

Norwich Selectboard
Regular Meeting – August 9, 2023 – 6:30 p.m.
Participation: Hybrid Physical Location: Tracy Hall meeting room
ZOOM access information: <https://us02web.zoom.us/j/89116638939> Meeting ID: 891 1663 8939
US Toll-free: 888-475-4499 (Press *9 to raise hand; Press *6 to unmute after recognized by Chair)

Welcome

1. Agenda..... Motion required.

Correspondence, AP Warrant, Minutes – SB considers each category. Public comment possible.

2. Correspondence..... Motion required.

3. AP Warrant(s), none available at time of agenda issuance Motion(s) possible.

Public Comments for Items not on the Agenda. No new information on police

Informational Items – Important information for which there will be no immediate action.

- Hemlock Road Update – Interim Town Manager
- Municipal Leaders letter about housing and homelessness – Interim Town Manager

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

4. Applicants for open positions on the Development Review Board and Recreation Counsel ...
.....Motions anticipated.
5. Town Clerk proposed digitized records contract.....Motion(s) possible.
6. Selectboard procedure for Hennessey and future solar array projects ..Motion(s) anticipated/possible.
7. Listers’ Request to Correct Omission from Grand List pursuant to 32 V.S.A. § 4261...
.....Motion(s) anticipated.
8. Tracy Hall Boiler.....Motion(s) possible.
9. Interim Town Manager review procedure, possible Executive Session to prepare for evaluation of a public officer or employee under 1 V.S.A. § 313(3).....Motion(s) anticipated.
10. Finance Department personnel contract issues, possible Executive Session anticipated under 1 V.S.A. § 313(a)(1)(A).....Motion(s) anticipated.

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

- Written monthly department reports, if any.

Discussion Items – Issues being framed for future action.

- None

Future Meeting Dates and Topics

- Aug. 23, and Sept. 6 (2 weeks/special meeting) and/or 13(3 weeks/regular meeting), and September 27, 2023

Adjournment

On-going and/or future work

- | | |
|---|--|
| <ul style="list-style-type: none">• Interim Town Manager’s Office<ul style="list-style-type: none">○ Personnel Policies○ H.R. structure, ID nature of assistance, scope/purpose○ Wage Study○ Budget preparation for FY 24 | <ul style="list-style-type: none">• Selectboard<ul style="list-style-type: none">○ Committees: coordination with overall town priorities○ RFP for Town Manager position○ Norwich/Sharon Town Line○ Public Safety○ Financial Policies & Procedures |
|---|--|

From: [Priscilla Vincent](#)
To: [Marcia Calloway](#); [Mary Layton](#); [Pam Smith](#); [Roger Arnold](#); [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: Town's Master Financial Policy - my random thoughts
Date: Monday, July 31, 2023 3:04:18 PM

I went to Tracy Hall this morning because I am concerned about my (admittedly pet) project, getting heat into the building before winter. I was wondering what the threshold was for allowing the selectboard to spend money versus going to the town to request funds for a project. As you know, I have been working with some heating companies and they have been very responsive and willing to work with us rapidly. If we have to do a special town meeting and special vote, that sets all timetables back by a couple of months, I fear.

Miranda gave me a copy of the town's master financial policy, which I have now read. Here are some random comments.

This policy was adopted in 2019, using as a template one of the excellent VLCT sample policies. There are specific numbers cited, amounts beyond which additional approval is required. Because there has been considerable inflation since 2019, I wonder whether some of these amounts should be re-assessed.

Some policies require that there be someone actually in the finance office to receive, say, cash and checks, on the same day they are collected. This is not possible currently, given that our finance office is open only 3 days a week. I have been in Tracy Hall and seen people come in with a question, frustrated that the finance office is closed. (Sometimes I have been able to answer their questions.)

Related to that, I told Miranda that I would like to see included in the personnel policies, which she is reviewing, two things: first, that every town office have someone present every day of the week, so that members of the public can come in and find a human to talk to. Second, that we do credit checks as a routine matter, like background checks, on anyone who handles money. That would most certainly include our finance director, as well as all department heads. I cannot erase from my mind what happened at the Listen Center. They all really liked the guy who was embezzling them, and had no idea he was in personal financial straits. As Jim Kenyon noted in his article, a simple credit check when he was hired would have revealed unpaid taxes, credit card debt, and perhaps his gambling addiction. There would be no stigma attached to doing a credit check, any more than there is to doing a routine background check. I really feel it is irresponsible of us not to do this, especially when we are considering a candidate for finance director.

Last, it's going to cost us on the order of \$1.2 million to fix Hemlock Road. Cost us because we have to front the money and then FEMA will reimburse us. Presumably we will have to go to the bond market to get a loan. I think this may entail a special town meeting. From formulating the request to warning the meeting to holding the vote, this is a lengthy procedure. Should we get going on this right away? Do we have enough information to get going on this? BTW, I thought the Stantec presentation was excellent. It came speedily, it was very clear. Kudos to Chris Kaufman for reaching out to them and to them for responding so quickly.

Just random thoughts. Since we aren't allowed to confer between public meetings.

I would put my head in my hands over this, except that I do passionately agree that we need to be transparent in all our doings. It slows everything down, but it is absolutely necessary.

Priscilla



Norwich Selectboard Meeting
Hemlock Road Stability

Embankment Stability Assessment

July 26, 2023



(Google Images)



Agenda

1. Introduce Stantec and the Scope of Work
2. General Overview and Status of Hemlock Road
3. Embankment Investigation Observations and Results
4. General Design Alternatives
5. Next Steps



Introduce Stantec

Stantec

Stantec is a top-tier design and delivery firm.

Chris Kaufman, Director of Public Works, reached out to Stantec on July 18th requesting immediate support.

Stantec was requested to provide support in field assessment, mitigation options, cost estimates, and present findings from assessing the embankment failure on Hemlock Rd.



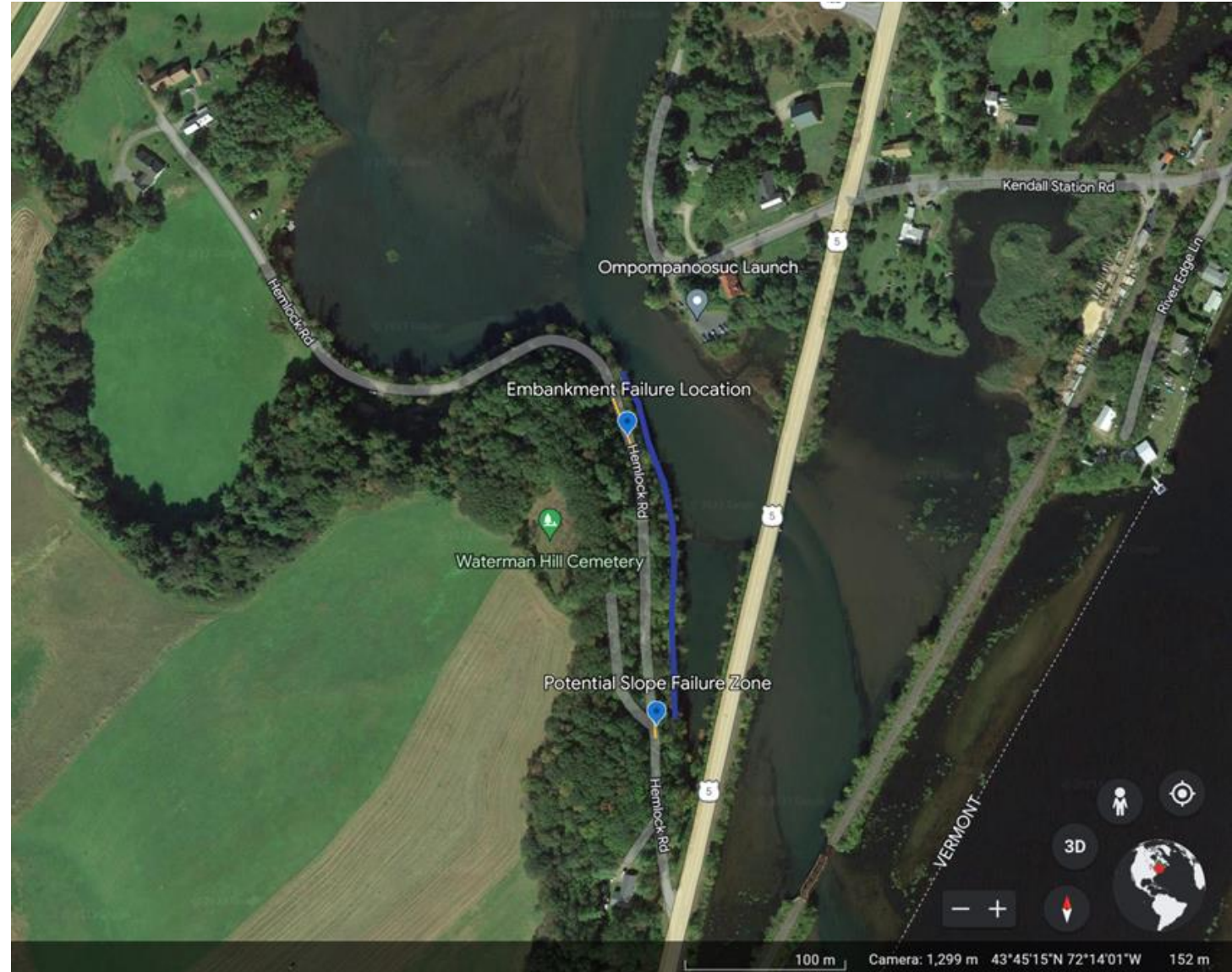


Overview and Status of Hemlock Rd.

Location

Hemlock Road is a dead-end road providing access to five residential properties and the Waterman Hill Cemetery.

The location of the embankment failure restricts access to four of the residential properties and the Waterman Hill Cemetery.



Road Closed

Norwich Department of Public Works restricted access to a single lane on July 19th.

Norwich DPW closed the road the morning of July 21st.





Observations and Results

Observations

The primary embankment instability zone has failed.

The groundmass has vertically dropped up to ten inches and continues to shift down.

The failure crack measures 160-feet long and up to nine inches wide.



July 19th, 2023



July 24th, 2023

Observations

The streambank exhibits extensive scoring and horizontal incision under the embankment.

The embankment is slumping over the incision, indicating this erosion was recent, caused by the extreme storm event.



July 19th, 2023



July 24th, 2023

Observations

A secondary zone of road instability developed on Hemlock Rd. near the Waterman Cemetery spur road.

The cracks form a discontinuous 60-foot line along the edge of the road.

A culvert was observed within this zone which appears to have failed.



July 24th, 2023

Results

The failed embankment has been extensively undercut by the river during the extreme storm event.

The saturated soil added to the weight of the groundmass while decreasing the strength of the soil.

The embankment was historically stable, as most of the trees on the embankment have grown straight.

The failed embankment was a direct result from the recent extreme storm event.



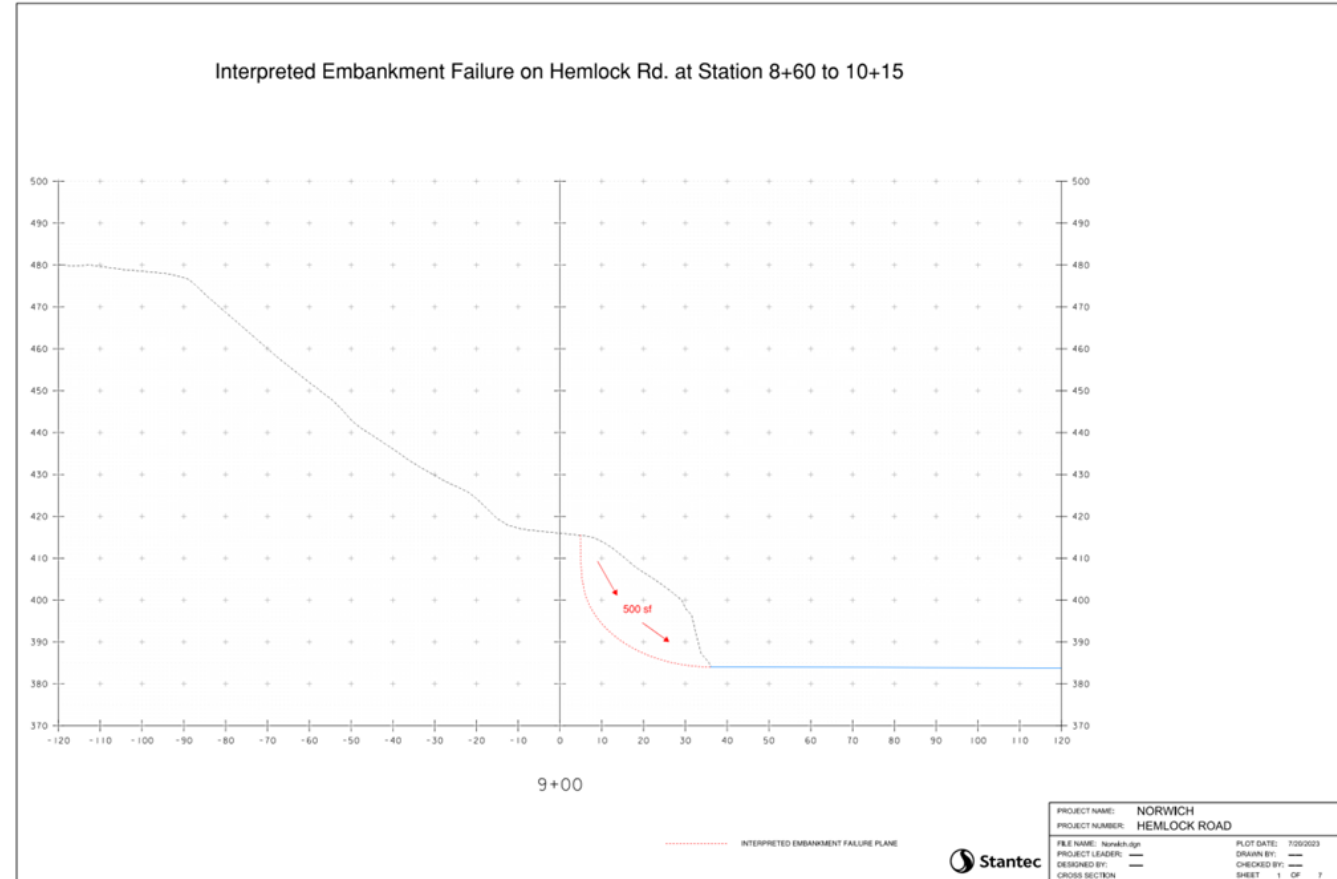
Results

Based on Lidar data and field observations, the road within the embankment failure is ~30-feet above the river.

The interpreted failure plane extends all the way down to the riverbank.

This results in a significant volume of groundmass sliding, and an equal volume of groundmass which needs to be excavated and built back up.

The secondary road slope instability is much smaller with the failure plane interpreted to extend only partway down the slope.



Results

Due to the extent of damage and anticipated duration to stabilize and remediate the road, it is advised that temporary alternative routes be investigated.

Any temporary route will be fully removed with the land remediated after use.



(Photo Credit: idahofallsidaho.gov)



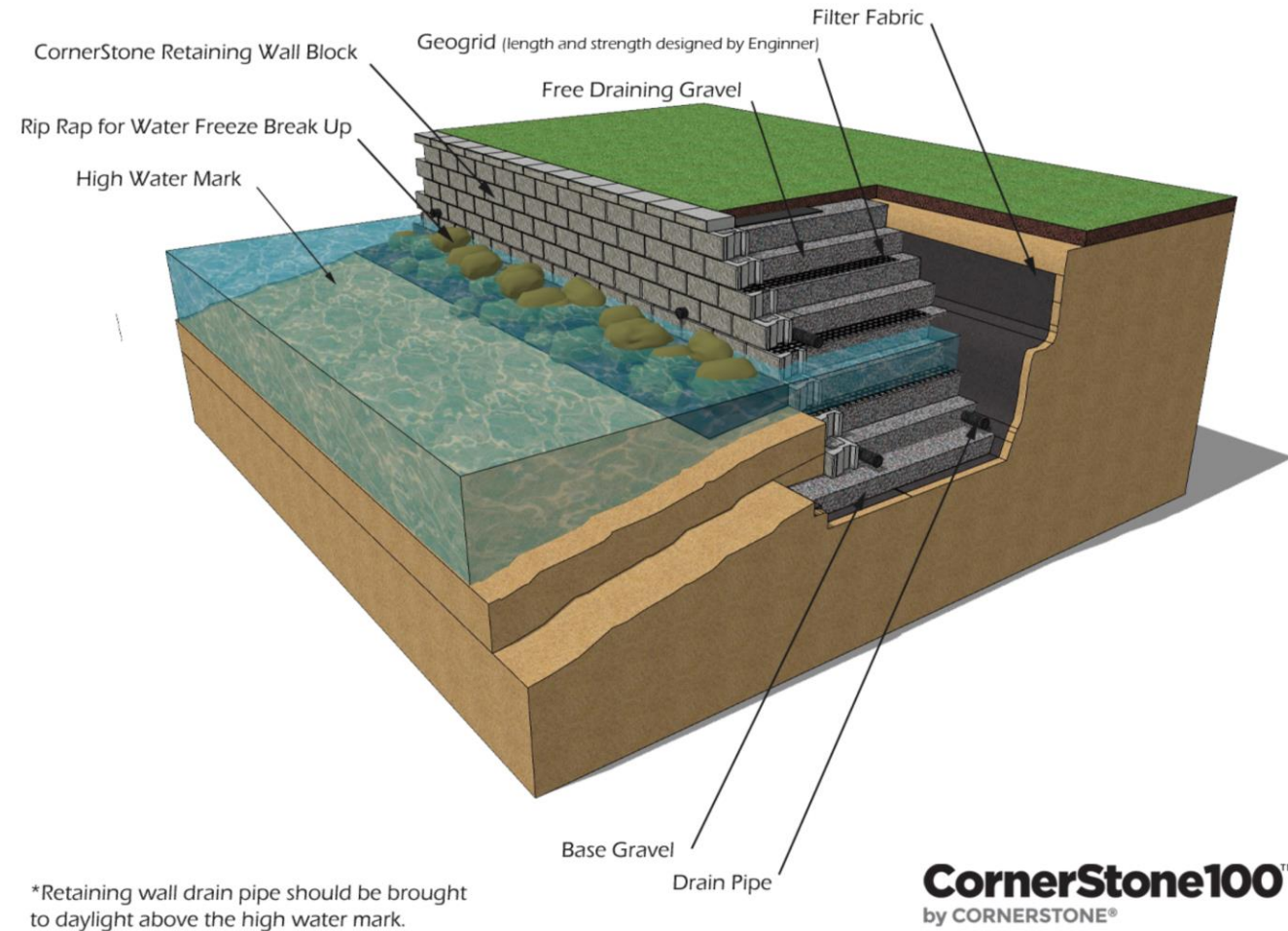
General Design Alternatives

Design Alternatives

Stabilizing and permanently fixing the embankment will require significant earthwork and incorporate a retaining wall.

Additional stream bank stabilization measures extending beyond the embankment failure zone is required to stabilize and mitigate future embankment failures.

The secondary road instability will require rebuilding part of the slope and replacing the existing culvert.



(Image used as a conceptual design only)

Order-of-Magnitude Estimated Costs

Permanent Embankment Fix: \$750,000

Streambank Stabilization: \$200,000

Road Slope and Culvert: \$100,000

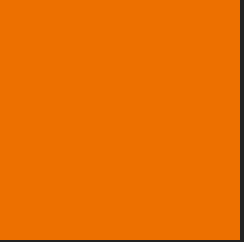
Temporary Access (if possible): \$100,000

Costs are based on our experience on past projects. Due to contractor and material demand related to the natural disaster clean-up and remediation, prices may increase substantially.

These costs are based on very limited information and subject to change, pending design changes and geotechnical data.



(Photo Credit: Google Images)



Next Steps

FEMA Funding

- Based on our assessment, we believe most of the damage was caused by the recent extreme storm event and would be eligible for disaster assistance.
- FEMA disaster assistance is a federal program, so federal procurement rules must be followed.
- Application Deadline is 30-days from the disaster declaration.
- Emergency work is to be completed within 6-months
- Permanent work is to be completed within 18-months.



(Photo Credit: Google Images)

Conclusion

Thank you for your time.

Do you have any questions?



(Photo Credit: Google Images)



Without change there is no innovation, **creativity**, or incentive for improvement. Those who initiate change will have a better opportunity to manage the change that is inevitable.

William Pollard



08/04/2023

12:38 pm

Town of Norwich Accounts Payable
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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
A911	ACTIVE911, INC	506970	FD-ALERTING SUBSCRIPTION	405.00	0.00	405.00	13469 08/09/23
	NOTHERNAL ALEX NORTHERN	802EMPREIMBR	FD-ALEX BOOTS	369.95	0.00	369.95	13470 08/09/23
	AMERLEGIO AMERICAN LEGION	501ACAMPS	P&R-JUNE '23 SUMMER CAMP	1000.00	0.00	1000.00	13471 08/09/23
	AMERLEGIO AMERICAN LEGION	501BCAMP	P&R-AUG '23 SUMMER CAMP	1000.00	0.00	1000.00	13471 08/09/23

					Check Total	2000.00	
ARC	ARC MECHANICAL CONTRACTORS, IN	44115	TH-A/C RPR CLERK & LISTE	749.50	0.00	749.50	13472 08/09/23
BESTSEPT	BEST SEPTIC SERVICE, LLC	41733	DPW-PORTA TOILET	130.00	0.00	130.00	13473 08/09/23
BETHELMIL	BETHEL MILLS	183852/7	DPW-TAPE, TOWELS & RAGS	42.95	0.00	42.95	13474 08/09/23
BETHELMIL	BETHEL MILLS	202734/6	DPW-CONTACT PT	118.17	0.00	118.17	13474 08/09/23
BETHELMIL	BETHEL MILLS	204057/6	DPW-MEASURING WHEEL	79.99	0.00	79.99	13474 08/09/23
BETHELMIL	BETHEL MILLS	206547/6	TS-FLAT MESH	84.25	0.00	84.25	13474 08/09/23
BETHELMIL	BETHEL MILLS	206593/6	TS-PLYWOOD	88.32	0.00	88.32	13474 08/09/23
BETHELMIL	BETHEL MILLS	206652/6	DPW-STRAPPING	20.81	0.00	20.81	13474 08/09/23
BETHELMIL	BETHEL MILLS	213271/8	TS-POLY DUMP CART	139.99	0.00	139.99	13474 08/09/23

					Check Total	574.48	
SWENBR	BRIE SWENSON	802EMPREIMB	P&R-CAMP SUPPLIES	113.35	0.00	113.35	13475 08/09/23
MISC	BULBUL FRANCIS	827384	P&R-CAMP CANCELED SAYA	200.00	0.00	200.00	13476 08/09/23
BUSINESS	BUSINESS CARD	724WHTPGS	TC-WHITE PAGES	20.99	0.00	20.99	13477 08/09/23
BUSINESS	BUSINESS CARD	727PIZZA	TH-WORKING LUNCH	68.52	0.00	68.52	13477 08/09/23
BUSINESS	BUSINESS CARD	INV211462127	TH-JULY '23 ZOOM	503.83	0.00	503.83	13477 08/09/23

					Check Total	593.34	
CARROLL	CARROLL CONCRETE	443595	TS-CONCRETE PADS	1281.25	0.00	1281.25	13478 08/09/23
MISC	CHARLES TUFANKJIAN	701MLGREIMB	DPW-MILAGE REIMBURSEMENT	650.00	0.00	650.00	13479 08/09/23
COMCAST	COMCAST	701PDINT	PD-JULY '23 INTERNET	439.63	0.00	439.63	13480 08/09/23
COMCAST	COMCAST	720DPWINT	DPW-AUG '23 INTERNET	236.16	0.00	236.16	13480 08/09/23

					Check Total	675.79	
COTT	COTT SYSTEMS INC	154404	TC-MONTHLY HOSTING SOLUT	290.00	0.00	290.00	13481 08/09/23
CRYSTAL	CRYSTAL ROCK, LLC	736065071823	DPW-WATER COOLER RENTAL	77.97	0.00	77.97	13482 08/09/23
DELTA DEN	DELTA DENTAL	AUG23DENTAL	TH-AUGUST '23 DENTAL INS	1572.25	0.00	1572.25	13483 08/09/23
ECFIBER	ECFIBER	2308-0181672	FD-AUGUST INTERNET	76.00	0.00	76.00	13484 08/09/23

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
EVANSMOTO EVANS GROUP, INC.	0051205-IN	DPW-DIESEL & GAS	2992.43	0.00	2992.43	13485	08/09/23
EYEMED EYEMED/FIDELITY SECURITY LIFE	165884929	TH-AUGUST '23 VISION INS	179.75	0.00	179.75	13486	08/09/23
FIRSTLIGH FIRSTLIGHT FIBER	14722664A	TH-JUNE-JULY PHONE	17.67	0.00	17.67	13487	08/09/23
FIRSTLIGH FIRSTLIGHT FIBER	14722664B	TH-JUNE-JULY PHONE	17.67	0.00	17.67	13487	08/09/23

					Check Total	35.34	
GOODPOINT GOOD POINT RECYCLING	77289	DPW-APRIL-JUNE NON-CED	379.68	0.00	379.68	13488	08/09/23
GMPC GREEN MOUNTAIN POWER CORP	717ACDMYRD	ACDMY RD LTS 05119200003	41.17	0.00	41.17	13489	08/09/23
GMPC GREEN MOUNTAIN POWER CORP	725BVRMDWRD	SS-BVR MDW 24966000002	4.60	0.00	4.60	13489	08/09/23
GMPC GREEN MOUNTAIN POWER CORP	725MNSTTWR	MN ST TWR 35066725603	94.74	0.00	94.74	13489	08/09/23
GMPC GREEN MOUNTAIN POWER CORP	725NWBSTNRD	24 NW BSTN RD 1469500000	71.65	0.00	71.65	13489	08/09/23
GMPC GREEN MOUNTAIN POWER CORP	728STRTLTS	STRT LTS 24926000001	1126.37	0.00	1126.37	13489	08/09/23

					Check Total	1338.53	
JOESEQUIP JOE'S EQUIPMENT SEV. INC.	2-706809-01	DPW-BLADES MULCH	80.13	0.00	80.13	13490	08/09/23
LEAF LEAF CAPITAL FUNDING, LLC	15111957	PD-COPIER LEASE	82.00	0.00	82.00	13491	08/09/23
NAT'L INS MADISON NATIONAL LIFE INS CO.,	1570043	TH-AUGUST '23 LIFE INS	1458.54	0.00	1458.54	13492	08/09/23
MAYER MAYER & MAYER	PR-07/28/23	Payroll Transfer	25.00	0.00	25.00	13493	08/09/23
GEORGE MICHELE S. GEORGE	802YOGA	P&R-YOGA CLASS 7/10-7/21	1548.40	0.00	1548.40	13494	08/09/23
PBA NEW ENGLAND PBA, INC	35389	TH-UNION DUES	225.36	0.00	225.36	13495	08/09/23
NORFIREDI NFD-WATER DEPT	706111TRNPK	P&R-WATER USAGE APR-JUN	91.38	0.00	91.38	13496	08/09/23
NRRA NORTHEAST RESOURCE RECOVERY AS	133819	DPW-RELEASE #701934	191.20	0.00	191.20	13497	08/09/23
ARTHUR OLDCASTLE APG	440025844	TS-CONCRETE PAD	18.00	0.00	18.00	13498	08/09/23
PIONFORES PIONEER FORESTRY SERVICES	873	DPW-DEAD TREE REMOVAL	2400.00	0.00	2400.00	13499	08/09/23
ROBERT HA ROBERT HALF	62286299	FIN-WK END 7/14 JOYCE	3612.11	0.00	3612.11	13500	08/09/23
ROBERT HA ROBERT HALF	62329151	FIN-WK END 7/21 JOYCE	3468.77	0.00	3468.77	13500	08/09/23
ROBERT HA ROBERT HALF	62368995	FIN-WK END 7/28 HOYCE	88.16	0.00	88.16	13500	08/09/23

					Check Total	7169.04	
SANEL SANEL AUTO PARTS INC	505-153663	DPW-WRIGHT MOWER	80.48	0.00	80.48	13501	08/09/23
STANTEC STANTEC CONSULTING SERVICES, I	2106991	DPW-BRIDGE PROGRAM	315.16	0.00	315.16	13502	08/09/23
STITZEL STITZEL PAGE & FLETCHER PC	75766	TH-JUNE '23 LEGAL FEES	8695.70	0.00	8695.70	13503	08/09/23

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MISC	STUART ROGERS	719EMPREIMB PD-STUART FUEL REIMBURSE	20.00	0.00	20.00	13504	08/09/23
HARTFORD	TOWN OF HARTFORD	13278 PD-DISPATCH SRVCS JUL-SP	16019.75	0.00	16019.75	13505	08/09/23
UNIFIRST	UNIFIRST CORPORATION	1070246691 DPW-UNIFORM CLEANING	261.95	0.00	261.95	13506	08/09/23
UNIFIRST	UNIFIRST CORPORATION	1070248481 DPW-UNIFORM CLEANING	288.10	0.00	288.10	13506	08/09/23

					Check Total	550.05	
UNITED AG	UNITED AG & TURF NE, LLC	10127024 DPW-MAINT & REPAIRS	1882.51	0.00	1882.51	13507	08/09/23
UVRA	UPPER VALLEY RECREATION ASSOCI	727DUES P&R-DUES FOR 2023	50.00	0.00	50.00	13508	08/09/23
UVRA	UPPER VALLEY RECREATION ASSOCI	727DUESB P&R-DUES FOR 2023	50.00	0.00	50.00	13508	08/09/23

					Check Total	100.00	
VALA	VALA CONFERENCE	731CONFERENC LISTERS-CHERYL CONFERENC	75.00	0.00	75.00	13509	08/09/23
VALLEYNEW	VALLEY NEWS	838291 TH-LEGAL ADVERTISING	81.00	0.00	81.00	13510	08/09/23
VALLEYNEW	VALLEY NEWS	840075 PD-HELP WANTED	445.00	0.00	445.00	13510	08/09/23

					Check Total	526.00	
VLCT	VERMONT LEAGUE OF CITIES & TOW	2514 TC-FUNCTION REGISTRATION	89.00	0.00	89.00	13511	08/09/23
VMERS	VMERS DB	PR-07/14/23 Payroll Transfer	9161.16	0.00	9161.16	13512	08/09/23
VMERS	VMERS DB	PR-07/28/23 Payroll Transfer	8599.21	0.00	8599.21	13512	08/09/23

					Check Total	17760.37	
GFOA	VT GOVERNMENT FINANCE OFFICERS	2024-018 TH-ANNUAL MEMBERSHIP FEE	35.00	0.00	35.00	13513	08/09/23
WEMASON	W.B. MASON CO., INC.	239881862 TH-PAPER	479.90	0.00	479.90	13514	08/09/23
WEMASON	W.B. MASON CO., INC.	240079300 TC-CABLE	14.98	0.00	14.98	13514	08/09/23
WEMASON	W.B. MASON CO., INC.	240081054A TC-PENS	19.48	0.00	19.48	13514	08/09/23

					Check Total	514.36	
HEALTHQ	WAGEWORKS, INC	0723TR112178 TH-JULY '23 COBRA ADMIN	40.00	0.00	40.00	13515	08/09/23
WORKSAFE	WORKSAFE TRAFFIC CONTROL INDUS	31638 DPW-FEMA RESPONSE	3590.50	0.00	3590.50	13516	08/09/23

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Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			78,267.54	0.00	78,267.54		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****78,267.54
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wähler

DocuSigned by:

D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

- _____
Marcia Calloway
Chair
- _____
Mary Layton
Vice Chair
- _____
Priscilla Vincent
- _____
Roger Arnold
- _____
Pam Smith

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

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

Name: Alec Orenstein

Address: 707 Route 132

Day phone: 2039814880

Evening phone: 2039814880

E-mail: alec.orenstein@gmail.com

Position Applied For: Development Review Board

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

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

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

I have been a practicing attorney for 12 years, and am therefore very comfortable reading and interpreting statutes and regulations and writing decisions and opinions.

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

5. Education and Current Employment

Name of Company: Orrick Herrington & Sutcliffe Location: Remote (Norwich, VT)

Title: Temporary Associate

Describe your work:

Part-time remote brief writing, research, and strategic analysis in high-stakes national litigation.

6. Pertinent Education and/or Experience:

NYU School of Law, Class of 2011

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

Comments:

Signature



Date

8/1/23

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

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

Name: Barry Rotman

Address: 95 Douglas Road

Day phone: 802-649-2046 Evening phone:

E-mail: bsrotman@gmail.com

Position Applied For: Alternate- Development Review Board

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

No

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

I have worked collaboratively on committees in the past. I was President of the Better Business Chapter in Central New England, President of a national Trade Association and former President and current member of a local SCORE chapter.

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

Past President of the Norwich Public Library Board and past member of the Norwich Long Range Planning Committee

5. Education and Current Employment

Name of Company: Retired

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

Dartmouth College AB
Tuck School at Dartmouth MBA
Past President of Rotmans - a large
retail store in Central Massachusetts

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

Comments: I care very much about Norwich having lived here since 1989. Now that I am fully retired I have the time to be of service to the community. I think that my past work and volunteer experiences aid me in making a contribution to the DRB

Signature

Larry Rothman

Date

July 30, 2023

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

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

Name: Jack Candon

Address: P.O. Box 45 Norwich VT 05055

Day phone: 802-291-0276

Evening phone: 802-291-0276

E-mail: candonfamily@msn.com

Position Applied For: DRB

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

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

46 years as a real estate attorney

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

Selectboard (Norwich), Vermont legislature (D-Norwich)

Not continuing.

5. Education and Current Employment

Name of Company: Retired

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

46 years as practicing real estate lawyer

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes

No). If yes, please explain:

Slight possibility of having to recuse if a former client's application creates a conflict.

Comments:

Signature

Jack Candon

Date

July 28, 2023

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

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

Name:

Address:

Day phone:

Evening phone:

E-mail:

Position Applied For:

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

Terms:

Years:

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

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

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

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

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

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

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

Comments:

Signature

Date

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

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

Name: Steven Hepburn

Address: 55 Wallace Farm Rd

Day phone: 603 273 6821

Evening phone: 603 273 6821

E-mail: stevenjhepburn@gmail.com

Position Applied For: Recreation Council Member

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

Terms: n/a

Years: n/a

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

Evening: (Yes No Morning: (Yes No

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

Regular Job 9-5 with occasional travel

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

Sports enthusiast, civically engaged, project management (resourcing,

budgeting, scheduling, risk management)

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

Gilford NH Budget Committee 2020-2023

5. Education and Current Employment

Name of Company: Quantexa

Location: Remote, Norwich VT

Title: Principal Project Manager

Describe your work:

Project Management of Big Data Entity & Network Generation software implementation for Tier 1 Banks, Insurance Companies & Governments

6. Pertinent Education and/or Experience:

Lakes Region United Youth Soccer President 2018-2023

New Hampshire Soccer Association, VP Adult 2020-2022

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

Comments:

Signature

Steven Hepburn

Date

7/18/2023

Memorandum

TO: Norwich Selectboard and Norwich Town Clerk
FROM: Marcia Calloway, Selectboard Chair
DATE: August 3, 2023
RE: Proposed Cott Systems, Inc. Contract for "Recordhub" digital

Lily Trajman, Norwich Town Clerk ("Clerk"), has proposed to sign a contract for the Cotts/Recordhub system offered by Cott Systems, Inc., a third-party subscription service which charges fees to make records available to subscribers online and for uncertified copies, remitting a portion of the "image print revenue" back to the town.

I questioned the proposal for several reasons, including (a) whether a Clerk can bind the town by a contract for services without Selectboard ("Board") authorization; (b) if the fees were allowed given there are statutory restraints on Clerk fees; and (c) whether any revenues received from the company should be (i) retained by the Clerk's office or (ii) paid into the general fund or (iii) committed to the Town's Restoration and Preservation Reserve Fund. With benefit of input from Town Counsel, I offer the following for Board and Clerk consideration.

- Without expressly delegated authority from the Board, an elected municipal clerk generally does not have statutory authority to contract in a manner that binds the Town, or for matters within the scope of the voters' authority to decide. However, if the subject of the contract is for goods and services within the scope of the Clerk's statutory authority, then the Clerk likely does have the ability to lawfully contract for those services provided they are paid from the Clerk's budget. However, if the Clerk's budget is not sufficient, then the Board should certainly be consulted.
- The Vermont public records statute recommends that "Public records in general and archival records in particular should be systematically managed to provide ready access to vital information, to promote the efficient and economical operation of government...." 1 V.S.A. § 317a(a)(1) However there is no requirement for Clerk's to make records available online. The Cott Systems service is proposed to be available as a no, or low, additional cost to the Town, so it is possibly within the Clerk's budget. Counsel does not advise that there is anything improper with the company retaining subscription fees which are less than the Clerk's authorized fees, or for the company to pay to the town 50 percent of the revenue collected.
- It is debatable whether or not the revenue paid by the company to the town constitutes a "fee" within the meaning of the Vermont statutes.¹ Therefore it is recommended that the Clerk publicly disclose and report revenues received by the town from the company as fees whenever disclosure/reporting of "fees" is required by law.
- Whether the revenues received from the company should be retained by the Clerk, paid to the general fund, or committed to the Restoration and Preservation Reserve Fund, should be discussed between the Clerk and the Board. It is reasonable that monies paid to the Town for copies or downloads of digital records should be committed to the Reserve Fund for the "restoration, preservation, digitization, storage and conservation of municipal records," consistent with 32 V.S.A. § 1671(c), (d) and (e). It is also possible that there could be a division of revenues between the Clerk and the Board based on the type of record that is downloaded or printed.
- Although online subscription service is provided as a convenience for records researchers and may be less expensive to access records and print/download them through the service, there could be individual instances in which it would be less expensive to access/print certain records by visiting the Clerk's office. It is recommended that it may be reasonable to include disclaimer language on the access portal to the effect that the same records are available in-person at the clerk's office and may be more cost effective to access in that manner.
- It appears that many Vermont municipalities use the Cotts/Recordhub system. It may be advisable to enquire of other Clerks/municipalities regarding their experience and to learn what their practice is relative to fee collection/retention.

¹ 24 V.S.A. § 1179, 32 V.S.A. § 611, 32 V.S.A. Chapter 17.

Decisions to be made

1. Is the Clerk's budget sufficient to cover the costs of this contract?
 - a. If yes, and the services under contract are within the scope of the Clerk's responsibility as caretaker of Town records, then the Clerk should be able to sign the contract and bind the Town.
 - b. If the Clerk's budget is insufficient, then the Board should make a decision about funding.
2. To the extent that the records are Town records, and the Clerk is custodian of those records on behalf of the people of the Town, the Clerk should be directed to
 - a. publicly disclose and report revenues received from the company as "fees" whenever disclosure/reporting of "fees" is required by law; and,
 - b. post a disclaimer language on the access portal to the effect that the same records are available in-person at the Clerk's office and may be more cost effect to access in that manner.
3. The question of fees received by the Town, pursuant to the contract, should be discussed by the Board and the Clerk. The fees could theoretically accrue to
 - a. The Clerk's budget line, thereby reducing the amount of budget required;
 - b. The General fund;
 - c. The Restoration and Preservation Reserve Fund to offset the amount budgeted annually for this purpose; or
 - d. Some combination of the above.

MEMORANDUM

TO: Norwich Selectboard
FROM: Marcia Calloway, Norwich Selectboard Chair
DATE: July 25, 2023
RE: Solar siting applications in Norwich

=====

Preferred Siting: Introduction

The Selectboard (“the Board”) previously submitted (together with the local and regional planning commissions) to the State of Vermont Public Utilities Commission (the “PUC”) a so-called “preferred sites” letter, dated August 20, 2021, for the proposed Upper Loveland Solar project (“the Project”). Subsequent to submitting that letter, the Board received information from neighbors of the project suggesting that there may have been multiple versions of the site plan for the solar array and that different versions of the plan were submitted to various entities at different times, and not necessarily according to the most recent plan available at the time of any such submission. In response, the petitioner, Norwich Technologies, assured the Board that the site plan reviewed by the Town and the plan submitted to the PUC were essentially the same and that the process is simply “iterative.” The parties competing claims, employee turnover, the passage of time, and the complexity of the PUC process, among other things, resulted in challenges for all involved. Ultimately, this Board heard requests by the neighbors to reopen and reconsider the preferred sites letter, but has not voted to do so. The Norwich Planning Commission similarly voted not to reopen.

As a result of this experience, this Board has hopefully learned some lessons and should be better prepared to take some steps to improve its engagement in solar net metering projects moving forward. First, the Board should consider communicating with the PUC regarding the need to develop specific rules requiring petitioners to provide municipal and other bodies with only their most current site plan and expressly stating that a petitioner must promptly notify the signatories to a preferring site letter of all material changes to a project array’s design, layout or clearing. Such rules should also set forth the remedies available to municipalities that receive notice of material changes. As discussed below, the Selectboard should also consider intervening in and, at a minimum, actively monitoring proceedings involving solar net metering petitions (and similar projects) in the future.

What is Preferred Siting

The Vermont PUC's Net Metering Rules categorize net metering systems and provide pricing for the energy generated by such systems based, in part, on whether the systems are located on a so-called "preferred site." The term "preferred site" is defined in PUC Rule 5.103 as any one of nine (9) different type of sites, including:

- (7) A specific location designated in a duly adopted municipal plan under 24 V.S.A. chapter 117 for the siting of a renewable energy plant or specific type of renewable energy plant, provided that the plant meets the siting criteria recommended in the plan for the location; *or* a specific location that is identified in a joint letter of support from the municipal legislative body and municipal and regional planning commissions in the community where the net-metering system will be located.¹

¹ In the case of Norwich Technologies, it is not clear under which prong of subsection (7) the preferred sites letter was issued and the letter makes no express reference to the Town Plan. In other words, was the letter intended to identify a specific location designated in the Town Plan (which itself appears to make the whole Town a preferred site, with certain exceptions) or did the “joint letter of support” prong apply (or both)? Further, if the former, the language of the Town Plan, which has been the focus of much discussion, is contradictory (among other things, it appears that the word “notwithstanding” is used incorrectly) and requires clarification moving forward.

Town Involvement in Solar Siting Applications

Under the PUC Rules, municipal legislative bodies are ‘involved’ in solar siting applications at only three points in the process, unless they formally intervene. Specifically, selectboards: (1) receive advance notice 45 days before the application is filed; (2) receive CPG application copies within two business days of the completed application; and (3) may be asked for a joint letter of support to confirm that the proposed location is a “preferred site” for a solar project.

Under the so-called 45-day advanced notice process, an applicant is required to provide certain persons, including the municipal legislative body and the local and regional planning commissions, with information about the project, including the “location of the project site” and “a description and site plan of the proposed project in sufficient detail to afford the recipient reasonable notice of the nature of the project so that the recipient is able to make an informed judgment as to any potential impact the construction or operation of the project may have on any interest of the recipient that is within the Commission’s jurisdiction to address.” PUC Rule 5.107(B)(3) (emphasis added). The recipients of the advance submission may file inquiries and comments with the applicant, to which the applicant, in turn, must file a response, including what steps the applicant has taken to address the issues raised or why it is unable to do so. Applicants seeking approval for net-metering systems greater than 50 kW, that are not photovoltaic systems mounted on a roof, and that are proposed for a “Subsection (7)” preferred site, frequently request a “preferred sites” letter as part of the 45-day advanced notice process.

Following the expiration of the advance notice period, the applicant may file its CPG application with the PUC. The municipal legislative body and planning commission are again entitled to notice of the application and, by PUC Rule 5.116, are provided with 30 days to comment on the application. The application must include a site plan meeting the same requirements as the plan required by the advance notice. Once an applicant files a CPG application, it must provide notice of all minor amendments to all persons who were entitled to receive notice of the original application, including an amended site plan, “so that the Commission can understand the nature of the proposed change and its impact.” Where a major amendment is proposed, the applicant must withdraw its application and refile amended documentation. Rule 5.108(A) & (B).

Project Changes and Intervention

It is not unreasonable to expect that the documentation (i.e., site plans, project description) that forms the basis for a requested preferred site letter may change somewhat between the time of advanced notice and the CPG application. The purpose of the advanced notice is, in part, to allow the applicant to provide information to various persons or entities, including municipal bodies and State agencies, and receive comments back so that issues may be addressed, and project/plan adjustments made, before a CPG application is submitted to the PUC. This is part of the “iterative process” that an application goes through. Thus, the process contemplates that certain changes may occur between the advanced notice and application filing. Unless and until the rules change, municipalities must be vigilant in reviewing documentation submitted during this period and take steps to raise concerns about substantial/material changes to a net metering project that are evidenced in the application materials.

It would be a “best practice,” if not a legal requirement, for an applicant to notify the Town of material changes in the plans that formed the basis for a preferred site determination. Currently, there is nothing that precludes the Town from including in a preferred site letter conditional language requiring such notice or invalidating the letter in the event of any substantial or material change to the project that is not reviewed by the Selectboard and Planning Commission. Further, nothing legally precludes a municipality from revoking or invalidating a preferred site letter if an applicant fails to notify the municipality of substantial/material changes, supplies false or misleading information, or otherwise fails

to comply with conditions for issuance of the letter. Thus, while it is possible for the Town to take steps to put a revocation or change of position in the evidentiary record before the PUC even when it has not participated in those proceedings, better practice would be for the Town to take formal steps to intervene in the PUC review process, as discussed above.

A New Project

Michael Hennessey has provided the Board with pre-application notice of his intent to submit a CPG application to the PUC requesting approval to install and operate a 50 kW solar electric generation facility in Norwich, and that he is developing this net-metering project on a “preferred site” under PUC Rule 5.103 (9), which does not require a specific location designed in the Town Plan or a joint letter of support. Nonetheless, the Selectboard should intervene and, at least, monitor this project consistent with the discussion herein.

Suggested Motion

To direct the Interim Town Manager, through legal counsel, to exercise the municipality’s right to intervene in PUC proceedings involving solar siting in Norwich and, with the consent of the Selectboard, to request a hearing and/or take other steps to protect and defend the Town’s interests.

Town of Norwich, Vermont



CHARTERED 1761

To: Norwich Selectboard-Calloway, Layton, Smith, Vincent & Arnold

From: Norwich Board of Listers-Lindberg, Ciccotelli & Vincent

Date: August 3, 2023

Subject: Errors and Omissions

The Norwich Board of Listers have determined that the following parcels need revision in the 2023 Grand List. Error and Omission corrections cannot be made to the 2023 Grand List without prior approval from the Selectboard – 32VSA, § 4261. Accordingly, the Listers request approval to correct the following errors:

Request #1

Owner:	Vermont Transco LLC
Location:	Town-wide electric transmission lines
Parcel ID:	70-004.000
2023 GL Assessment:	\$ 2,422,300
2023 Corrected Assessment:	\$ 4,088,200

Reason: The assessment wasn't updated in the 2023 grand list. The correction results in an increase in the assessment of \$ 16,659.

Request #2

Owner:	Green Mountain Power
Location:	Town-wide electric distribution system
Parcel ID:	70-001.000
2023 GL Assessment:	\$ 7,170,400
2023 Corrected Assessment:	\$ 6,866,700

Reason: The assessment wasn't updated in the 2023 grand list. The correction results in a reduction in the assessment of \$ 3,037.

The Vermont Statutes Online

Title 32 : Taxation And Finance

Chapter 129 : Grand Tax Lists

Subchapter 006 : Corrections In Grand List After Return

(Cite as: 32 V.S.A. § 4261)

§ 4261. Correcting omission from grand list

When real or personal estate is omitted from the grand list by mistake or an obvious error is found, the listers, with the approval of the selectboard, on or before December 31, may supply such omissions or correct such errors and make a certificate thereon of the fact; provided, however, the listers may make a correction resulting from the filing or rescission of a homestead declaration without approval of the selectboard. (Amended 2005, No. 38, § 14, eff. June 2, 2005; 2019, No. 175 (Adj. Sess.), § 1, eff. Oct. 8, 2020.)

Memorandum

TO: Norwich Selectboard
FROM: Marcia Calloway, Selectboard Chair
DATE: August 4, 2023
RE: Tracy Hall Boiler

To frame our discussion for the 08/09/2023 agenda item number 9 “Tracy Hall Boiler,” I offer the following history:

1. Everyone on the Selectboard is extremely concerned about the Tracy Hall Boiler for a variety of reasons which include:
 - a. the mechanical problems previously experienced, including smoke creating a fire alarm last winter;
 - b. the age of the boilers;
 - c. the fossil fuel used by the boilers; and,
 - d. Article 36 passed by town vote instructing the town to move away from fossil fuel.
2. Based on those concerns, the Board agreed to keep “Tracy Hall Issues” on future agendas.
 - a. That has not always happened if there was nothing submitted or ripe for discussion. However packets have included various documents from Pam Smith and Priscilla Vincent reporting what they have learned about other buildings in the area, and at least one quote for a certain type of heating system.
3. In the meantime, there were a series of votes by the Board which included:
 - a. Vote: Not to follow the recommendations of our IREC advisor, of the past town manager(s), the current Interim Town Manager, and Living Buildings consultants to purchase a ‘temporary’ replacement oil burner.
 - b. Vote: To direct the Interim Town Manager to find alternative work space for Tracy Hall employees if the heating system failed in Tracy Hall during the cold season.
 - i. Note that this vote was taken in light of concerns about the requirement for the Town Clerk to remain in Tracy Hall due to the need for access to Town records.
 - c. Vote: To proceed with an RFP for an ‘architect/consultant’ to analyze what is needed for Tracy Hall including but not limited to space needs, heating and cooling, ventilation, etc.
 - i. The Interim Town Manager has released that RFP and the Selectboard waits for responses.

ARC Visit to Tracy Hall
July 25, 2023

Participants: Paul Luciw of ARC; Ben Russell, Tracy Hall Custodian; Doug Wilberding; Priscilla Vincent

Basic Information: Tracy Hall has two cast iron, oil fired boilers, each of which is capable of putting out approximately 643,000 BTUs. They were installed in 1994. One is working, the other is mostly dead. They provide hot water baseboard heat to the building. One such boiler could provide adequate heat for all of Tracy Hall unless we had a period of extremely cold weather - say, 20 below for several days. As Paul said, we haven't had that kind of cold weather in a long time, and it doesn't seem likely that we will see it in the future either. In other words, the second boiler is mostly redundant. Domestic hot water, for the restrooms and the kitchen, is provided by two small electric hot water heaters: one is between the two restrooms in a closet; the other is adjacent to the stairs on the back side of the building. These hot water heaters are old but performing well. They will not be affected by whatever heating system we choose for Tracy Hall.

We have an in ground, 1,000 gallon oil tank located on the north side of Tracy Hall. It does not have a gauge on it to indicate fullness. (Ben noted that there was one winter when Tracy Hall ran out of oil three times, even though we are on an automatic delivery plan.) This tank is about 30 years old and is next to the water line for the building. Replacing the tank now would prevent any potential environmental issues which would be costly to address. A new tank would also have a digital sensor to aid the town in managing its supply of oil. Tank replacement would be a job for Dead River, which is the town's oil company.

Paul Luciw is not the first energy consultant to notice that we have mini-splits for summer air conditioning. Doug proposed that the town contemplate owning two solar panels outright to offset the energy needed for the mini-splits. It is usually sunny when we are hot enough to need AC.

Discussion: Paul does not recommend “high efficiency” boilers, and the estimate he recently provided to replace one of our current boilers is for a standard one. High efficiency boilers work best at water temperatures of 140 degrees or lower and are meant for low heat which is not comfortably warm for most buildings. These boilers cost about one-third more than standard boilers but last only 9 to 10 years. The standard cast iron boilers last around 30 years. Our old ones most recently tested out at 84% efficiency. (This is tested every time the boilers are serviced, which happens once a year.)

Doug asked whether there might be room for one oil boiler and one pellet stove boiler in our available space. Having seen the 2 pellet boilers at the Montshire, I would estimate that this should be possible. I noted that the Montshire has 2 pellet boilers to heat a space three times as large as Tracy Hall. However, this question could only be answered definitively by Thom Burden of Lyme Green Heat. Doug noted that the town of Huntington, VT has gone to a variety of systems to lower its energy costs. They firmly believe oil back up is a good plan. They have pellet burning boilers and solar as well.

Paul briefly discussed geothermal wells. We have very limited space in which to drill them and so far no one has indicated how many wells would be required or where to put them. It is likely that our electricity costs would increase dramatically to power all the well pumps.

Other minor notes: There is a thermostat at the back of the Tracy Hall gym, right near the staircase and right near the rear doors. If this were moved even to the other side of the stage, away from the doors, it would probably save us heat. There are a lot of winter events in Tracy Hall, including farmers markets and dances. People get hot and open the doors to cool down.

Ben says there is some insulation in the attic above the gym, but it is old and probably needs to be replaced or refurbished. This should be a relatively inexpensive fix to reduce heat loss.

It was depressing to notice the water stains, cracked and missing plaster, peeling paint, and other signs of general neglect in Tracy Hall. Some have noted

the frustration of electrical outlets that are poorly located, not working, or generally too few in this era of plug in phones and lap tops. At some point, the town should consider an overall plan to give this building the loving care it deserves. Ben does heroic work to keep everything clean and looking the best it can, inside and out.

Timing: Paul says he has oil boilers in stock, so no supply chain issues getting the equipment. The bottleneck would be available work force. If we gave him the go ahead today, he figures he could probably have a replacement boiler installed by the end of the year. But we would have to check with the schedulers.

Notes taken by Priscilla Vincent

LGH Meeting at Tracy Hall
July 25, 2023

Mort Bailey, CEO of Lyme Green Heat; Thom Burden, LGH; Ben Trussell, Custodian of Tracy Hall; Priscilla Vincent

The conversation between Mort Bailey, Thom Burden and Ben Trussell was fairly technical, and a bit dizzying to the English major in attendance. Without trying to make a narrative, here are points that emerged from the discussion.

Someone needs to do an energy audit on Tracy Hall, with a blower and infrared cameras and the whole deal. We were astonished to learn that the decorative cupola on the roof of the building is open to the sky and air. You can stand in the attic and see out. This is a huge opening for heat loss. (Upon reflection, it occurs to me that this cupola may be the only means of venting the roof. All roofs need some sort of venting! This needs further investigation.) Basic information about the R values of the windows, doors and walls would be useful. Of course, blowing cellulose into the attic is probably a simple and good first step. However, if the building does not customarily have a very cold roof, it is possible that more snow could accumulate before it shears off and smashes into the ground (and perhaps car windshields) below. The increased snow load could be a problem for the structure of the roof. The slate shingles are already heavy. So maybe we take a step back before we insulate the attic further.

It is not possible to use the same chimney to vent both an oil boiler (or a propane boiler) and a pellet wood boiler. If we had a fossil fuel heater as backup, it could be vented through the side of the building to avoid this problem. It is not known whether the chimney is lined; chances are, it is not. It would be a really good idea to put in a liner.

It would be possible to install a gas, wall hung booster, vented to the outside and avoiding the chimney. It could be used as a "peaking boiler" for when temperatures are really cold. It would put out 200,000 BTUs which would keep the building warm enough to work in - though maybe not comfortable

without warm clothes - to insure that no pipes burst. A gas tank could be installed outside on the north side of the building.

I was mixed up on the locations of the underground fuel tanks. The 1,000 gallon oil tank , which has no fuel gauge, is in Tracy Hall's front yard. It should probably be removed, due to its age. There is a 500 gallon diesel tank, also mostly underground, near the emergency generators. The generators run on diesel.

Until an energy audit is done, it is difficult to be precise about what size system is needed. As Mort Bailey commented, they say they are in the heating business but really they are in the comfort business. It might be possible to have 2 pellet boilers and a gas, wall hung boiler. Two pellet boilers would have the same output as one of our current oil boilers. (As noted in a previous visit report, we rarely need both oil burners; the current system is essentially redundant.). It might be possible to install a third pellet boiler in the space. The fairly cramped boiler room could be made slightly roomier if the stairs were adjusted.

While we were in the boiler room, there was discussion about the circulator pumps and the expansion tank. All are working but old. There are possible rebates for new circulator pumps as well as for the boilers themselves.

A silo would be needed to store the pellets. Silos come in a variety of shapes - low and fat or tall and slender. One possible location would be where the 1,000 gallon oil tank currently lies in the front yard, and to put screening plantings around it. Another would be to build a shed-like structure between the windows of the town manager's office and the first tall window of the gym. It could contain a 9 ton manufactured bin. It could be made to look like the garage across the driveway at Cheryl Hermann's place of business. To do this would entail moving some of the many mini-splits for air conditioning that line up along the north side of Tracy Hall, between the building and the parking lot. Looked at with fresh eyes, that side of the building is an a-historic mess; it could be cleaned up and consolidated. ARC might be a good company to ask to look at the air conditioning project. Our current AC system (like everything else) is not new.

It was recommended that I undertake several more inquiries:

1. Call Dead River and find out what Tracy Hall's oil consumption has been over the last several years. We would have to go back in time a little, because during Covid the building was closed to the public. We would be looking at gallons, not dollars.
2. Call Brent Mullen of Building Energy for an energy audit. Building Energy has an office in White River Junction. The company does mostly residential audits, but this is at least a place to start.
3. Call Efficiency Vermont and just talk to them - not only about energy audits but also about rebates and financial incentives.
4. Priscilla needs to know the threshold amount that can be spent without a Town meeting and vote. This will have a major impact on scheduling work.

Lyme Green Heat will prepare a detailed estimate of the work for us, so that we can examine the options. It sounds as though they could get going on the project as soon as we give them a go-ahead, and have it completed in a few weeks. But maybe I'm dreaming.

Notes by a very tired Priscilla Vincent

Montshire Museum Site Visit
June 20, 2023

Pam Smith and Priscilla Vincent went to the Montshire Museum on June 20, 2023 to have a tour of the pellet boiler heating system. Hosting us was Gary Collins, the facilities director for the museum. Also present were Jonathan Vincent, a retired LEED certified architect (there as a member of the public) and Thom Burden of Lyme Green Heat. Lyme Green Heat had installed the system in 2017.

The Montshire Museum is a 39,000 square foot building (in comparison with Tracy Hall at 12,300 sf. So it's more than 3 times the volume of Tracy Hall). The total cost of the system in 2017 was approximately \$100,000. However, because Vermont has a robust program to incentivize relinquishing fossil fuels, there were grants and rebates. The museum received additional grants from the Northern Forest Center and Efficiency Vermont. All in all, the total cost of \$100,000 became closer to \$35,000 out of pocket for the museum.

The Montshire Museum has a 20 ton capacity silo for pellets. Trucks come and deliver them on a regular basis, in the same way that oil companies make automatic fuel deliveries. Lyme Green Heat supplies the pellets; and because the Montshire is so conveniently located, LGH trucks will stop to deliver partial loads in order to empty them on the way home. The pellets are sucked up into the silo with a vacuum system; there is also an automatic vacuum system to send the pellets from the silo to the boilers. The distance from silo to boilers is approximately 100 feet; it isn't necessary for them to be adjacent. There are 2 boilers in the Montshire's basement, and they are about the same size as the 2 oil boilers in Tracy Hall. No one is hefting sacks of pellets, as one might do in a residential setting. There is a very small residue of ash from the pellets. During the coldest weeks in winter, the Montshire might have 3 buckets (like those white buckets beloved of contractors and painters) to empty within one week. And apparently the steam is very clean - not actually full of particulates. Thom Burden of LGH has studies and statistics on all of this.

Pam asked about pellet storage. We may or may not be constrained by the historic status of Tracy Hall. The silos come in different shapes: from tall and skinny to round and fat, with others in between. It might also be possible to build a 10x10x8 foot bin inside Tracy Hall, perhaps in the back left/north corner of the stage. This is just an idea that was floated, without Thom Burden having visited Tracy Hall and without any input from an architect or engineer. The distance between the storage and the boilers would not be a problem.

A note about wood pellets. They are not the same as wood chips, and they do not burn the same way. To make wood chips, trees are cut down and put into a chipper. For pellets, about 80% of the material comes from scrap and small branches and other leftovers from forest products. And this is probably one reason the Northern Forest Center has supported the Montshire's pellet burning system.

The Montshire does have an oil furnace for back up and for use during the "shoulder seasons" - the mildness of spring and fall. A newer system now might not need that. The Rutland School District has recently installed a pellet burning system. It was designed so that NO oil back up was needed. Because fossil fuel was entirely taken out of the equation, the school district received about \$100,000 in rebates, I think mostly from the state. If the system had had oil back up, the rebate would have been about a third as much - on the order of \$35,000. This indicates how urgently the state would like us to get rid of fossil fuels.

Gary Collins, the Montshire facilities director, loves his system. Before it was installed, the museum used between 8,000 and 10,000 gallons of oil a year; now it is down to 800 gallons. The new boilers consume approximately 60,000 tons of pellets a year. Everything is tied into a control system which Gary can manage with his phone from home, if necessary.

The payback period was 4 years on the new system. It tied into existing duct work at the museum. The museum has forced hot air, but the radiators at Tracy Hall would work fine too. Gary said they spend between \$22,000 - \$23,000/year on pellets. The price depends on the distance from the source and also on the volume. Gary also estimates that in 2017 when the new system

was installed, the museum put \$45,000 back into the local economy. Now it's more like \$20,000/year back into the local economy.

We would like to make a few more points. Thom Burden said on June 20 that as of that date, it would be possible to install a full pellet heating system at Tracy Hall in time for this year's heating season. And it could be without any oil burners for back up. Obviously time has slid away since then, so this goal would be harder to achieve at this point; and the wheels of government, even town of Norwich government, do not turn rapidly.

Three years ago the town was presented with the EEI proposal for a geothermal system at a cost of \$1.8 million. At the same time, Lyme Green Heat had submitted a bid for a pellet boiler system for Tracy Hall at a cost of \$95,500. The cost difference is staggering. Of course prices would be different today.

Notes taken by Priscilla Vincent

Summary of test results (Hangtag information)

Table 1 shows a summary of the test results and a hangtag information for the hydronic heater Pellematic 56. For complete results see appendix 2.

Table 1. Additional (Hangtag) information.

MANUFACTURER:	Maine Energy Systems 8 Airport Road P.O. Box 547 BETHEL, MAINE 04217 04217 USA		
MODEL NUMBER:	Pellematic 56		
8-HOUR OUTPUT RATING	$Q_{out-8hr}$	N.A	Btu/hr
8-HOUR AVERAGE EFFICENCY	$\eta_{avg-8hr}$	N.A	(Using higher heating value)
		N.A	(Using lower heating value)
MAXIMUM OUTPUT RATING	Q_{max}	191,000	BTU/HR
ANNUAL EFFICIENCY RATING:	η_{avg}	86.3	(Using higher heating value)
		92.8	(Using lower heating value)
PARTICLE EMISSIONS:	E_{avg}	0.904	Grams/hr (Average)
		0.045	lbs/mmBtu Output
CO EMISSIONS	CO_{avg}	0.027	Grams/minute

N.A = Not Applicable because the hydronic heater is an automatic pellet fuelled appliance.

Comments and observations

The wood pellet hydronic heater Pellematic 56 manufactured by Maine Energy Systems, USA meets the step 2 requirement 2020 for PM emissions in EPA 40 CFR Part 60 of 0.10 lb/mmBtu heat output (average) and at each individual test rate.

A fault occurred with the boiler when performing test run 1 in category IV (test date 19/12/10). The boiler was restarted and then operated until the end of the test (see figure 2a in appendix 2). Because of the fault the test was repeated and a second test run was performed in category IV, dated 21/01/2020. The failed test in category IV is documented in table 4 appendix 2 and it has not been used in the calculated results in table 5 to 9. The failed test has also been communicated to EPA .



9/14/2012

To Whom It May Concern,

OMNI-Test Laboratories, Inc. was retained by OkoFEN Eco Engineering GmbH to determine the thermal efficiencies and particulate emission levels of the model PES 12-20 biomass pellet-burning hydronic heaters in accordance with EPA Method 28 WHH. Testing was conducted between April 24th and May 1st, 2012.

The PES 12-20 hydronic heater meets the weighted average particulate emission rate limit in pounds per million BTUs of heat output as well as the individual particulate emission rate cap in grams per hour set forth by the EPA Hydronic Heater Phase II Program. Please see the attached pages for documentation.

Regards,

A handwritten signature in blue ink, appearing to read "Jeremy Clark".

Jeremy Clark
Emissions Testing Manager

A handwritten signature in blue ink, appearing to read "James T. Weston".
James T. Weston
President

OMNI-Test Laboratories, Inc.
Product Testing & Certification

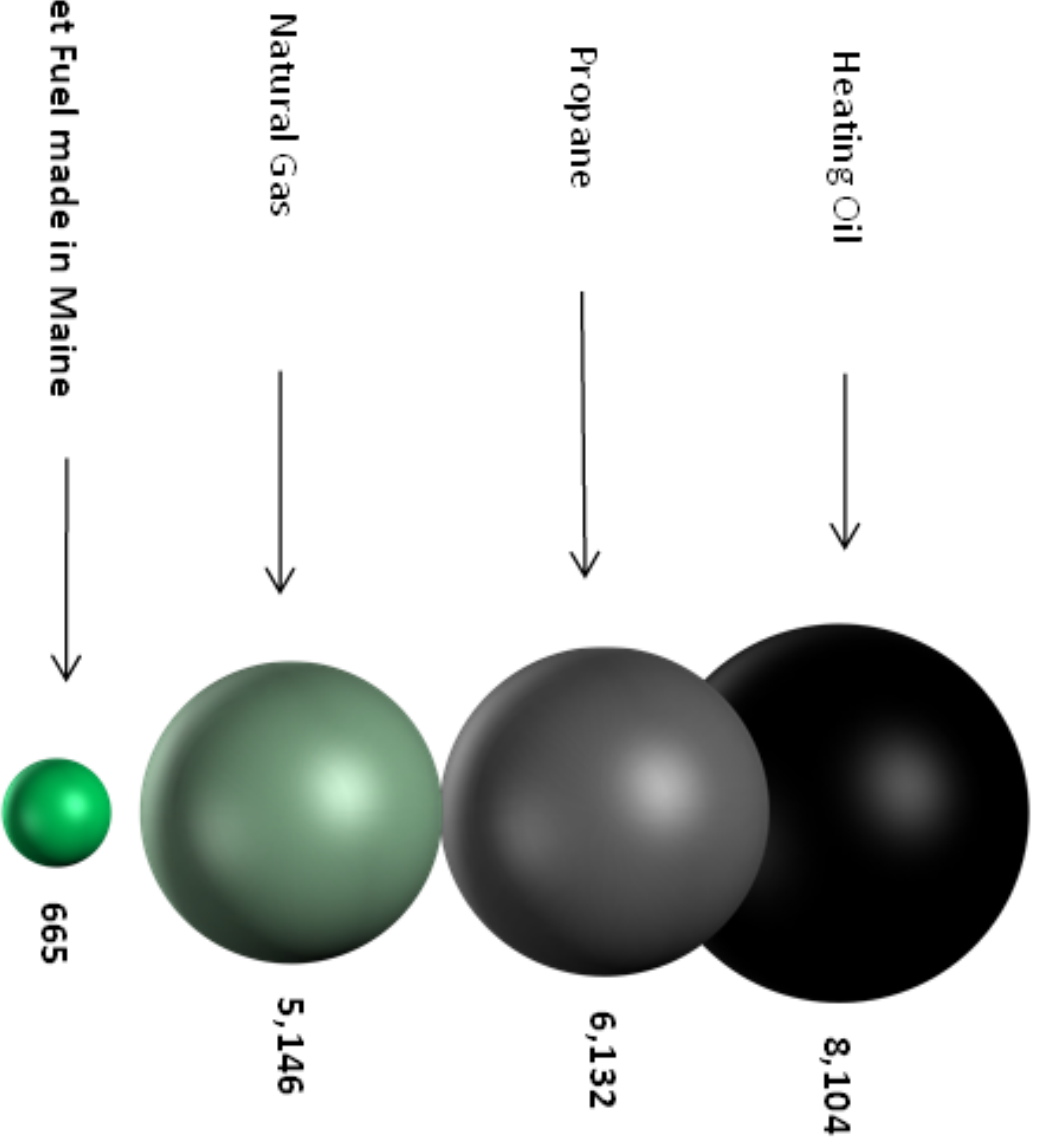
Mailing: Post Office Box 301367 • 97294
Street: 13327 Northeast Airport Way
Portland, Oregon • 97230 • USA



Phone: (503) 643-3788
Fax: (503) 643-3799
Email: info@omni-test.com

Total Pounds of CO₂ per Year

normalized to the equivalent of the BTU from 900 gallons of heating oil per year



Life Cycle Assessment of Pellet Burning Technologies, Thomas Willem de Haan, Univ. of Amsterdam, June 2010. - Wood pellets are not entirely carbon neutral because some fossil fuel is required for the harvesting and transport of feedstock, production, and shipment. Extraction, refining, and transport emissions are included for each of the four fuel sources. Analysis by FutureMetrics

RMS Site Visit
June 29, 2023

Pam Smith and Priscilla Vincent met with Tony Dangle, the head of facilities for all of the Dresden School District, at the Richmond Middle School to tour the wood chip heating system. This was installed in 2005, when the new RMS was built. (There is also a wood chip boiler system at the Hanover High School.). Tony said that when these systems were installed, he recollects it was estimated that they would save the school district about \$180,000/year versus the oil furnaces they had had. At the time, wood chips were state of the art.

RMS is about 105,000 square feet; Hanover High is about 200,000 square feet. (For comparison, Tracy Hall is about 12,300 square feet.) At RMS, tractor trailers pull up with between 20 and 30 tons of wood chips at a time. These are dumped into a huge storage bin. An auger feeds the chips into the boilers. There are two wood chip furnaces and also a back-up oil system. The big system (wood chips) operates about six months of the year, usually from mid-October through mid-April. The rest of the time, the oil furnaces handle what is needed. Tony had mentioned to me, in my initial phone call, that he didn't think you could get a wood chip system small enough for Tracy Hall.

Tony did not have any financial numbers about payback period, cost of the system (as opposed to the whole building project), actual savings, maintenance or annual operating costs. He said wood chips are about \$55/ton right now, and the RMS uses about 300 tons/year. The ash residue is emptied approximately 3 times/week during heating system. The firebox was repaired in 2017.

In New Hampshire, there are a lot of emission requirements that have to be recorded and sent to the EPA and the state. Also, the EPA wants a maintenance report every two years on the system. Depending on BTUs and pounds of emissions generated, there is a fee that the Dresden School District has to pay. It is on the order of \$500 - \$1,000 per year for the entire school system, RMS and HHS. There is a storage drum at RMS for the heavy particulates; it did not look all that large. Tony said it is emptied twice a year. After 40 minutes or so in the huge and high ceilinged furnace room, Priscilla had trouble breathing because of the dust in the air; and of course the wood chip boilers were not operating and the auger was not transporting chips.

Tony noted that the Lyme School and the Lebanon Middle School have pellet boiler systems. He said the maintenance group finds them “finicky”. We have not talked to those schools to get their feedback.

Notes taken by Priscilla Vincent

From: [Priscilla Vincent](#)
To: [Miranda Bergmeier](#)
Subject: One more thing for the packet, please!
Date: Thursday, August 3, 2023 11:46:28 AM

Oil usage for Tracy Hall, for calendar years. (Sorry, not the town's fiscal years)

2019	4,862 gallons
2020	4,006
2021	4,764
2022	4,985
2023 YTD.	2,697. (Most recent oil delivery was May 10, 2023)

I asked Dead River, the town's oil company, for gallons for Tracy Hall only. I did not ask for dollars, because the price per gallon has fluctuated considerably. We remember that Covid shut everything, including Tracy Hall, in mid-March 2020. I don't remember when Tracy Hall was reopened to the public, and more town employees were working there instead of from home.

Priscilla Vincent

From: [Pam Smith](#)
To: [Marcia Calloway](#); [Mary Layton](#); [Roger Arnold](#); [Priscilla Vincent](#)
Cc: [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: Wood Pellet Use in Vermont Schools
Date: Tuesday, August 1, 2023 4:52:32 PM

Hello all,

As part of the research Priscilla and I are doing on the heating system for Tracy Hall, I wanted to share with you a story on WCAX-TV which a Norwich resident was kind enough to send along to me.

<https://www.wcax.com/2023/08/01/wood-pellet-use-is-rise-vt-schools/>

Please include this information in the packet for the August 9, 2023 meeting along with the other information previously submitted.

Thank you.

Pam

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..