of state and local government and community-based entities. 2-1-1 collects and maintains a database of local resource information and is available to take calls from the general public to inform and instruct them in relation to emergency events, and to refer them to the appropriate response and recovery resource, if necessary.</i></p>	
<p>To provide information for 2-1-1</p>	<p>Dial 211 or (802) 652-4636</p>

## 5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
<i>Name / Notes</i>	<i>Contact Info</i>
CARE (Citizen Assistance Registration for Emergencies)	Contact Supporting PSAP-UVCComm-for CARE Data
Senior living - Norwich Senior Housing 4 Dorrance Dr.	Property Manager Earl Simpson Simpson Companies
School - Marion Cross School, 22 Church St.	
Day Care - Child Care Center in Norwich 75 Montshire Dr.	
Day Care - Norwich Nursery School, Emerson Ct. 312 Main St	
Museum - Montshire Museum 1 Montshire Road	(802) 649-2200
Norwich Public Library 368 Main St.	(802) 649-1184

## 6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>																									
<b><i>Spontaneous Sheltering</i></b>																									
<ul style="list-style-type: none"> <li>• Determine the approximate number of people who need sheltering</li> <li>• Call the State EOC / Watch Officer and request support</li> <li>• Track the status of residents who need shelter until their situation stabilizes</li> </ul>																									
<b><i>Regional Shelter</i></b>																									
Location / Address:	Hartford High School-37 Highland Ave, River Junction, VT 05001																								
Opening Contact:	1-833-583-3111 (Red Cross National Dispatch) or Linda Nordman																								
Phone Numbers:	State EOC, American Red Cross																								
<b><i>Primary Local Shelter</i></b>																									
Location / Address:	Marion Cross School- 22 Church Street																								
Facility Contact(s):	Principal Shawn Gonyaw																								
Phone Numbers:																									
Shelter Manager:																									
Staff Requirements:																									
Services:	Warm/Cool Overnight Food Prep																								
Notes:	Capacity: 60 Generator? Yes Pets Allowed? No <b><u>Service Animals Not allowed</u></b>																								
<b><i>Alternate Local Shelter</i></b>																									
Location / Address:	1. Tracy Hall (Gym Area); 300 Main St. 2. Norwich Congregational Church; 15 Church Street																								
Facility Contact(s):	1. Miranda Bergmeier 2. Jonathan Hauze																								
Phone Numbers:	1. (802) 649-1419 2.																								
Shelter Manager:																									
Staff Requirements:																									
Services:	Warm/Cool																								
Notes:	<table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"></td> <td style="width: 15%;">Capacity:</td> <td style="width: 15%;">Generator?</td> <td style="width: 30%;">Pets</td> </tr> <tr> <td>Allowed?</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tracy Hall (Gym Area);</td> <td>200</td> <td>YES</td> <td>NO</td> </tr> <tr> <td colspan="4"><b><u>Service Animals are allowed</u></b></td> </tr> <tr> <td>Norwich Cong. Church</td> <td>UNK</td> <td>NO</td> <td>NO</td> </tr> <tr> <td colspan="4"><b><u>Service Animals are allowed</u></b></td> </tr> </table>		Capacity:	Generator?	Pets	Allowed?				Tracy Hall (Gym Area);	200	YES	NO	<b><u>Service Animals are allowed</u></b>				Norwich Cong. Church	UNK	NO	NO	<b><u>Service Animals are allowed</u></b>			
	Capacity:	Generator?	Pets																						
Allowed?																									
Tracy Hall (Gym Area);	200	YES	NO																						
<b><u>Service Animals are allowed</u></b>																									
Norwich Cong. Church	UNK	NO	NO																						
<b><u>Service Animals are allowed</u></b>																									

Local Emergency Management Plan Municipal Adoption Form

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
<b>Local Emergency Management Team</b>					
EMD	Brennan Duffy-Interim Town Manager	802-649-1419			<a href="mailto:Bduffy@norwich.vt.us">Bduffy@norwich.vt.us</a>
EM Coordinator	Brennan Duffy-Interim Town Manager	802-649-1419			<a href="mailto:Bduffy@norwich.vt.us">Bduffy@norwich.vt.us</a>
<b>Local Response Organization Contacts</b>					
Fire Chief/ Deputy EMD	Alex Northern	802-649-1133			<a href="mailto:ANorthern@norwich.vt.us">ANorthern@norwich.vt.us</a>
Deputy Fire Chief	Matt Swett	802-649-1133			<a href="mailto:matt@swett.net">matt@swett.net</a>
EMS Chief	Alex Northern	802-649-1133			<a href="mailto:ANorthern@norwich.vt.us">ANorthern@norwich.vt.us</a>
Chief of Police	Wade Cochran	802-649-1460			<a href="mailto:Wade.cochran@vermont.gov">Wade.cochran@vermont.gov</a>
State Police or County Sheriff	Contact UVComm	802-643-3424			<a href="mailto:Doug.hackett@hanovernh.org">Doug.hackett@hanovernh.org</a>
Local Dispatch Center	UVComm	802-643-3424			<a href="mailto:Doug.hackett@hanovernh.org">Doug.hackett@hanovernh.org</a>
	Hartford Dispatch	802-295-6403			
	Norwich PD	802-649-1460			

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
<b>Local Public Works Contacts</b>					
DPW Director	Chris Kaufman	802-649-2209			<a href="mailto:CKaufman@norwich.vt.us">CKaufman@norwich.vt.us</a>
Town Garage		802-649-2209			
Drinking Water Utility	Mike Tebbetts	802-649-5424			
<b>Municipal Government Contacts</b>					
(Interim)Town Manager	Brennan Duffy	802-649-1419			<a href="mailto:Bduffy@norwich.vt.us">Bduffy@norwich.vt.us</a>
Asst. to the Town Manager	Miranda Bergmeier	802-649-1419			<a href="mailto:MBergmeier@norwich.vt.us">MBergmeier@norwich.vt.us</a>
Selectboard Chair	Marcia Calloway	802-649-1419			<a href="mailto:Selectboard@norwich.vt.us">Selectboard@norwich.vt.us</a>
Selectboard Vice-Chair	Mary Layton	802-649-1419			<a href="mailto:Selectboard@norwich.vt.us">Selectboard@norwich.vt.us</a>
Selectboard	Roger Arnold	802-649-1419			<a href="mailto:Selectboard@norwich.vt.us">Selectboard@norwich.vt.us</a>
Selectboard	Pamela Smith	802-649-1419			<a href="mailto:Selectboard@norwich.vt.us">Selectboard@norwich.vt.us</a>
Selectboard	Priscilla Vincent	802-649-1419			<a href="mailto:Selectboard@norwich.vt.us">Selectboard@norwich.vt.us</a>
Town Clerk	Lily Trajman	802-649-1419			<a href="mailto:Clerk@norwich.vt.us">Clerk@norwich.vt.us</a>
(Interim)Town Finance Director	Joyce Hasbrouck	802-649-1419			<a href="mailto:jhasbrouck@norwich.vt.us">jhasbrouck@norwich.vt.us</a>
Town Treasurer	Cheryl Lindberg	802-649-1678			<a href="mailto:Treasurer@norwich.vt.us">Treasurer@norwich.vt.us</a>
Town Health Officers	1. Alka Dev 2. Alena Berube	802-649-1419			<a href="mailto:Clerk@norwich.vt.us">Clerk@norwich.vt.us</a>
Forest Fire Warden	Linda Cook	603-208-7847			<a href="mailto:Cook1574@gmail.com">Cook1574@gmail.com</a>
Animal Control	Norwich Police Dept.	802-649-1460			

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
School Contact #1	Marion Cross School-Principal Shawn Gonyaw	802-649-1703			<a href="mailto:shawngonyaw@marioncross.org">shawngonyaw@marioncross.org</a>
<b>Other Contacts</b>					



# VERMONT

## AGENCY OF TRANSPORTATION

### FY Municipal Highway Grant Application

APPLYING FOR:  Structures  Class 2 Roadway  Emergency

MUNICIPALITY: MUNICIPAL CONTACT (name):

MAILING ADDRESS:

Phone: E-Mail:

ACCOUNTING SYSTEM: Automated Manual Combination

SAM #: Grantee FY End Month (mm format):

DISTRICT CONTACT (name):

Phone: E-Mail:

#### SCOPE OF WORK TO BE PERFORMED BY GRANTEE

**Location of Work.** The work described below involves the following town highway / structure:

TH# \_\_\_\_, (Name)\_\_\_\_\_ which is a class \_\_\_\_ town highway.

Bridge #\_\_\_\_\_, which crosses \_\_\_\_\_

Culvert # \_\_\_\_, for which the original size was \_\_\_\_\_ and the replacement size is \_\_\_\_\_

Causeway: \_\_\_\_\_

Retaining Wall: \_\_\_\_\_

Latitude: Longitude: MM (If Available):

#### Problem:

#### Reason For Problem:

#### Proposed Scope of Work:

#### Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:



Municipality has adopted Codes & Standards that meet or exceed the State approved template? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Municipality has a current Network Inventory? YES NO	
Municipality <u>MUST</u> complete the following environmental resource checklist:	
EXISTING STRUCTURES: (check all that apply)	
<input type="checkbox"/> Steel Tube Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Metal Truss Bridge	<input type="checkbox"/> Wooden Covered Bridge
<input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other	Masonry Structure
<input type="checkbox"/> Stone Abutments or Piers	<input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of work
Other:	
PROJECT DESCRIPTION: (check all that apply)	
<input type="checkbox"/> The project involves engineering / planning only	<input type="checkbox"/> The project consists of repaving existing paved surfaces only
<input type="checkbox"/> The project consists of reestablishing existing ditches only within existing footprint	<input type="checkbox"/> All work will be done from the existing road or shoulder
<input type="checkbox"/> The structure is being replaced on existing location / alignment	<input type="checkbox"/> There will be excavation within 300 feet of a river or stream
<input type="checkbox"/> New structure on new alignment	<input type="checkbox"/> Repair/Rehab of existing structure
<input type="checkbox"/> There will be excavation within a flood plain	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Tree cutting / clearing	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> The roadway will be realigned
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. <input type="checkbox"/> YES <input type="checkbox"/> NO	

**Below this line to be filled in by VTrans staff:**

Recommended Award Amount:

District Staff Approval: (name) \_\_\_\_\_ Date: \_\_\_\_\_

Note:

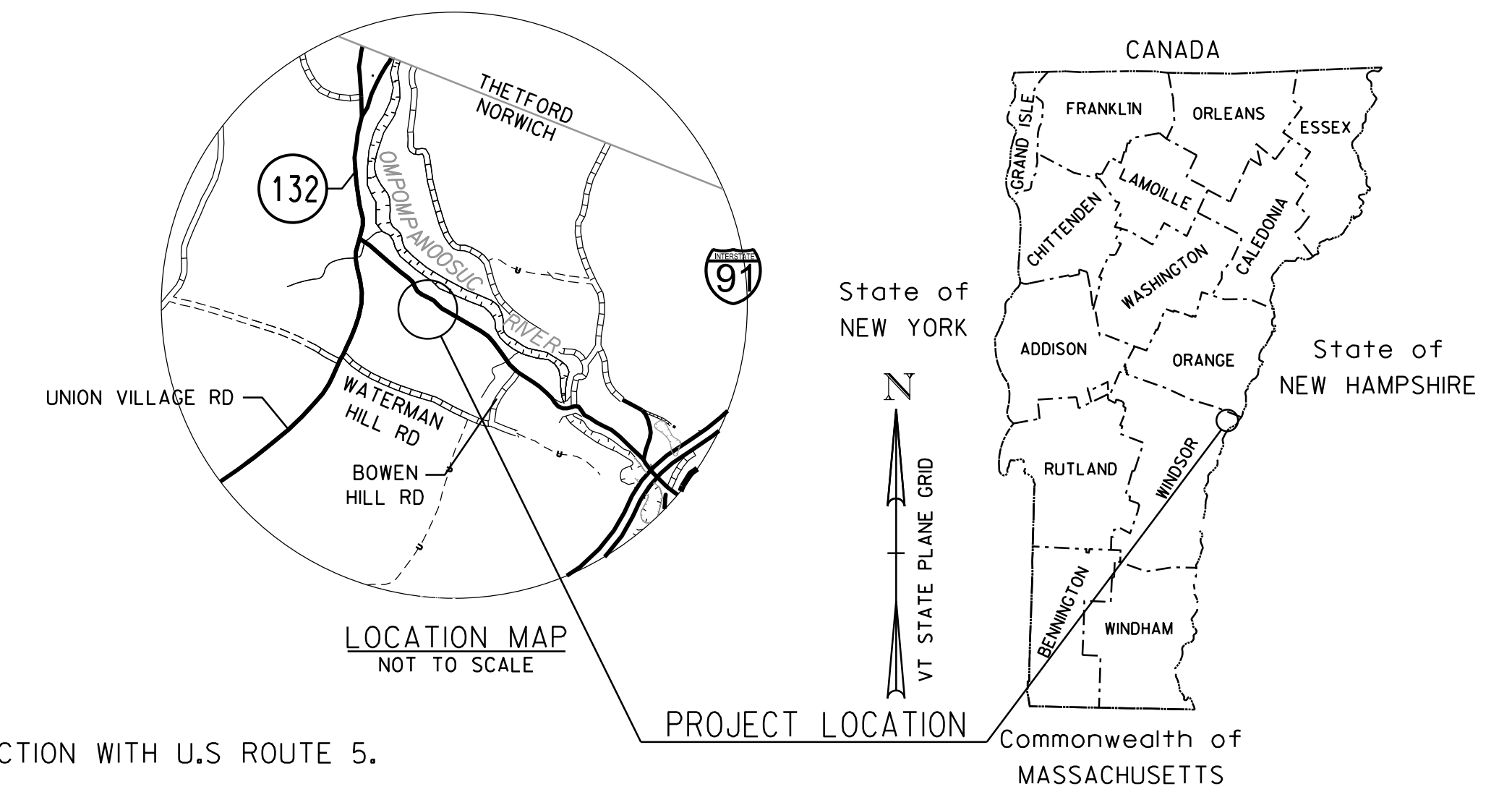
Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.



INDEX OF SHEETS	
SHEET TITLE	SHEET
TITLE SHEET.....	1
CONVENTIONAL SYMBOLOLOGY LEGEND SHEET.....	2
TYPICAL SECTION SHEET.....	3
LAYOUT PLAN.....	4
ROADWAY AND CHANNEL PROFILE.....	5
DETOUR PLAN.....	6

# TOWN OF NORWICH COUNTY OF WINDSOR

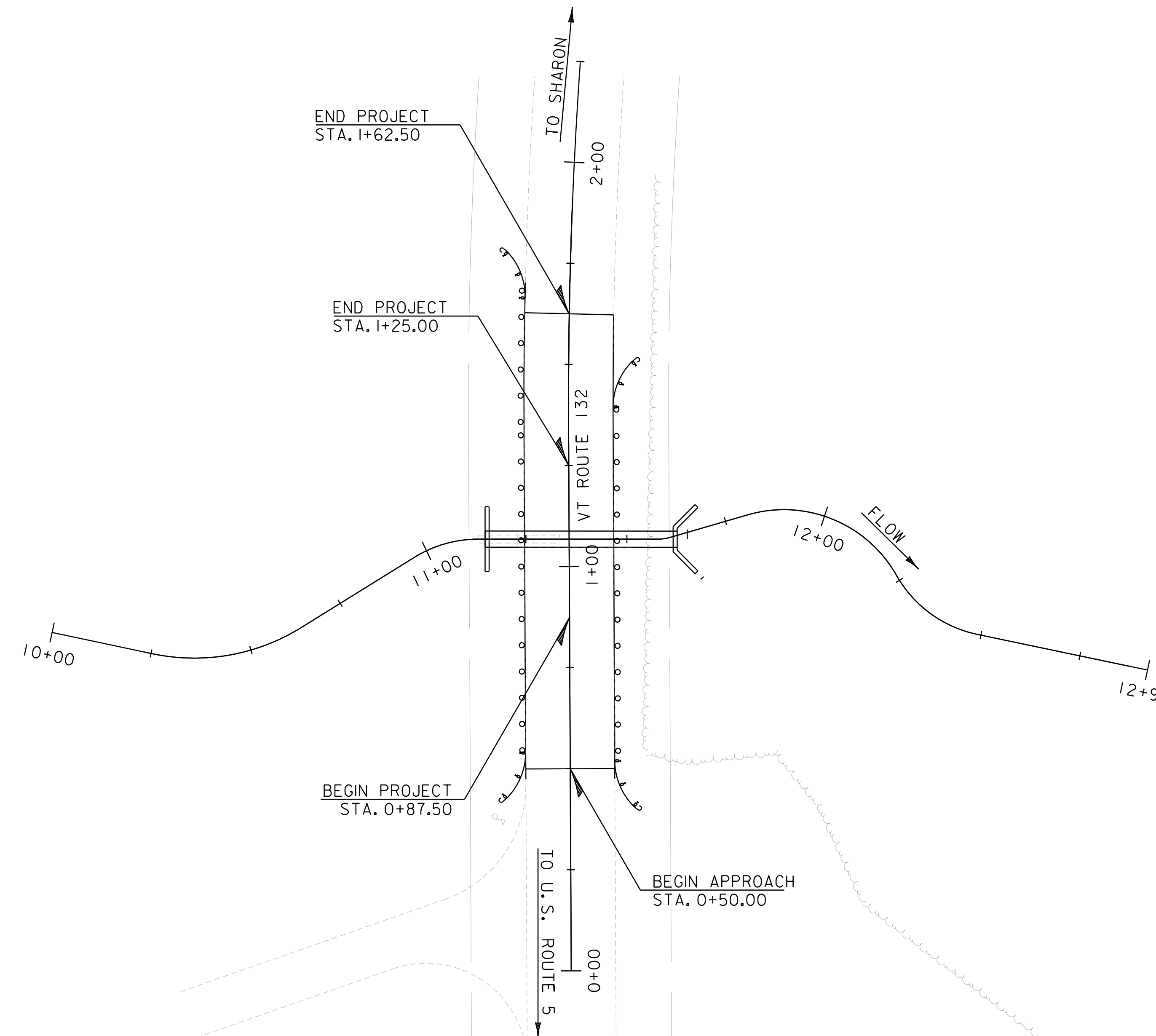
## VT ROUTE 132 CULVERT 18 REPLACEMENT



PROJECT LOCATION: CULVERT IS LOCATED ON VT ROUTE 132, 1.7 MILES WEST OF THE JUNCTION WITH U.S ROUTE 5.

PROJECT DESCRIPTION: REPLACEMENT OF EXISTING 4' X 5.5' WITH PRECAST CONCRETE BOX CULVERT WITH 48" CULVERT AND WINGWALLS ALONG WITH RELATED ROADWAY AND CHANNEL WORK.

INDEX OF STANDARDS		
NAME	DESCRIPTION	DATE
E-121	STANDARD SIGN PLACEMENT - CONVENTIONAL ROAD	08/08/95
D-33	REINFORCED CONCRETE STRAIGHT HEADWALL	03/12/07
G-1	STEEL BEAM GUARDRAIL WITH STEEL POSTS	03/10/17
	STEEL BEAM GUARDRAIL WITH WOOD POSTS	
G-1D	STEEL BEAM GUARDRAIL APPROACH END TERMINAL	03/10/17
	STEEL BEAM GUARDRAIL TRAILING END TERMINAL	
	ANCHOR FOR STEEL BEAM GUARDRAIL	
	STEEL BEAM MEDIAN BARRIER	
T-1	TRAFFIC CONTROL GENERAL NOTES	04/25/16
T-10	CONVENTIONAL ROADS CONSTRUCTION APPROACH SIGNING	08/06/12
T-30	CONSTRUCTION SIGN DETAILS	08/06/12
T-35	CONSTRUCTION ZONE LONGITUDINAL DROP-OFFS	08/06/12
T-45	SQUARE TUBE SIGN POST AND ANCHOR	01/02/13



CONSTRUCTION IS TO BE CARRIED ON IN ACCORDANCE WITH THESE PLANS AND THE VERMONT AGENCY OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION DATED 2018



**Stantec Consulting Services Inc.**  
55 Green Mountain Drive  
South Burlington VT U.S.A. 05403  
Phone: (802) 864-0223  
Fax: (802) 864-0165  
www.stantec.com

TOWN MANAGER:	APPROVED _____ DATE _____
PROJECT NAME : NORWICH RTE 132 CULVERT 18	PROJECT NUMBER :
SHEET 1	OF 6 SHEETS

Consultants

Legend

Notes

Revision	By	Appd.	YY.MM.DD
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Issued	By	Appd.	YY.MM.DD
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File Name:	Dwn.	Chkd.	Dsgn.	YY.MM.DD
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Permit-Seal

Client/Project  
TOWN OF NORWICH  
ROUTE 132 CULVERT REPLACEMENT

Title  
LEGEND AND SYMBOLOLOGY

Project No.	Scale
Drawing No.	Sheet
	Revision

GENERAL INFORMATION

SYMBOLOLOGY LEGEND NOTE

THE SYMBOLOLOGY ON THIS SHEET IS INTENDED TO COVER STANDARD CONVENTIONAL SYMBOLOLOGY. THE SYMBOLOLOGY IS USED FOR EXISTING & PROPOSED FEATURES WITH HEAVIER LINEWEIGHT, IN COMBINATION WITH PROJECT ANNOTATION, AS NOTED ON PROJECT PLAN SHEETS. THIS LEGEND SHEET COVERS THE BASICS. SYMBOLOLOGY ON PLANS MAY VARY, PLAN ANNOTATIONS AND NOTES SHOULD BE USED TO CLARIFY AS NEEDED.

COMMON TOPOGRAPHIC POINT SYMBOLS

POINT CODE	DESCRIPTION
⊛	APL BOUND APPARENT LOCATION
◻	BM BENCH MARK
◻	BND BOUND
◻	CB CATCH BASIN
⊕	COMB COMBINATION POLE
◻	DITHR DROP INLET THROATED DNC
⊕	EL ELECTRIC POWER POLE
◦	FPOLE FLAGPOLE
⊙	GASFIL GAS FILLER
⊙	GP GUIDE POST
⊗	GSO GAS SHUT OFF
◦	GUY GUY POLE
◦	GUYW GUY WIRE
⊗	GV GATE VALVE
⊕	H TREE HARDWOOD
△	HCTRL CONTROL HORIZONTAL
△	HVCTRL CONTROL HORIZ. & VERTICAL
◇	HYD HYDRANT
◦	IP IRON PIN
◦	IPIPE IRON PIPE
⊕	LI LIGHT - STREET OR YARD
⊕	MB MAILBOX
◻	MH MANHOLE (MH)
◻	MM MILE MARKER
◦	PM PARKING METER
◻	PMK PROJECT MARKER
◦	POST POST STONE/WOOD
⊕	RRSIG RAILROAD SIGNAL
⊕	RRSL RAILROAD SWITCH LEVER
⊕	S TREE SOFTWOOD
◦	SAT SATELLITE DISH
⊕	SHRUB SHRUB
⊕	SIGN SIGN
⊕	STUMP STUMP
⊕	TEL TELEPHONE POLE
◦	TIE TIE
⊕	TSIGN SIGN W/DOUBLE POST
⊕	VCTRL CONTROL VERTICAL
◦	WELL WELL
⊗	WSO WATER SHUT OFF

PROPOSED GEOMETRY CODES

CODE	DESCRIPTION
PC	POINT OF CURVATURE
PI	POINT OF INTERSECTION
CC	CENTER OF CURVE
PT	POINT OF TANGENCY
PCC	POINT OF COMPOUND CURVE
PRC	POINT OF REVERSE CURVE
POB	POINT OF BEGINNING
POE	POINT OF ENDING
STA	STATION PREFIX
AH	AHEAD STATION SUFFIX
BK	BACK STATION SUFFIX
D	CURVE DEGREE OF (100FT)
R	CURVE RADUIS OF
T	CURVE TANGENT LENGTH
L	CURVE LENGTH OF
E	CURVE EXTERNAL DISTANCE

UTILITY SYMBOLOLOGY

UNDERGROUND UTILITIES

— UT —	TELEPHONE
— UE —	ELECTRIC
— UC —	CABLE (TV)
— UEC —	ELECTRIC+CABLE
— UET —	ELECTRIC+TELEPHONE
— UCT —	CABLE+TELEPHONE
— UECT —	ELECTRIC+CABLE+TELEP.
— G —	GAS LINE
— W —	WATER LINE
— S —	SANITARY SEWER (SEPTIC)

ABOVE GROUND UTILITIES (AERIAL)

— T —	TELEPHONE
— E —	ELECTRIC
— C —	CABLE (TV)
— EC —	ELECTRIC+CABLE
— ET —	ELECTRIC+TELEPHONE
— AER E&T —	ELECTRIC+TELEPHONE
— CT —	CABLE+TELEPHONE
— ECT —	ELECTRIC+CABLE+TELEP.
—	UTILITY POLE GUY WIRE

PROJECT CONSTRUCTION SYMBOLOLOGY

PROJECT DESIGN & LAYOUT SYMBOLOLOGY

—	CLEAR ZONE
—	PLAN LAYOUT MATCHLINE

PROJECT CONSTRUCTION FEATURES

△	TOP OF CUT SLOPE
○	TOE OF FILL SLOPE
⊗	STONE FILL
—	BOTTOM OF DITCH
—	CULVERT PROPOSED
—	STRUCTURE SUBSURFACE
PDF	PROJECT DEMARCATION FENCE
BF	BARRIER FENCE
XXXXXX	TREE PROTECTION ZONE (TPZ)
////	STRIPING LINE REMOVAL
~~~~	SHEET PILES

CONVENTIONAL BOUNDARY SYMBOLOLOGY

BOUNDARY LINES

—	TOWN BOUNDARY LINE
—	COUNTY BOUNDARY LINE
—	STATE BOUNDARY LINE
—	PROPOSED STATE R.O.W. (LIMITED ACCESS)
—	PROPOSED STATE R.O.W.
—	STATE ROW (LIMITED ACCESS)
—	STATE ROW
—	TOWN ROW
—	PERMANENT EASEMENT LINE (P)
—	TEMPORARY EASEMENT LINE (T)
+	SURVEY LINE
—	PROPERTY LINE (P/L)
SR	SLOPE RIGHTS
6f	6F PROPERTY BOUNDARY
4f	4F PROPERTY BOUNDARY
HAZ	HAZARDOUS WASTE

EPSC LAYOUT PLAN SYMBOLOLOGY

EPSC MEASURES

ONNOONNOONNO	FILTER CURTAIN
—	SILT FENCE, TYPE I
—	SILT FENCE, TYPE II
—	CHECK DAM
—	DISTURBED AREAS REQUIRING RE-VEGETATION
—	ROLLED EROSION CONTROL PRODUCT

ENVIRONMENTAL RESOURCES

—	WETLAND BOUNDARY
—	RIPARIAN BUFFER ZONE
—	WETLAND BUFFER ZONE
—	SOIL TYPE BOUNDARY
—	THREATENED & ENDANGERED SPECIES
HAZ	HAZARDOUS WASTE AREA
—	AGRICULTURAL LAND
—	FISH & WILDLIFE HABITAT
—	FLOOD PLAIN
—	ORDINARY HIGH WATER (OHW)
—	STORM WATER
—	USDA FOREST SERVICE LANDS
—	WILDLIFE HABITAT SUIT/CONN

ARCHEOLOGICAL & HISTORIC

—	ARCHEOLOGICAL BOUNDARY
—	HISTORIC DISTRICT BOUNDARY
—	HISTORIC AREA
(H)	HISTORIC STRUCTURE

CONVENTIONAL TOPOGRAPHIC SYMBOLOLOGY

EXISTING FEATURES

—	ROAD EDGE PAVEMENT
—	ROAD EDGE GRAVEL
—	DRIVEWAY EDGE
—	DITCH
—	FOUNDATION
×	FENCE (EXISTING)
□	FENCE WOOD POST
○	FENCE STEEL POST
—	GARDEN
—	ROAD GUARDRAIL
—	RAILROAD TRACKS
—	CULVERT (EXISTING)
—	STONE WALL
—	WALL
—	WOOD LINE
—	BRUSH LINE
—	HEDGE
—	BODY OF WATER EDGE
—	LEDGE EXPOSED

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Consultants

Legend

Notes

Revision By Appd. YY.MM.DD

Issued By Appd. YY.MM.DD

File Name: Dwn. Chkd. Dsgn. YY.MM.DD

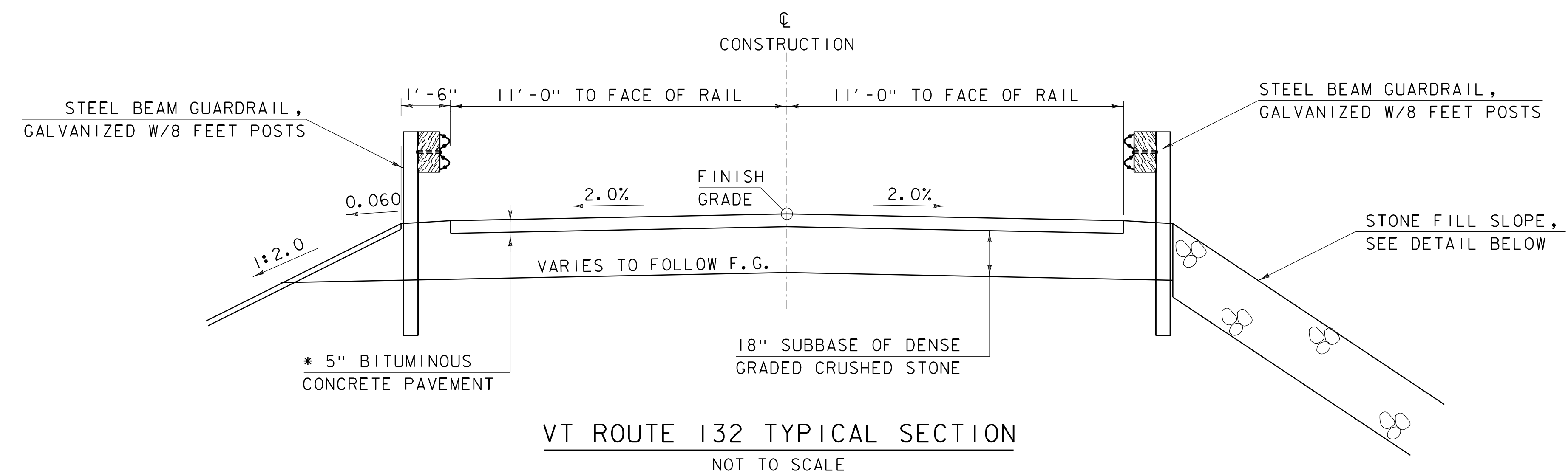
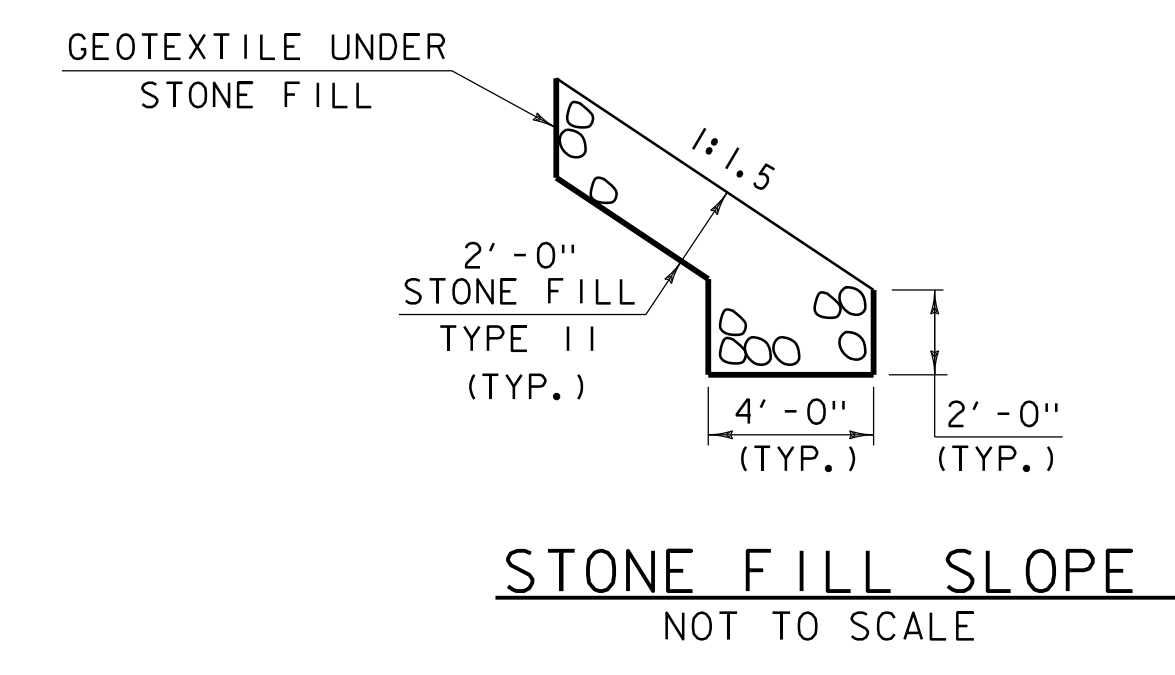
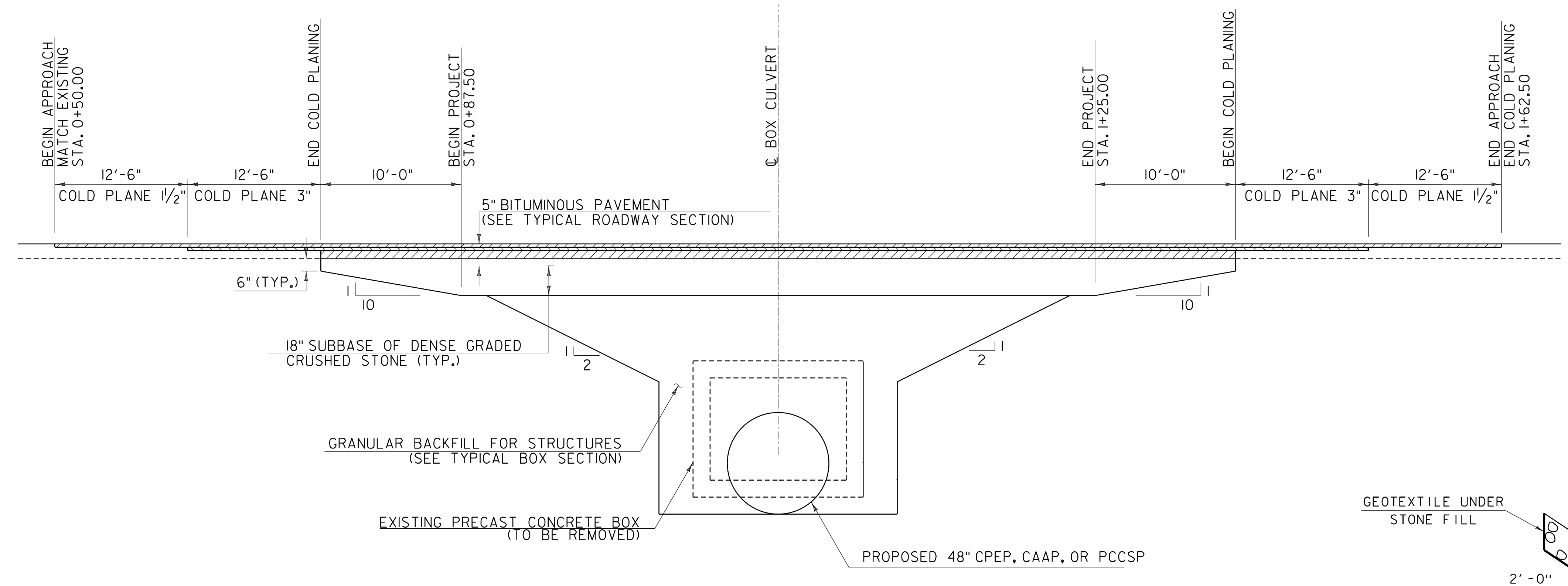
Permit-Seal

Client/Project  
TOWN OF NORWICH  
ROUTE 132 CULVERT REPLACEMENT

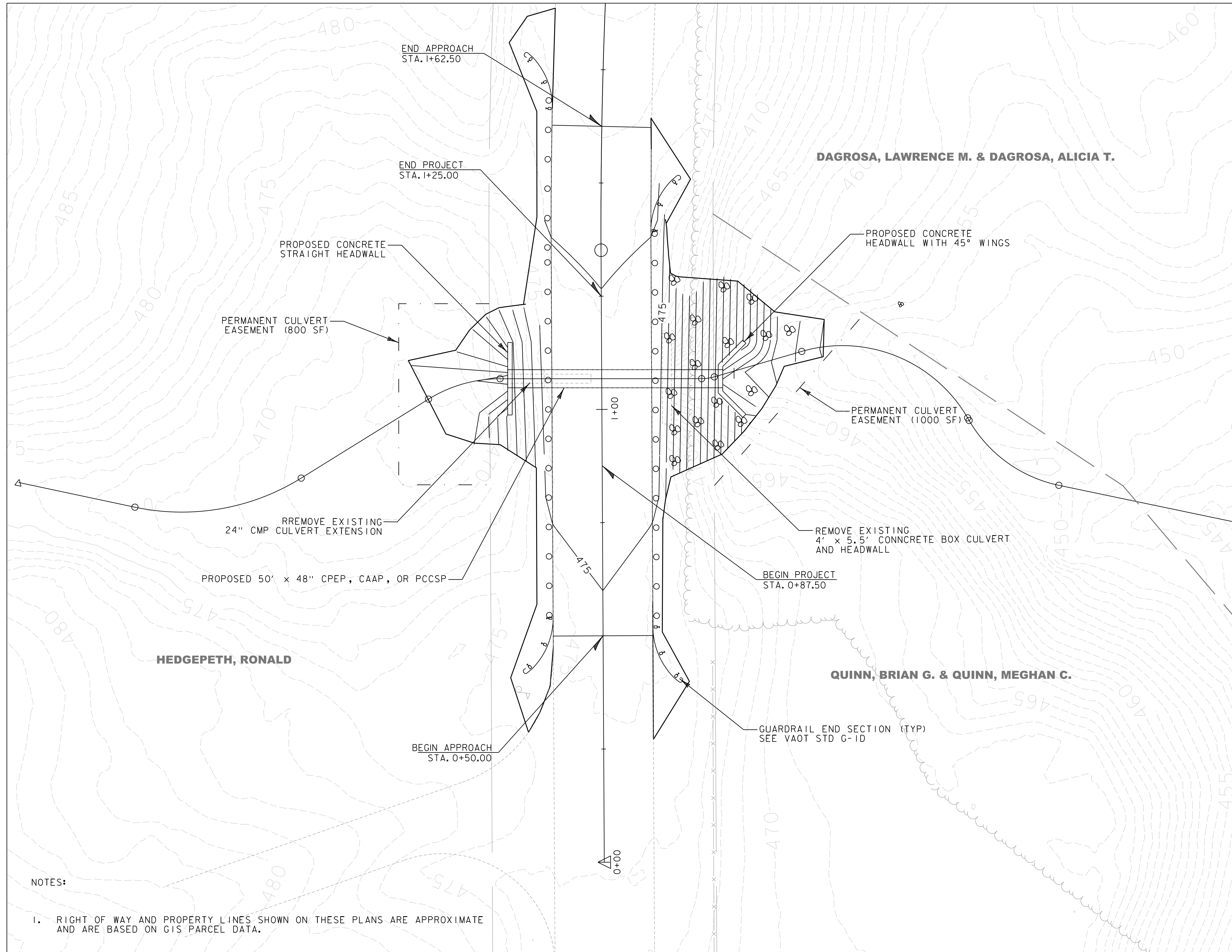
Title  
TYPICAL SECTIONS

Project No. Scale  
NOT TO SCALE

Drawing No. Sheet Revision



\* 1 1/2" TYPE IVS OVER  
1 1/2" TYPE IVS OVER  
2" TYPE IIIS

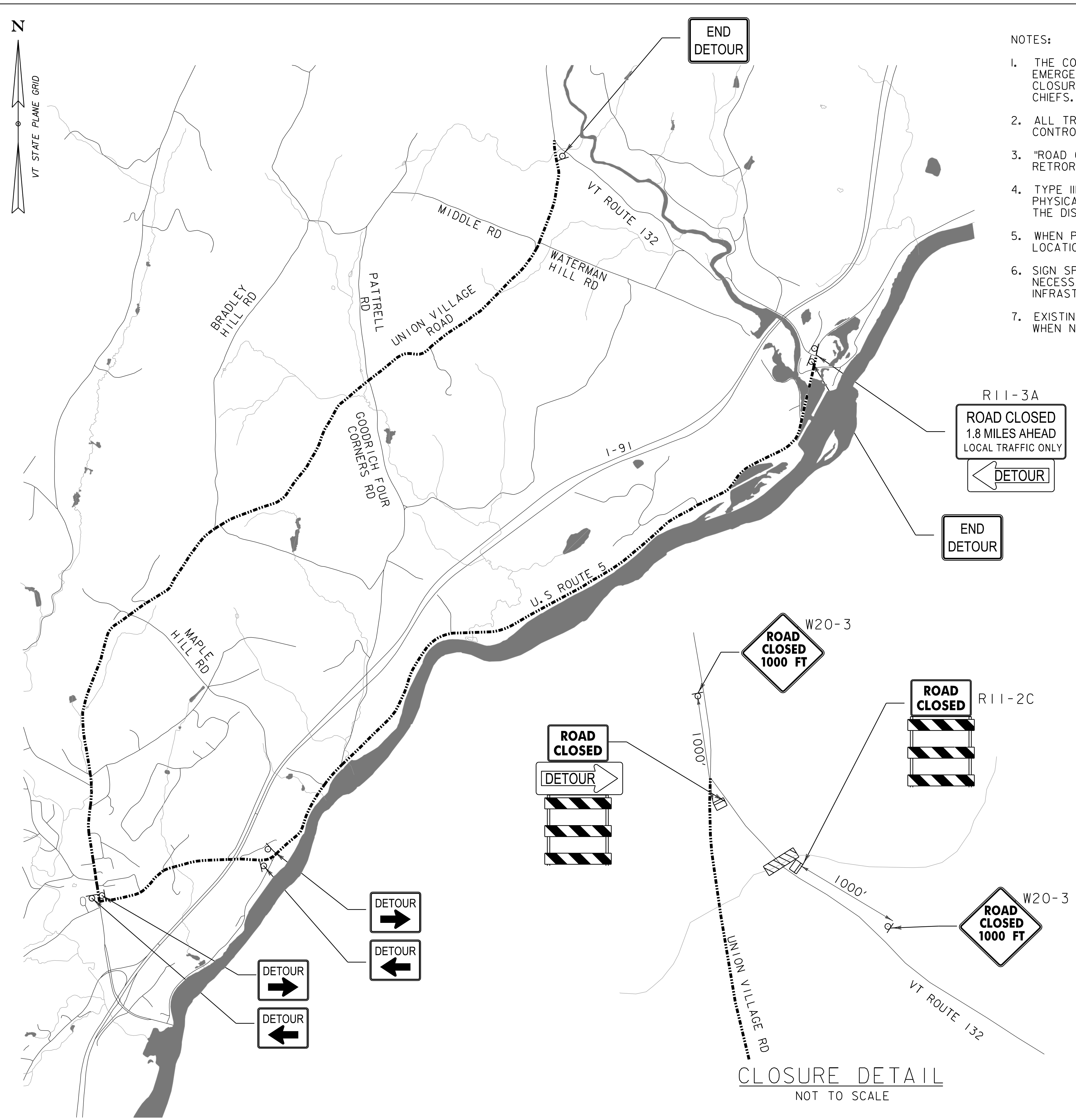


NOTES:  
1. RIGHT OF WAY AND PROPERTY LINES SHOWN ON THESE PLANS ARE APPROXIMATE AND ARE BASED ON GIS PARCEL DATA.



NOTES:

1. THE CONTRACTOR SHALL COORDINATE EMERGENCY SERVICE ROUTES WITH EMERGENCY SERVICE PROVIDERS A MINIMUM OF 72 HOURS PRIOR TO CLOSURE OR AS OTHERWISE DETERMINED BY NORWICH POLICE AND FIRE CHIEFS.
2. ALL TRAFFIC SIGNS SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) 2009 EDITION.
3. "ROAD CLOSED" SIGNS SHALL BE MOUNTED AND MAINTAINED ON RETROREFLECTIVE TYPE III BARRICADES.
4. TYPE III CONSTRUCTION BARRICADES SHALL BE PLACED SO AS TO PHYSICALLY EXCLUDE TRAFFIC FROM THE ENTIRE ROADWAY WIDTH OR AT THE DISCRETION OF THE ENGINEER.
5. WHEN POSSIBLE LOCATE THE "ROAD CLOSED 1000 FT" SIGN NEAR A LOCATION WHERE DRIVERS CAN TURN AROUND.
6. SIGN SPACING IS FOR REFERENCE ONLY, FIELD ADJUSTMENTS MAY BE NECESSARY TO AVOID CONFLICTS WITH EXISTING SIGNS, OR OTHER INFRASTRUCTURE.
7. EXISTING SIGNS IN CONFLICT WITH THIS DETOUR PLAN SHALL BE COVERED WHEN NECESSARY, AS APPROVED BY THE ENGINEER.



CLOSURE DETAIL  
NOT TO SCALE



TOWN OF NORWICH – VT ROUTE 132 CULVERT 18 PHOTOS



Looking upstream channel from culvert inlet

TOWN OF NORWICH – VT ROUTE 132 CULVERT 18 PHOTOS



Looking upstream towards culvert inlet

TOWN OF NORWICH – VT ROUTE 132 CULVERT 18 PHOTOS



Culvert inlet view

TOWN OF NORWICH – VT ROUTE 132 CULVERT 18 PHOTOS



View of culvert outlet from VT132 roadway

TOWN OF NORWICH – VT ROUTE 132 CULVERT 18 PHOTOS



Outlet headwall



View of outlet



# Preliminary Hydraulics Memo

---

To: Chris Kaufman  
Town of Norwich, Dept. of Public Works  
P.O. Box 376  
300 Main St.  
Norwich, VT 05055

From: Israel Maynard, PE  
Associate  
Stantec Consulting Services, Inc.  
193 Tilley Drive  
South Burlington, VT 05403

File: File Name  
Date: April 6, 2023

---

**Reference: Route 132 Culvert 18 (-72.2525116,43.7709544)**

Stantec, has completed a hydrology and hydraulics study of the above referenced site. No survey is currently available at this site so existing geometric conditions are based on available orthophotography, lidar and a site visit. Approximate hydrologic and hydraulic analysis were completed to assist Norwich in the selection of crossing replacement options. This memorandum summarizes the results of the analysis.

## Hydrology

The Culvert stream has a drainage basin in rolling terrain, with primarily woods and grass land. The primary hydrologic Soil Group is C. The total contributing drainage area is approximately 27.66 acres. Hydrology was developed using TR-55 methodology with HydroCAD software. With rainfall data from NOAA Atlas 14 and an assumed Antecedent Moisture Content of 2 Normal Conditions. The design flow rates are shown in (Table 1).

**Table 1 - Flow Rates**

Annual Exceedance Probability (% AEP)	Recurrence Interval (Year)	USGS Regression Flow Rate (CFS)	
50	2	20.2	
10	10	50.9	
2	50	89.7	Design Flow Rate
1	100	108.9	Check Flow Rate

Reference: Route 132 Culvert 18 (-72.2525116,43.7709544)



**Figure 1 - Culvert Outlet**



**Figure 2 - Culvert Inlet**

### **Existing Conditions**

The existing culvert was constructed as a 4'x5.5' concrete box with straight headwall at the outlet. The outlet was extended with a 24" Corrugated Metal Pipe and backfilled burying the original box culvert inlet. The interface between the original construction and the extension is allowing roadway material into the box portion which is causing sinking of the roadway shoulder. Differential sediment of the embankment at the culvert extension has resulted in the inlet becoming raised above the channel which allows flow to pass under the pipe and flow to the box portion through the embankment.

This location is not identified as a stream per the Vermont Agency of Natural Resources (ANR) atlas and is below the drainage area threshold to be considered a stream. Therefore the stream equilibrium standards do not apply and a stream alterations general permit is not required.

Analysis was conducted in compliance with the VTrans Hydraulics Manual dated May 28, 2015 using FHWA HY8 software.

### **Replacement Recommendations**

Structure size recommendations must meet current VTrans Hydraulic standards.

Based on the above considerations, the follow structures the minimum sizes recommended as replacement options at this site.

1. Corrugated Pipe with Headwalls: A 48" corrugated aluminum alloy pipe (CAAP), corrugated polyethylene pipe (CPEP) or polymeric coated corrugated steel pipe (PCCSP) with concrete headwalls at inlet and outlet. Riprap armoring at the inlet and outlet are recommended to protect the structure and approaches from erosion.
2. Corrugated Pipe with End Sections: A 48" corrugated aluminum alloy pipe (CPAP), corrugated polyethylene pipe (CPEP) or polymeric coated corrugated steel pipe (PCCSP) with mitered end sections conforming to fill. Riprap armoring at the inlet and outlet are recommended to protect the structure and approaches from erosion.



April 6, 2023

Chris Kaufman

Page 3 of 3

Reference:      Route 132 Culvert 18 (-72.2525116,43.7709544)

The final decisions regarding replacement of this structure must comply with state regulatory standards, and should take into consideration matching natural channel conditions, roadway grade, environmental concerns, safety and other requirements.

Please be sure to contact us if you have any questions.

**Stantec Consulting Services Inc.**



**Israel Maynard, PE**

Senior Transportation Engineer

Phone: 802 497 6415

Fax: 802 864 0165

Israel.Maynard@stantec.com

Attachment:      Drainage Area Map, HydroCAD output, HY8 output, NOAA Atlas 14 Rainfall Data

References:

FHWA, HY-8 Culvert Analysis Program version 7.5

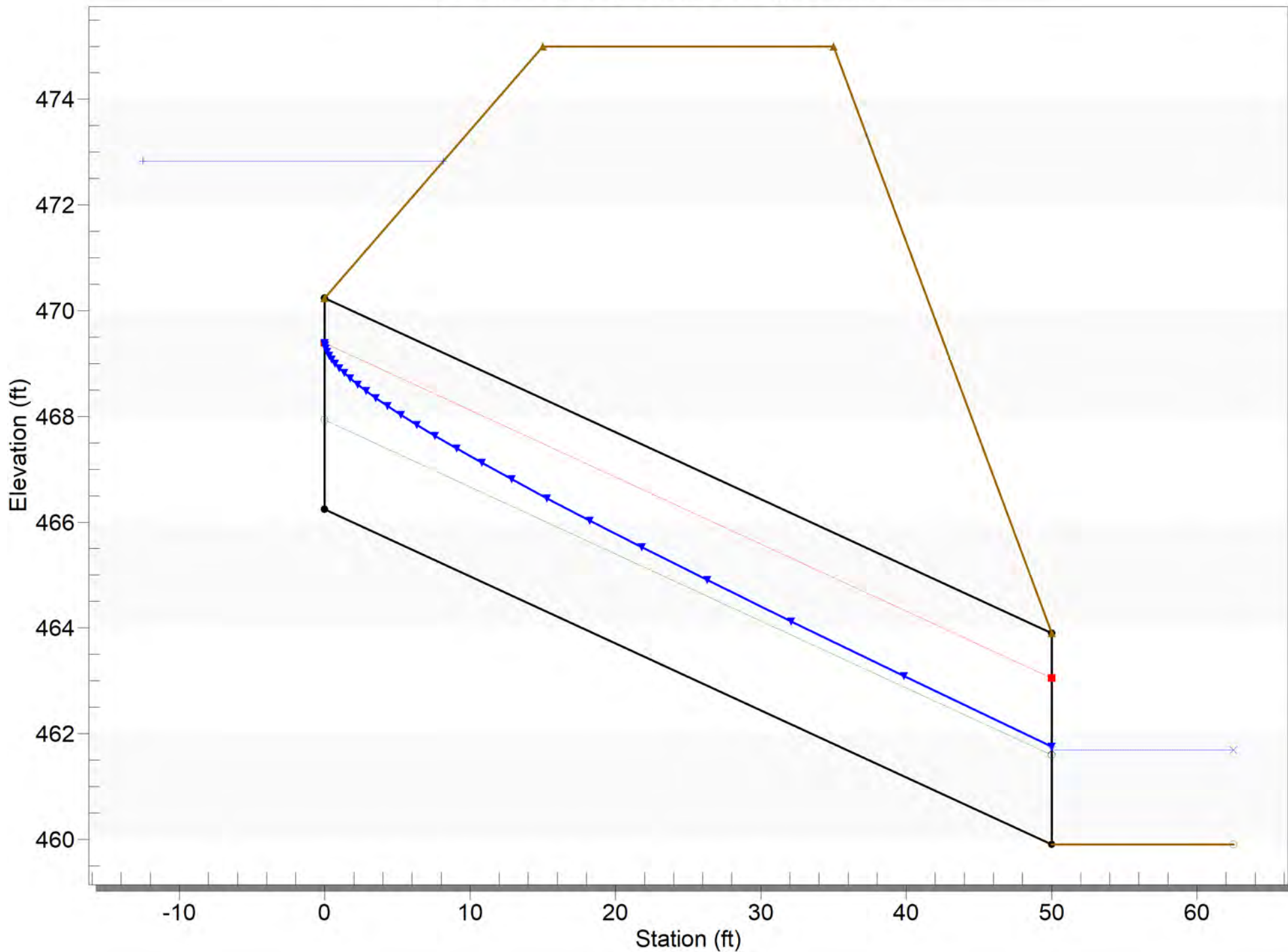
Vermont Agency of Transportation Hydraulics Manual, May 28, 2015

USDA Hydrology for Small Watersheds TR-55



# Crossing - Crossing 1, Design Discharge - 108.8 cfs

Culvert - Culvert 1, Culvert Discharge - 108.8 cfs

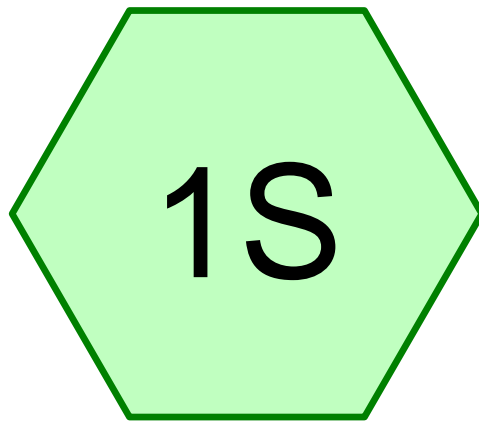


# HY-8 Analysis Results

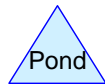
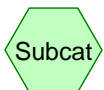
## Water Surface Profiles

Culvert Crossing: Crossing 1

Discharge Names	Total Discharge (cfs)	Culvert Discharge (cfs)	Headwater Elevation (ft)	Inlet Control Depth(ft)	Outlet Control Depth(ft)	Flow Type	Length Full (ft)	Length Free (ft)
50 yr	89.67	89.67	471.59	5.35	-1.46	5-S2n	0.00	50.00
100 yr	108.85	108.85	472.83	6.59	0.20	5-S2n	0.00	50.00



# Culvert 18 Subcatchment



## Norwich

Prepared by Stantec Consulting Ltd.

HydroCAD® 10.00-20 s/n 01592 © 2017 HydroCAD Software Solutions LLC

Printed 4/5/2023

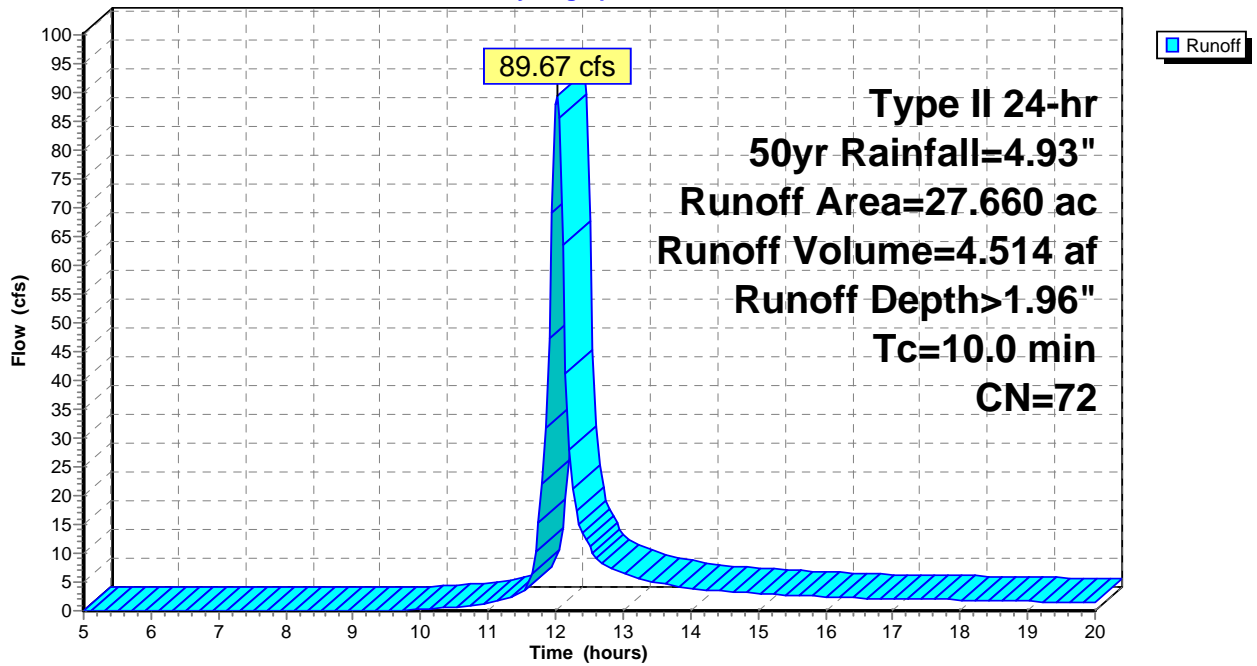
Page 2

### Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
27.660	72	Woods/grass comb., Good, HSG C (1S)
<b>27.660</b>	<b>72</b>	<b>TOTAL AREA</b>

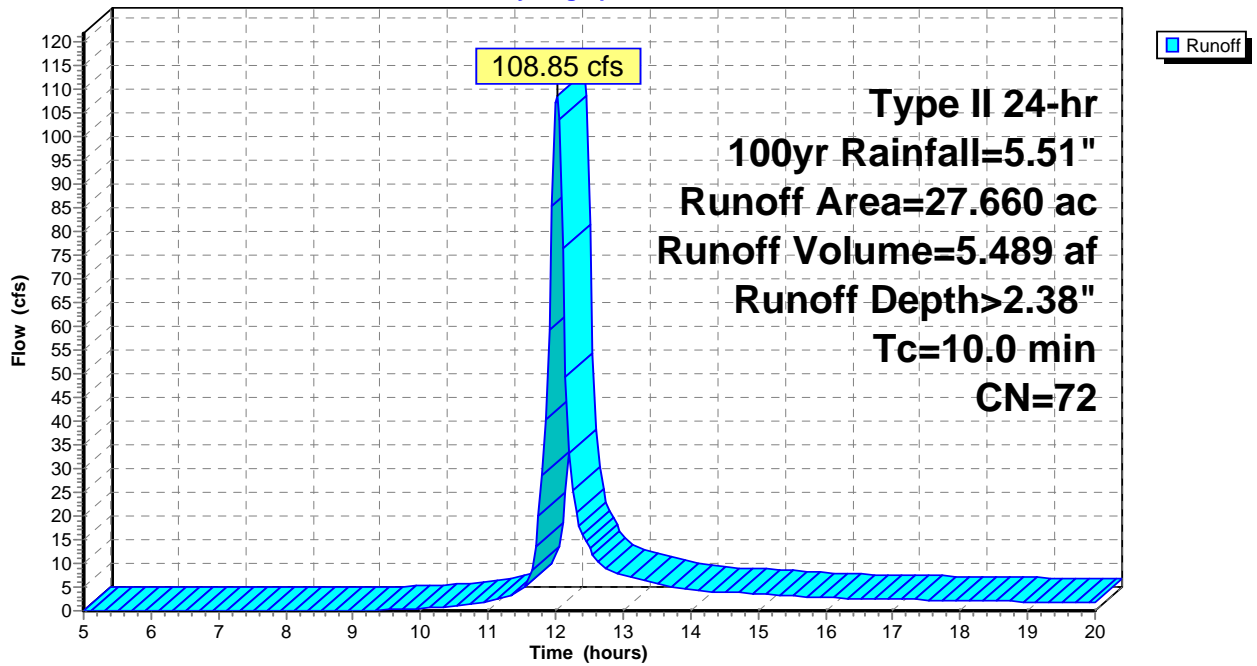
### Subcatchment 1S: Culvert 18 Subcatchment

Hydrograph



### Subcatchment 1S: Culvert 18 Subcatchment

Hydrograph







**POINT PRECIPITATION FREQUENCY ESTIMATES**

Sanja Perica, Sandra Pavlovic, Michael St. Laurent, Carl Trypaluk, Dale Unruh, Orlan Wilhite

NOAA, National Weather Service, Silver Spring, Maryland

[PF\\_tabular](#) | [PF\\_graphical](#) | [Maps\\_&\\_aerials](#)

**PF tabular**

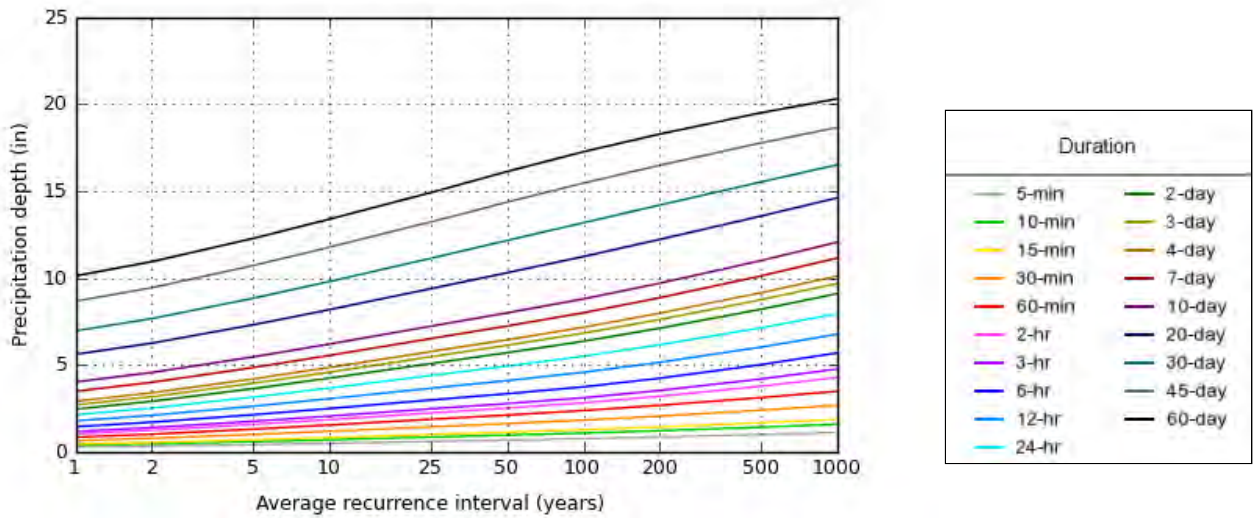
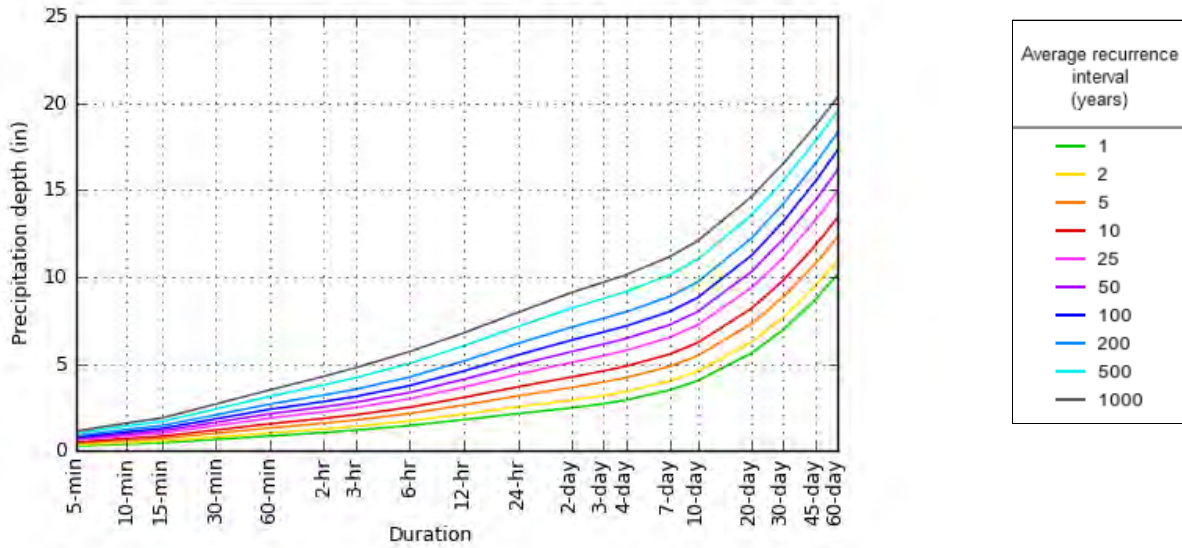
<b>PDS-based point precipitation frequency estimates with 90% confidence intervals (in inches)<sup>1</sup></b>										
Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
<b>5-min</b>	<b>0.274</b> (0.217-0.344)	<b>0.331</b> (0.262-0.415)	<b>0.423</b> (0.333-0.534)	<b>0.500</b> (0.391-0.634)	<b>0.605</b> (0.458-0.810)	<b>0.684</b> (0.507-0.939)	<b>0.768</b> (0.552-1.10)	<b>0.865</b> (0.585-1.27)	<b>1.01</b> (0.653-1.55)	<b>1.13</b> (0.712-1.77)
<b>10-min</b>	<b>0.388</b> (0.308-0.487)	<b>0.468</b> (0.371-0.588)	<b>0.599</b> (0.472-0.755)	<b>0.707</b> (0.555-0.897)	<b>0.857</b> (0.649-1.15)	<b>0.969</b> (0.718-1.33)	<b>1.09</b> (0.782-1.56)	<b>1.23</b> (0.829-1.81)	<b>1.43</b> (0.925-2.19)	<b>1.59</b> (1.01-2.50)
<b>15-min</b>	<b>0.457</b> (0.362-0.573)	<b>0.551</b> (0.436-0.691)	<b>0.705</b> (0.556-0.888)	<b>0.833</b> (0.652-1.06)	<b>1.01</b> (0.764-1.35)	<b>1.14</b> (0.845-1.57)	<b>1.28</b> (0.920-1.84)	<b>1.44</b> (0.975-2.12)	<b>1.68</b> (1.09-2.58)	<b>1.88</b> (1.19-2.95)
<b>30-min</b>	<b>0.653</b> (0.517-0.818)	<b>0.788</b> (0.623-0.989)	<b>1.01</b> (0.795-1.27)	<b>1.19</b> (0.932-1.51)	<b>1.44</b> (1.09-1.93)	<b>1.63</b> (1.21-2.24)	<b>1.83</b> (1.32-2.63)	<b>2.06</b> (1.40-3.04)	<b>2.40</b> (1.56-3.69)	<b>2.68</b> (1.70-4.22)
<b>60-min</b>	<b>0.849</b> (0.673-1.06)	<b>1.02</b> (0.811-1.29)	<b>1.31</b> (1.03-1.65)	<b>1.55</b> (1.21-1.97)	<b>1.88</b> (1.42-2.51)	<b>2.12</b> (1.57-2.92)	<b>2.38</b> (1.71-3.43)	<b>2.69</b> (1.82-3.96)	<b>3.13</b> (2.03-4.80)	<b>3.49</b> (2.21-5.49)
<b>2-hr</b>	<b>1.05</b> (0.835-1.30)	<b>1.25</b> (0.996-1.56)	<b>1.59</b> (1.26-1.98)	<b>1.86</b> (1.47-2.34)	<b>2.24</b> (1.71-2.99)	<b>2.52</b> (1.89-3.45)	<b>2.83</b> (2.06-4.06)	<b>3.20</b> (2.17-4.67)	<b>3.78</b> (2.46-5.74)	<b>4.28</b> (2.72-6.65)
<b>3-hr</b>	<b>1.18</b> (0.944-1.46)	<b>1.40</b> (1.12-1.74)	<b>1.76</b> (1.40-2.20)	<b>2.07</b> (1.63-2.59)	<b>2.48</b> (1.90-3.29)	<b>2.78</b> (2.09-3.80)	<b>3.12</b> (2.28-4.47)	<b>3.54</b> (2.40-5.13)	<b>4.20</b> (2.74-6.33)	<b>4.77</b> (3.03-7.35)
<b>6-hr</b>	<b>1.45</b> (1.17-1.79)	<b>1.71</b> (1.38-2.11)	<b>2.14</b> (1.72-2.65)	<b>2.50</b> (1.99-3.11)	<b>2.99</b> (2.31-3.93)	<b>3.35</b> (2.53-4.52)	<b>3.74</b> (2.75-5.30)	<b>4.24</b> (2.90-6.08)	<b>5.02</b> (3.29-7.47)	<b>5.70</b> (3.64-8.67)
<b>12-hr</b>	<b>1.79</b> (1.45-2.19)	<b>2.11</b> (1.71-2.58)	<b>2.63</b> (2.12-3.24)	<b>3.07</b> (2.46-3.79)	<b>3.66</b> (2.84-4.76)	<b>4.10</b> (3.11-5.47)	<b>4.58</b> (3.37-6.38)	<b>5.16</b> (3.54-7.31)	<b>6.03</b> (3.96-8.86)	<b>6.78</b> (4.34-10.2)
<b>24-hr</b>	<b>2.14</b> (1.74-2.60)	<b>2.52</b> (2.06-3.07)	<b>3.15</b> (2.56-3.85)	<b>3.68</b> (2.96-4.52)	<b>4.40</b> (3.42-5.66)	<b>4.93</b> (3.75-6.50)	<b>5.51</b> (4.05-7.55)	<b>6.17</b> (4.25-8.63)	<b>7.14</b> (4.71-10.4)	<b>7.95</b> (5.10-11.8)
<b>2-day</b>	<b>2.47</b> (2.03-2.98)	<b>2.91</b> (2.39-3.52)	<b>3.64</b> (2.98-4.42)	<b>4.25</b> (3.45-5.18)	<b>5.08</b> (3.97-6.48)	<b>5.71</b> (4.35-7.44)	<b>6.37</b> (4.69-8.62)	<b>7.12</b> (4.93-9.84)	<b>8.21</b> (5.43-11.8)	<b>9.11</b> (5.86-13.3)
<b>3-day</b>	<b>2.71</b> (2.23-3.25)	<b>3.18</b> (2.62-3.82)	<b>3.95</b> (3.24-4.77)	<b>4.59</b> (3.74-5.57)	<b>5.47</b> (4.29-6.93)	<b>6.13</b> (4.69-7.94)	<b>6.83</b> (5.04-9.18)	<b>7.62</b> (5.29-10.5)	<b>8.76</b> (5.81-12.4)	<b>9.69</b> (6.25-14.1)
<b>4-day</b>	<b>2.92</b> (2.41-3.50)	<b>3.41</b> (2.81-4.09)	<b>4.20</b> (3.45-5.06)	<b>4.86</b> (3.97-5.89)	<b>5.77</b> (4.53-7.28)	<b>6.45</b> (4.95-8.32)	<b>7.17</b> (5.31-9.59)	<b>7.98</b> (5.55-10.9)	<b>9.15</b> (6.08-12.9)	<b>10.1</b> (6.54-14.6)
<b>7-day</b>	<b>3.49</b> (2.90-4.16)	<b>4.01</b> (3.33-4.78)	<b>4.85</b> (4.01-5.81)	<b>5.55</b> (4.56-6.68)	<b>6.52</b> (5.15-8.16)	<b>7.24</b> (5.58-9.26)	<b>8.01</b> (5.95-10.6)	<b>8.87</b> (6.19-12.0)	<b>10.1</b> (6.75-14.2)	<b>11.2</b> (7.22-15.9)
<b>10-day</b>	<b>4.02</b> (3.36-4.78)	<b>4.57</b> (3.81-5.44)	<b>5.47</b> (4.53-6.52)	<b>6.21</b> (5.11-7.44)	<b>7.23</b> (5.73-9.01)	<b>8.00</b> (6.18-10.2)	<b>8.80</b> (6.55-11.6)	<b>9.71</b> (6.79-13.1)	<b>11.0</b> (7.35-15.3)	<b>12.1</b> (7.83-17.1)
<b>20-day</b>	<b>5.62</b> (4.71-6.62)	<b>6.26</b> (5.25-7.39)	<b>7.31</b> (6.11-8.66)	<b>8.19</b> (6.79-9.74)	<b>9.39</b> (7.47-11.6)	<b>10.3</b> (7.98-12.9)	<b>11.2</b> (8.36-14.5)	<b>12.2</b> (8.60-16.2)	<b>13.6</b> (9.10-18.6)	<b>14.6</b> (9.51-20.4)
<b>30-day</b>	<b>6.96</b> (5.87-8.18)	<b>7.67</b> (6.46-9.02)	<b>8.84</b> (7.41-10.4)	<b>9.80</b> (8.16-11.6)	<b>11.1</b> (8.88-13.6)	<b>12.2</b> (9.44-15.1)	<b>13.2</b> (9.79-16.8)	<b>14.2</b> (10.0-18.7)	<b>15.5</b> (10.5-21.1)	<b>16.5</b> (10.8-22.9)
<b>45-day</b>	<b>8.67</b> (7.34-10.1)	<b>9.45</b> (7.98-11.1)	<b>10.7</b> (9.02-12.6)	<b>11.8</b> (9.84-13.9)	<b>13.2</b> (10.6-16.0)	<b>14.4</b> (11.2-17.7)	<b>15.5</b> (11.5-19.5)	<b>16.5</b> (11.7-21.5)	<b>17.8</b> (12.0-23.9)	<b>18.7</b> (12.2-25.6)
<b>60-day</b>	<b>10.1</b> (8.59-11.8)	<b>10.9</b> (9.27-12.8)	<b>12.3</b> (10.4-14.4)	<b>13.4</b> (11.2-15.7)	<b>14.9</b> (12.0-18.0)	<b>16.1</b> (12.6-19.7)	<b>17.3</b> (12.8-21.6)	<b>18.3</b> (13.0-23.8)	<b>19.5</b> (13.2-26.1)	<b>20.3</b> (13.3-27.7)

<sup>1</sup> Precipitation frequency (PF) estimates in this table are based on frequency analysis of partial duration series (PDS).  
 Numbers in parenthesis are PF estimates at lower and upper bounds of the 90% confidence interval. The probability that precipitation frequency estimates (for a given duration and average recurrence interval) will be greater than the upper bound (or less than the lower bound) is 5%. Estimates at upper bounds are not checked against probable maximum precipitation (PMP) estimates and may be higher than currently valid PMP values.  
 Please refer to NOAA Atlas 14 document for more information.

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**PF graphical**

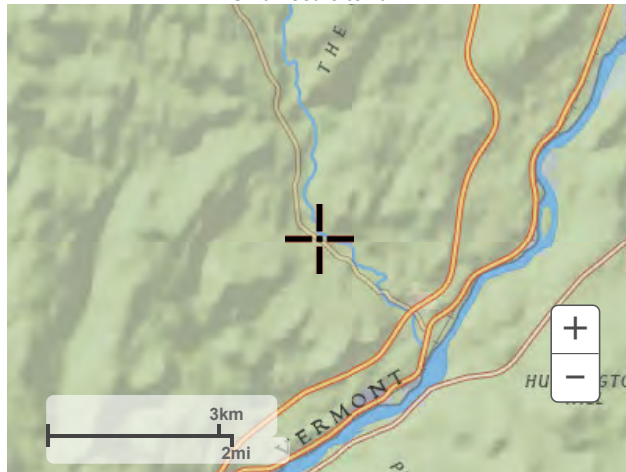
PDS-based depth-duration-frequency (DDF) curves  
 Latitude: 43.7714°, Longitude: -72.2532°



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Maps & aerials

Small scale terrain



Large scale terrain



Large scale map



Large scale aerial



[Back to Top](#)

[US Department of Commerce](#)  
[National Oceanic and Atmospheric Administration](#)  
[National Weather Service](#)  
[National Water Center](#)  
1325 East West Highway  
Silver Spring, MD 20910  
Questions?: [HDSC.Questions@noaa.gov](mailto:HDSC.Questions@noaa.gov)

[Disclaimer](#)

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

April 7, 2023

RE: Motion to Fund the Public Safety Facility Fund- #47

The Public Safety Facility fund (#47) is overdrawn, and a motion is needed from the select board to fund this account. Please see below for the notes presented in the January and February 2023 financial packets with the details.

It is my understanding that the Public Safety Facility replaced the Police and the Fire stations and that these two offices are now housed in the Public Safety building. I further assume the Police Station Designated Fund (#10) and Fire Station Designated Fund (#25) were earmarked for building costs for the two buildings, respectively. Therefore, I recommend funds currently in the Police Station and Fire station Designated funds (#10 and 25 respectively) be transferred to the Public Safety Facility Fund (#47) either in part or in whole to cover the spending authorized on 8-10-22 (a snapshot of the fund balances at 3-30-23 is below). Said movement of funds needs an approved motion from the Selectboard.

Thank you for your help.

Joyce

Community Policing - Speed Signs. The reclass of the Speed Sign expenses was made to the Designated fund per the SB approval 8-10-22 item #8. The actual cost for this was \$8,847, well within the \$12,000 approved. This expense has been reclassified to be paid from Fund 47- Public Safety Facility with the credit back to Speed Signs. However, since there was no balance in the public safety facility fund, this fund is now showing a negative balance. *This needs to be moved again or money moved into fund-#47. Please provide SB directives for this.*

8. Approval to Purchase 3 Sourcewell Radar Speed Signs. After some discussion, Layton **moved** (2<sup>nd</sup> Gere) to authorize the Town Manager to purchase three 15-inch solar powered TrafficLogix™ signs from Sourcewell, including a three-year warranty, poles and necessary hardware for a total price not to exceed \$12,000 to be paid out of the Public Safety Facility Fund. **Motion approved unanimously.**

A	B	F	
Fund	Name	3-30-23 Balance	Ir
10	Police Station	\$ 14,225.30	
25	Fire Station	\$ 5,027.43	
47	Public Safety Facility	\$ (8,847.00)	

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

April 6, 2023

RE: Request for a motion to write off insignificant tax payments due

There are several parcels that have small dollar amounts past due that are continuing to accrue interest and penalties. Whereas these small amounts are not likely to result in a court action to pursue payment because of the prohibitive costs involved, and the write-off of insignificant amounts is not addressed in the current Tax Collection Policy and Procedure document, I recommend the town authorize, by motion, a one-time write-off of any insignificant amounts owed as defined by a transaction dollar amount. I further recommend that the policy be amended to address the write-off of insignificant amounts.

Presented below are two snapshot sub-total lists by amount to help in your determination of the dollar amount to transact upon. Exhibit A shows all the parcels with outstanding amounts \$2.00 and less, and Exhibit B shows those less than \$5.00. Currently, there are no delinquencies between \$5 and \$10. These snapshots were taken from the list of Tax Delinquencies as of 4-6-23 inclusive of all years. The Delinquent Tax Report in its entirety, is attached for your review.

Thank you for your help.

Joyce

Exhibit A

List of the parcels owing less than \$2.00 as of 4-6-23, all years.

Delinquent Tax Report as of 4-6-23

Tax Year	Principal	Interest	Penalty	Other	Total
22-23	\$ 0.18	\$ -	\$ 0.01	\$ -	\$ 0.19
22-23	\$ 0.02	\$ -	\$ -	\$ -	\$ 0.02
22-23	\$ 0.08	\$ -	\$ 0.01	\$ -	\$ 0.09
22-23	\$ 0.75	\$ 0.02	\$ 0.06	\$ -	\$ 0.83
22-23	\$ 0.86	\$ 0.02	\$ 0.07	\$ -	\$ 0.95
22-23	\$ 0.05	\$ -	\$ -	\$ -	\$ 0.05
22-23	\$ 0.97	\$ 0.02	\$ 0.08	\$ -	\$ 1.07
22-23	\$ 0.06	\$ -	\$ -	\$ -	\$ 0.06
22-23	\$ 0.34	\$ -	\$ 0.03	\$ -	\$ 0.37
21-22	\$ 0.55	\$ 0.02	\$ 0.04	\$ -	\$ 0.61
22-23	\$ 0.63	\$ 0.03	\$ 0.05	\$ -	\$ 0.71
<b>Write off Proposed Total</b>					<b>\$ 4.95</b>

Exhibit B

List of parcels owing less than \$5.00 as of 4-6-23, all years.

Delinquent Tax Report as of 4-6-23

1

Tax Year	Principal	Interest	Penalty	Other	Total
22-23	\$ 0.18	\$ -	\$ 0.01	\$ -	\$ 0.19
22-23	\$ 0.02	\$ -	\$ -	\$ -	\$ 0.02
22-23	\$ 3.57	\$ 0.08	\$ 0.29	\$ -	\$ 3.94
22-23	\$ 0.08	\$ -	\$ 0.01	\$ -	\$ 0.09
22-23	\$ 0.75	\$ 0.02	\$ 0.06	\$ -	\$ 0.83
22-23	\$ 0.86	\$ 0.02	\$ 0.07	\$ -	\$ 0.95
22-23	\$ 2.15	\$ 0.04	\$ 0.17	\$ -	\$ 2.36
22-23	\$ 0.05	\$ -	\$ -	\$ -	\$ 0.05
22-23	\$ 0.97	\$ 0.02	\$ 0.08	\$ -	\$ 1.07
22-23	\$ 0.06	\$ -	\$ -	\$ -	\$ 0.06
22-23	\$ 0.34	\$ -	\$ 0.03	\$ -	\$ 0.37
21-22	\$ 0.55	\$ 0.02	\$ 0.04	\$ -	\$ 0.61
22-23	\$ 0.63	\$ 0.03	\$ 0.05	\$ -	\$ 0.71
Write off Proposal #2					\$ 11.25

## AMENDED RESOLUTION FOR MUNICIPAL PLANNING GRANT

**WHEREAS**, the Municipality of Norwich, Vermont has applied for funding as provided for in the FY2021 Budget Act and has received an award of funds under said provisions; and

**WHEREAS**, the Department of Housing and Community Development has offered a Grant Agreement to this Municipality for said funding; and

**WHEREAS**, the Municipality has undergone a change in Municipal staff which necessitates updating the Department of Housing and Community Development to allow new Municipal staff access to the grant files,

### Now, THEREFORE, BE IT RESOLVED

1. That the Legislative Body of this Municipality has entered into and agreed to the requirements and obligations of this grant program including a commitment to match funds.

2a. That (Name) Brennan Duffy Title Interim Town Manager

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or is a Select Board Member, the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

2b. **(Alternate Authorizing Official for redundancy)**

That (Name) \_\_\_\_\_ Title \_\_\_\_\_

who is either the Chief Executive Officer (CEO), as defined by 10 VSA §683(8), or a Select Board Member, is the Town Manager, the City Manager, or the Town Administrator, is hereby designated to serve as the Municipal/ Authorizing Official (M/AO) for the Grants Management On-Line System, Intelligrants, and to execute the Grant Agreement and other such Documents as may be necessary to secure these funds.

2c. That (Name) Miranda H. Bergmeier Title Assistant Town Manager

is hereby designated as the Grant Administrator, the person with the overall Administrative responsibility for the Municipal Planning Grant program activities related to the application, and any subsequent Grant Agreement provisions.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

LEGISLATIVE BODY\*

(name)

(signature)

(CEO)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**INSTRUCTIONS FOR RESOLUTION FORM**

- A. The Legislative Body of the Municipality must adopt this resolution or one that will have the same effect. This Form may be filled in or the adopted Resolution may be typed on municipal letterhead, filling in the name of the municipality, the Legislative Body (e.g., Board of Selectmen), and the name and title of the Municipal/ Authorizing Official(s)(M/AO(s); and the Grant Administrator.
- B. Following formal adoption, the Resolution must be signed by a majority of the legislative body.
- C. This form may be either emailed, or mailed to:

Municipal Planning Grant Program  
Department of Housing and Community Development  
One National Life Drive, Sixth Floor  
Montpelier, VT 05620-0501  
[Jennifer.lavoie@vermont.gov](mailto:Jennifer.lavoie@vermont.gov)

- D. An electronic copy of the submitted Resolution document will be uploaded by DHCD staff and available online.

**CONSORTIUM APPLICATIONS:**

- E. For consortium applications, each municipality must complete a separate Resolution Amendment form. All municipalities must designate the same Municipal/Authorizing Official(s) and grant Administrator.



TO: Selectboard; Brennan Duffy, Interim Town Manager

FROM: Pam Mullen, Planning and Zoning Assistant

RE: CLG'23 Grant #07110-23-10004, Jones Circle Historic District National Register Nomination Grant Agreement

DATE: March 29, 2023

The Norwich Historic Preservation Commission applied for a CLG'23 Grant from the State of Vermont Department of Housing and Community Development to hire a consultant to research and write a National Register nomination for the Jones Circle neighborhood, a compact residential development constructed in the 1950s/1960s by the National Home Corporation. The project was awarded a Certified Local Government grant in the amount of \$7,500.00. The Town of Norwich would be responsible for an in-kind match of \$5,699.20.

A Grant Agreement for the CLG'23 Grant #VT-23-10004 for execution between the Town of Norwich and the State of Vermont Department of Housing and Community Development is attached. The Grant Agreement includes Grant Award Details in Attachments A-D.

Enclosure:

CLG'23 Grant Agreement

**STATE OF VERMONT GRANT AGREEMENT**

**Part 1-Grant Award Detail**

**SECTION I - GENERAL GRANT INFORMATION**

<sup>1</sup> Grant #:		<sup>2</sup> Original		Amendment #	
<sup>3</sup> Grant Title:					
<sup>4</sup> Amount Previously Awarded:		<sup>5</sup> Amount Awarded This Action:		<sup>6</sup> Total Award Amount:	
<sup>7</sup> Award Start Date:		<sup>8</sup> Award End Date:		<sup>9</sup> Subrecipient Award: YES NO	
<sup>10</sup> Vendor #:		<sup>11</sup> Grantee Name:			
<sup>12</sup> Grantee Address:					
<sup>13</sup> City:			<sup>14</sup> State:		<sup>15</sup> Zip Code:
<sup>16</sup> State Granting Agency:				<sup>17</sup> Business Unit:	
<sup>18</sup> Performance Measures: YES NO		<sup>19</sup> Match/In-Kind: Description:			
<sup>20</sup> If this action is an amendment, the following is amended: Amount: Funding Allocation: Performance Period: Scope of Work: Other:					

**SECTION II - SUBRECIPIENT AWARD INFORMATION**

<sup>21</sup> Grantee DUNS #:		<sup>22</sup> Indirect Rate: %		<sup>23</sup> FFATA: YES NO	
<sup>24</sup> Grantee Fiscal Year End Month (MM format):		(Approved rate or de minimis 10%)		<sup>25</sup> R&D:	
<sup>26</sup> DUNS Registered Name (if different than VISION Vendor Name in Box 11):					

**SECTION III - FUNDING ALLOCATION**

**STATE FUNDS**

Fund Type	<sup>27</sup> Awarded Previously	<sup>28</sup> Award This Action	<sup>29</sup> Cumulative Award	<sup>30</sup> Special & Other Fund Descriptions
General Fund				
Special Fund				
Global Commitment (non-subrecipient funds)				
Other State Funds				

**FEDERAL FUNDS**

(includes subrecipient Global Commitment funds)

**Required Federal Award Information**

<sup>31</sup> CFDA#	<sup>32</sup> Program Title	<sup>33</sup> Awarded Previously	<sup>34</sup> Award This Action	<sup>35</sup> Cumulative Award	<sup>36</sup> FAIN	<sup>37</sup> Fed Award Date	<sup>38</sup> Total Federal Award
<sup>39</sup> Federal Awarding Agency:		<sup>40</sup> Federal Award Project Descr:					
Federal Awarding Agency:		Federal Award Project Descr:					
Federal Awarding Agency:		Federal Award Project Descr:					
Federal Awarding Agency:		Federal Award Project Descr:					
Federal Awarding Agency:		Federal Award Project Descr:					
Federal Awarding Agency:		Federal Award Project Descr:					
Total Awarded - All Funds							

**SECTION IV - CONTACT INFORMATION**

<b>STATE GRANTING AGENCY</b>	<b>GRANTEE</b>
NAME:	NAME:
TITLE:	TITLE:
PHONE:	PHONE:
EMAIL:	EMAIL:

Part 2 – Grant Agreement

1. **Parties:** This is a Grant Agreement between the State of Vermont, Vermont Department of Housing and Community Development, Division for Historic Preservation (“Division”) and the **Town of Norwich** with the principal place of business at **Tracy Hall, 300 Main Street/P.O. Box 376, Norwich, VT 05055** (hereinafter called “Grantee” or “Subrecipient”).

It is the Grantee’s responsibility to contact the Vermont Department of Taxes to determine if, by law, the grantee is required to have a Vermont Department of Taxes Business Account Number.

2. **Subject Matter:** This grant-in-aid is part of the funds granted to the State of Vermont by the United States Department of the Interior, National Park Service, for the Certified Local Government Program share of the State’s Annual Program Grant under the provisions of the National Historic Preservation Act of 1966 (P.L. 89-665), as amended.
3. **Award Details:** Amounts, dates and other award details are as shown in the attached *Grant Agreement Part 1-Grant Award Detail*. A detailed scope of work covered by this award is described in Attachment A.
4. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Subrecipient.
5. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice at least 15 days in advance.
6. **Attachments:** This Grant consists of 17 pages including the following attachments that are incorporated herein:

- Grant Agreement-Part 1 – Grant Award Detail
- Attachment A – Scope of Work To Be Performed
- Attachment B – Payment Provisions
- Attachment C – Customary State Grant Provisions
- Attachment D – Budget Form

WE, THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

**By the State of Vermont:**

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: Alex Farrell  
Title: Deputy Commissioner  
Agency: Dept. of Housing & Comm. Dev.

**By the Subrecipient:**

Date: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_

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**ATTACHMENT A  
PROJECT DESCRIPTION**

**1. Project Description:**

A. Grant funds will be used to: Hire a consultant research and write a National Register nomination for the Jones Circle neighborhood, a compact residential development constructed in the 1950s/1960s by the National Homes Corporation. Based in Lafayette, IN, National Homes was a manufacturer of prefabricated houses. These houses were built in large sections, trucked to the desired site, and assembled. The 2015/16 Norwich windshield survey states that Jones Circle “not only is significant as a collection of this property type and suburban Colonial Revival style with great integrity, but is a good example of discrete infill in a historic town center during the 20th century residential expansion Norwich experienced.” The final product will be a National Register nomination for the Jones Circle Historic District.

B. Performance/Reporting Milestones:

January 19, 2023	Pursuant to Attachment B, Paragraph 4, costs incurred according to the Project Objective and Description above shall be approved retroactive to this date.
December 1, 2023	<b>Initial Progress Report.</b> Procurement process completed, consultant hired, request for start-up funds if necessary.
April 1, 2024	<b>Second Progress Report.</b> Update on the status of the project, amount of work completed to date, and the budget.
December 1, 2024	<b>Third Progress Report.</b> Update on the status of the project, amount of work completed to date, and the budget.
April 1, 2025	<b>Fourth Progress Report.</b> Update on the status of the project, amount of work completed to date, and the budget.
August 1, 2025	<b>Project Completion Deadline.</b> Final Project Report and all products are due to the Division. This includes the Approved Budget Document as referred to in “Progress Reports and Final Project Report” (below) and supporting financial documentation for costs incurred during the Period of Performance such as receipts and signed time reports. Unless otherwise specified, one electronic copy of all products is required.

C. Progress Reports and Final Project Report:

The Subrecipient shall submit the Progress Reports and a Final Project Report on the dates specified above in “Performance/Reporting Milestones.” For each report the Subrecipient shall be specific in comparing actual work accomplished to planned project objectives. Subrecipient shall include an

evaluation of the performance to date of any contractors, vendors, or consultants. In addition, Subrecipient shall present a comparison between the approved budget and actual expenditures for each part of the budget using the Approved Budget Document included as Attachment D. Supporting financial documentation must be submitted in accordance with the "Performance/Reporting Milestones" stated above, and the "Payment Provisions" in Attachment B.

D. In no event shall the Award End Date be extended beyond September 30, 2025. All work must be completed and invoiced prior to this date.

## **2. Periodic Reporting Requirements:**

The Subrecipient shall furnish the Division and the United States Department of the Interior with such additional periodic reports, statements and other documentary data and information as the Division may request relative to the progress and status of the Project and the compliance with the terms and conditions of this Agreement.

**3. False Claims:** Subrecipient acknowledges that the Division, in making payments under this Agreement, relies upon the Subrecipient's representations in progress reports, bills, invoices, or other proof of work as being true and accurate. A Subrecipient who with intent to defraud, falsifies, conceals or covers up any trick, scheme or device a material fact, or with intent to defraud makes any false, fictitious or fraudulent claim or representation as to a material fact, or with intent to defraud makes or uses any writing or document knowing the same as to contain any false, fictitious or fraudulent claim or entry as to a material fact, is subject to prosecution under 13 V.S.A. Section 3016 and other applicable law.

## **4. Procurement:**

A. The Subrecipient shall conduct all procurement in compliance with 43 CFR Part 12, Subpart C and forward to the Division evidence of compliance with Federal competitive procurement requirements for professional services and subcontracts prior to reimbursement;

B. The Subrecipient shall not enter into any contracts or agreements for the work contemplated by this Grant until the Division has approved the Subrecipient's procurement process; and

C. The Subrecipient shall submit to the Division a copy of any contracts or agreements with subcontractors and vendors within sixty (60) days of execution.

**5. Products:** Acknowledgment of NPS support must be included in any publications, including audio visual materials, and project publicity, developed under this Agreement with the following statement:

This information has been prepared with the assistance of a matching grant from the Vermont Division for Historic Preservation through the U.S. Department of the Interior under provisions of the National Historic Preservation Act of 1966. Regulations of the U.S. Department of the Interior prohibit discrimination on the basis of race, color, national origin, age or handicap in its federally

assisted programs. Any person who believes he or she has been discriminated against in any program activity, or facility operated by a recipient of federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, DC 20240.

**6. Notice to the Division:** The Subrecipient shall promptly inform the Division of any significant problems, delays, or adverse conditions, actual or anticipated, which will materially affect the project objectives or prevent the Project from being completed within the Period of Performance or for the grant amount set forth above.

**7. Breach of Agreement:** Failure of the Subrecipient to comply with any of the terms and conditions of this Agreement, except completion by the termination date, shall be deemed a material breach of this Agreement, and upon failure of the Subrecipient to remedy such breach within thirty (30) days after written notice from the Division, the State shall, to the full extent permitted by law, have each and all of the following rights and remedies:

- a. The right to demand and receive from the Subrecipient full refund of the grant; and
- b. Each and every additional right and remedy available to the State of Vermont either at law or in equity.

Failure of the Subrecipient to complete this Agreement by the termination date shall be deemed a material breach of this Agreement without the necessity of written notice as provided in this paragraph, and the State shall, to the full extent permitted by law, have each and all of the rights and remedies set out in this paragraph.

**8. Hold Harmless:** Subrecipient agrees to hold the State of Vermont, its officers and employees, including but not limited to the Division for Historic Preservation, harmless for any amounts of money that the State of Vermont or the Division is required to repay or reimburse the United States Department of the Interior for the improper expenditure, use or management of grant funds by the Subrecipient. A determination by the United States Department of the Interior that the State of Vermont or the Division is required to repay or reimburse the United States Department of the Interior due to the improper expenditure, use, or management of grant funds by the Subrecipient shall be final and binding as between the Subrecipient and the State of Vermont and the Division for Historic Preservation in regards to liability under this paragraph;

**9. Matching Funds:** Subrecipient shall not use Federal monies to match the monies granted through this Agreement, unless specifically allowed under special Federal enabling legislation.

**10. Compliance with laws: Subrecipient shall comply with all applicable laws, including but not limited to the following:**

- A. Subrecipient shall comply with 18 U.S.C. §1913, which states:

No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its Department or agencies from communication to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

- B. Subrecipient shall comply with Title VI of the Civil Rights Act of 1964, as amended, prohibiting discrimination on the ground of race, color or national origin, and Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination against people with handicaps, and the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability, and the Age Discrimination Act of 1975 which prohibits discrimination on the basis of age.

(END OF ATTACHMENT A)

**ATTACHMENT B  
PAYMENT PROVISIONS**

1. The Division shall reimburse Subrecipient up to a total of **\$7,500.00** or 60% of the total approved project cost, whichever is less. Costs must be properly documented and allowable and in accordance with the Approved Budget.
  
2. The Division shall make one payment to the Grantee in the form of reimbursement upon the Completion of the Project and receipt of the following information:
  - a) Subrecipient shall submit copies of receipted invoices, or invoices and cancelled checks or a copy of recent financial audit (if available) for all costs of the project. Donated services approved in the budget shall be documented with verification of hourly rate and benefits for each donor and individual timesheets supporting specific hours worked on project for each donor, **signed and dated by the donor and donor's supervisor**. Volunteer services approved in the budget shall be documented with verification of hourly rate where hourly rate exceeds minimum wage, for each volunteer, and individual timesheets supporting specific hours worked on project for each volunteer, **signed and dated by volunteer and volunteer's supervisor**. This documentation shall be submitted according to the schedule in "Performance/Reporting Milestones" in Attachment A. No grant payments will be made to Subrecipient without acceptable supporting financial documentation.
  
3. Pre-Agreement Costs: If allowable under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards, 2 CFR Part 200, and approved by the Division, costs incurred by the Subrecipient in developing the project prior to the execution of this Agreement may be paid to the Subrecipient, subject to the provisions of paragraph 2 above.
  
4. Unavailability of Funds: It is understood that the full amount of the grant to be furnished the Subrecipient under the provisions of this Agreement is to be derived from Federal funds. If, for any reason whatsoever, the funds, in whole or in part, are withheld, cut off, or are not available for purposes of this Agreement, the State of Vermont, including the Division, shall have no obligation to pay the Subrecipient from State or Division funds, or from any other source whatsoever, regardless of the consequences to the Subrecipient, and this Agreement shall be null and void and of no further force and effect as to any obligations of the Division.

(END OF ATTACHMENT B)



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**ATTACHMENT C: STANDARD STATE PROVISIONS  
FOR CONTRACTS AND GRANTS  
REVISED DECEMBER 15, 2017**

**1. Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. “Agreement” shall mean the specific contract or grant to which this form is attached.

**2. Entire Agreement:** This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

**3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial:** This Agreement will be governed by the laws of the State of Vermont. Any action or proceeding brought by either the State or the Party in connection with this Agreement shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State with regard to its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

**4. Sovereign Immunity:** The State reserves all immunities, defenses, rights or actions arising out of the State’s sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State’s immunities, defenses, rights or actions shall be implied or otherwise deemed to exist by reason of the State’s entry into this Agreement.

**5. No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

**6. Independence:** The Party will act in an independent capacity and not as officers or employees of the State.

**7. Defense and Indemnity:** The Party shall defend the State and its officers and employees against all third party claims or suits arising in whole or in part from any act or omission of the

Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.

After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.

The Party shall indemnify the State and its officers and employees if the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.

Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

**8. Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the State through the term of this Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

*Workers Compensation:* With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.

*General Liability and Property Damage:* With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

- Premises - Operations
- Products and Completed Operations
- Personal Injury Liability

### Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal & Advertising Injury

*Automotive Liability:* The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.

*Additional Insured.* The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

*Notice of Cancellation or Change.* There shall be no cancellation, change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written prior written notice to the State.

**9. Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports and other proofs of work.

**10. False Claims Act:** The Party acknowledges that it is subject to the Vermont False Claims Act as set forth in 32 V.S.A. § 630 *et seq.* If the Party violates the Vermont False Claims Act it shall be liable to the State for civil penalties, treble damages and the costs of the investigation and prosecution of such violation, including attorney's fees, except as the same may be reduced by a court of competent jurisdiction. The Party's liability to the State under the False Claims Act shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

**11. Whistleblower Protections:** The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report

misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

**12. Location of State Data:** No State data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the continental United States, except with the express written permission of the State.

**13. Records Available for Audit:** The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

**14. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

**15. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

**16. Taxes Due to the State:**

- A. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- B. Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- C. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.

- D.** Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

**17. Taxation of Purchases:** All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

**18. Child Support:** (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, he/she:

- A.** is not under any obligation to pay child support; or
- B.** is under such an obligation and is in good standing with respect to that obligation; or
- C.** has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**19. Sub-Agreements:** Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Location of State Data"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

**20. No Gifts or Gratuities:** Party shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

**21. Copies:** Party shall use reasonable best efforts to ensure that all written reports prepared under this Agreement are printed using both sides of the paper.

**22. Certification Regarding Debarment:** Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

**23. Conflict of Interest:** Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

**24. Confidentiality:** Party acknowledges and agrees that this Agreement and any and all information obtained by the State from the Party in connection with this Agreement are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq.

**25. Force Majeure:** Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lock-outs) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

**26. Marketing:** Party shall not refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

**27. Termination:**

**A. Non-Appropriation:** If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the

State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

**B. Termination for Cause:** Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.

**C. Termination Assistance:** Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

**28. Continuity of Performance:** In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

**29. No Implied Waiver of Remedies:** Either party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be construed as a waiver of any such right, power or remedy. All waivers must be in writing.

**30. State Facilities:** If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to and use of State facilities which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

**31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements:** If this Agreement is a grant that is funded in whole or in part by Federal funds:

**A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in Federal assistance during its fiscal year and

must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

- B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

### **32. Requirements Pertaining Only to State-Funded Grants:**

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party’s employee’s rights with respect to unionization.
- B. Good Standing Certification (Act 154 of 2016):** If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify, and (ii) that it will comply with the requirements stated therein.

(End of Standard Provisions)



**Appendix D: Budget Form**

Name of CLG Community: Norwich

Name of CLG Project: Jones Circle National Register Listing

Federal Share: \$7,500 + Local Share: \$5,698.20 (cash & in-kind match) = Total Project Amount: \$13,198.20

*Note: the Federal Share cannot exceed 60% of the total project amount, and the Local Share must be at least 40% of the total project amount.*

CASH EXPENDITURES 1 (expenses to be reimbursed by the grant)				
Salaried Employees	# Hours & Rate	Proposed	Actual	Variance
Total Cash Expenditures for Salaried Employees				

CASH EXPENDITURES 2 (expenses to be reimbursed by the grant)				
Contracted Services	Description of Services	Proposed	Actual	Variance
<i>Architectural Historian (Consultant)</i>	Research and prepare National Register nomination	\$7,500.00		
Total Cash Expenditures for Contracted Services		\$7,500.00		

CASH EXPENDITURES 3 (expenses to be reimbursed by the grant)				
Other Expenses	Description of Costs	Proposed	Actual	Variance
<i>None</i>				

<b>Total Cash Expenditures for Operating Services</b>				
<b>IN-KIND EXPENDITURES 1 (services to serve as match for the grant)</b>				
<b>Donated Time</b>	<b># Hours &amp; Rate</b>	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
<i>Planning/Zoning Administrator</i>	20 hours x \$45/hour	\$900.00		
<i>Pam Mullen, Planning Assistant</i>	15 hours x \$26/hour	\$390.00		
<i>Sarah Rooker</i>	15 hours x \$50/hour	\$750.00		
<i>Nancy Osgood</i>	30 hours x \$28.14/hour	\$844.20		
<i>Phil Zea</i>	20 hours x \$28.14/hour	\$562.80		
<i>Jess Phelps</i>	20 hours x \$28.14/hour	\$562.80		
<i>Maggie Boone</i>	20 hours x 28.14/hour	\$562.80		
<i>Linda Cook</i>	20 hours x \$28.14/hour	\$562.80		
<i>Peter Brink</i>	10 hours x \$28.14/hour	\$281.40		
<i>Peter French</i>	10 hours x. \$28.14 h/hour	\$281.40		
<b>Total In-Kind Expenditures for Donated Time</b>		<b>\$5,698.20</b>		

<b>IN-KIND EXPENDITURES 2 (services to serve as match for the grant)</b>				
<b>Donated Services</b>	<b>Description of Costs</b>	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
<i>Vendor</i>				
<b>Total Cash Expenditures for Donated Services</b>				

<b>LOCAL CASH MATCH (cash to serve as match for the grant)</b>				
<b>Cash Match</b>	<b>Description of Match</b>	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
<i>Source</i>				

	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
<b>Total of All Cash &amp; In-Kind Expenditures</b>			

**Certification:** *I certify that the matching share proposed for this project does not include funding from other Federal sources, and that these funds are not being used as match against any other Federal grant application.*

*Marcia S. Calloway, Select board Chair*  
\_\_\_\_\_  
Chief Elected Local Official *MARCIA S. CALLOWAY*

*12-08-2022*  
\_\_\_\_\_  
Date



**Application ID:** DLL - Application - 24004  
**Application for:** Second Class License  
**Category of Business:** Second Class

### Business/ Entity Information

**Business/ Entity Name:** PLR Enterprises, Incorporated  
**Business ID:** 0003486  
**Business Address:**  
,  
,  
**Entity Type:** Business Corporation  
**Management Type if LLC:**  
**Phone:**  
**Email:** norwichwines@aol.com

### People Information

- **Person:** Peter Rutledge

**Business Role:** Business Principal  
**Business Address:**  
,  
,  
**Phone:**  
**Email:** norwichwines@aol.com  
**US Citizen?**  
**Political Position**  
**Name:** Peter Rutledge  
**Office:**  
**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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### Location/ Premises Detail

**Location Name:** Norwich Wine and Spirits  
**Do you lease this Premises:**

**Location Address:**  
Elm Street,  
Norwich, Vermont 05055

**Health License:**  
Food:  
Lodging:

**Local Jurisdiction/ Town Clerk:**  
Norwich

**Vermont Tax Department:**

### Foundational License (if applicable)

**License Type:**  
Second Class

**License Number:**  
LP-013787

**Licensee Name:**  
Norwich Wine and Spirits

**License Status:**  
License Active - Ready for Renewal

**Licensee Address:**  
Elm Street ,  
Norwich, Vermont 05055

**License Start Date:**

**License End Date:**

### Documents Attached

Name	Document Type	Assosicated With
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### Payment and Acknowledgement

**Signed by:**  
Peter Rutledge

**State of Vermont / DLL Application Fee:**  
70.00

**Date of Submission:**  
2023-04-03 16:24:56

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**  
70

**Local Control Payment Status:**  
false



**Application ID:** DLL - Application - 21636  
**Application for:** First Class Restaurant/Bar License  
**Category of Business:** First Class

### Business/ Entity Information

**Business/ Entity Name:** L'Elephant Vert, LLC  
**Business ID:** 0006238

**Business Address:** ,  
,  
**Entity Type:** Limited Liability Corporation

**Phone:** 802-649-2922  
**Management Type if LLC:**

**Email:** brucemacleod1961@yahoo.com

### People Information

• **Person:** Bruce MacLeod

**Business Role:** Business Principal  
**Email:** brucemacleod1961@yahoo.com

**Business Address:** ,  
,  
**US Citizen?**

**Phone:** **Political Position**

**Name:** Bruce MacLeod  
**Office:**

**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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### Location/ Premises Detail

**Location Name:** **Do you lease this Premises:**

Carpenter and Main Restaurant

**Location Address:**

326 Main Street,  
Norwich, Vermont 05055

**Local Jurisdiction/ Town Clerk:**

Norwich

**Health License:**

Food:3131

Lodging:

**Vermont Tax Department:**

440-208714402F-01

**Foundational License (if applicable)**

**License Type:**

First Class

**License Number:**

LP-015543

**Licensee Name:**

Carpenter and Main Restaurant

**License Status:**

License Active - Ready for Renewal

**Licensee Address:**

326 Main Street ,  
Norwich, Vermont 05055

**License Start Date:**

**License End Date:**

**Documents Attached**

Name	Document Type	Assosicated With
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**Payment and Acknowledgement**

**Signed by:**

Bruce MacLeod

**State of Vermont / DLL Application Fee:**

115.00

**Date of Submission:**

2023-03-14 17:11:44

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**

115

**Local Control Payment Status:**

false





**Application ID:** DLL - Application - 21632  
**Application for:** Third Class Restaurant/Bar License  
**Category of Business:** Third Class

### Business/ Entity Information

**Business/ Entity Name:** L'Elephant Vert, LLC  
**Business ID:** 0006238

**Business Address:** ,  
,  
**Entity Type:** Limited Liability Corporation

**Phone:** 802-649-2922  
**Management Type if LLC:**

**Email:** brucemacleod1961@yahoo.com

### People Information

• **Person:** Bruce MacLeod

**Business Role:** Business Principal  
**Email:** brucemacleod1961@yahoo.com

**Business Address:** ,  
, ,  
**US Citizen?**

**Phone:** **Political Position**

**Name:** Bruce MacLeod  
**Office:**

**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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### Location/ Premises Detail

**Location Name:** **Do you lease this Premises:**

Carpenter and Main Restaurant

**Location Address:**

326 Main Street,  
Norwich, Vermont 05055

**Local Jurisdiction/ Town Clerk:**

Norwich

**Health License:**

Food:3131

Lodging:

**Vermont Tax Department:**

440-208714402F-01

**Foundational License (if applicable)**

**License Type:**

Third Class

**License Number:**

LP-015544

**Licensee Name:**

Carpenter and Main Restaurant

**License Status:**

License Active - Ready for Renewal

**Licensee Address:**

326 Main Street ,  
Norwich, Vermont 05055

**License Start Date:**

**License End Date:**

**Documents Attached**

Name	Document Type	Assosicated With
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**Payment and Acknowledgement**

**Signed by:**

Bruce MacLeod

**State of Vermont / DLL Application Fee:**

1095.00

**Date of Submission:**

2023-03-14 17:07:40

**State of Vermont / DLL Payment Status:**

**Local Application Fee:**

0

**Local Control Payment Status:**

false



**Application ID:** DLL - Application - 21631  
**Application for:** Outside Consumption Permit  
**Category of Business:** OCP

### Business/ Entity Information

**Business/ Entity Name:** L'Elephant Vert, LLC  
**Business ID:** 0006238

**Business Address:** ,  
,  
**Entity Type:** Limited Liability Corporation

**Phone:** 802-649-2922  
**Management Type if LLC:**

**Email:** brucemacleod1961@yahoo.com

### Foundational License (if applicable)

**License Type:** First Class  
**License Number:** LP-015545

**Licensee Name:** Carpenter and Main Restaurant  
**License Status:** License Active

**Licensee Address:** 326 Main Street ,  
Norwich, Vermont 05055  
**License Start Date:** 2022-05-01  
**License End Date:** 2023-04-30

### Event Contact/s

**Person:**

**Business Role:** **Phone:**  
**Business Address:** **Email:**  
,  
, ,

**Violations:**

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Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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### Event Premises Details

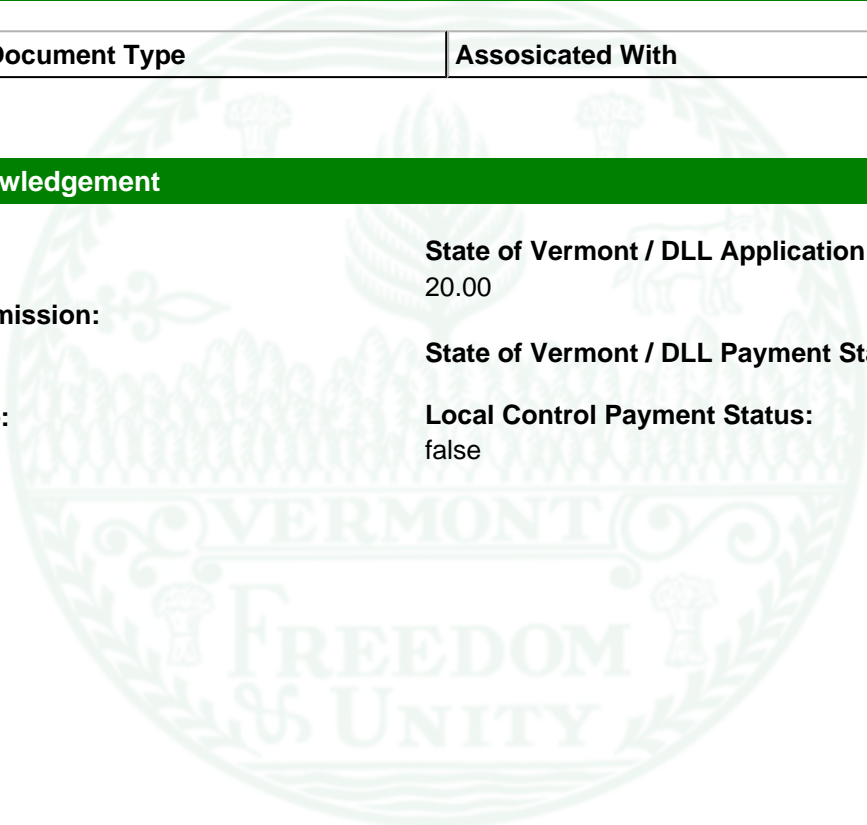
<b>Location Name:</b> Carpenter and Main Restaurant	<b>Start date and time of event</b>
<b>Location Address:</b> 326 Main Street, Norwich, Vermont 05055	<b>End date and time of event</b>
<b>Local Jurisdiction/ Town Clerk:</b> Norwich	<b>Approximate Number of Persons Expected</b>
	<b>Describe the type of event/ OCP Area:</b> 13'x46' ground level patio area set off by chain fence. permit from May 1st to September 30th 5 pm to 10 pm.

### Documents Attached

Name	Document Type	Assosicated With
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### Payment and Acknowledgement

<b>Signed by:</b>	<b>State of Vermont / DLL Application Fee:</b> 20.00
<b>Date and time of Submission:</b> 2023-03-14 17:05:30	<b>State of Vermont / DLL Payment Status:</b>
<b>Local Application Fee:</b> 0	<b>Local Control Payment Status:</b> false



TO: VERMONT TOWNS, CITIES, AND COUNTIES  
RE: **RECENT COMMUNICATIONS FROM OPIOIDS SETTLEMENT ADMINISTRATOR**  
**ACTION REQUIRED BY 4/18/23**  
FROM: JILL S. ABRAMS, ASSISTANT ATTORNEY GENERAL  
March 23, 2023

I hope the following information helps to address the questions some of you have raised about the communications you have received from the National Opioids Settlement Administrator. If you have specific questions, please feel free to email me at [jill.abrams@vermont.gov](mailto:jill.abrams@vermont.gov).

### **The 5 Settlements with Teva, Allergan, CVS, Walmart, and Walgreens**

Vermont, together with other states across the country, has reached settlement agreements with five opioid manufacturers: Teva, Allergan, CVS, Walmart, and Walgreens. As was the case for the previous settlements with Janssen and the Distributors, each state has been allocated a percentage of the settlement funds based on a formula that considers the number of opioid deaths in the state, the number of people in the state with opioid use disorder, the amount of state opioid sales, and population. Vermont's share of each settlement exceeds our percentage of the population. Each of the settlements provide for payments over a period of time and will be divided as follows:

- 15% to Vermont's subdivisions (towns, cities, and counties) ("Subdivision Fund")
- 70 % to the statewide Opioid Abatement Fund ("Abatement Fund")
- 15% to the State

The settlement monies are to be used for opioid crisis abatement.

### **What Must Towns, Cities, and Counties Do?**

#### **Maximizing Vermont's Payments**

The settlements are each designed with a "base" amount and "incentive" amounts that are designed to incentivize sign-on (meaning execute and return the settlement papers that were emailed to you by the National Opioids Settlements claims administrator) by states and their subdivisions. The state has already signed on to the settlements. **For Vermont to receive the maximum amount of money from each of the settlements, we need certain sub-divisions to sign on to the settlement by April 18, 2023.**

They are<sup>1</sup>:

- the "Litigating Subdivisions" (Brattleboro, Bennington, Sharon, and St. Albans)
- Vermont towns and cities with a population over 10,000 (Burlington, Colchester, Essex, Essex Junction, Milton, Rutland, South Burlington, and Williston); and
- 12 of our 14 counties (not Grand Isle or Essex)

Any other Vermont subdivision with a population under 10,000 that also signs on will receive its allocated share of the 15% Subdivision Fund. If subdivisions with a population under 10,000 do not sign on, their share will go to the 70% abatement Fund.

Subdivisions with populations under 10,000 will be allocated very modest sums as part of the Subdivision bucket. If they sign a release, they will receive those sums directly from the claims administrator each year. There are also options for the money allocated to the 12 Vermont counties

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<sup>1</sup> To receive money from either Teva or Allergan, the subdivisions must sign on to both.

given Vermont's unique county governance structure. Those funds may be contributed to the Abatement Fund so long as the side judges sign on and execute the form provided for that purpose.

There is a Settlement Administrator that determines the yearly payments, and emails the states, the settling companies, and an Enforcement Committee (comprised of settling states and subdivision members) the payment amount for that year in advance of the payment. States and subdivisions have the right to challenge the Settlement Administrator's calculations. Challenges must be made 21 days in advance of the payment date.

**The Settlement Amounts and Payment Schedule**

Vermont will receive approximately \$39.5 million from these settlements in annual payments that vary from a single payment by Walmart in 2023 to 14 years by Walgreens. Additional information about the settlements can be found at: [nationalopioidsettlement.com](https://nationalopioidsettlement.com).



*Vermont League of Cities and Towns*  
**MODEL ACCOUNTING, AUDITING, AND  
FINANCIAL REPORTING POLICY WITH  
GUIDANCE**



## Accounting, Auditing, and Financial Reporting Policy Guidance

The VLCT Municipal Assistance Center developed this model accounting, auditing, and financial reporting policy to help municipalities effectively manage government finances. Voters approve a budget and hold the municipal officers accountable for its proper management. If officials don't know how financial resources are being used, or whether they are being used to accomplish the voters' goals as represented in the budget, those officials have failed to fulfill their important role as stewards of public funds.

An accounting, auditing, and financial reporting policy sets the tone for fulfilling this stewardship role. Every town should aspire to establish and maintain high standards for its accounting practices. Such standards inspire confidence in the financial information that is produced and presented to voters. They enable the voters, selectboard, and other officials to make sound decisions in preparing and adopting the town budget and managing town finances.

The following should be considered in the development of an accounting, auditing, and financial reporting policy:

**Accounting Standards.** Vermont statutes provide no legal standard for municipal government accounting. Unfortunately, the lack of a common standard has resulted in a wide variation in accounting practices among Vermont municipalities. For municipalities seeking to standardize their accounting practices, the generally accepted accounting principles (GAAP) for local governments, established by the Governmental Accounting Standards Board (GASB) are a helpful guideline. GASB is the independent organization that establishes and improves standards of accounting and financial reporting for U.S. state and local governments. GASB is generally recognized by governments, the accounting industry, and capital markets as the official source of generally accepted accounting principles for state and local governments.

The generally accepted accounting principles for local governments promulgated by GASB can assist municipalities in providing officials and voters with financial statements that can be analyzed and compared from period to period. It also provides comparability across municipalities, something that cannot be accomplished now with the variety of reporting formats used throughout the state. There is also less room for error and fraud when specific uniform standards are applied to the accounting process. This adds up to better reporting, more accountability, and, one hopes, more informed and supportive voters.

Compliance with GAAP requires the establishment of a fund accounting system and measuring the financial position and results of operations using the modified accrual basis of accounting for governmental fund types and the accrual basis of accounting for proprietary and fiduciary fund types. For more information about GASB and GAAP for local government, please visit [www.gasb.org](http://www.gasb.org).

**Independent Auditing.** Hundreds, if not thousands, of transactions are posted to town books each year, including complex payroll and benefits payments. While compliance with generally accepted



accounting practices helps ensure that transactions are accurately booked and reported, mistakes and even fraud can still occur. Independent auditors can review the municipality's accounting system, along with the town's internal controls, and conduct field tests by taking transactions from a trial balance (listing all account balances including revenues, expenses, assets, and liabilities) and tracking down the source documents to be sure that everything has been processed properly and recorded correctly.

The purpose of this review is to determine if the financial statements are free of "material misstatement." In this regard, an independent auditor will offer an opinion on whether or not the financial statements fairly represent the true financial condition of the town. A management letter is also provided, reporting any material weaknesses in the accounting system – things the auditor considers important enough to be addressed and corrected, such as inadequate documentation of payments being processed or bank accounts not being reconciled. Other reportable conditions that are not deemed to be material are also listed in the management letter and may include items such as lack of an approval process for journal entries or inadequate documentation of accounting processes.

Vermont law requires that a town have auditors, whether appointed or elected. These officials are charged with examining the accounts of town officers and reporting their findings in writing to the voters through the annual town report. 24 V.S.A. §§ 1682, 1683. The amount of time auditors must give to perform their duties depends upon the size of the municipality and the complexity of its budget. The responsibilities of the office may exceed the capacity of local volunteers, and some municipalities have been unable to find persons willing to hold the office. In such instances, a town may vote to eliminate the office of auditor. 17 V.S.A. § 2651b. If the town does vote to eliminate the office, the selectboard must contract with a certified public accountant or public accountant licensed in this State to perform an annual audit of all town funds.

Even where local auditors have not been eliminated, it is a good practice for municipalities to have their financial statements regularly audited by an independent accounting firm. An outside auditor can be hired upon motion of the selectboard or vote of the town. 24 V.S.A. § 1690(a). In addition to determining whether the financial statements are fairly presented in accordance with GAAP, an outside audit will also review a town's procedures and internal controls for weaknesses or deficiencies and make recommendations for improvements. While it is helpful to have an independent audit prepared on an annual basis, such a service can be expensive and not every town can afford to have an audit every year. Accordingly, the policy should specify the frequency of the independent audit.

**Financial Reporting.** In practice, Vermont local government typically follows a four-step Financial management process centered on the annual town budget. The selectboard, usually with input from the town treasurer, undertake preparation of the proposed budget prior to the annual town meeting. The budget is adopted by the voters at the annual meeting and is managed through the fiscal year by the selectboard and other municipal officers having authority to draw orders on the treasurer. Finally, the auditors evaluate the performance of these officers and report this information

back to the voters through the town report.

The selectboard carries out its responsibility to manage the town budget under its authority to approve orders for payment of town funds. 24 V.S.A. §§ 1576, 1621, 1622. In order to do so, the selectboard must have timely and accurate information about the status of the town's finances. The treasurer is obligated to keep accounts "of moneys paid out by him for the town," and such accounts "shall at all times be open to the inspection of persons interested." 24 V.S.A § 1571. The treasurer is also required to provide quarterly reports to the selectboard regarding these actions, and "annually on or before June 30th provide the selectboard the State Auditor of Accounts document regarding internal financial controls." 24 V.S.A. § 1571(c),(d).

Additional financial reports are important because they give the selectboard and other officials a snapshot of where the municipality stands financially at any given point in time. A Budget Report shows where the town stands in relation to its budget. It is a report of revenues collected and appropriations expended with a column for the variance in each line item – how much the town is either over or under what was budgeted. The Statement of Revenue, Expenditures, and Changes in Fund Balance details revenues and expenditures and shows the difference between the two – either a surplus if the town has more revenue than anticipated or a deficit if it has more expenditures. It shows the beginning fund balance and adds the surplus (or subtracts the deficit) to give the ending fund balance. The Balance Sheet shows the municipalities' assets, then looks at those assets in terms of the amount that is debt (liabilities) and the amount that is not debt (fund balance). The fund balance reflected on the Balance Sheet should match the ending fund balance from the Statement of Revenue, Expenditures, and Changes in Fund Balance.

The town's annual report should include financial statements prepared in conformance with GAAP reporting principles, as well as additional disclosures necessary for the complete understanding of the financial statements presented. The report should also include a narrative discussion to explain how the town's current financial position and results of operations compare with the prior year and with the budget (management discussion and analysis). It may also be helpful to provide statistical data over a ten-year period to provide a longer-term trend analysis of financial changes.

Please note that this model policy (below) is for illustrative purposes only. VLCT makes no express or implied endorsement or recommendation of any financial policy, nor does it make any express or implied guarantee of legal enforceability or legal compliance, nor does VLCT represent that any particular policy is appropriate for any particular municipality. Your legal counsel should review any proposed financial policy before adopting it.

As always, please contact the Municipal Assistance Center if you have questions at [info@vlct.org](mailto:info@vlct.org) or 1-800-649-7915. The model policy is below, copy text below this line.

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## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

\_\_\_\_\_

*Municipal Name*

**PURPOSE.** The purpose of this Accounting, Auditing and Financial Reporting Policy is to establish and maintain high standards for accounting practices in the Town of \_\_\_\_\_, thereby enabling voters, the selectboard, and the treasurer to make sound decisions in preparing and adopting the Town budget and managing Town finances.

**ACCOUNTING.** The accounting practices of the Town will conform to Generally Accepted Accounting Principles for local governments as established by the Governmental Accounting Standards Board. The treasurer will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary and fiduciary funds.

**AUDITING.** [Annually/Not less than every \_\_\_ years] the selectboard will cause the Town financial statements to be audited by a qualified, properly licensed independent accounting firm. This audit will be conducted in addition to any audit performed by the Town's elected auditors under 24 V.S.A. §§ 1681 et seq.

**MONTHLY AND ANNUAL FINANCIAL REPORTING.** The treasurer will prepare monthly financial reports for the selectboard's management purposes. These will consist of:

Budget Report showing revenues collected and appropriations expended for the previous month with the variance from the budget amounts for each line item;

Statement of Revenue, Expenditures, and Changes in Fund Balance showing revenues and expenditures and the difference between the two, the beginning fund balance for the period, the ending fund balance; and

Balance Sheet showing Town assets less liabilities and the fund balance.

The treasurer will also prepare an annual financial report. This report should include financial statements for each of the funds of the Town, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the report should include a narrative discussion to explain how the Town's current financial position and results of financial activities compare with those of the prior year and with budgeted amounts. This report, together with the most recent independent auditor's report and any report prepared by the Town's elected auditors under 24 V.S.A. § 1682, will be reproduced in the Town's annual report each year.

The foregoing Policy is hereby adopted by the selectboard and the treasurer of the Town of \_\_\_\_\_, Vermont, this \_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended



or repealed.

**SIGNATURES.**

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\_\_\_\_\_  
Selectboard Chair

\_\_\_\_\_  
Treasurer

Selectboard Members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

*Norwich, Vermont*

**PURPOSE.** The purpose of this Accounting, Auditing and Financial Reporting Policy is to establish and maintain high standards for accounting practices in the Town of Norwich, thereby enabling voters, the Selectboard, the Town Manager/Finance Office, and the Treasurer to make sound decisions in preparing and adopting the Town budget and managing Town finances.

**ACCOUNTING.** The accounting practices of the Town will conform to Generally Accepted Accounting Principles for local governments as established by the Governmental Accounting Standards Board. The Town Manager/Finance Office will establish and maintain a system of fund accounting and shall measure financial position and results of operations using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary and fiduciary funds.

**AUDITING.** Annually the Selectboard will cause the Town financial statements to be audited by a qualified, properly licensed independent accounting firm. This audit will be conducted in addition to any audit performed by the Town's elected auditors under 24 V.S.A. §§ 1681 et seq.

**MONTHLY AND ANNUAL FINANCIAL REPORTING.** The Town Manager/Finance Office will prepare monthly financial reports for the Selectboard's management purposes. These will consist of:

- Budget Report showing revenues collected and appropriations expended for the previous month with the variance from the budget amounts for each line item. It is understood that the Town's financial database, NEMRC, can produce such reports in either pdf or excel format.
- Statement of Revenue, Expenditures, and Changes in Fund Balance showing revenues and expenditures and the difference between the two, the beginning fund balance for the period, the ending fund balance; and
- Balance Sheet showing Town assets less liabilities and the fund balance.

The Town Manager/Finance Office will also prepare an annual financial report. This report should include financial statements for each of the funds of the Town, as well as appropriate additional disclosures as necessary for the complete understanding of the financial statements presented. In addition, the report should include a narrative discussion to explain how the Town's current financial position and results of financial activities compare with those of the prior year and with budgeted amounts. This report, together with the most recent independent auditor's report, will be reproduced in the Town's annual report each year.

The foregoing Policy is hereby adopted by the Selectboard, Town Manager/Finance Office, and the Treasurer of the Town of Norwich, Vermont, this \_\_\_ day of April, 2023 and is effective as of this date until amended or repealed.

**SIGNATURES.**

\_\_\_\_\_  
Selectboard Chair Marcia Calloway

\_\_\_\_\_  
Town Manager Brennan Duffy

\_\_\_\_\_  
Treasurer Cheryl Lindberg

\_\_\_\_\_  
Finance Officer Randy Bombard

Selectboard Members:

\_\_\_\_\_  
Vice Chair Mary Layton

\_\_\_\_\_  
Pamela Smith

\_\_\_\_\_  
Priscilla Vincent



*Vermont League Of Cities And Towns*  
**MODEL CASH RECEIPTS, PETTY CASH,  
AND RETURNED CHECK POLICY WITH  
GUIDANCE**



## VLCT Model Cash Receipts, Petty Cash, and Returned Check Policy Guidance

The Government Finance Officers Association's (GFOA) recommended practice on cash receipts controls suggests that proper controls over revenues are imperative to ensure sound financial management practices, instill public confidence in municipal operations, and provide accurate, reliable, and timely information on which financial decisions can be made. Budgeting, revenue forecasting, account reconciliation and review, and financial reporting all rely on the proper recording of revenues. Local officials need to provide for appropriate mechanisms, both automated and manual, to collect all funds legally due to the entity and ensure that proper controls exist over all receipts.

Appropriate internal control procedures should be implemented to ensure the safeguarding of all receipts. One of the most important procedures is the segregation of duties. No one individual should be able to authorize or initiate a transaction, record the transaction in the accounting records, maintain custody of the asset resulting from that transaction, and reconcile the activity in the accounting records that pertain to that transaction. All internal controls should be in writing and reviewed on a regular basis.

Consider the following when developing a cash receipts policy:

**Authorized Personnel.** Only authorized personnel should receive town funds. The model policy that follows includes a list of local officials who could, in the course of their duties, receive funds on behalf of the town. Towns adopting this policy may choose to include other officials in the list or remove officials who are not strictly required to receive funds as part of their statutory duties.

**Timely Deposits and Reconciliations.** Deposits should be remitted to the bank in a timely manner, preferably daily, and recorded in the accounting records in a timely manner. This both lessens the risk of loss or theft and allows for the funds to be available for investment as soon as possible. Reconciliations to both the general ledger and to any supporting account ledgers should be routinely performed in a timely manner. The treasurer's records should be reconciled to the monthly bank statements and to the reports received by other departments. Preparation of the reconciliations should involve more than one person.

**Returned Checks.** Procedures should be established for processing and collecting returned checks. The procedures should include any fees that might be charged to the check writer, any restrictions that may apply to the repayment of the uncollectible amount, and how the transaction would be recorded in the accounting records.

**Petty Cash.** A cash receipts policy should require all deposits to be made intact – that is, no cash that is included in the deposit should be used to pay for municipal expenditures. If cash is needed for such expenditures, a petty cash fund should be used and proper procedures for its utilization should be established.





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As always, please contact the Municipal Assistance Center if you have questions at [info@vlct.org](mailto:info@vlct.org) or 800-649-7915. Copy and paste below this line.

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## CASH RECEIPTS, PETTY CASH, AND RETURNED CHECK POLICY

\_\_\_\_\_

*Municipal Name*

**PURPOSE.** The purpose of this Cash Receipts Policy is to establish proper management practices over cash, checks, and other receipts in order to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

**AUTHORIZED PERSONNEL.** For internal control purposes, only the following officers, employees, and volunteers are authorized to receive funds on behalf of the Town of \_\_\_\_\_: treasurer, assistant treasurer, town clerk, assistant town clerk, collector of delinquent taxes, selectboard members, cemetery commissioners, constable, fire warden, town manager, service officer, sewer commissioners, trustees of public funds, water commissioners, zoning administrator, library trustees, librarian, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**PROPER PAYEE.** All checks, money orders, and credit card payments, regardless of function, must be made payable to the Town of \_\_\_\_\_. No instruments may be made payable to a Town officer, employee, volunteer, department, committee, board, or group.

**RECEIPTS.** Persons authorized to receive funds on behalf of the Town must issue a fully completed collection receipt for any cash received [*using a three-part, pre-numbered receipt, or some other receipt or reporting system acceptable to the treasurer*]. The original completed receipt must be issued to the person from whom the funds are received. The second copy must be delivered to the treasurer with the funds. The third copy must be retained by the person authorized to receive funds for audit purposes, and it shall be countersigned by the treasurer when funds are deposited with the treasurer.

**SAFEGUARDING FUNDS.** Safeguarding funds prior to deposit with the treasurer is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the treasurer in accordance with the section below.

**PREPARING AND DEPOSITING FUNDS.** Funds collected by authorized persons totaling \$\_\_\_\_\_ or more must be deposited with the treasurer no later than the following business day. Funds collected totaling less than \$\_\_\_\_\_ must be deposited with the treasurer no later than the first business day of the following week.

Each person depositing funds with the treasurer must submit a spreadsheet or adding machine tape of the checks in the same sequential order and totaled with each deposit. The treasurer will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the treasurer will be issued a receipt or other acknowledgement. The treasurer will take the deposits to the bank daily and retain copies of all deposit statements issued by the bank. Each

department will receive from the treasurer a monthly list of deposits that have been verified through the bank statement. Any discrepancies shall be reported to the treasurer.

**PETTY CASH.** No officer, employee, volunteer, department, committee, board, or group may establish a petty cash system without consent from the selectboard and the treasurer. The selectboard will appoint an officer, employee, or volunteer to be custodian for each petty cash account. A base petty cash amount must be determined by the treasurer. A lockable cash box will be used to store petty cash and must be locked at all times. The key will be kept in a secure location. Only the petty cash custodian and the treasurer will have access to the locked petty cash box and key.

A pre-numbered, two-part receipt will be issued by the custodian or the treasurer for each payment made out of petty cash. This receipt is to be signed by the custodian or treasurer and the officer, employee, or volunteer receiving the petty cash. Payments out of petty cash will be made only when a valid receipt is presented. Should prepayments out of petty cash be necessary, a memo explaining the purpose of the prepayment must be signed by the custodian or treasurer and the officer, employee, or volunteer and placed in the petty cash box or drawer.

At all times the total of receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash amount. Under no circumstance will personal funds be used to compensate shortages. All shortages must be brought to the attention of the treasurer immediately upon discovery.

**RETURNED CHECKS.** A returned check will be recorded in the accounting system against the revenue in which it was originally posted if the check is not replaced. First-time returned checks will be re-deposited. Upon second receipt of a returned check, the treasurer will notify the check writer and inform him or her that his or her check did not clear and advise that there is a *[Insert a amount based on the fee charged by the Town's bank plus an additional amount to cover the Town's expenses arising from handling the returned check]* return check fee due. Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.

The foregoing Policy is hereby adopted by the selectboard and the treasurer of the Town of \_\_\_\_\_, Vermont, this \_\_\_ day of \_\_\_\_\_ and is effective as of this date until amended or repealed.

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chairperson

## CASH RECEIPTS, PETTY CASH, AND RETURNED CHECK POLICY

*Norwich, Vermont*

**PURPOSE.** The purpose of this Cash Receipts Policy is to establish proper management practices over cash, checks, and other receipts in order to instill public confidence in Town operations and to provide accurate, reliable, and timely information upon which financial decisions can be made.

**AUTHORIZED PERSONNEL.** For internal control purposes, only the following officers, employees, and volunteers are authorized to receive funds on behalf of the Town of Norwich: Treasurer, Assistant Treasurer, Town Clerk, Assistant Town Clerk, Fire Warden, Town Manager, Finance Office, Trustees of Public Funds, Zoning Administrator, Librarian, Transfer Station employees.

**PROPER PAYEE.** All checks, money orders, and credit card payments, regardless of function, must be made payable to the Town of Norwich. No instruments may be made payable to a Town officer, employee, volunteer, department, committee, board, or group.

**RECEIPTS.** Persons authorized to receive funds on behalf of the Town must issue a fully completed collection receipt for any cash received using a three-part, pre-numbered receipt, or some other receipt or reporting system acceptable to the Town Manager/Finance Office. The original completed receipt must be issued to the person from whom the funds are received. The second copy must be delivered to the Finance Office with the funds. The third copy must be retained by the person authorized to receive funds for audit purposes, and it shall be countersigned by the Finance Office when funds are deposited with the Finance Office.

**SAFEGUARDING FUNDS.** Safeguarding funds prior to deposit with the Finance Office is the responsibility of authorized personnel receiving the funds. All coins, currency, checks, credit card information, and money orders must be retained in a secure place until deposited with the Finance Office in accordance with the section below. Persons authorized to receive funds will notify the Finance Office how and where they will safeguard funds and the Finance Office will keep a record of such processes for audit purposes.

**PREPARING AND DEPOSITING FUNDS.** Funds collected by authorized persons totaling Twenty-five Dollars (\$25.00) or more must be deposited with the Finance Office no later than the following business day. Funds collected totaling less than Twenty-five Dollars (\$25.00) must be deposited with the Finance Office no later than the first business day of the following week.

Each person depositing funds with the Finance Office must submit a spreadsheet or adding machine tape of the checks in the same sequential order and totaled with each deposit. The Finance Office will count and verify the amount deposited in the presence of the person depositing the funds. All deposits made to the Finance Office will be issued a receipt or other acknowledgement. The Finance Office will take the deposits to the bank daily and retain copies of all deposit statements issued by the bank. Each department will receive from the Finance Office a monthly list of deposits that have been

verified through the bank statement. Any discrepancies shall be reported to the Finance Office.

**PETTY CASH.** No officer, employee, volunteer, department, committee, board, or group may establish a petty cash system without consent from the Selectboard and the Town Manager/Finance Office. The Selectboard will appoint an officer, employee, or volunteer to be custodian for each petty cash account. A base petty cash amount must be determined by the Finance Office. A lockable cash box will be used to store petty cash and must be locked at all times. The key will be kept in a secure location. Only the petty cash custodian and the Finance Office will have access to the locked petty cash box and key.

A pre-numbered, two-part receipt will be issued by the custodian or the Finance Office for each payment made out of petty cash. This receipt is to be signed by the custodian or Finance Office and the officer, employee, or volunteer receiving the petty cash. Payments out of petty cash will be made only when a valid receipt is presented. Should prepayments out of petty cash be necessary, a memo explaining the purpose of the prepayment must be signed by the custodian or Finance Office and the officer, employee, or volunteer and placed in the petty cash box or drawer.

At all times the total of receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash amount. Under no circumstance will personal funds be used to compensate shortages. All shortages must be brought to the attention of the Finance Office immediately upon discovery.

**RETURNED CHECKS.** A returned check will be recorded in the accounting system against the revenue in which it was originally posted if the check is not replaced. First-time returned checks will be re-deposited. Upon second receipt of a returned check, the Finance Office will notify the check writer and inform him or her that his or her check did not clear and advise that there is a \_\_\_\_\_ Dollar (\$\_\_\_\_.\_\_\_\_) returned check fee due. *The fee is based on the fee charged by the Town’s bank plus an additional amount to cover the Town’s expenses arising from handling the returned check.* Thereafter, full payment, including the return check fee, must be in the form of cash, money order, or bank certified check.

The foregoing Policy is hereby adopted by the Selectboard and the Town Manager/Finance Office of the Town of Norwich, Vermont, this \_\_\_\_ day of April, 2023 and is effective as of this date until amended or repealed.

\_\_\_\_\_  
Town Manager Brennan Duffy

\_\_\_\_\_  
Selectboard Chairperson Marcia Calloway

\_\_\_\_\_  
Finance Director, Randy Bombard

# BLAKTOP, INC

P.O. Box 5243, West Lebanon, NH 03784  
603-298-888  
Fax 298-6120

[www.blaktop.com](http://www.blaktop.com)

Member, NATIONAL ASPHALT PAVEMENT ASSN



# Proposal

Vermont

Proposal submitted to:  
Town of Norwich, VT. Public Works  
P.O. Box 376  
Norwich, VT. 05055

Date: 4/4/2023

Job Name: 2023 Paving  
Job Location: Various locations  
Phone: 802-535-1547  
Attn: Chris Kaufman

email: ckaufman@norwich.vt.us

We hereby submit specifications and estimates for:

## **BEAVER MEADOW ROAD -Reclaim, compact, pave/shoulders (From Tucker Hill heading towards the Center of Town )**

### **ALL STATES RECLAIMING**-Scope of work:

- Reclaim the existing asphalt at an average depth of 4"-6" (one pass.)

**ALL STATES BUDGETARY PRICE: \$1.30 SY. totaling \$17,542.20 for approximately 13,494 SY.**

### **BLAKTOP**-Scope of work:

- Provide 3 flaggers to aid in traffic control and setting up sign pattern for the reclaiming, fine grading, and paving
- Rough grade (John Deere 672) and compact the subbase behind the reclaimer to smooth out the reclaimed material for vehicular travel. Approximately 13,493 SY.
- Fine grade and compact the existing subbase to promote ideal grade and drainage on the same 13,493 SY.
- Cut 3 joints. Take off, end of job and Tucker Hill Intersection
- Tack the joints to provide a suitable bond between the new and existing asphalt.
- Pave a 2" compacted depth base course using VTRANS 3/4" hot mix on approximately 13,493 SY.
- Pave a 1" compacted depth top course using VTRANS 3/8" hot mix on the same 13,493 SY.
- Install 3/4" Twin Pack out of the Hartland Quarry at a width of 2' and an average depth of 2 1/2" along the shoulders on approximately 10,560 LF.

\*2312 total estimated tons of asphalt

**BLAKTOP BUDGETARY PRICE per TON: \$91.28**

**TOTAL BUDGETARY PRICE: \$213,061**

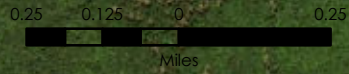
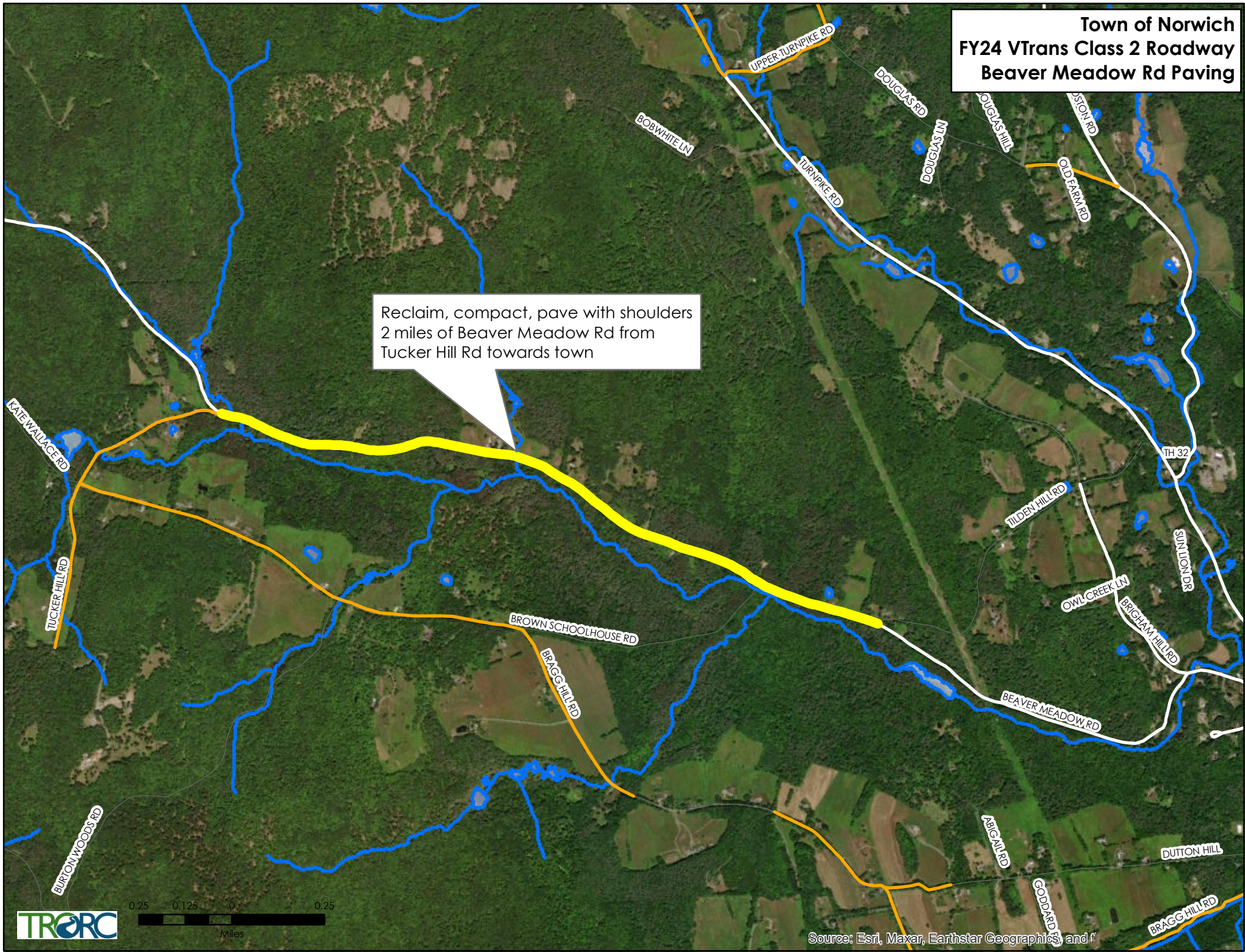
**TOTAL BUDGETARY PRICE per TON: \$98.86**

**TOTAL BUDGETARY PRICE: \$249,000**

# 2023

**Town of Norwich  
FY24 VTrans Class 2 Roadway  
Beaver Meadow Rd Paving**

Reclaim, compact, pave with shoulders  
2 miles of Beaver Meadow Rd from  
Tucker Hill Rd towards town



Source: Esri, Maxar, Earthstar Geographics, and "

TOWN OF NORWICH – FY24 VTrans Class 2 Roadway Grant – BEAVER MEADOW RD  
PAVING





TOWN OF NORWICH – FY24 VTrans Class 2 Roadway Grant – BEAVER MEADOW RD  
PAVING



TOWN OF NORWICH – FY24 VTrans Class 2 Roadway Grant – BEAVER MEADOW RD  
PAVING





# VERMONT

## AGENCY OF TRANSPORTATION

### FY Municipal Highway Grant Application

APPLYING FOR:  Structures  Class 2 Roadway  Emergency

MUNICIPALITY: MUNICIPAL CONTACT (name):

MAILING ADDRESS:

Phone: E-Mail:

ACCOUNTING SYSTEM: Automated Manual Combination

SAM #: Grantee FY End Month (mm format):

DISTRICT CONTACT (name):

Phone: E-Mail:

#### SCOPE OF WORK TO BE PERFORMED BY GRANTEE

**Location of Work.** The work described below involves the following town highway / structure:

TH# \_\_\_\_, (Name)\_\_\_\_\_ which is a class \_\_\_\_ town highway.

Bridge #\_\_\_\_\_, which crosses \_\_\_\_\_

Culvert # \_\_\_\_, for which the original size was \_\_\_\_\_ and the replacement size is \_\_\_\_\_

Causeway: \_\_\_\_\_

Retaining Wall: \_\_\_\_\_

Latitude: Longitude: MM (If Available):

#### Problem:

#### Reason For Problem:

#### Proposed Scope of Work:

#### Detailed Cost Estimate (below or attached):

Estimated Project Amount: \$

Estimated Completion Date:

Municipality has adopted Codes & Standards that meet or exceed the State approved template? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Municipality has a current Network Inventory? YES NO	
Municipality <u>MUST</u> complete the following environmental resource checklist:	
EXISTING STRUCTURES: (check all that apply)	
<input type="checkbox"/> Steel Tube Culvert	<input type="checkbox"/> Concrete Box Culvert
<input type="checkbox"/> Stone Culvert	<input type="checkbox"/> Concrete Bridge
<input type="checkbox"/> Ditch	<input type="checkbox"/> Rolled Beam/Plate Girder Bridge
<input type="checkbox"/> Metal Truss Bridge	<input type="checkbox"/> Wooden Covered Bridge
<input type="checkbox"/> There are foundation remains, mill ruins, stone walls or other	Masonry Structure
<input type="checkbox"/> Stone Abutments or Piers	<input type="checkbox"/> Buildings (over 50 yrs old) within 300 feet of work
Other:	
PROJECT DESCRIPTION: (check all that apply)	
<input type="checkbox"/> The project involves engineering / planning only	<input type="checkbox"/> The project consists of repaving existing paved surfaces only
<input type="checkbox"/> The project consists of reestablishing existing ditches only within existing footprint	<input type="checkbox"/> All work will be done from the existing road or shoulder
<input type="checkbox"/> The structure is being replaced on existing location / alignment	<input type="checkbox"/> There will be excavation within 300 feet of a river or stream
<input type="checkbox"/> New structure on new alignment	<input type="checkbox"/> Repair/Rehab of existing structure
<input type="checkbox"/> There will be excavation within a flood plain	<input type="checkbox"/> Road reclaiming, reconstruction, or widening
<input type="checkbox"/> Tree cutting / clearing	<input type="checkbox"/> Temporary off-road access is required
<input type="checkbox"/> New ditches will be established	<input type="checkbox"/> The roadway will be realigned
The municipality has included photos of the project. Must show infrastructure and surrounding features as much as possible. <input type="checkbox"/> YES <input type="checkbox"/> NO	

**Below this line to be filled in by VTrans staff:**

Recommended Award Amount:

District Staff Approval: (name) \_\_\_\_\_ Date: \_\_\_\_\_

Note:

Projects may involve impacts to protected historic or archaeological resources. For more information, responsible parties are encouraged to contact the District staff.