

Norwich Selectboard

Special Meeting – September 6, 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 8939US 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. Minutes – August 16 and August 23, 2023 meeting minutes.....Motion(s) required.

3. Correspondence.....Motion required.

4. AP Warrant.....Motion(s) possible.

Public Comments for Items not on the Agenda.

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

- Update on Rosenbloom litigation.
- Update on Hemlock Road.
- Update on reciprocal Assistance Agreement for Mutual Aid.....Motion, Possible.

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

5. Land Management Council Selectboard appointment.....Motion anticipated.
6. RFP for the Compensation Study to hire a selected vendor.....Motion(s) possible.
7. Personnel hiring procedures.....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.

Discussion Items- Issues being framed for future action.

- None

Future Meeting Dates and Potential Topics

- Sept. 13(?) Possible Special Meeting to tour DPW facility; and Sept. 27 Regular Meeting
- **Interim Town Manager’s Office**
 - Personnel Policies – work in progress
 - H.R. structure, ID nature of assistance, scope/purpose – work in process
 - RFPs issued for Compensation Study; Tracy Hall Study; Consulting Engineering Service for Hemlock Rd Slope Failure; Gravel/Ledge Products; Winter Sand; Snow Plowing Assistance
 - Budget preparation for FY 24 – beginning soon
- **Selectboard**
 - Committees: coordination with overall town priorities – beginning soon
 - RFP issued for Town Manager position
 - Norwich/Sharon Town Line – to begin
 - Public Safety – on-going hiring
 - Financial Policies & Procedure – on-going review

Adjournment

**DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, August 16, 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; Stuart Richards; Judith (Judy) Pond; Linda Gray; Wilfred (Will) Smith; Fran De Gasta; John (Jack) Cushman; Lisa Close; Courtney Dobyms; Brendan Classon; Robert Kewer; Jeffrey Grout; Eric Miller; Paul Manganiello; Daniel Goulet; Mary Gorman; Kris Clement; Charlotte Metcalf

Note that sections are presented here in the order they were addressed at the meeting, which may occasionally differ from their sequential item numbering.

Welcome. Meeting was called to order by Calloway at 6:30 PM. She reminded anyone wishing to join via Zoom[®] to present with both first and last names to help prevent unwelcome intrusions, commonly known as “Zoom-bombing.”

1. Agenda. Layton moved, seconded by Arnold, to approve the agenda as amended. **Passed Unanimously.**

2. Minutes. Layton moved, seconded by Smith, to approve the minutes of August 2 with one correction, which will be implemented by Smith. **Passed Unanimously.**

Public Comments for Items not on the Agenda. Stu Richards stood to urge the Board once again to bring the litigation with Katucki concerning Open Meeting Law compliance and enforcement to an immediate conclusion.

3. Tracy Hall Heating. Vincent and Smith reported on their investigation of potential approaches to prepare for heating needs this winter. All agree it is important to consider such options not only because the two oil burners in Tracy Hall are aging and one is currently non-functional but because the Town made the expeditious elimination of fossil fuel usage imperative with passage of Article 36 in 2019. The option remains, however, to meet near-term needs through the purchase of a replacement oil burner or repairs to the existing one that is now inoperable.

In their current research, Smith and Vincent did not consider oil, propane, natural gas, cordwood, or wood chips. In general, their conclusions favor a boiler system burning wood pellets, which are not to be confused with chips. They reported that a consultant

had advised them adopting such a system to replace one of the oil burners would not require extensive alterations of the existing ventilation system, not only saving money but avoiding the permitting requirements likely to be imposed with other solutions.

Layton questioned whether that would indeed prove true. As she had previously, Layton advocated for replacing one burner with a new oil furnace to address shorter-term needs, prevent a frozen-pipe disaster, and allow for greater time to consider longer-term solutions.

Calloway said she would want to see an analysis of what other types of retrofitting might be necessary specifically to accommodate a pellet system, such as silos for the pellets and the piping for their delivery. She wonders too whether it might not be reasonable to continue to rely on Ben Trussell's repair work as means to keep the one oil burner working and perhaps return the other to service. She also said she would welcome the judgment of a professional able to take all factors into consideration, including even options for long-term space usage for Town offices.

Vincent said an additional RFP is in order and sooner rather than later given that winter is now only several months away. She said they've been working with assumptions of approximately \$35,000 to replace one furnace with an up-to-date high-efficiency oil burner or something under \$200,000 for a pellet boiler. She emphasized also that the Town currently enjoys a surplus of available funds to allay the bite of any such investment.

In response to Arnold's assertion that the vote on Article VIII in 2020 simply rejected a \$2MM bond for energy-related investments more generally than the geothermal route, both Smith and Vincent asserted that it was, in fact, widely understood as a firm rejection of any potential geothermal solution.

Arnold stated that as a capital asset, Tracy Hall's energy-related implications must be understood to include not only heating sources but ventilation, design, and functionality, etc., as well. He said the question of what might be an appropriate backup system is open to debate, but not without clear commitment to green energy. He favors either a ground- or air-source heat pump solution and thinks incorporating a pellet burner would be akin to placing another bucket under a leaky roof. As one of the youngest in the room, he advocated for planning for the next generation.

Layton added that she thinks the parameters of a geothermal system were not well enough delineated for the voters leading up to the 2020 vote although she thinks it's actually not particularly complicated. For example, the answer as to where the necessary wells would go is simply the driveway and "they're just wells, people drill wells all the time." Further, she noted that the figures underlying the rejected bond included much more than just implementing geothermal, including ventilation in general and office space usage.

Calloway opened the floor for comments from the general public, cautioning that they should limit their comments to three minutes each.

Judy Pond mentioned that the Upper Valley Music Center, with which she is affiliated, invested about \$400,000 in an entirely new HVAC system using air-based heat pumps and their building has realized savings on electricity and each room has its own climate controls. She said the Town should implement a stop-gap solution for this winter and then adopt a broad-based solution longer term.

Linda Gray, of the Energy Committee, presented a pie chart that had informed the 2020 initiative, which showed 22% of the costs allocated to ground-source heat pump technology while 51% would have gone to ventilation upgrades whose benefits would be more far-ranging. She thinks pellets would be acceptable as a short-term bridge, but she cited literature supporting her contention that in the longer term, they would not prove any better for the environment than burning oil.

Will Smith asserted that geothermal would end up costing much more than the \$2MM in question at the 2020 bond vote and that the voters had indeed decisively rejected it with that vote.

Fran De Gasta said her research suggested geothermal comes with significant negative ramifications itself, as specified by the U.S. Fish & Wildlife Service, such as the need for hazardous waste disposal and potential damage to nearby foundations. She said Renewable Energy Vermont instead advocates air-sourced "cold climate heat pumps."

Jack Cushman, who has served as chair of the Article 36 Taskforce and Solid Waste Committee, said the concerns De Gasta attributed to the Fish & Wildlife Service do not pertain to anything being considered for Norwich and that there would have to be a climate-impact statement for any proposal to employ pellet heating, taking into account what he believes would be its deleterious effects long term.

Lisa Close said she's been very satisfied with the heat-pump retrofit she made in her older home, particularly appreciating its cooling capability.

Courtney Dobyms said she converted to an air-sourced heat pump as well as solar power and now uses no fossil fuel. She's concerned about potential air-quality issues with pellet heating, particularly so close to MCS.

Brendan Classon said ground- and air-based heat pumps are often conflated with each other. His understanding is that the latter does not work as well as the former at higher

temperatures. He asked if the current system is failing, to which Calloway replied that it depends on who you ask.

Robert Kewer said it's not fair to compare ground-sourced heat pumps to pellets without fully accounting for the relatively high lifetime cost of the latter. The Town should also consider the fact that pellet burners have no cooling function. He mentioned that the Kilton Library in West Lebanon, NH, uses a geothermal system, which Vincent said they had not known.

Stu Richards recommended getting some kind of temporary solution in place for this winter, particularly given that replacement parts for the old burner may not be available and Ben Trussell may not be able to keep it running regardless.

Calloway welcomed Jeff Grout via Zoom, the Regional Energy Coordinator for TRROC. He agreed Tracy Hall demands some immediate solution but emphasized that heating, ventilation, and air conditioning are together referred to as HVAC because they're all so interrelated. Any major change to the heating aspect will necessitate renovations encompassing the other component systems as well. He did confirm, however, that a pellet burner could be a "drop-in" solution to replace one of the oil furnaces.

Grout added, though, that the building's ventilation system is not now in compliance in regard to health and safety. Pellets would address the requirements of Article 36, but such a system still involves combustion and their claimed environmental advantage over time is predicated on assumptions about growing the trees involved over decades. He suggested that a workable solution might involve air-sourced heat pumps with a pellet-burner backup.

Via Zoom, Eric Miller, who has a background in air pollution research, said pellets accelerate local air pollution impacts in the short term, which is of particular concern given that the village's location is prone to temperature inversions, which tend to trap air near the ground. He understands it may be necessary to replace the oil burner in the interim and that that might serve well as a backup system in the longer term as well. He favors the adoption of a heat pump system in the end, but the costs should be well specified before any proposal is put before the voters.

Paul Manganiello spoke against pellets, saying the entire life cycle must be considered for the growing, harvesting, and transportation of the wood involved, and that any solution will have HVAC implications regardless of the heat source involved.

Dan Goulet added via Zoom, "This is a fine mess you've got yourselves into, ladies." He went on to say he doesn't understand how geothermal heating could work with soil so cold and that the likely need for an easement from the church next door should be

considered. He said it should be borne in mind that pellets are made from waste wood and he personally loves his stove.

Via Zoom, Mary Gorman chimed in to say there's "no such thing as clean energy," since every system has negative implications. She said the Town should seriously evaluate its needs for building space long term and how they may be affected by the trend toward a hybrid workforce in which work time is split between home and office.

After a quick Google, Arnold reported that the Kilton Library has 12 wells to satisfy its needs for heating and cooling but has a pellet boiler in reserve.

Layton posed the question of how "mini-splits" might figure into plans for Tracy Hall, which enable heating and cooling on a very localized basis. Calloway wondered if one might work well as an interim solution to address the needs of the Town Clerk's offices in particular.

Smith moved, seconded by Vincent, to authorize up to \$200,000 to purchase the pellet boiler system as proposed by Lyme Green Heat and take the funds from the Emergency and Unanticipated Reserve Fund because this has reached emergency status. Vincent, Smith, Yes; Arnold, Calloway, Layton, No. **Motion Failed.**

Cushman asked what the plan might be for pellet storage and what volume of pellets might be required and what their cost might be over the next twenty-five years. In response, Vincent noted that no one had similarly asked what would be the expense for electricity over the life of a heat-pump system and wondered if it was being assumed that such needs would be met entirely from renewable sources. Arnold replied that the best application likely would involve investment in solar power as well.

Smith reminded that a previous Board had refused to place her proposal for solar power investments on a town meeting warrant.

Pond suggested modifying the motion to say "look into" rather than making a commitment to spend.

Layton objected that instead of what was proposed in the motion, what was needed was a "smaller intervention just to get through the winter." Kewer asked whether a pellet boiler really could be deployed in time for the coming winter. Vincent and Smith assured that that is what they have been told. Via Zoom, Kris Clement wondered if the question necessarily must be posed as an either/or situation and whether a smaller pellet-burning unit couldn't be sufficient to replace the failed oil burner.

Duffy recommended the Board stay the course and wait for any responses to the current RFP, due within a week and a half. He would welcome the expertise of a consultant regarding mini-splits, for example, which he himself does not possess.

Smith asked Duffy when a contingency plan for a heating crisis in Tracy Hall will be available. He responded that a key element of the plan would be to use the Health & Safety building's community room on an emergency basis, while another would be for many employees to work from home. He also said the records in the Town Clerk's offices, including the vault, need not be made available upon request, but rather within three days, as specified by statute. He averred it was certainly not necessary to rent any offices in advance, considering the more than sufficient stock of commercial-grade space available already for the foreseeable future. Smith asked for a plan in writing.

Charlotte Metcalf on Zoom said it would be a shame if the Town's operations had to be moved simply because the Board was unwilling to replace the non-functioning boiler.

Arnold moved to adjourn but did not immediately receive a second.

Layton moved, seconded by Calloway, to replace one oil burner in Tracy Hall. Vincent, Arnold, and Smith, No; Calloway and Layton, Yes. **Motion Failed.**

By consensus, it was decided to schedule a special meeting for the week after the next regular meeting, which will be on the twenty-fourth, by which date the response to the RFP should be known.

Adjournment. Arnold, concluding by saying he draws "inspiration" from the fact the Town so clearly backs the goals outlined in Article 36, again moved to adjourn, this time seconded by Layton. **Passed Unanimously.**

Meeting Adjourned: 9:11 PM.

Respectfully submitted,
Ralph C. Hybels
Minutes Taker

Approved by the Selectboard on

Marcia Calloway, Selectboard Chair

PLEASE NOTE: JUNCTION ARTS & MEDIA (formerly CATV) POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.

**DRAFT Minutes of the Selectboard Meeting of
Wednesday, August 23, 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; John (Jack) Cushman; Linda Gray; Yanmei Lin; Cheryl Lindberg, Treasurer

Note that sections are presented here in the order they were addressed at the meeting, which may occasionally differ from their sequential item numbering.

Welcome. Meeting was called to order by Calloway at 6:33 PM. She reminded anyone wishing to join via Zoom® to present with both first and last names to help prevent unwelcome intrusions, commonly known as “Zoom-bombing.”

1. Agenda. Layton moved, seconded by Vincent, to approve the agenda as amended. **Passed Unanimously.**

2. Minutes. Calloway reported that Cheryl Lindberg, Town Treasurer and Administrative Clerk of the Listers, requested a correction to the minutes of August 9, 2023. Layton moved, seconded by Smith, to approve the minutes of August 9 with that correction, which will be implemented by Smith. **Passed Unanimously.**

3. Correspondence. Calloway reported the receipt of “a lot” of correspondence on many topics, as reflected in the packet for the current meeting. She also said David Hubbard has resigned as a long-time member of the Watershed Land Management Council. The Board thanked him for his service.

Layton moved, seconded by Vincent to accept the correspondence as submitted. **Passed Unanimously.**

4. AP Warrant. Smith raised the issue again of requiring relevant account numbers be included on financial documents for Board consideration. She said there already has been a motion passed to that effect but the policy seems not to have been implemented. Calloway asked her to find that motion and bring it back to the Board's attention. Smith agreed she would, but Calloway asked for Board consensus support on the matter in the meantime, to which there was no objection.

Regarding the contract with Better Bin, discussed at a previous meeting, Jack Cushman volunteered by Zoom that he's personally found their app has helpful information and that the better consumer sorting it encourages may lower costs and increase revenues to the Town. Vincent said the Solid Waste Committee should better publicize the app's rollout. From the audience, Linda Gray said some preparatory work is still needed before its implementation ought be publicized.

Layton moved, seconded by Vincent, to approve the AP Warrant number 1021 in the amount of \$247,688.43. **Passed Unanimously.**

Interim Town Manager Report. Duffy reported that efforts continue to determine a shorter-term access plan for Hemlock Rd., while being still unable to contact a particular abutting landowner has been a significant hindrance. It appears access by building a bridge across the river to an existing emergency exit on the interstate also is not a tenable prospect. He said they'd just had an "exploratory call" with FEMA, in part to establish a particular contact person there. Duffy hopes a meeting scheduled later in the week will lead Hemlock Rd. to be classified again as an emergency situation. DPW plans to erect more substantial barriers to prevent additional unauthorized activities on the road, which have been further complicating things.

Yanmei Lin, a resident on New Boston Rd. who also owns property on Hemlock, asked if it's permissible to park and walk in from a pulloff near the road closure signs and Duffy said it was. In response to her question about fuel-truck access this winter, Duffy said as of now it's not allowed but he will investigate further what can be done in that regard. He also said the Town has done all thus far required by FEMA and will continue to update residents on close to a weekly basis.

Cheryl Lindberg, in her capacity as a lister, asked via Zoom what arrangements can be made for appraisers to examine properties on Hemlock Rd. Duffy said they should expect "a brisk three to five minute walk" to get in and advised they should contact the owners in advance to arrange to see interiors.

Duffy also reported an offer to a Finance Director candidate has been accepted with a start date of August 28. He will wait to provide further information until that date.

Duffy said the new Interim Police Chief continues to settle in, now in his fourth week. He also said three new electronic speed signs are now on order and will be used at least initially to replace the three that are currently inoperable. He does not know whether those can be repaired. Duffy said he's contacted Green Mountain Power to inquire what may be necessary to install the new signs, including any permitting, and is hoping to find a local electrician to do the work.

Regarding the DPW, Duffy said the structural steel repairs at their facility have been completed for less than expected. He asked that the Board schedule a site visit in September, which was agreed.

On the Recreation Department, Duffy said things are quieter around Tracy Hall now that summer camp season has ended. He also said the Assistant Recreation Director position will be advertised.

Duffy said the outstanding RFPs for a compensation study and Tracy Hall improvements have garnered some responses and he expects more as their deadlines very soon approach. The Town Manager position's RFP has thus far yielded only a couple responses, but its deadline is not so imminent as are the others.

In the Interim Finance Director's stead, Duffy summarized Joyce Hasbrouck's report, which is presented in the packet for this meeting. He said he found her piecharts especially illuminating. Smith asked why the report did not specify grants receivable from VTRANS to offset outlays for new culverts. Duffy said he would ask Hasbrouck to clarify that via email.

Layton moved, seconded by Arnold, to appoint Joyce Hasbrouck and all future Finance Directors as the Town of Norwich Audit Coordinator, and to direct that all criteria set out in the Interim Finance Director's memo of August 9, 2023, be observed for collection and collation of audit materials produced on behalf of the Town and Town subsidiaries. Calloway, Layton, Arnold, Vincent, Yes; Smith, Abstain. **Motion Passed.**

5. Update on Katucki and Rosenbloom litigation. Layton moved, seconded by Vincent, to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1). **Passed Unanimously.**

Layton moved, seconded by Vincent, to enter Executive Session under 1 V.S.A. § 313(a)(1)(E) to receive information regarding pending civil litigation to which the public body is a party, and to invite legal counsel and the Interim Town Manager. **Passed Unanimously.**

Entered Executive Session: 7:04 PM

Layton moved, seconded by Arnold, to enter public session. **Passed Unanimously.**

Entered Public Session: 8:06 PM.

6. Applicants for an open position on the Recreation Council. Steven Hepburn came to the table to request appointment, explaining that while it was not long ago that he and his wife moved to Norwich from New Hampshire with their one young son, his interest was immediately drawn to the recreation and sports programs available here, in whose governance and advocacy he presently sought to serve. Vincent moved, seconded by Smith, to appoint Steven Hepburn for the open position on the Recreation Council for a three-year term. **Passed Unanimously.**

7. Baseball Field Contract Amendment. Layton moved, seconded by Vincent, to amend the Baseball Field contract as recommended by the Interim Town Manager to pay for only the work done to date. **Passed Unanimously.**

8. Cassella Contract Renewal. Arnold asked about concerns raised by citizens observing a seemingly insufficient number of food-waste totes at the Transfer Station. Duffy said that while he doesn't know details, he understands the DPW is working toward a solution. Via Zoom, Cushman said research done by the Solid Waste Committee suggests opening the food composting contract to competitive bids might yield considerable savings.

Calloway said the issues raised may best be addressed in upcoming budget discussions.

Layton moved, seconded by Vincent, to authorize the Interim Town Manager to sign the Casella Renewal Contract for a term ending March 31, 2024, pursuant to the new rate sheet provided and included in the August 23, 2023 Selectboard packet. **Passed Unanimously.**

9. Appoint Voting Delegate, VLCT annual mtg, 9/26/23, S. Burlington. Layton, seconded by Vincent, to nominate Miranda Bergmeier as the Town of Norwich voting delegate for the VLCT Annual Meeting on September 26, 2023 in South Burlington, Vermont. **Passed Unanimously.**

10. Interim Town Manager Review. Layton moved, seconded by Vincent, to enter Executive Session under 1 V.S.A. § 313(a)(3) to discuss the evaluation of a public officer or employee, and to invite the Interim Town Manager as appropriate. **Passed Unanimously.**

Entered Executive Session: 9:15 PM

Arnold moved, seconded by Layton, to enter public session. **Passed Unanimously.**

Entered Public Session: 10:31 PM.

Adjournment. Layton moved to adjourn, seconded by Smith. **Passed Unanimously.**

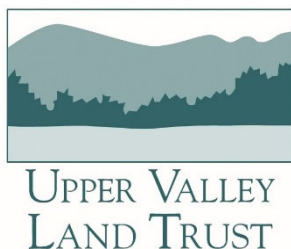
Meeting Adjourned: 10:35 PM.

Respectfully submitted,
Ralph C. Hybels
Minutes Taker

Approved by the Selectboard on

Marcia Calloway, Selectboard Chair

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August 21, 2023

To: Norwich Select Board

From: Jeanie McIntyre, President, Upper Valley Land Trust

RE: Changes to Brookmead Conservation Area Trailhead Access, Turnpike Road

I am writing to address materials that have been entered into the public record concerning construction of trailhead parking on land owned by the Upper Valley Land Trust on Turnpike Road. Apparently a few weeks ago several neighbors communicated by email about this construction and one of them later provided that email correspondence to the Select Board after she called into a Select Board meeting to comment. The result is that incomplete and misleading information is now in the public record. Although the Select Board may in fact have no jurisdiction over the matter itself, the Upper Valley Land Trust wishes to comment to correct the public record that has been created.

The Upper Valley Land Trust (UVLT) has owned property on Turnpike Road since 2015. UVLT manages its property for conservation and maintains trails to which the general public, including Norwich residents, has access without charge. At times the trailhead parking that UVLT constructed in 2015 has been at or near capacity and UVLT has received complaints from a neighboring business owner about spillover impacts of the parking area, including impacts of UVLT's maintenance contractors and users. As UVLT considered how to expand and design more suitable parking, some of the considerations included: protection of water resources including riparian buffer of a stream draining into Blood Brook; adequate size to accommodate levels of use throughout the year; parking lot safety given potential shared use by equipment used for agricultural, forestry and conservation research; minimizing spillover impacts on the neighboring business.

After consulting with contractors and Norwich's Public Works director, UVLT chose to relocate the parking expansion to its existing farm access point further south on Turnpike Road. During a visit to this access point last fall, the Public Works Director commented that the sight distances were good and expressed no concerns about traffic safety. UVLT completed the permit application that then Planning Staff indicated was necessary and received approval before construction began.

It is important to acknowledge the transitions in staffing within the Norwich Planning Department over recent years. UVLT has communicated about its trailhead parking with at least four different people in that department. Back in 2015, UVLT was told by the then Planning Director that construction of trailhead parking did not require a zoning permit. This interpretation has been confirmed by subsequent staff. Last fall (2022), planning staff advised that UVLT would need approval from Public Works for entrance onto a Town Road. UVLT obtained a permit for the entrance. UVLT was not told at the time that a separate zoning permit would be needed for the 40 feet of driveway between the entrance and the

parking lot. This summer, after current planning staff determined that a zoning permit was required, UVLT promptly applied for a zoning permit for the 40-foot driveway and received approval.

Norwich staff have confirmed that the completed construction of UVLT's trailhead parking, driveway and entrance onto Turnpike Road meet the Town's requirements. Some of the comments now in the public record are misleading or wrong. UVLT's parking area is not a "commercial parking lot." No fees are charged to users. The individual whose email commented on sight distances did his measurements before the access was completed and the lot was opened. After UVLT removed vegetation prior to completion, all the sight distances exceeded the requirements. Also in the now-public email thread are comments about the Americans with Disabilities Act and the National Environmental Policy Act (NEPA). These federal laws are not relevant to the location of the parking access or construction of the driveway. Whereas the Town of Norwich may have had experience with various statutes that pertain to activities and policies of schools and municipalities, UVLT is not a public agency nor a part of Town government. UVLT is a private, non profit organization using private funds to manage its land and trails. Moreover, the relocation and expansion of trailhead parking and access is in no way discriminatory nor a threat to natural or cultural resources. In fact, it reduces risks to water resources.

In oral testimony and in the e-mail thread, the Select Board has heard from several people who are concerned about the safety of runners, walkers, cyclists and children on Turnpike Road. UVLT wants to be clear that the relocation of trailhead access does not increase traffic on Turnpike Road or reduce safety. In fact, it reduces the distance that visitors to UVLT's property will be driving on Turnpike Road and it improves the safety of those using the parking access.

During the process, UVLT has consulted with Town staff and complied with all Norwich regulations as they have been explained to us. We appreciate the professionalism and follow-through of Town staff. Thank you for adding this comment to the public record.

From: [Cheryl Lindberg](#)
To: [Brennan Duffy](#)
Cc: [Finance](#); [Treasurer](#); [Select Board](#)
Subject: AP Warrant feedback from 8/23/23 meeting
Date: Thursday, August 24, 2023 12:02:51 PM

Hi Brennan,

In reviewing the invoices for last night's accounts payable warrant in the SB packet, I notice that the work done by Webster & Donovan Excavating was drawn from the General Fund and the designated fund Bridge Rehab. As has been mentioned, instead of one warrant last night, there should have been two warrants – one for the General Fund and one for the Bridge Fund so that tracking of the activity in that fund is reflected at a SB meeting. I hope the new Finance Director can be trained with this fund accounting approach.

Also, it would be appreciated if you would request that the expenditure account numbers be included on the warrant. This is a simple click of a box to include them right before the printing of the warrant.

Both of these procedures have been done in the past, so I know that the understanding of how to do each is known.

Please include this email in the next Selectboard packet.

Thank you,

Cheryl

Cheryl A. Lindberg
Treasurer
Town of Norwich

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

08/30/23
09:55 am

Town of Norwich Accounts Payable
Check Warrant Report # 1033 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 09/06/23 To 09/06/23

Page 1 of 1
ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
NORSCHOOL NORWICH SCHOOL DISTRICT	08/24/23	FY24 PARTIAL 1ST HALF PMT FY24 1ST HLF	01-2-001123.00 SCHOOL DISTRICT TAX	3948914.56	13613	09/06/23
Report Total				3948914.56		

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 \$ *3,948,914.56
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wähler
Ashley Wähler

Town Manager: Brennan Duffy
Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

08/31/23

Town of Norwich Accounts Payable

03:11 pm

Check Warrant Report # 1034 Current Prior Next FY Invoices For Fund (POLICE CRUISER)
For Check Acct 03(General) All check #s 09/06/23 To 09/06/23 & Fund 11

ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HARDWIRED HARD WIRED AUTO ELECTRONI	08/23/23	PD-OUTFITTING FORD HYBRID 2502	11-5-500322.00 POLICE CRUISER	15559.70	13621	09/06/23
Report Total				15559.70		

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 \$ ****15,559.70
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

08/31/23
03:12 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1035 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 09/06/23 To 09/06/23 & Fund 01

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ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
NORSCHOOL	08/24/23	NORWICH SCHOOL DISTRICT FY24 PARTIAL 1ST HALF PMT	01-2-001123.00	3948914.56	13613	09/06/23
		FY24 1ST HLF	SCHOOL DISTRICT TAX			
COTT	08/30/23	COTT SYSTEMS INC TC-MAPS SCANNED 155126	01-5-100341.00	1115.00	13619	09/06/23
			RECORD RESTORATION			
EAGLEPOIN	08/09/23	EAGLE POINT GUN/T.J. MORR PD-TRAINING SUPPLIES 136105	01-5-500543.00	513.78	13620	09/06/23
			TRAINING SUPPLIES			
VANARMANJ	08/03/23	JAY VANARMAN DPW-STRAW BALES>MULCHING 803BALES	01-5-703209.00	132.00	13622	09/06/23
			CULVERTS & ROAD SUPPLIES			
LAWSON	06/21/23	LAWSON PRODUCTS, INC. DPW-ASSRTD SUPPLIES 9310711116	01-5-703403.00	476.26	13623	09/06/23
			PARTS & SUPPLIES			
LAWSON	06/30/23	LAWSON PRODUCTS, INC. DPW-SEAL TITE GREASE 9310736573	01-5-703403.00	14.36	13623	09/06/23
			PARTS & SUPPLIES			
LAWSON	07/01/23	LAWSON PRODUCTS, INC. DPW-ASSRTD SUPPLIES 9310737069	01-5-703403.00	1170.88	13623	09/06/23
			PARTS & SUPPLIES			
LAWSON	07/14/23	LAWSON PRODUCTS, INC. DPW-SOCKET SET & CORDS 9310768082	01-5-703507.00	558.59	13623	09/06/23
			SUPPLIES			
LAWSON	07/24/23	LAWSON PRODUCTS, INC. DPW-SOCKET SET 9310790019	01-5-703513.00	570.83	13623	09/06/23
			TOOLS			
SOLAFLECT	06/30/23	SOLAFLECT SOLAR PARK I, L FY23 SOLAR TRUE UP TRUEUP23	01-5-485233.00	937.89	13624	09/06/23
			ELECTRICITY			
SOLAFLECT	06/30/23	SOLAFLECT SOLAR PARK I, L FY23 SOLAR TRUE UP TRUEUP23	01-5-703501.00	2821.57	13624	09/06/23
			ELECTRICITY			
SOLAIV	06/30/23	SOLAFLECT SOLAR PARK IV, FY23 SOLAR TRUE UP TRUEUP23	01-5-500204.00	19.50	13625	09/06/23
			SPEED SIGNS			
SOLAIV	06/30/23	SOLAFLECT SOLAR PARK IV, FY23 SOLAR TRUE UP TRUEUP23	01-5-575233.00	33.05	13625	09/06/23
			TOWER POWER			
SOLAIV	06/30/23	SOLAFLECT SOLAR PARK IV, FY23 SOLAR TRUE UP TRUEUP23	01-5-703501.00	3759.46	13625	09/06/23
			ELECTRICITY			
SOLAIV	06/30/23	SOLAFLECT SOLAR PARK IV, FY23 SOLAR TRUE UP TRUEUP23	01-5-705501.00	-2837.31	13625	09/06/23
			ELECTRICITY			
SOLAIV	06/30/23	SOLAFLECT SOLAR PARK IV, FY23 SOLAR TRUE UP TRUEUP23	01-5-706115.00	-203.54	13625	09/06/23
			BNDSTND/SIGN/EVCH ELECTRI			
WEBSTER	08/18/23	WEBSTER & DONOVAN EXCAVAT DPW-BVR MDW RD CULVERT 6852	01-5-703321.00	34300.00	13626	09/06/23
			BRIDGES			

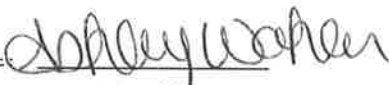
08/31/23
03:12 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1035 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 09/06/23 To 09/06/23 & Fund 01

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ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				3992296.88		

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 \$ *3,992,296.88
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Woller

Town Manager: 
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) 649-0127

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

Name: Craig Layne

Address: 782 Tigertown Road (Mailing address is White River Junction, VT 05001)

Day phone: 603-646-1265

Evening phone: 802-296-7298

E-mail: craigdlayne@gmail.com

Position Applied For: Fire District Watershed Land Management Council

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

Terms: NA

Years: NA

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

Evening: Yes Morning: Yes

Are there other restrictions on your availability? No

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

Experiences

Invasive Plant Removals
Water Quality Studies
Analytical Chemistry
Land Management

Science Education
Limnology and Stream Ecology
Environmental Consulting
Wetlands and Forest Ecology

Skills

Ecological Field Methods
Aquatic Sampling
Data Processing

Wildlife Monitoring
Taxonomy
Statistical Analyses

Interests

Natural History

Applied Ecology & Conservation

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:

Norwich Conservation Commission (current)
Trails Committee (current)
Milton Frye Nature Area Committee (current)
Linking Lands Alliance (current)
SE VT Regional Planning – Natural Areas (RPC committee)
Land Conservation and Trails (NSB *ad hoc* exploratory committees)
Biodiversity Committee (HC)

5. Current Employment:

Name of Company: Dartmouth College Location: Hanover, NH
Title: Ecology and Evolution Experiential Learning Facilitator
Describe your work: I design, coordinate and instruct laboratory experiences for undergraduates in a variety of ecological areas for a variety of ecology and evolution classes offered by the biology department.

6. Pertinent Education:

Masters of Arts in Teaching, Science Education, Miami University
Masters of Science, Freshwater Ecology, Bowling Green State University
Naturalist and Ecologist Training Program, University of Michigan
Bachelors of Science, Biology, Water Resources and Chemistry,
University of Wisconsin Stevens Point

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?
No.

Comments: I would like to serve as an LMC member to fill out the unfinished term, currently an open position, to help establish, update, and implement goals, objectives, and actions of the management plan for the multi-use land holdings within the Fire District watershed. I have already periodically been a consultant to LMC members regarding trails, other recreation, wildlife, contiguous forest blocks, stream ecology, vernal pool protections, and invasive plants control.

Signature Craig D. Layne

Date 24 August 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: David Hobson

Address: 47 Blood Hill Road

Day phone: (802) 649-1140

Evening phone: (802) 649-1140

E-mail: dahobson@pm.me

Position Applied For: Watershed Land Management Council

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

None

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

Vermont-licensed forester with 20 years' experience in field forestry, writing

management plans (including VT current use), GIS, forest inventory analysis,

and growth and yield modeling.

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:

Norwich Conservation Commission, 2012-2019

5. Education and Current Employment

Name of Company: Eastwood Forests, LLC

Location: Remote

Title: Director of Forest Analytics

Describe your work:

Analyze forest inventory and spatial data for large-scale timberland properties.

6. Pertinent Education and/or Experience:

Master of Forestry, Yale University (2004)

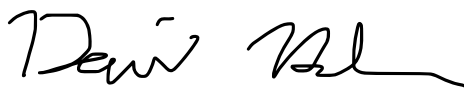
B.A. Molecular Biology, Princeton University (1996)

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

8/28/2023

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: Kit Burgin

Address: 172 Ladeau Road

Day phone: 904-891-4706

Evening phone: 904-891-4706

E-mail: kit.r.burgin@gmail.com

Position Applied For: Land Management Council

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:

My work schedule is flexible, but it would take priority.

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

Masters of Forest Resources Degree with a focus on business

Work for The Lyme Timber Company and help manage over 1 million acres.

Worked in outdoor education for 4 years with middle and high school students.

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:

I am currently on the finance committee of the North Carolina Coastal Land

Trust.

5. Education and Current Employment

Name of Company: The Lyme Timber Company Location: Hanover, NH

Title: Portfolio Analyst

Describe your work:

Help with the day to day management of hardwood forest across the eastern United States. These are working forests with access to the public.

6. Pertinent Education and/or Experience:

Masters of Forest Resources from the University of Georgia

Worked in land management for 8 years.

Worked in outdoor recreation for 4 years.

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:

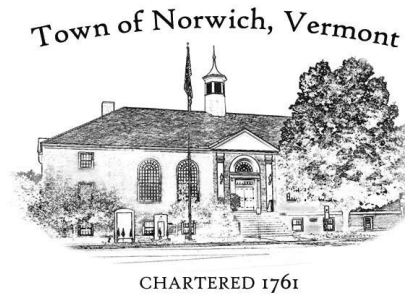
I would love to get involved with managing the town forests. I believe my skill set and fresh perspective on issues could be a big benefit for the council.

Signature

Kit Burgin

Date

8/28/2023



MEMO

TO: Selectboard

FROM: Brennan Duffy, Interim Town Manager

RE: Selection recommendation for Town of Norwich Compensation Study

DATE: September 1, 2023

Following the submittal deadline on August 24th the Town has received four qualified vendors interested in the work described in the RFP for a Town of Norwich Compensation Study (Study), issued on July 24, 2023.

Upon review of the submittals by the Town Manager and Asst. Town Manager we recommend that a contract be executed with the firm GovHR USA (GovHR), based in Northbrook, IL. The recommendation is made based on GovHR's thorough proposal, understanding of the work to be completed, similar previous work with several other Vermont municipalities and the fact that their cost proposal was significantly lower than that of the other submittals. We have also been able to contact several references from past project and these have been very positive.

The GovHR proposal anticipates being able to start the work within 4-6 weeks of an executed contract and estimates approximately 90 days to complete the Study. Their proposal defines a logical 14-week work schedule from start to finish.

The total cost of this contract will be approximately \$17,000. We recommend that this funding expense could be allocated to the Unanticipated Fund #50.