

Norwich Selectboard  
 Regular Meeting – February 14, 2024 – 6:30 p.m.  
**Participation: Hybrid In Person & ZOOM & JAM**

ZOOM access information: <https://uso2web.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.

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

- 2. Rick Brigham, Auditor .....Motion(s) possible.
- 3. Tim Baker FEMA Complex Project Manager, Infrastructure Branch Director, regarding Hemlock Road 7 p.m. ....Motion(s) anticipated.
- 4. Update on Collective Bargaining Union Negotiations, Executive Session pursuant to 1 V.S.A. § 313(a)(1)(B) to discuss labor relation agreements with employees.....Motion(s) anticipated.

**Public Comments for Items not on the Agenda.**

**Correspondence, AP Warrant, Minutes** – SB considers each category.

- 5. Minutes of January 20 and 24, 2024.....Motion(s) anticipated.
- 6. AP Warrant.....Motion(s) anticipated.
- 7. Correspondence .....Motion(s) anticipated.

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

- 8. Police Department request to purchase body cameras.....Motion(s) possible.
- 9. Town Line/Tax Border Dispute.....Motion(s) possible.
- 10. Affordable Housing VCDP grant application.....Motion(s) anticipated.
- 11. Approve AOT Mileage Certificate.....Motion(s) anticipated.
- 12. Minute taker .....Motion(s) possible.
- 13. Pedestrian corridor.....Motion(s) possible.
  - a. Development of the Beaver Meadow Road pedestrian corridor using Sidewalk Fund #27.
  - a. Amendment of Sidewalk Fund #27 purpose to add the words “and maintenance.”

**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.

- Town Clerk Q4 Clerk’s Report – October to December 2023

**Discussion Items** – Issues being framed for future action.

- Preparation of Selectboard Town Meeting Presentation.
- Town Manager reports

**Future Meeting Dates and Potential Topics**

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	2/28/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business	
Monday	3/4/2024	Town Informational Meeting in Tracy Hall & JAM	7:00 p.m. Town Informational Meeting Presentations	
Tuesday	3/5/2024	Voting in Tracy Hall Auditorium	7:00 a.m. to 7:30 p.m. Town and School Elections	
Wednesday	3/13/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard post-election organization and business	
Wednesday	3/27/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business	

- Ongoing and future work
- **Town Manager’s Office**
  - Personnel Policies – work in progress
  - H.R. structure, ID nature of assistance, scope/purpose – work in progress
  - Compensation Study – in progress
  - Tracy Hall Study – in progress
  - Energy Study – expected imminently
  - On-going hiring and interviews for open positions
  - Budget preparation for FY 25 – complete
  - Town Report
  - Personnel Policies
  - HR Structure
- **Selectboard**
  - Handbook for Committees, Boards, Commissions – in progress
  - Committees: coordination with overall town priorities – beginning soon
  - Financial Policies & Procedures – on-going reviews
  - Preparation for Town Meeting – in progress

**Adjournment**

# Town of Norwich Audit Report

June 30, 2023

can be found on the Norwich website at

[2023 Town Audit Report](#)

**DRAFT Minutes of the Norwich Selectboard Meeting of  
Saturday, January 20, 2024**

This special meeting was held in hybrid format in Tracy Hall meeting room with by Zoom and Jam broadcasting by You-Tube.

Members of the public body in attendance<sup>1</sup>:

- At Tracy Hall: Marcia Calloway, Chair; Mary Layton, Vice Chair; Pamela Smith; and Priscilla Vincent.
- Roger Arnold was not present.

Town Manager Brennan Duffy attended via Zoom.

Other active participants in the meeting<sup>2</sup>:

- Members of the public present in Tracy Hall:
  - From Norwich: Matt Swett, Peter Orner
- Members of the public appearing on Zoom: Barrie Rosalinda, Emily Scherer, Jaan Laaspere, Bob Pape

**Welcome.** Meeting was called to order by Calloway at 2:02 p.m.. Calloway reminded everyone that full names are required for admission to the Zoom platform to eliminate “Zoom bomb” interruptions and delays in the meetings; and, people trying to get admitted to meetings may contact Selectboard members to be identified for admission. Calloway reiterated that the purpose of the meeting was to listen to the voting public of Norwich as to how we should use surplus monies which were budgeted but not spent.

**1. Agenda.** Motion to approve the agenda by Layton; seconded by Smith. Layton, Smith, Vincent, Calloway: Yes. **Motion Passed.**

**Public Comments for items not on the agenda:** Matt Swett noted that, at the January 17, 2024 public meeting regarding the surplus, Cheryl Lindberg stated there was \$600,000 in the Fire Department account. Swett clarified that the actual figure is closer to \$203,000 currently but will be drawn down to \$175,000 or \$180,000 by the end of the fiscal year due to approved spending. Finance Director Barrie Rosalinda confirmed that Swett was correct and offered that Lindberg may have been quoting the audit figures.

Vincent offered information she received from Suzanne Stofflet, that Stofflet is in favor of monies for Hemlock Road.

Layton had information from speaking with Jeannie Kornfeld, to be offered during the discussion of surplus spending.

**Listening Session to Present Information, Gather Public In-put, Answer Questions regarding Use of Surplus Funds:** Calloway referred to the five sheets of paper posted on the board and explained the genesis of the surplus funds under discussion, specifically:

- \$1,800,000.00 previously budgets monies which were not spent
- - 100,000.00 previously budgeted for police equipment which is not yet received/paid for
- \$1, 700,000.00 uncommitted surplus
- - 700,000.00 voted by Selectboard as part of the next budget to buy down the amount of tax to be collected
- **\$1,000,000.00 surplus under discussion**

The other four sheets of paper identified ideas the Selectboard had discussed as possible uses for the surplus. Specifically, Tracy Hall Fund #13, Fire Apparatus Fund #6, Highway Garage Fund #8, Generator Fund #46.

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<sup>1</sup> 1 V.S.A. § 312(b)(1)(A)

<sup>2</sup> 1 V.S.A. § 312(b)(1)(B)

As to sidewalks in general versus the proposed pedestrian corridor. Question about sidewalks included the purpose of existing Sidewalk Fund #27 vis-à-vis proposed monies for a pedestrian corridor from Heritage Lane to Barrett Memorial Park, and Huntley Street to Moore Lane. Calloway read the Fund #27 purpose: “the development and construction of sidewalks and bike paths.” Layton explained the original idea of Fund #27 was to save money for sidewalk renovations. Jaan Laaspere, Planning Commission Chair, mentioned the new Multi-modal Subcommittee; they will create an inventory to update the master plan for a holistic vision. Vincent pointed out the sidewalk inventory in the January 24, 2024 Selectboard packet. Personally, Laaspere favors of the proposed pedestrian corridor with \$80,000 to \$90,000 allocated from surplus monies. Andy Scherer spoke in favor of expanded, additional paths and walkways. Duffy clarified that four-season maintenance is still an outstanding question, and Peter Orner echoed that understanding. Selectboard members discussed and, with Duffy’s clarification, confirmed that monies already allocated to an existing fund, such as Sidewalk Fund #27, can be spent by the Selectboard for the fund purpose approved by the voters; however, another additional warrant article(s) would be needed for voters to allocate part of the surplus funds for any particular existing fund or for a new fund. Layton was concerned about the genesis of the \$80,000 to \$90,000 cost of the proposed pedestrian corridor; Layton and Smith requested a basis for the number. Duffy explained that the Beaver Meadow/proposed pedestrian corridor is a new idea and the existing Sidewalk Fund #27 does not have much money in it, therefore he thinks there is a need to ask for more money. Duffy also confirmed he has spoken with TRORC and DuBois & King regarding the cost of a study, etc. Orner supported language for the creation of the two pedestrian corridors. Selectboard members indicated a desire for proposed language that implied a date for work to be done.

As to Tracy Hall and input from students, Layton had spoke with Jeannie Kornfeld, Hanover High School (“HHS”) science teacher. “March Intensive” courses are developed each year for the following year. Kornfeld indicated an interest in developing a course related to Tracy Hall’s climate and historical preservation issues with attention to architecture and interior space. Kornfeld also mentioned Scott Stokoe of Dartmouth’s organic farm regarding design; Casey Kelsey, HHS Science and Engineering teacher; and, Chrissy Morley of Marion Cross School Environmental Education regarding ideas for younger children to be involved.

**Public comments concerning use of surplus monies:**

Person	Climate	Tracy Hall	Sidewalks	Fire Dept	Police/ Public Safety	Affordable Housing	Highway Dept	Hemlock Road
Suzanne Stofflet								X
Peter Orner			X 80-90,000					
Andy Scherer			X 80-90,000					
Jaan Laaspere			X per master plan					
Mary Layton		March Intensive course focusing on Climate & Historical preservation issues; connecting students with architects now.						

**Adjournment:** Smith moved to adjourn. Seconded by Vincent. Layton, Smith, Vincent, Calloway: Yes.  
**Motion Passed.** Selectboard adjourned at 3:03 p.m.

Respectfully submitted,

Marcia S. Calloway, Chair  
Norwich Selectboard

**DRAFT Minutes of the Norwich Selectboard Meeting of  
Wednesday, January 24, 2024**

This regular meeting was held by in person in Tracy Hall and via Zoom with JAM broadcasting on You-Tube.

All members of the public body present in Tracy Hall<sup>1</sup>: Marcia Calloway, Chair; and Priscilla Vincent.

All members of the public body present via Zoom: Mary Layton, Vice Chair; Roger Arnold; Pamela Smith. and Priscilla Vincent.

All other active participants in the meeting<sup>2</sup>: Brennan T.M. Duffy, Town Manager; Barrie Rosalinda, Finance Director.

People in Tracy Hall: Matt Swett, Alex Northern, Chris Rimmer.

People on Zoom: Fred Carter, Emily Scherer, Colleen Fox, Nan Carroll, Demo Sofronas, Doug Wilberding, Chris Kaufman, Alberto Paniagua, Cheryl Lindberg, Matt Romei, Jaan Laaspere, Peter Orner, Elliot Harik, Lily Trajman, Katie Crouch, C.E. Spencer.

**Welcome.** Meeting was called to order by Calloway at 6:30 p.m.. Calloway reminded everyone that full names are required for admission to the Zoom platform to eliminate “Zoom bomb” interruptions and delays in the meetings; and, people trying to get admitted to meetings may contact Selectboard members to be identified for admission.

**1. Agenda.**

- Vincent moved to approve the agenda; seconded by Layton. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

*The following minutes reflect*

*“all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same.”<sup>3</sup>*

*“the results of any votes, with a record of the individual vote of each member if a roll call is taken.”<sup>4</sup>*

**Public Comments.**

- Smith asked if the agenda could be amended to discuss whether the Town Manager report should be written instead of verbal. The Selectboard agreed to put the topic on a future agenda but not amend the current agenda.
- Smith and Lister Lindberg asked about the town boundary issue that the Listers had mentioned previously. Calloway reiterated that, as posted on the agenda, the SELECTBOARD is waiting for the landowners to tell the SELECTBOARD what they want and why; and, if Listers are holding any additional information, it should be forwarded to the SELECTBOARD as well. Lister Lindberg indicated there had been some confusion about what the SELECTBOARD required.
- Smith and Lister Lindberg asked about the Listers’ wage request; Lindberg reiterated the concern. Town Manager Duffy indicated that he would contact counsel again.
- Chris Rimmer spoke to the request of the Conservation Commission, forwarded April 28, 2023, requesting the name of the nature area adjacent to Marion Cross School be officially designated “The Milton Frye Nature Area.” SELECTBOARD agreed to put the issue on the next agenda. In preparation, Duffy will consult counsel to ensure there are no issues of which the SELECTBOARD should be aware.
- Matt Swett pointed out that three-quarters of the Fire Department members attended the first public meeting on January 17, 2024 in support of the Fire Department request for \$300,000 of surplus to be included as a warrant article for Fund 6 Fire Apparatus. He read the names of 22 member of the Department who submitted a supporting letter.

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<sup>1</sup> 1 V.S.A. § 312(b)(1)(A)

<sup>2</sup> 1 V.S.A. § 312(b)(1)(B)

<sup>3</sup> 1 V.S.A. § 312(b)(1)(C)

<sup>4</sup> 1 V.S.A. § 312(b)(1)(D)

## 2. Minutes.

- Layton moved to approve the minutes of January 10, 2024; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Layton moved to approve the minutes of January 17, 2024; seconded by Vincent. Calloway noted she made a typographical error on page 3 in the grid showing public comments: Jeff Lubell requested support in the amount of \$100,000.000 for Affordable Housing, not \$10,000.00. Layton withdrew her motion and moved to approve the minutes of January 17, 2024 as amended; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

## 3. AP Warrants.

- Layton moved to approve AP Warrant # 1093 in the amount of \$ 97,766.62 paid from the General Fund; seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith abstained. **Motion Passed.**
- Layton moved to approve AP Warrant # 1094 in the amount of \$ 2,873.75 paid from Operational Performance Fund #51 for the Tracy Hall Improvement Study; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Layton moved to approve AP Warrant # 1095 in the amount of \$ 450.87 paid from Kids' Bridge Fund#53; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

**4. Correspondence.** Layton moved to approve the correspondence as submitted; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

**5. DPW Request for approval to expend funds from Highway Equipment Fund #7 for a DPW tractor.** DPW Director Chris Kaufman explained the need for replacing an existing tractor. Packet materials included quotes for repairing the existing tractor, trading it in, purchasing a new one. Layton moved to approve funds not to exceed \$167,000.00 from Highway Equipment Fund #7 for a new tractor mower; seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith abstained. **Motion Passed.**

**6. Update on Affordable Housing Subcommittee proposed grant application.** Calloway reminded the SELECTBOARD that, at the January 10, 2024, SELECTBOARD meeting, Jeff Lubell agreed to get a specific writing from TRORC to confirm their willingness to provide administration for the proposed grant to study land owned by Norwich for potential housing. No document was provided in the packet. Calloway also referenced new information from Duffy that no public meeting warning has to be done until March 20, 2024. Lubell offered that there were other options identified and that warning the public meeting implied no commitment; Jaan Laaspere, Chair of Planning Commission, supported the request for SELECTBOARD approval of an earlier public meeting and noted there were multiple options for contractors/grant management. Lily Trajman asked about Miranda Bergmeier's ability to take on this grant manager. Duffy explained that the Town Manager's office has lost a staff member and he cannot assign this additional work to Miranda. Layton and Calloway agreed that no action was required at this meeting; Arnold reiterated continuing concern about staff ability to manage this grant with no Planning Director in place, and Duffy's capacity to manage a consultant. Duffy stated his preference to get to the next stage to choose a consultant before taking action and so revisit the topic in February as to administration and project management. He noted the April 9 application deadline and the March warning deadline. Vincent was concerned the SELECTBOARD was going in circles. Smith noted the apparent confusion about February 21 being a SELECTBOARD meeting. SELECTBOARD agreed to put the topic on the February 14, 2024 meeting agenda; Smith adding a caveat about getting enough information before the meeting.

**7. FY25 Warrant Articles.** Calloway explained the two documents in the packet: the draft warrant, and an Excel spreadsheet with articles that have been proposed and organized to show the provenance of each. Calloway suggested the SELECTBOARD review the articles not proposed for use of surplus monies, and then choose the article(s) they would support and in what amount of surplus money. The proposal for use of \$90,000.00 of the surplus to fund Sidewalk Fund #27 for a pedestrian corridor was discussed at length. The majority of the SELECTBOARD favored using the existing Sidewalk Fund monies for such a project once more specific details were known, including a further study. Peter Orner, Demo Sofronas, Elliot Harik, Colleen Fox

expressed disappointment and encouraged the warrant article as written. Jaan Laasphere suggested adding \$90,000 to the fund and changing the definition of it to include maintenance.

- Layton moved to approve the following Articles for the FY25 Warrant from the Possible Warrant Articles enclosure in the 01/24/2024 Selectboard packet:
  - Article from line 3;
  - Article from line 4;
  - Article from line 5;
  - Article from line 6;
  - Article from line 8, amended as to the title;
  - Article from line 9;
  - Article from line 11;
  - Article from line 12;
  - Article from line 13.

Seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith abstained. **Motion Passed.**

Smith requested discussion about her email to SELECTBOARD members regarding the correct amount of surplus. Finance Director Barrie Rosalinda explained how the surplus was calculated from the totality of revenue and expenditures from all funds, the difference between the General Fund and Reserve Funds, the supply chain delays that caused FY23 approved expenditures to be paid in FY24, the auditors' confirmation of how this should be handled, and the reliance of that information when the Police Department made FY24 budget requests. Smith disagreed with calculation and analysis; she believes the voters should be asked. Lindberg concurred with Smith that it was wrong. Arnold asked for clarification that the auditors had checked this. Rosalinda confirmed. Vincent acknowledged Smith's valuable accounting experience. The majority of the Selectboard agreed that no further action was required based on staff and auditor recommendations.

### **Informational Items.**

- **Town Manager Report.**
  - Duffy holds Department Head meetings between the SELECTBOARD's first and second meeting of the month. Some topics from those meetings included:
    - DPW crew is working very hard to keeping streets and sidewalks clear. Duffy is aware people are concerned.
    - General Department Head request for an additional holiday for Juneteenth. Duffy said this would be a SELECTBOARD decision. Calloway asked about the need to confirm with counsel vis-à-vis union negotiations. Arnold suggested this would be an item for the Personnel Policies; it was agreed those could be reviewed by SELECTBOARD and counsel. Duffy will enquire of counsel and have something for a future SELECTBOARD meeting.
    - Recreation Department multiple activities were listing including the skating rink which was open as of January 15, 2024; cross-country skiing trails at Huntley Field; summer camp registrations about to begin for next summer; etc.
  - Human Resources work continues with conditional offers having been made for Chief of Police and Planning Director positions. More information will be forthcoming when allowed.
  - Conservation Commission has sent an email confirming the Emerald Ash Borer has been found in Norwich.
  - Town Report materials must be submitted to the printer by February 8, 2024.
  - The Auditors have been asked to be present at the SELECTBOARD meeting on February 14, 2024; the SELECTBOARD agreed to that idea.
  - The architects are continuing work on the study of Tracy Hall and have completed the first of their three-phase project.
  - The Compensation Study has now produced a draft which is in the final stages of discussions.



- **Financial Reports.** As per the practice, monthly Financial Reports are in the packet. Questions about any of them should be directed to Duffy for appropriate investigation and/or response.

**Reports Submitted** included Fire Department, IREC, and Police Department. Calloway asked about a new IREC representative; Duffy said an interim person is in place. Vincent reported hearing a concern from people in the community about the low level of police response and noted the on-going effort to hire for vacant positions.

**Discussion Items.** Nothing further.

**Future Meeting Dates.** Calloway noted the expectation of SELECTBOARD meetings on February 14 and 28, 2024.

**Adjournment.** Layton moved to adjourn; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Meeting adjourned at 9:45 p.m.

Respectfully submitted,

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Marcia S. Calloway, Chair  
Norwich Selectboard

**From:** [Pam Smith](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** Requested Corrections to January 24, 2024 minutes  
**Date:** Wednesday, February 7, 2024 11:03:16 AM

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Please include this email in the February 14, 2024 SB packet under Correspondence.

These requested corrections are not meant to show a lack of appreciation for the efforts of the Chair to record pertinent discussion and the actions taken at this meeting. I know that it is difficult to take the minutes while also chairing the meeting. Some of my requested corrections are sequence-based, some are fact-based, and others request the insertion of pertinent discussions.

I feel that it is appropriate to respectfully request the following corrections to the January 24, 2024 minutes:

The minutes state:

All members of the public body present in Tracy Hall: Marcia Calloway, Chair; and Priscilla Vincent.

All members of the public body present via Zoom: Mary Layton, Vice Chair; Roger Arnold; Pamela Smith. and Priscilla Vincent.

Priscilla Vincent was at Tracy Hall, therefore I request that the minutes be corrected as follows:

All members of the public body present in Tracy Hall: Marcia Calloway, Chair; and Priscilla Vincent.

All members of the public body present via Zoom: Mary Layton, Vice Chair; Roger Arnold; and Pamela Smith.

I requested two additions under "Agenda". Those two items appear in the minutes under "Public Comments", therefore, the sequence of events is not correct. The minutes state:

Smith asked if the agenda could be amended to discuss whether the Town Manager report should be written instead of verbal. The Selectboard agreed to put the topic on a future agenda but not amend the current agenda.

The SB agreed to place this on the agenda for February 14, 2024, therefore I request that the minutes be corrected as follows:

Smith asked if the agenda could be amended to discuss whether the Town Manager report should be written instead of verbal. The Selectboard agreed to put the topic on the February 14, 2024 agenda but not amend the current agenda.

This is the second paragraph that should appear under "Agenda".

Smith and Lister Lindberg asked about the town boundary issue that the Listers had mentioned previously. Calloway reiterated that, as posted on the agenda, the SELECTBOARD is waiting for the landowners to tell the SELECTBOARD what they want and why; and, if Listers are

holding any additional information, it should be forwarded to the SELECTBOARD as well. Lister Lindberg indicated there had been some confusion about what the SELECTBOARD required.

I request that this paragraph in the minutes be corrected to say:

Smith stated that the SELECTBOARD received a request from the Listers on January 10, 2024 regarding the Norwich/Sharon boundary dispute. Smith asked if this could be added to the agenda to discuss next steps. Calloway reiterated that, as posted on the agenda, the SELECTBOARD is waiting for the landowners to tell the SELECTBOARD what they want and why; and, if Listers are holding any additional information, it should be forwarded to the SELECTBOARD as well. Lister Lindberg indicated she did not realize that the landowner needed to correspond directly with the SELECTBOARD rather than asking the Listers to forward their request. She will inform the landowner.

Under "Public Comments", the minutes state:

Smith and Lister Lindberg sked about the Listers' wage request; Lindberg reiterated the concern. Town Manager Duffy indicated that he would contact counsel again.

I have reviewed the tape of the meeting on YouTube and found this discussion from 19:10 - 20:00. I have confirmed that I did not speak on this topic at the January 24, 2024 meeting, therefore, I am requesting that the minutes be corrected to state:

Lister Lindberg asked about the Listers' wage request; Lindberg asked if the SELECTBOARD had received advice of counsel. Town Manager Duffy indicated that he has not heard from counsel and will reach out to counsel again this week.

FY25 Warrant Articles:

At the beginning of the discussion of FY25 Warrant Articles, I spoke about a request I relayed from the Norwich School Board. I am requesting that the minutes be corrected to add the following paragraph:

Smith stated that, as the SELECTBOARD liaison to the Norwich School Board, she forwarded a request for information from the School Board to the TM. Smith asked if the study requested by the School Board had been conducted on the efficacy of extending the first tax due date to August 30, as stated in the proposed warrant article. The TM stated that no study has been done.

Prior to the SB taking a vote on the FY25 Warrant Articles motion, I requested a discussion of the email I sent to the SB on the \$100,000 set aside for the NPD. The paragraph below is not in the proper sequence because it appears after the vote in the minutes.

Smith requested discussion about her email to SELECTBOARD members regarding the correct amount of surplus. Finance Director Barrie Rosalinda explained how the surplus was calculated from the totality of revenue and expenditures from all funds, the difference between the General Fund and Reserve Funds, the supply chain delays that caused FY23 approved expenditures to be paid in FY24, the auditors' confirmation of how this should be handled, and the reliance of that information when the Police Department made FY24 budget requests.

Smith disagreed with calculation and analysis; she believes the voters should be asked. Lindberg concurred with Smith that it was wrong. Arnold asked for clarification that the auditors had checked this. Rosalinda confirmed. Vincent acknowledged Smith's valuable accounting experience. The majority of the Selectboard agreed that no further action was required based on staff and auditor recommendations.

I am requesting that this text be placed before the motion on the FY25 Warrant Articles and I request the following corrections to this text:

Smith requested discussion about her email to SELECTBOARD members regarding the \$100,000 of surplus being set aside for the Police Department. Finance Director Barrie Rosalinda explained how the surplus was calculated from the totality of revenue and expenditures from all funds, the difference between the General Fund and Reserve Funds, the supply chain delays that caused FY23 approved expenditures to be paid in FY24, the auditors' confirmation of how this should be handled, and the reliance of that information when the Police Department made FY24 budget requests. Smith disagreed with the calculation and analysis noting that \$34,000 of the proposed "set aside" funds were to be paid from reserve funds, not the general fund. Lindberg concurred with Smith. Arnold asked for clarification that the auditors had checked this. Rosalinda confirmed. Vincent acknowledged Smith's valuable accounting experience. The majority of the Selectboard agreed that no further action was required based on staff and auditor recommendations.

The vote on the FY25 warrant articles states:

Seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith abstained. Motion Passed.

At 2:57:06 in the tape, I voted no on this motion, therefore, I am requesting that the minutes be corrected to state:

Seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith: No. Motion Passed.

Thank you for taking the time to consider my requests.

Respectfully,

Pam Smith

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Any response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act.

02/08/24  
01:06 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 1097 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 02/14/24 To 02/14/24 & Fund 01

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ashleyw

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ATG	ADVANTAGE TRUCK GROUP	01/25/24	DPW-FILTER TRUCK #5 701036755:01	01-5-703403.00 PARTS & SUPPLIES	84.31	14239	02/14/24
NOTHERNAL	ALEX NORTHERN	02/07/24	FD-ALEX CHARGER & SUPPLS 207EMPREIMB	01-5-555630.00 OFFICE SUPPLIES	92.24	14240	02/14/24
BEAUAM	AMANDA BEAULIEU	01/25/24	LISTERS-JAN '24 ASSESSOR 125ASSESSOR	01-5-300300.00 PROFESS SERVICES	413.25	14241	02/14/24
AMERICAN	AMERICAN ROCK SALT CO., L	01/11/24	DPW-90.61 TONS SALT 0753144	01-5-703201.00 SALT & CHEMICALS	7801.52	14242	02/14/24
AMERICAN	AMERICAN ROCK SALT CO., L	01/23/24	DPW-88.24 TONS OF SALT 0757098	01-5-703201.00 SALT & CHEMICALS	7597.47	14242	02/14/24
AMERICAN	AMERICAN ROCK SALT CO., L	01/23/24	DPW-SALT 0757099	01-5-703201.00 SALT & CHEMICALS	9356.47	14242	02/14/24
AMERICAN	AMERICAN ROCK SALT CO., L	02/01/24	DPW-SALT 0760145	01-5-703201.00 SALT & CHEMICALS	7661.19	14242	02/14/24
AMERICAN	AMERICAN ROCK SALT CO., L	02/01/24	DPW-SALT 0760146	01-5-703201.00 SALT & CHEMICALS	6192.31	14242	02/14/24
BESTSEPT	BEST SEPTIC SERVICE, LLC	01/01/24	DPW-PORTA TOILET RENTAL 44586	01-5-705411.00 REPAIRS & MAINTENANCE	160.00	14243	02/14/24
BESTSEPT	BEST SEPTIC SERVICE, LLC	02/01/24	DPW-PORTA TOILET 45006	01-5-705411.00 REPAIRS & MAINTENANCE	160.00	14243	02/14/24
BETHELMIL	BETHEL MILLS	01/02/24	DPW-BATTERIES 238843/6	01-5-703507.00 SUPPLIES	31.98	14244	02/14/24
BETHELMIL	BETHEL MILLS	01/04/24	P&R-ASSRTD SUPPLIES 239366/6	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	52.93	14244	02/14/24
BETHELMIL	BETHEL MILLS	01/08/24	P&R-ASSRTD SUPPLIES 239894/6	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	249.96	14244	02/14/24
BETHELMIL	BETHEL MILLS	01/08/24	P&R-ASSRTD SUPPLIES 239899/6	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	99.96	14244	02/14/24
BETHELMIL	BETHEL MILLS	01/08/24	PD-ASSRTD SUPPLIES 239965/6	01-5-500306.00 CRUISER MAINT	92.96	14244	02/14/24
BETHELMIL	BETHEL MILLS	01/18/24	DPW-BRACES 241850/6	01-5-706109.00 BUILDING SUPPLIES	10.98	14244	02/14/24
BETHELMIL	BETHEL MILLS	01/24/24	DPW-HOLDER HOSE REPAIR 242773/6	01-5-703403.00 PARTS & SUPPLIES	5.99	14244	02/14/24
BETHELMIL	BETHEL MILLS	01/29/24	DPW-BLACKTOP COLDPATCH 243639/6	01-5-703211.00 ASPHALT PRODUCTS	159.92	14244	02/14/24
SWENBR	BRIE SWENSON	02/07/24	P&R-BRIE WEIGHTS & SUPPLS 207EMPREIMB	01-5-425211.00 EQUIPMENT	152.26	14245	02/14/24
SWENBR	BRIE SWENSON	02/07/24	P&R-BRIE ASSRTD SUPPLIES 207EMPREIMBS	01-5-425328.00 ICE RINK	253.96	14245	02/14/24
SWENBR	BRIE SWENSON	02/07/24	P&R-BRIE ASSRTD SUPPLIES 207EMPREIMBS	01-5-425211.00 EQUIPMENT	104.73	14245	02/14/24
SWENBR	BRIE SWENSON	02/07/24	P&R-BRIE ASSRTD SUPPLIES 207EMPREIMBS	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	84.46	14245	02/14/24
BURGESS	BURGESS LOSS PREVENTION A	02/05/24	TH-BACKGROUND CHECK 3019	01-5-005300.00 PROFESS SERV	2858.00	14246	02/14/24
BUSINESS	BUSINESS CARD	01/23/24	P&R-CUSTOM SIGNS 0615413	01-5-425330.00 REPAIRS & MAINT	63.98	14247	02/14/24
BUSINESS	BUSINESS CARD	01/09/24	DPW-DOGGIE BAGS 0804253	01-5-704403.00 PARTS & SUPPLIES	219.98	14247	02/14/24

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESS	BUSINESS CARD	12/20/23	TH-CLERK COMPUTER ACCESR 1079456	01-5-275630.00 COMPUTER HARDWARE	89.96	14247	02/14/24
BUSINESS	BUSINESS CARD	01/09/24	FD-BATTERIES 109BATTERIES	01-5-575100.00 DEBT SERVICE TOWER PRINCI	209.00	14247	02/14/24
BUSINESS	BUSINESS CARD	02/01/24	DPW-DESK CONVERTER 2418606	01-5-703315.00 OTHER PROJECTS	152.99	14247	02/14/24
BUSINESS	BUSINESS CARD	12/11/23	DPW-WALL CALENDAR 3738609	01-5-703507.00 SUPPLIES	16.98	14247	02/14/24
BUSINESS	BUSINESS CARD	01/05/24	FIN-RECEIVED STAMP 3957861	01-5-200610.00 OFFICE SUPPLIES	21.95	14247	02/14/24
BUSINESS	BUSINESS CARD	12/20/23	TH-CLERK COMPUTER 4199438	01-5-275630.00 COMPUTER HARDWARE	561.71	14247	02/14/24
BUSINESS	BUSINESS CARD	01/25/24	TH-MECHANICAL PENCILS 5063461	01-5-005610.00 OFFICE SUPPLIES	8.99	14247	02/14/24
BUSINESS	BUSINESS CARD	01/25/24	TH-THERMAL ROLLS 5593054	01-5-706109.00 BUILDING SUPPLIES	27.24	14247	02/14/24
BUSINESS	BUSINESS CARD	01/08/24	DPW-DOGGIE BAGS 6937042	01-5-704403.00 PARTS & SUPPLIES	219.98	14247	02/14/24
BUSINESS	BUSINESS CARD	01/18/24	TH-DATE STAMPS 7866609	01-5-005610.00 OFFICE SUPPLIES	72.90	14247	02/14/24
BUSINESS	BUSINESS CARD	01/20/24	TH-JAN '24 ZOOM INV237242151	01-5-275627.00 Remote Meeting Services	537.81	14247	02/14/24
CASELLA	CASELLA WASTE SERVICES	01/01/24	DPW-DEC '23 RECYCLE 0886761	01-5-705308.00 FOOD WASTE DISPOSAL	1601.37	14249	02/14/24
CASELLA	CASELLA WASTE SERVICES	01/01/24	DPW-DEC '23 RECYCLE 0886761	01-5-705305.00 RECYCLING	3605.85	14249	02/14/24
CASELLA	CASELLA WASTE SERVICES	01/01/24	DPW-DEC '23 TRASH 0886762	01-5-705306.00 C & D WASTE DISPOSAL	953.82	14249	02/14/24
CASELLA	CASELLA WASTE SERVICES	01/01/24	DPW-DEC '23 TRASH 0886762	01-5-705303.00 MUNICIPAL SOLID WASTE	3986.89	14249	02/14/24
CASELLA	CASELLA WASTE SERVICES	01/01/24	DPW-DEC '23 TRASH SERVICE 0888666	01-5-705303.00 MUNICIPAL SOLID WASTE	3.00	14249	02/14/24
CCI	CCI MANAGED SERVICES	02/01/24	TH-FEB '24 TECH SUPPORT CW-58454	01-5-275632.00 SERVER MAINTENANCE	2794.59	14250	02/14/24
CHASESITE	CHASE SITE SERVICES, INC.	12/26/23	DPW-SALT & SANDING PMT#3 18120	01-5-703301.00 PLOWING & SANDING	19115.00	14251	02/14/24
CHASESITE	CHASE SITE SERVICES, INC.	02/02/24	DPW-PLOWING PYMNT #4OF5 18276	01-5-703301.00 PLOWING & SANDING	19115.00	14251	02/14/24
MISC	CHRIS KATUCKI	01/29/24	TH-KATUCKI SETTLEMENT 129STTLMNT	01-5-005900.00 MISCELLANEOUS	716.37	14252	02/14/24
CINTAS	CINTAS CORPORATION	01/03/24	TH-SAFETY SERVICE 5191117301	01-5-706109.00 BUILDING SUPPLIES	33.40	14253	02/14/24
COMCAST	COMCAST	01/20/24	DPW-FEB '24 INTERNET 120DPWINT	01-5-703505.00 TELEPHONE	237.19	14254	02/14/24
COOP	COOP SERVICE CENTER	01/30/24	PD-OIL CHANGE & FILTER 21137	01-5-500306.00 CRUISER MAINT	115.80	14255	02/14/24
CRYSTAL	CRYSTAL ROCK, LLC	01/02/24	DPW-DEC '23 WATER COOLER 736065010224	01-5-703507.00 SUPPLIES	94.91	14256	02/14/24
CRYSTAL	CRYSTAL ROCK, LLC	01/30/24	DPW-JAN '24 WATER COOLER 736065013024	01-5-703507.00 SUPPLIES	81.96	14256	02/14/24

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DEADRIVER DEAD RIVER COMPANY	01/16/24	FD&TH-HEATING OIL 32899&16932	01-5-555538.00 PETROLEUM PRODUCTS	1081.48	14257	02/14/24
DEADRIVER DEAD RIVER COMPANY	01/16/24	FD&TH-HEATING OIL 32899&16932	01-5-706103.00 HEATING	1196.14	14257	02/14/24
DEADRIVER DEAD RIVER COMPANY	01/30/24	TH-418.6 GALS HEATING OIL 61222	01-5-706103.00 HEATING	1539.50	14257	02/14/24
DELTA DEN DELTA DENTAL	01/17/24	TH-FEB '24 DENTAL INS FEB24DENTAL	01-5-703125.00 DENTAL INSURANCE	243.40	14258	02/14/24
DELTA DEN DELTA DENTAL	01/17/24	TH-FEB '24 DENTAL INS FEB24DENTAL	01-5-100125.00 DENTAL INSURANCE	67.73	14258	02/14/24
DELTA DEN DELTA DENTAL	01/17/24	TH-FEB '24 DENTAL INS FEB24DENTAL	01-5-704125.00 DENTAL INSURANCE	103.71	14258	02/14/24
DELTA DEN DELTA DENTAL	01/17/24	TH-FEB '24 DENTAL INS FEB24DENTAL	01-5-500125.00 DELTA DENTAL	103.71	14258	02/14/24
DELTA DEN DELTA DENTAL	01/17/24	TH-FEB '24 DENTAL INS FEB24DENTAL	01-5-555126.00 DENTAL INSURANCE	67.73	14258	02/14/24
DELTA DEN DELTA DENTAL	01/17/24	TH-FEB '24 DENTAL INS FEB24DENTAL	01-5-200125.00 DENTAL INSURANCE	71.96	14258	02/14/24
DELTA DEN DELTA DENTAL	01/17/24	TH-FEB '24 DENTAL INS FEB24DENTAL	01-5-005125.00 DENTAL INSURANCE	239.46	14258	02/14/24
DELTA DEN DELTA DENTAL	01/17/24	TH-FEB '24 DENTAL INS FEB24DENTAL	01-5-100125.00 DENTAL INSURANCE	187.46	14258	02/14/24
DINGEE DINGEE MACHINE	12/13/23	FD-ENGINE DAMAGE REPAIR 1213ENGREPR	01-5-555528.00 FIRE TRK R & M	2571.50	14259	02/14/24
DINGEE DINGEE MACHINE	01/17/24	FD-TRUCK REPAIR 9359	01-5-555528.00 FIRE TRK R & M	2458.86	14259	02/14/24
DUBOIS DUBOIS & KING, INC.	11/21/22	DPW-TIGERTOWN CULVERTS 1123103B	01-5-703714.00 VT Trans - TAP Grant (Tig	3520.00	14260	02/14/24
ECFIBER ECFIBER	02/01/24	FD-FEB '24 INTERNET 2402-0232993	01-5-555625.00 TELEPHONE & INTERNET	76.00	14261	02/14/24
EVANSMOTO EVANS GROUP, INC.	01/03/24	DPW-DIESEL 260 GALS 0058227-IN	01-1-004105.00 Inventory-DPW Fueling Sta	837.47	14262	02/14/24
EVANSMOTO EVANS GROUP, INC.	01/09/24	DPW-REG GAS 390 GALS 0058531-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1128.02	14262	02/14/24
EVANSMOTO EVANS GROUP, INC.	01/09/24	DPW-DIESEL 370 GALS 0058534-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1213.36	14262	02/14/24
EVANSMOTO EVANS GROUP, INC.	01/17/24	DPW-DIESEL 560 GALS 0058894-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1905.36	14262	02/14/24
EVANSMOTO EVANS GROUP, INC.	01/24/24	DPW-DIESEL 350 GALS 0059219-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1204.09	14262	02/14/24
EVANSMOTO EVANS GROUP, INC.	01/31/24	DPW-DIESEL 420 GALS 0059506-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1492.78	14262	02/14/24
EYEMED EYEMED/FIDELITY SECURITY	01/22/24	TH-FEB '24 VISION INS 166144714	01-2-001126.00 VISION SERV PLAN-PAYROLL	141.57	14263	02/14/24
FTSNE FIRE TECH & SAFETY OF NEW	11/22/23	FD-SCBA REPAIR 217542	01-5-555422.00 FIRE TOOLS & EQUIPMENT	15.00	14264	02/14/24
FIRSTLIGH FIRSTLIGHT FIBER	01/15/24	TH-DEC '23 PHONES 16277651	01-5-425127.00 TELEPHONE	0.83	14265	02/14/24
FIRSTLIGH FIRSTLIGHT FIBER	01/15/24	TH-DEC '23 PHONES 16277651	01-5-705505.00 TELEPHONE	1.45	14265	02/14/24

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FIRSTLIGH	01/15/24	FIRSTLIGHT FIBER	TH-DEC '23 PHONES 16277651	01-5-350531.00 TELEPHONE	3.10	14265	02/14/24
FIRSTLIGH	01/15/24	FIRSTLIGHT FIBER	TH-DEC '23 PHONES 16277651	01-5-275531.00 TELEPHONE	0.83	14265	02/14/24
FIRSTLIGH	01/15/24	FIRSTLIGHT FIBER	TH-DEC '23 PHONES 16277651	01-5-300531.00 TELEPHONE	0.83	14265	02/14/24
FIRSTLIGH	01/15/24	FIRSTLIGHT FIBER	TH-DEC '23 PHONES 16277651	01-5-100531.00 TELEPHONE	2.68	14265	02/14/24
FIRSTLIGH	01/15/24	FIRSTLIGHT FIBER	TH-DEC '23 PHONES 16277651	01-5-200531.00 TELEPHONE	8.83	14265	02/14/24
FIRSTLIGH	01/15/24	FIRSTLIGHT FIBER	TH-DEC '23 PHONES 16277651	01-5-005531.00 ADMIN TELEPHONE	1.87	14265	02/14/24
GATEKEEP	12/29/23	GATEKEEPER LOCK & SAFE, L	TH-FRONT DOOR REPAIRS I-231228-1	01-5-706113.00 REPAIRS & MAINTENANCE	157.50	14266	02/14/24
GMPC	01/16/24	GREEN MOUNTAIN POWER CORP	ACDMY RD LTS 05119200003 116ACDMYRD	01-5-703307.00 STREETLIGHTS	45.10	14267	02/14/24
GMPC	01/29/24	GREEN MOUNTAIN POWER CORP	STRT LGHTS 24926000001 129STRTLGHTS	01-5-703307.00 STREETLIGHTS	1274.96	14267	02/14/24
GMPC	01/30/24	GREEN MOUNTAIN POWER CORP	26 NW BSTN RD 04695000002 13026NWBSTN	01-5-703501.00 ELECTRICITY	603.47	14267	02/14/24
GMPC	01/30/24	GREEN MOUNTAIN POWER CORP	300 MN ST 34966000001 130300MNST	01-5-706101.00 ELECTRICITY	953.00	14267	02/14/24
GMPC	01/30/24	GREEN MOUNTAIN POWER CORP	319 MN ST SLR 48815990790 130MNSTSLR	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	26.04	14267	02/14/24
GMPC	01/30/24	GREEN MOUNTAIN POWER CORP	111 TRNPK RD 38951919299 130TRNPKRD	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	86.37	14267	02/14/24
IRVINGOIL	01/03/24	IRVING ENERGY	TS-51.5 GALS PROPANE 244316	01-5-705503.00 PROPANE	63.51	14268	02/14/24
IRVINGOIL	01/03/24	IRVING ENERGY	TS-42.5 GALS PROPANE 244552	01-5-705503.00 PROPANE	52.42	14268	02/14/24
IRVINGOIL	01/19/24	IRVING ENERGY	DPW-962.8 GALS PROPANE 826450	01-5-703503.00 PROPANE	1367.95	14268	02/14/24
JOESEQUIP	11/10/23	JOE'S EQUIPMENT SEV. INC.	FD-HELMET & CHAPS 3-102244	01-5-555422.00 FIRE TOOLS & EQUIPMENT	221.61	14269	02/14/24
JOESEQUIP	11/10/23	JOE'S EQUIPMENT SEV. INC.	FD-GENERATOR 4-103842	01-5-555422.00 FIRE TOOLS & EQUIPMENT	1206.62	14269	02/14/24
JOESEQUIP	01/31/24	JOE'S EQUIPMENT SEV. INC.	FD-SHARPENING 47193-01	01-5-555422.00 FIRE TOOLS & EQUIPMENT	15.00	14269	02/14/24
MISC	02/07/24	JOHN FARRELL	DPW-MAILBOX POST REPLACE 207RIEMBURSE	01-5-703215.00 OTHER PROJECTS	9.48	14270	02/14/24
POWELLJUD	01/29/24	JUDITH POWELL	PD-JUDY POSTAGE & SUPPLIE 129EMPREIMB	01-5-500501.00 ADMINISTRATION	78.65	14271	02/14/24
POWELLJUD	01/29/24	JUDITH POWELL	PD-JUDY POSTAGE & SUPPLIE 129EMPREIMB	01-5-500202.00 COMMUNITY RELATNS	31.98	14271	02/14/24
KEYCOMM	12/08/23	KEY COMMUNICATIONS INC	TH-MAINTENANCE CONSOLE 57016	01-5-706113.00 REPAIRS & MAINTENANCE	55.00	14272	02/14/24
KRT	01/26/24	KRT APPRAISAL, LLC	LISTERS-REAPPRAISAL 2807	01-5-300300.00 PROFESS SERVICES	8385.25	14273	02/14/24
LEAF	01/31/24	LEAF CAPITAL FUNDING, LLC	PD-COPIER LEASE 16006330	01-5-500501.00 ADMINISTRATION	82.00	14274	02/14/24



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NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	14275	02/14/24
NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-500124.00 DISABILITY/LIFE INS	118.61	14275	02/14/24
NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-703124.00 DISABILITY/LIFE	285.71	14275	02/14/24
NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-500124.00 DISABILITY/LIFE INS	-59.51	14275	02/14/24
NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-100124.00 DISABILITY/LIFE INS	110.98	14275	02/14/24
NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-704124.00 DISABILITY/LIFE	94.35	14275	02/14/24
NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-005124.00 DISABILITY/LIFE INSUR	149.04	14275	02/14/24
NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-200124.00 DISABILITY/LIFE INS	124.51	14275	02/14/24
NAT'L INS	01/16/24	TH-FEB '24 LIFE INS	1602555	01-5-425124.00 DISABILITY/LIFE INSUR	65.52	14275	02/14/24
MAYER	01/26/24	Payroll Transfer	PR-01/26/24	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14276	02/14/24
MAYER	02/09/24	Payroll Transfer	PR-02/09/24	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14276	02/14/24
MODERN	01/31/24	PD-JAN '24 UNIFORM CLEAN	3F293A	01-5-500583.00 UNIFORMS CLEANING	93.50	14277	02/14/24
NEMRC	01/26/24	FIN-2023 W-2S AND 1099S	54401	01-5-200320.00 PROFESS SERVICES	1537.20	14278	02/14/24
NORFIREDI	01/05/24	P&R-WATER USAGE OCT-JAN	105TRNPKRD	01-5-425332.00 WATER USAGE	141.38	14279	02/14/24
NRRA	01/18/24	DPW-RELEASE #706337	136505	01-5-705305.00 RECYCLING	215.10	14280	02/14/24
NRRA	01/31/24	DPW-RELEASE #706803	136705	01-5-705305.00 RECYCLING	210.15	14280	02/14/24
SAUCPA	01/27/24	FD-PUMP PRIMER REPAIR	103	01-5-555528.00 FIRE TRK R & M	600.00	14281	02/14/24
SABIL	02/06/24	DPW-INSPECTIONS & MAINTNC	10628	01-5-703403.00 PARTS & SUPPLIES	218.22	14282	02/14/24
SABIL	02/06/24	DPW-INSPECTIONS & MAINTNC	10628	01-5-703401.00 OUTSIDE REPAIRS	394.52	14282	02/14/24
SABIL	01/26/24	DPW-HOSE FITTING CONNECTN	45821	01-5-703403.00 PARTS & SUPPLIES	357.16	14282	02/14/24
SABIL	01/30/24	DPW-ASSRTD SUPPLIES	45834	01-5-703403.00 PARTS & SUPPLIES	342.43	14282	02/14/24
STITZEL	01/31/24	TH-DEC '23 LEGAL EXP	80584	01-5-005305.00 LEGAL	8071.25	14283	02/14/24
MISC	01/25/24	PD-STUART PLATE CARRIER	125EMPREIMB	01-5-500582.00 UNIFORMS	266.10	14284	02/14/24
TMDE	12/06/23	PD-CALIBRATION	49524	01-5-500306.00 CRUISER MAINT	426.00	14285	02/14/24
TOTAL CLI	01/31/24	FD-DISPATCH FEE	49071743	01-5-555530.00 EQUIPMENT MAINTENANCE	124.00	14286	02/14/24

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HANOVERTO TOWN OF HANOVER	02/16/24	FD-DISPATCH SRVCS JAN-JUN 01888	01-5-555632.00 DISPATCH SERVICE	13228.64	14287	02/14/24
HANOVERTO TOWN OF HANOVER	01/16/24	FD-DISPATCH SRVCS FY24 01911	01-5-555632.00 DISPATCH SERVICE	1650.00	14288	02/14/24
HARTFORD TOWN OF HARTFORD	01/12/24	PD-DISPATCH SRVCS JAN-MAR 13738	01-5-500536.00 DISPATCH SERVICES	16019.75	14288	02/14/24
TSSAND TWIN STATE SAND & GRAVEL	12/31/23	DPW-GRAVEL 112307	01-5-703207.00 GRAVEL & STONE	8752.49	14290	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/01/24	DPW-UNIFORM CLEANING 1070288565	01-5-703311.00 UNIFORMS	269.21	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/01/24	DPW-UNIFORM CLEANING 1070288565	01-5-704311.00 UNIFORMS	60.00	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/08/24	DPW-UNIFORM CLEANING 1070290493	01-5-704311.00 UNIFORMS	60.00	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/08/24	DPW-UNIFORM CLEANING 1070290493	01-5-703311.00 UNIFORMS	269.21	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/15/24	DPW-UNIFORM CLEANING 1070292350	01-5-704311.00 UNIFORMS	60.00	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/15/24	DPW-UNIFORM CLEANING 1070292350	01-5-703311.00 UNIFORMS	265.69	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/22/24	DPW-UNIFORM CLEANING 1070294339	01-5-704311.00 UNIFORMS	60.00	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/22/24	DPW-UNIFORM CLEANING 1070294339	01-5-703311.00 UNIFORMS	265.69	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/29/24	DPW-UNIFORM CLEANING 1070296984	01-5-703311.00 UNIFORMS	271.26	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	01/29/24	DPW-UNIFORM CLEANING 1070296984	01-5-704311.00 UNIFORMS	60.00	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	02/05/24	DPW-UNIFROM CLEANING 1070298828	01-5-703311.00 UNIFORMS	271.21	14291	02/14/24
UNIFIRST UNIFIRST CORPORATION	02/05/24	DPW-UNIFROM CLEANING 1070298828	01-5-704311.00 UNIFORMS	60.00	14291	02/14/24
VTDMV VERMONT DEPARTMENT OF MOT	01/24/24	FD-REGISTRATION 124REGISTRAT	01-5-555528.00 FIRE TRK R & M	57.00	14292	02/14/24
VMERS VMERS DB	01/12/24	Payroll Transfer PR-01/12/24	01-2-001113.00 VMERS GRP C PAYABLE	3532.95	14293	02/14/24
VMERS VMERS DB	01/12/24	Payroll Transfer PR-01/12/24	01-2-001111.00 VMERS GRP B PAYABLE	4844.62	14293	02/14/24
VMERS VMERS DB	01/26/24	Payroll Transfer PR-01/26/24	01-2-001113.00 VMERS GRP C PAYABLE	2536.87	14293	02/14/24
VMERS VMERS DB	01/26/24	Payroll Transfer PR-01/26/24	01-2-001111.00 VMERS GRP B PAYABLE	6231.79	14293	02/14/24
WBMASON W.B. MASON CO., INC.	01/10/24	B&G-CLEANER 243757890	01-5-706109.00 BUILDING SUPPLIES	131.98	14294	02/14/24
WBMASON W.B. MASON CO., INC.	01/23/24	TC&FIN-LETTER MOISTENER 244049953	01-5-100610.00 OFFICE SUPPLIES	1.02	14294	02/14/24
WBMASON W.B. MASON CO., INC.	01/23/24	TC&FIN-LETTER MOISTENER 244049953	01-5-200610.00 OFFICE SUPPLIES	3.06	14294	02/14/24
WBMASON W.B. MASON CO., INC.	01/04/24	B&G-RETURN TOWELS CM2421440	01-5-706109.00 BUILDING SUPPLIES	-49.99	14294	02/14/24

02/08/24  
01:06 pm


Town of Norwich Accounts Payable  
Check Warrant Report # 1097 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 02/14/24 To 02/14/24 & Fund 01

Page 7 of 7  
ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EARTHLINK WINDSTREAM	02/01/24	TH-FEB '24 PHONE 76201832	01-5-705505.00 TELEPHONE	35.73	14295	02/14/24
EARTHLINK WINDSTREAM	02/01/24	TH-FEB '24 PHONE 76201832	01-5-425127.00 TELEPHONE	40.52	14295	02/14/24
EARTHLINK WINDSTREAM	02/01/24	TH-FEB '24 PHONE 76201832	01-5-275531.00 TELEPHONE	40.52	14295	02/14/24
EARTHLINK WINDSTREAM	02/01/24	TH-FEB '24 PHONE 76201832	01-5-350531.00 TELEPHONE	40.52	14295	02/14/24
EARTHLINK WINDSTREAM	02/01/24	TH-FEB '24 PHONE 76201832	01-5-300531.00 TELEPHONE	40.52	14295	02/14/24
EARTHLINK WINDSTREAM	02/01/24	TH-FEB '24 PHONE 76201832	01-5-200531.00 TELEPHONE	40.52	14295	02/14/24
EARTHLINK WINDSTREAM	02/01/24	TH-FEB '24 PHONE 76201832	01-5-100531.00 TELEPHONE	40.52	14295	02/14/24
EARTHLINK WINDSTREAM	02/01/24	TH-FEB '24 PHONE 76201832	01-5-005531.00 ADMIN TELEPHONE	40.52	14295	02/14/24
Report Total				----- 207768.86 -----		

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 \$ \*\*\*207,768.86  
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

02/08/24  
01:09 pm

Town of Norwich Accounts Payable

Page 1 of 1  
ashleyw

Check Warrant Report # 1098 Current Prior Next FY Invoices For Fund (FIRE STATION FUND)  
For Check Acct 03(General) All check #s 02/14/24 To 02/14/24 & Fund 25

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
TS GARAGE TWIN STATE GARAGE DOOR, L	01/02/24	FD-REPAIR OVERHEAD DOOR	25-5-555322.00	515.00	14289	02/14/24
		18781	FIRE STATION			
Report Total				515.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*\*515.00  
Let this be your order for the payments of these amounts.

Staff Accountant:   
Ashley Wohler

Town Manager:   
Brennan Duffy

SELECTBOARD:

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

02/08/24

Town of Norwich Accounts Payable

01:09 pm

Check Warrant Report # 1099 Current Prior Next FY Invoices For Fund (FIRE EQUIPMENT FUND)  
For Check Acct 03(General) All check #s 02/14/24 To 02/14/24 & Fund 26

ashleyw

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
DINGEE	DINGEE MACHINE	12/13/23	FD-TOOL MOUNTING 9350	26-5-555322.00 FIRE EQUIPMENT	3937.20	14259	02/14/24
DINGEE	DINGEE MACHINE	12/13/23	FD-ANTENNA MOUNTING 9353	26-5-555322.00 FIRE EQUIPMENT	1179.85	14259	02/14/24
Report Total					5117.05		

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 \$ \*\*\*\*\*5,117.05  
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

02/08/2024  
01:52 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 1100 Current Prior Next FY Invoices  
All Manual\Direct Pays For Check Acct 03(General) 02/14/2024 To 02/14/2024

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
IRS	INTERNAL REVENUE SERVICE - FED '23 Q4 TAXES	FIN-2023 Q4 PAYROLL TAXE	90.11	0.00	90.11	B 217	02/14/24
Report Total			90.11	0.00	90.11		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*\*90.11  
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

**From:** [stephanie.hamilton](#)  
**To:** [Select Board](#)  
**Subject:** Norwich Resident input on the surplus  
**Date:** Saturday, January 20, 2024 1:21:38 PM

---

Hello Selectboard Members,

Thank you for seeking input from residents on the surplus, and for having two meetings. Unfortunately due to children's activities, I can not make it to either meetings, so please accept this email instead.

I fully support the two pedestrian walking corridors put forth by Peter Orner and others. Norwich is a vibrant little village with people out and about so it would be wonderful to see these pedestrian corridors built to ensure pedestrian safety and walkability.

Secondly, our tennis court at Huntley meadow is in need of a major overhaul. It would be wonderful to see this get done with the surplus money. We are lucky to have a community tennis court, that if in good condition, is available to all.

Lastly, the water fountain at Huntley meadow needs to be fixed/replaced. Most people are good and have reusable water bottles, let's encourage and reward that good behaviour with a working water fountain that people can stop to get a drink and fill up and go.

Thank you for reading!

Best of luck deciding.

Stephanie Hamilton  
387 Hawk Pine Road

**From:** [Marcia Davis](#)  
**To:** [Select Board](#)  
**Subject:** Surplus Funds  
**Date:** Tuesday, January 23, 2024 5:30:28 PM

---

Dear Selectboard,

Many of us in the community miss the Norwich Pool and would love to see some of the surplus set aside for this purpose. It was a great place to get together with your neighbors, get outside, and exercise which really improved the quality of life in our town, and was enjoyed by all ages. Perhaps, there are grants we could apply for with matching funds. If it cannot be relocated where it was, perhaps there is an alternative location. I believe there were studies done.

Thank you,

Marcia Davis  
32 Hazen Street



**From:** [Matthew Swett](#)  
**To:** [Marcia Calloway](#)  
**Cc:** [Miranda Bergmeier](#)  
**Subject:** Re: letter  
**Date:** Friday, January 26, 2024 11:19:37 AM  
**Attachments:** [NFD Surplus Ask Letter.pdf](#)

---

Hi Marcia,

Sorry for the delay. I'm just getting caught up on emails. Attached is the letter I read from on 1/24/24.

Have a great weekend,  
Matt

> On Jan 25, 2024, at 10:51 AM, Marcia Calloway <[msbcalloway@gmail.com](mailto:msbcalloway@gmail.com)> wrote:  
>  
> Good morning Matt,  
>  
> Thank you again for hanging in with us to the bitter end of another long meeting last night.  
>  
> As I am writing the minutes this morning, I realized that you had a 'new' letter from the 22 Fire Department members which you read. We should probably have a copy for the next packet. Would you be able to send a copy to Miranda at some point, for the next packet?  
>  
> Many thanks,  
>  
> Marcia

**From:** [Brooke Blicher](#)  
**To:** [Select Board](#)  
**Subject:** support for improved walkability in Norwich  
**Date:** Thursday, January 25, 2024 9:32:24 AM

---

Dear Selectboard,

I implore you to reconsider allowing the voters to decide on a reasonable solution to improve walkability in Norwich. The recent proposal presented to the selectboard was a simple and cost effective means to improve the safety and health of the people of Norwich. A sidewalk would be an even better option. Current options for walking the "loop" around Beaver Meadow are dangerous and a detriment to the town and people's well being.

Sincerely,  
Brooke Blicher  
62 Union Village Road

**\*Safety and Walkability in Norwich: A Modest Proposal\***

We propose that Norwich allocate up to \$90,000 (less than 10 % of the surplus) to create a walkable route to and from town, as well as improve pedestrian access to public facilities including parks (Huntley Meadow, Barrett Playground and pizza oven, and the Ballard Trail) and the Kid's Bridge, by completing (a) pedestrian corridor from Heritage Lane to The Barrett Memorial Park (west Side of Beaver Meadow) and from Huntley Street (north) to Moore Lane (east side of Beaver Meadow). Completing these two separate corridors would allow residents along Beaver Meadow, Dutton Hill, Bragg Hill, Glen Ridge, and Huntley Street walkable access to and from town. It would improve accessibility for bus riders who use the Advance Transit stops at Heritage Lane, Glen Ridge, and Moore Lane. Finally, it would go a long way toward the decades-long goal of completing a safe, walkable loop for all of Norwich.

Brooke Blicher, DMD



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**From:** [Corlan Johnson](#)  
**To:** [Select Board](#)  
**Subject:** Make Norwich walkable  
**Date:** Thursday, January 25, 2024 8:41:19 AM

---

To: Norwich Select board  
From: Corlan Johnson

I was surprised and disappointed to read that the select board had voted against even asking residents whether or not we want a walkable circuit in town. I tried to attend the meeting, but after 20 minutes gave up on getting in via zoom. Since I have been using zoom for the past three years with not much problem, I think it does have something to do with the Norwich connection, but that is another issue...

I have lived in Norwich 41 years, all but one on Huntley or Sargent Street. I have seen changes. Once upon a time there was open access between the field behind Saint Francis and Huntley field. Many of us used that for cross country skiing. This change came about because of a decision of a private owner, not the town. On the plus side, Huntley Field is regularly groomed for skiing.

For years, the Boy Scout bridge over Blood Brook provided access to the playing field. Happily, the new Kids Bridge will do the same. Unfortunately, walking to the bridge means walking without a sidewalk on Beaver Meadow Road, which, possibly due to reduced police force, has become something of a speedway. Perhaps a blinking light showing miles per hour to drivers would be useful here?

I see two issues here:

1. Increased walkability makes for a more livable town, possibly relevant in attracting families with children, certainly relevant in a small way to addressing climate change.
2. I find it distressing that the select board voted against even asking citizens whether or not they want this. Clearly, a number of people do. If board members have reservations, why not ask us?

If the select board is not ready to authorize the money for this project, I request that they at least bring it to town meeting for a vote.

**From:** [Gered Dunne](#)  
**To:** [Select Board](#)  
**Subject:** Fwd: support for improved walkability in Norwich  
**Date:** Thursday, January 25, 2024 10:05:15 AM

---

Dear Selectboard,

I implore you to reconsider allowing the voters to decide on a reasonable solution to improve walkability in Norwich. The recent proposal presented to the selectboard was a simple and cost effective means to improve the safety and health of the people of Norwich. A sidewalk would be an even better option. Current options for walking the "loop" around Beaver Meadow are dangerous and a detriment to the town and people's well being.

Sincerely,  
Gered Dunne  
62 Union Village Rd.

**\*Safety and Walkability in Norwich: A Modest Proposal\***

We propose that Norwich allocate up to \$90,000 (less than 10 % of the surplus) to create a walkable route to and from town, as well as improve pedestrian access to public facilities including parks (Huntley Meadow, Barrett Playground and pizza oven, and the Ballard Trail) and the Kid's Bridge, by completing (a) pedestrian corridor from Heritage Lane to The Barrett Memorial Park (west Side of Beaver Meadow) and from Huntley Street (north) to Moore Lane (east side of Beaver Meadow). Completing these two separate corridors would allow residents along Beaver Meadow, Dutton Hill, Bragg Hill, Glen Ridge, and Huntley Street walkable access to and from town. It would improve accessibility for bus riders who use the Advance Transit stops at Heritage Lane, Glen Ridge, and Moore Lane. Finally, it would go a long way toward the decades-long goal of completing a safe, walkable loop for all of Norwich.ation contained in this message to anyone. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of this message and any attachments.

**From:** [Harry Falconer](#)  
**Cc:** [Peter G. Gregory](#); [Kevin Geiger](#)  
**Subject:** New Energy Coordinator  
**Date:** Thursday, January 25, 2024 5:33:31 PM  
**Attachments:** [Outlook-rjinflxr.png](#)

---

Dear member towns of the IREC program,

My name is Harry Falconer, and I am reaching out to introduce myself as the new [Intermunicipal Regional Energy Coordinator \(IREC\)](#) at TRORC, serving the Towns of Bradford, Norwich, Sharon, Strafford, Thetford, and Woodstock. I have worked at TRORC for the past year as a general-purpose Planner in a variety of project areas; this diverse work included managing several energy-related programs. I collaborated with the previous IREC, Jeff Grout, on some of these efforts and was able to work directly alongside Jeff for his past two weeks at TRORC, which has helped to ensure a nearly seamless transition of the program.

I have already been working with your steering committee representatives over the past few weeks, and I think they would all agree that I've hit the ground running. 2024 is shaping up to be an unprecedented year for energy in both the public and private sector: new federal and state programs, such as grants and tax credits, are coming online while more and more "electrified" technologies reach maturity and additional models hit the market. I will do everything I can to help your towns take advantage of all possible incentives and new technologies that eliminate the need for expensive fossil fuels and reduce the long-term maintenance costs that act as a drain on public resources.

I plan on reaching out to each selectboard individually over the next few weeks to arrange an initial meeting to discuss local energy priorities and establish a protocol for regular check-ins. In the meantime, please feel free to reach out to me individually if you have questions or concerns. My contact info is in the signature below.

I have thoroughly enjoyed working with your steering committee representatives over the past few weeks and look forward to working with you as well.

Warm regards,  
Harry

Harry Falconer | IREC | [\(What's an IREC?\)](#)



128 King Farm Road, Woodstock, VT 05091  
[hfalconer@trorc.org](mailto:hfalconer@trorc.org) | Tel: 802.457.3188 x3013  
[Facebook](#) | [Instagram](#) | [LinkedIn](#)

*This email is not a legal opinion and is part of the public domain.*

**From:** [John Farrell](#)  
**To:** [Select Board](#)  
**Subject:** WALKABILITY/BEAVER MEADOW ROAD  
**Date:** Thursday, January 25, 2024 7:36:59 AM

---

Please DO NOT use any of the surplus money to fund this project. There are much more important issues the town needs to address.

John Farrell  
Norwich



**From:** [Joe Mehling](#)  
**To:** [Select Board](#)  
**Subject:** let the voters decide  
**Date:** Thursday, January 25, 2024 8:52:37 AM

---

Dear Selectboard members,

The safety and walkability proposal below is a matter that should be decided by the voters.

Joe Mehling, Hogback Road

**\*Safety and Walkability in Norwich: A Modest Proposal\***

We propose that Norwich allocate up to \$90,000 (less than 10 % of the surplus) to create a walkable route to and from town, as well as improve pedestrian access to public facilities including parks (Huntley Meadow, Barrett Playground and pizza oven, and the Ballard Trail) and the Kid's Bridge, by completing (a) pedestrian corridor from Heritage Lane to The Barrett Memorial Park (west Side of Beaver Meadow) and from Huntley Street (north) to Moore Lane (east side of Beaver Meadow). Completing these two separate corridors would allow residents along Beaver Meadow, Dutton Hill, Bragg Hill, Glen Ridge, and Huntley Street walkable access to and from town. It would improve accessibility for bus riders who use the Advance Transit stops at Heritage Lane, Glen Ridge, and Moore Lane. Finally, it would go a long way toward the decades-long goal of completing a safe, walkable loop for all of Norwich.

**From:** [Kendall Lee](#)  
**To:** [Select Board](#)  
**Subject:** Safety and Walkability in Norwich - put it to a vote please  
**Date:** Thursday, January 25, 2024 7:37:13 AM

---

Please allow the voters of Norwich to decide if a portion of the surplus should be utilized to create safe walkability to and from parks and town. The proposal put forward to you all is a fantastic idea and it is concerning to me that it has not yet been acted upon. Please allow us the opportunity to vote on it ourselves!

Respectfully,  
Chris and Kendall Lee  
Turnpike Road

**From:** [Lucy Rojansky](#)  
**To:** [Select Board](#)  
**Subject:** Support for Pedestrian Safety/Access and Fire Apparatus Fund  
**Date:** Thursday, January 25, 2024 7:30:16 AM

---

Dear Norwich Selectboard,

I was dismayed to read that you voted down the years-long good-faith effort by Norwich citizens to improve pedestrian access and safety in town. I would love to understand your reasoning.

I do not live in town, but my family and I regularly walk there, and I have been grateful to the citizens who have spent so much time researching the issue and proposing creative solutions to the board.

I regret that I have not been able to show up to your meetings to make my feelings known. I have three children at Marion Cross and my husband travels frequently for work, so very often I am putting my kids to bed when you are holding your meetings. I spend many hours every week on volunteer efforts to help the school and the town, including the PTO, Women's Club, and Norwich Community Collaborative. I simply do not have time to weigh in on every issue, but I have trusted that the advocacy efforts of my neighbors and fellow Norwich residents on issues that affect the quality of life for all of us would resonate with the board and result in a decision that would demonstrate your understanding. I urge you to reconsider and allow Norwich residents to vote on whether to fund pedestrian access and safety measures.

In the same vein, I was similarly dismayed when I found out about our town's chronic underfunding of our Fire Apparatus Fund. My husband is a Norwich volunteer firefighter and has spent countless hours attending to safety emergencies throughout our town, training, and putting out actual fires. The fact that our elected leaders are not willing to follow best practices when it comes to the maintenance fund is, frankly, appalling, and I fear that it puts his safety and that of his fellow firefighters at risk.

I appreciate your service and hope my note helps demonstrate that just because people are not showing up to your meetings does not mean they do not care about the actions you take.

Thank you for your time and consideration.

Regards,  
Lucy Rojansky  
69 Old Coach Rd

**From:** [Peter Griggs](#)  
**To:** [Select Board](#)  
**Cc:** [Peter Orner](#)  
**Subject:** Walkability, Beaver Meadow Rd.  
**Date:** Thursday, January 25, 2024 8:20:57 AM

---

Good morning Selectboard,

I join in with Peter Orner and others to strongly urge that you revisit your decision to not use a portion of the available funds for a walking corridor along Beaver Meadow Rd.

Every time I walk to town from Dutton Hill Rd. I observe dangerous walking conditions. Traffic going at too high a rate of speed, drivers unwilling to give reasonable space, unplowed bridge sidewalk, etc. I am amazed there have been no accidents along here, but I know there have been close calls.

I have walked and biked along this corridor for about 60 years and it is time to act on this proposal.

Thank you for your time and consideration,

Peter Griggs  
256 Dutton Hill Rd.  
Norwich

Sent from my iPhone

**From:** [Thomas Griggs](#)  
**To:** [Select Board](#)  
**Cc:** [peterorner@gmail.com](mailto:peterorner@gmail.com); [Brennan Duffy](#)  
**Subject:** Safety and Walkability proposal should be on March ballot  
**Date:** Thursday, January 25, 2024 10:48:13 AM

---

Dear Selectboard members -

I understand that on 01/24/24 you voted against sponsoring a measure based on 'Safety and Walkability in Norwich: A Modest Proposal' to appear on the March ballot. I believe strongly that voters should be able to decide whether this priority need should be funded. I have lived in at least 8 small towns that had good-to-excellent sidewalks that made a big difference in my ability to safely walk to work if I wasn't bicycling. I occasionally use Advance Transit by walking from home on Dutton Hill Road to the stop near Dan & Whit's. I would much prefer to have a clear path along the stretch of Beaver Meadow Road that presently has no safe walking corridor. This includes the bridge over Blood(y) Brook that is presently unplowed.

Walkability is an extremely valuable asset and alternative to vehicle transportation that we should be promoting and facilitating in Norwich. It has clearly been an important issue to many residents for years. Please find a way to allow voters to decide whether this proposal should be funded.

Sincerely,

Thomas Griggs  
181 Dutton Hill Rd.  
Norwich, VT 05055

**From:** [Anne Foley](#)  
**To:** [Select Board](#)  
**Subject:** Peter Orner and sidewalks posted on Listserve  
**Date:** Friday, January 26, 2024 6:33:55 AM

---

To the Norwich Selectboard

I don't believe that American Rescue Act monies should be spent on "walkability" projects. To keep with the spirit of the Act we should use the funds only for projects that boost the economic, political and social viability of Norwich post pandemic for decades to come. (I'm thinking Tracy Hall or Marion Cross School septic—big costly projects that need attention.)

I am a walker and a biker and I can't think of any road in Norwich that isn't currently "walkable" if pedestrians and drivers are CAREFUL. I learned years ago to wear bright colors, reflective clothing when called for, to hug road shoulders and obey traffic signs/signals/laws. I'm sorry but I place more blame on careLESS people rather than infrastructure for most of our road safety issues.

Anne Foley  
Turnpike Road

**From:** [David Bibeau](#)  
**To:** [Select Board](#)  
**Subject:** Re: please consider funding pedestrian improvements  
**Date:** Friday, January 26, 2024 1:09:47 PM

---

forgot to sign the email:

David Bibeau  
21 Huntley Street.

On Fri, Jan 26, 2024 at 12:54 PM David Bibeau <[david.a.bibeau@gmail.com](mailto:david.a.bibeau@gmail.com)> wrote:

\*Safety and Walkability in Norwich: A Modest Proposal\*

We propose that Norwich allocate up to \$90,000 (less than 10 % of the surplus) to create a walkable route to and from town, as well as improve pedestrian access to public facilities including parks (Huntley Meadow, Barrett Playground and pizza oven, and the Ballard Trail) and the Kid's Bridge, by completing (a) pedestrian corridor from Heritage Lane to The Barrett Memorial Park (west Side of Beaver Meadow) and from Huntley Street (north) to Moore Lane (east side of Beaver Meadow). Completing these two separate corridors would allow residents along Beaver Meadow, Dutton Hill, Bragg Hill, Glen Ridge, and Huntley Street walkable access to and from town. It would improve accessibility for bus riders who use the Advance Transit stops at Heritage Lane, Glen Ridge, and Moore Lane. Finally, it would go a long way toward the decades-long goal of completing a safe, walkable loop for all of Norwich.

**From:** [Jane Farrell](#)  
**To:** [Select Board](#)  
**Cc:** [Jonathan Battat](#); [peterorner@gmail.com](mailto:peterorner@gmail.com); [johnlanghus@gmail.com](mailto:johnlanghus@gmail.com)  
**Subject:** Voicing support for walkability  
**Date:** Friday, January 26, 2024 9:50:37 AM

---

Good morning!

My husband Jonathan and I moved to Norwich in the middle of last year. We have a young daughter and another on the way. While we were unable to attend the town meeting where the issue of how to spend the surplus budget was discussed due to childcare and work obligations, we both thought that adding more sidewalks and improving walkability would be an excellent use of the funds (even before reading the recent listserv emails). While we can access the sidewalk at Main St & Koch Rd just downhill from our house, we frequently find ourselves running with a stroller on the roadside where there could and should be a sidewalk (E.g. from Moore Lane to Beaver Meadow/Huntley or Moore Lane to the road leading up to Ballard Trail, which is an especially dangerous curve and section with or without a stroller).

We regret not finding a way to attend the meeting and sincerely hope that the Selectboard supports the informal sidewalk committee's proposals and plans going forward. Pedestrian safety, access to parks and trails, and walkability should be a top priority for everyone.

Thank you kindly,

Jane Farrell & Jonathan Battat



**From:** [Mary Brownlow](#)  
**To:** [Select Board](#)  
**Subject:** town sidewalk  
**Date:** Friday, January 26, 2024 7:38:11 AM

---

Dear Selectboard,

I would like to encourage you to consider putting the proposal of creating a pathway on Beaver Meadow Road onto the March town meeting ballot.

Of course, I would use such a path frequently. But I believe that the town as a whole should have the opportunity to think about the proposal and make their opinions heard.

I also wonder whether some of the funds from the American Rescue Act might be used to mitigate the environmental damage caused by the bridge on Moore Lane - or perhaps other sources of funding are more appropriate.

Thank you for all your work.

Mary Brownlow

**From:** [Paul D. Manganiello](#)  
**To:** [Miranda Bergmeier](#)  
**Cc:** [wendy.manganiello@gmail.com](mailto:wendy.manganiello@gmail.com)  
**Subject:** Solar Siting and Tracy Hall Energy Upgrade  
**Date:** Friday, January 26, 2024 9:56:25 AM

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Hi Miranda: Please include this in the attachment/enclosures of public comments for the upcoming Select Board and Planning Committee meetings. Thanks, Paul

### **Solar Siting and Tracy Hall Energy Upgrade**

I would like to begin by thanking Lynnwood Andrews for her recent posting on the Norwich List-serve, her letter to the Planning Committee and the Select Board on the need for Norwich to respond Climate Change for the sake of future generations; stating that although individual actions might not seem important, our personal, local actions, do add up and can make an impact.

Norwich needs to be part of the solution, not only in addressing Climate Change but also the environment degradation that continues, as a result of our dependence on fossil fuels: beginning from the time of their extraction; their processing; their transportation; their combustion, and then, repeat the process all over again.

This should not be seen as binary choice whereby the transition to “green technology” means sacrificing the aesthetics of our Upper Valley environment. Eliminating our dependence on fossil fuels is not only compatible with but necessary for preserving the natural beauty of our rural communities.

We need to also realize that our continued dependence on fossil fuels oftentimes results in the degradation of the “landscape” of economically disadvantaged communities, oftentimes resulting in their poor health outcomes.

Paul and Wendy Manganiello  
226 Turnpike Rd.

**From:** [justin krawitt](#)  
**To:** [Select Board](#)  
**Subject:** Walkability proposal  
**Date:** Sunday, January 28, 2024 10:13:55 AM

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The Krawitt family is in full support of the measure below.

We propose that Norwich allocate up to \$90,000 (less than 10 % of the surplus) to create a walkable route to and from town, as well as improve pedestrian access to public facilities including parks (Huntley Meadow, Barrett Playground and pizza oven, and the Ballard Trail) and the Kid's Bridge, by completing (a) pedestrian corridor from Heritage Lane to The Barrett Memorial Park (west Side of Beaver Meadow) and from Huntley Street (north) to Moore Lane (east side of Beaver Meadow). Completing these two separate corridors would allow residents along Beaver Meadow, Dutton Hill, Bragg Hill, Glen Ridge, and Huntley Street walkable access to and from town. It would improve accessibility for bus riders who use the Advance Transit stops at Heritage Lane, Glen Ridge, and Moore Lane. Finally, it would go a long way toward the decades-long goal of completing a safe, walkable loop for all of Norwich.

**From:** [Paul D. Manganiello](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** Letter to the Select Board (SB) and the Planning Committee  
**Date:** Thursday, February 1, 2024 8:49:13 AM

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Hi Miranda:

Please include in the packet for the next meeting of the SB and the Planning Committee. Thanks, Paul

### **Walkability and Pedestrian Safety**

I have been reading several posts concerning “walkability and pedestrian safety” relative to our town.

My wife and I live on Turnpike Rd. For years, many individuals in town have advocated that our town managers help Norwich residents adopt and incorporate healthier lifestyles into their daily activities. One way would be to enhance walkability, encouraging residents to get out of their cars, taking walks and visiting our downtown to shop, the post office, library and Dan and Whit’s.

One initiative that many have advocated for is to “Close the Loop”!! Connecting the sidewalk on Turnpike Rd. with Beaver Meadow. Other than winter, it is walkable, but auto traffic often exceeds the speed limits, and is not safe for individuals pushing baby carriages, and doesn’t really accommodate individuals with disabilities. It cannot be considered handicapped accessible. The wonderful trail system in Norwich, for the most part is also not handicapped accessible, and probably will not be in my lifetime. We need to realize that that loop in good weather is used by many in the outer areas town, and outside of town, taking advantage of parking at the playing fields and walking the loop.

In the winter, my wife and I retreat to New Hampshire, walking the sidewalks of Hanover and around Occom pond. Hanover has also made segments of their Pine Park handicapped accessible. Norwich, we can do better!!

We were disappointed to learn that available funds in Biden’s American Rescue plan will not be used to improve resident walkability and pedestrian safety; but we were encouraged to learn that the Town Manager was considering using funds earmarked for town road infrastructure. Please send letter of support to the Select Board, and Planning commission to “Close the Loop”!!

Paul and Wendy Manganiello  
226 Turnpike Rd.

**From:** [Miranda Bergmeier](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** Questions on FY23 Audit  
**Date:** Wednesday, February 7, 2024 2:24:11 PM

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**From:** Pam Smith <[pamsmith.sb@gmail.com](mailto:pamsmith.sb@gmail.com)>  
**Sent:** Wednesday, February 7, 2024 11:02 AM  
**To:** Brennan Duffy <[BDuffy@norwich.vt.us](mailto:BDuffy@norwich.vt.us)>  
**Subject:** Questions on FY23 Audit

Brennan,

Please include this email in the February 14, 2024 SB packet under Correspondence.

I have several questions regarding the FY23 Audit. I realize that the list is somewhat long, but I feel it is important to have a better understanding of our Town finances. Please provide answers to the following questions:

**Page 6: Under Assets - Art** What assets comprise the \$11,140?

**Page 22: Delinquent Taxes Receivable:** Why is the FY23 ending balance higher than FY22? What can be done to rectify this?

**Page 23: Construction in Progress** - What construction projects comprise the \$836,159?

**Page 23: Vehicles, Machinery, Equipment & Furniture** - What comprises the increases of \$247,201 and decreases of \$400,729?

**Page 26: Compensated Absences Payable** - What is the breakdown of the \$63,728 with hours and dollars by employee?

**Page 41: Town Administration Miscellaneous Expense** - With a budget of \$500, why is this line item overspent by \$18,684?

During FY23, many staff members received a 5% COLA bonus, however, some wage line items far exceeded 5% . For that reason, I would like to know why these 3 positions were over budget by more than 5%:

**Page 43: Finance Assistant Wage** - Why is this line item overspent by 15%?

**Page 45: Recreation Director Wage** - Why is this line item overspent by 8.24%?

**Page 48: Fire Chief Wages** - Why is this line item overspent by 9%?

**Page 51: Contracted Services Plowing & Sanding** - Why is this line item overspent by \$53,559?

**Page 51: Contracted Services Bridges** - Why is the line item overspent by \$27,909?

**Page 52: Tigertown Culvert Grant Expenses** - What is the dollar amount of this grant still due to the Town as of June 30, 2023?

**Pages 68-70: Deficiencies in Internal Control - Material Weaknesses**

**2023-001 Transfer Station Revenue** - It is disturbing to see this in the audit findings two years in a row. What will be done to rectify this?

**2023-002 Reconciliation of Balance Sheet Accounts** - It is deeply disturbing to see such a basic accounting function being cited as a material weakness two years in a row. What will be done to rectify this?

**2023-003 Reconciliation of the General Operating Bank Statement** - I am also deeply disturbed that our Finance Department is being cited for not performing this basic accounting function on a monthly basis. What is being done to rectify this?

**2023-004 Transfers** - In a double-entry system (debits = credits), how is it possible that these transactions were out of balance? What is being done to rectify this?

I look forward to receiving answers to all of the above.

Respectfully,

Pam Smith

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Any reply to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act.



# NORWICH POLICE DEPARTMENT



CHIEF OF POLICE

MATTHEW S. ROMEI

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775  
email: matthew.s.romei@vermont.gov

## Memorandum

To: Brennan Duffy  
Town Manager

From: Matthew Romei  
Chief of Police

Re: Body-Worn and Cruiser Video Cameras

Date: 06 February 2024

As you are aware, we have been vetting a number of proposals for Body-Worn Cameras, as well as a replacement for our In-Car cameras. It is my opinion that these systems are an integral piece of equipment in the current legal landscape and having them is key to recruitment efforts. After considering multiple options, quotations and configurations, we have decided to go with a Motorola system, that will integrate the Vehicle and Body Cameras, and provide a number of additional enhancements, along with some longer-term savings. The proposal also includes unlimited storage for video from both sources.

The total cost for the system, including five years of storage, support and hardware refreshes is \$84,079. Of that, \$29,155 is the first-year cost, including installation, setup, provisioning, and training. The remaining four years are locked in at \$13,731 each year. We lost a small bit of traction and discounts while we went through the RFP vetting and discussion process, as well as budgeting. I am applying for a short-timeline Department of Justice Micro-Grant that *may pay up to* half of the project costs. I am unclear if the Micro-Grant would pay for half of the *total project* or just half of the *first year*. I do know that delaying action on the quote we have will result in an \$11,000 price hike that was supposed to take effect on January 1. I would like to get an agreement with Motorola signed as soon as reasonably possible.

An increase in the line was put into the FY25 budget, to account for the year-to-year costs going forward. We currently have \$4,300 in Budget Line 01-5-500304 – Cruiser Video Equipment. I am not sure what, if anything, we will see from the DOJ Micro-Grant. I would ask that the Select Board consider authorizing the move of \$25,000 from the Budget Line 1-5-500112 - Police Officer Wage to cover the balance of the first-year costs, as well as authorizing you to enter into the agreement with Motorola. We currently have an estimated \$36,000 overage in the Salary line.

Town of Norwich

Departmental Request for Spending

Date: 06 February 2024 Department: Police

Request by: Matthew Romei (Name) Chief of Police (Title)

Town Manager Approval Date: \_\_\_\_\_ For Selectboard Meeting Date: \_\_\_\_\_

What is being requested: Transfer of unused funds from the Wage line to the Cruiser Video Equipment line to fund purchase of Body Worn Cameras and Cruiser Cameras

Has this request been budgeted by the Selectboard:  (Partial)  (No)  (Yes) FY24/FY25 (Fiscal Year)

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc., explain : Total first year costs not to exceed \$30,000. Follow-up years not to exceed \$14,000. We expect to see savings in other line items due to beneficial additions to this project.

Which fund will be used to pay for this request: 01-5-500304 (Number of Fund)  
Cruiser Video Equipment (Name of Fund)

How much is in the above-named fund on this date: \$4,300

List other items/costs that are expected to be paid from the above-named fund in 2024 (Fiscal Year)

None

\*\*\*Requesting movement of \$25,000 from 1-5-500112 – Police Officer Wage line to cover balance of first year.

Request for Quotes required:  Already in hand  (No) To be sent out by Town Manager:  (Yes)  (No)

Expected Date of purchase, if known: As soon as possible

Other information: Price will rise \$11,000 if not contracted soon.

Signature of Requestor:  Date: 2/6/2024

Signature of Town Manager:  Date: 2/9/24

Action by Selectboard:  (Approved)  (Denied)  (Tabled) Date: \_\_\_\_\_

Concerns of Selectboard: \_\_\_\_\_

Quotes: Date sent out \_\_\_\_\_ Due date \_\_\_\_\_ Date selection made \_\_\_\_\_

Date quotes given to selectboard \_\_\_\_\_

Purchase: Date purchased \_\_\_\_\_ Date Received \_\_\_\_\_





## NORWICH POLICE DEPT, TOWN OF

MVUpgrade

08/17/2023

Billing Address:  
 NORWICH POLICE DEPT, TOWN  
 OF  
 PO BOX 311  
 NORWICH, VT 05055  
 US

Quote Date:08/17/2023  
 Expiration Date:11/15/2023  
 Quote Created By:  
 Catherine Kranich  
 Katie.Kranich1@  
 motorolasolutions.com

End Customer:  
 NORWICH POLICE DEPT, TOWN OF  
 Stuart Rogers  
 stuart.rogers@vermont.gov  
 802-649-1460

Payment Terms:30 NET

### Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms).

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service							
1	AAS-M5-3CAM-BWC	M500 3-CAMERA IN-CAR SYSTEM WITH BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD- 5 YEARS VIDEO-AS-A-SERVICE	3	5 YEAR	\$15,600.00	\$46,800.00	
2	WGB-0138AAS	VIDEO EQUIPMENT, V300/ V700 TRANSFER STATION (\$30 PER MON)	1		Included	Included	
3	WGP01394-001	CBL, WIFI VHCL ANT MNT, NMO, 17'L	3		Included	Included	
4	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	3		Included	Included	
5	WGW00121	IN-CAR SYSTEM INSTALLATION (PER UNIT CHARGE)	4		\$1,000.00	\$4,000.00	
6	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	3		\$110.00	\$330.00	



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.  
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
7	WGP01566-350	ACCESS POINT, MIKROTIK, 802.11AC, 5GHZ	1		\$200.00	\$200.00	
8	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5 GHZANT	3		Included	Included	
9	WGP02225-230-KIT	BRKT KIT DISP/HMIC/CAM TAHOE/SILV 2021	1		Included	Included	
10	WGP02225-130-KIT	BRKT4RE DISP/VISTA/ CAMVR POST 2020+EXPL	2		Included	Included	
11	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	3	5 YEAR	Included	Included	
12	WGC02003-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE FOR IN-CAR VIDEO SYSTEM PER ADDITIONAL CAMERA VAAS*	3	5 YEAR	Included	Included	
13	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	5	5 YEAR	\$0.00	\$0.00	
14	PRS-0618A	VAAS MANAGED INSTAL,ONSITE,TRAIN,CO NFIG	1		\$5,000.00	\$5,000.00	
15	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	3	5 YEAR	Included	Included	
16	SWV07S03593A	SOFTWARE ENHANCEMENTS	3	5 YEAR	Included	Included	
17	WGW00502	M500 EXTENDED WARRANTY	3	5 YEAR	Included	Included	
18	WGC02002-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO	3	5 YEAR	Included	Included	



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 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
		SYSTEM WITH 2 CAMERAS VAAS*					
19	WGB-0740A	V700 BODY WORN CAMERA VERIZON READY	3		Included	Included	3 YEAR
20	WGB-0708A	M500 ICV SYSTEM W/ RCAM V300 WIFI DCK,SPS	3		Included	Included	
	Video as a Service						
21	AAS-M5-BWC-5YR	M500 IN-CAR SYSTEM WITH BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	1	5 YEAR	\$13,500.00	\$13,500.00	
22	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	1		\$110.00	\$110.00	
23	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	1		Included	Included	
24	WGP01394-001	CBL, WIFI VHCL ANT MNT, NMO, 17"L	1		Included	Included	
25	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS	1		Included	Included	
26	WGP01459-018-KIT	BRKT KIT 4RE REDICED VISOR HOLE GENFIT	1		Included	Included	
27	WGW00502	M500 EXTENDED WARRANTY	1	5 YEAR	Included	Included	
28	WGB-0189A	MTIK CONF KIT,802.11AC,M500POE,5 GHZANT	1		Included	Included	
29	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	1	5 YEAR	Included	Included	
30	WGC02002-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE	1	5 YEAR	Included	Included	



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Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
		PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS VAAS*					
31	WGB-0740A	V700 BODY WORN CAMERA VERIZON READY	1		Included	Included	3 YEAR
32	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	1	5 YEAR	Included	Included	
33	SWV07S03593A	SOFTWARE ENHANCEMENTS	1	5 YEAR	Included	Included	
	Video as a Service						
34	AAS-BWC-5YR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	1	5 YEAR	\$4,140.00	\$4,140.00	
35	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	1		\$110.00	\$110.00	
36	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	1		Included	Included	
37	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	1	5 YEAR	Included	Included	
38	WGB-0740A	V700 BODY WORN CAMERA VERIZON READY	1		Included	Included	3 YEAR
39	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	1	5 YEAR	Included	Included	
40	SWV07S03593A	SOFTWARE ENHANCEMENTS	1	5 YEAR	Included	Included	
	CommandCentral Evidence						





Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
41	ISV00S01459A	DIGITAL EVIDENCE DELIVERY SERVICES	1		\$0.00	\$0.00	
42	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	1	5 YEAR	\$0.00	\$0.00	
43	SSV00S02604A	FIELD RESPONSE APPLICATION*	1	5 YEAR	Included	Included	
44	SSV00S02605A	RECORDS MANAGEMENT*	1	5 YEAR	Included	Included	
45	SSV00S02783A	COMMANDCENTRAL STORAGE GB*	500	5 YEAR	\$3.75	\$1,875.00	
46	SSV00S02601A	COMMANDCENTRAL EVIDENCE PLUS*	1	5 YEAR	\$2,340.00	\$2,340.00	
47	SSV00S02606A	OPTIMIZED DIGITAL EVIDENCE*	1	5 YEAR	\$0.00	\$0.00	
48	SSV00S02782A	COMMUNITY INTERACTION TOOL*	1	5 YEAR	\$0.00	\$0.00	
Sierra Wireless Devices							
49	WSWA-1104073	SIERRAWRLS MP70 ADVPROROUTER WIFI LTE	4		\$999.20	\$3,996.80	
50	WSWA-6001262	ANT SHRKFIN 6IN1 LTE, GNSS, WIFI, WHITE	4		\$216.91	\$867.64	
51	WSWA-9010324	SIERRAWRLS AL-COMP MP/RV ALMS 5YRS WRNTY	4		\$168.00	\$672.00	
52	WSWA-6001112	SIERRAWRLS SHARKFIN MAG MOUNT ADAPTOR	4		\$34.40	\$137.60	

**Grand Total** **\$84,079.04(USD)**

**Pricing Metric :**

Price is indicative of the following -  
 # of Named Users for CommandCentral Evidence - 1

**Pricing Summary**



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 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

	Sale Price	
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$29,155.04	\$0.00
Year 2 Subscription Fee	\$13,731.00	\$0.00
Year 3 Subscription Fee	\$13,731.00	\$0.00
Year 4 Subscription Fee	\$13,731.00	\$0.00
Year 5 Subscription Fee	\$13,731.00	\$0.00
Grand Total System Price	\$84,079.04	\$0.00

### Notes:

- Additional information is required for one or more items on the quote for an order.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS includes access to high definition camera systems and the VideoManager EL Cloud evidence management platform.

VideoManager EL Cloud automates data maintenance and facilitates administration of your department's devices in a Government cloud-based storage solution. Agencies can capture, record, store, and efficiently manage all evidentiary data with VideoManager.

In addition, the VaaS solution can be expanded with CommandCentral Evidence to provide a single, streamlined workflow in the industry's only end-to-end digital evidence management ecosystem.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per device charge, billed quarterly.





VideoManager EL Cloud simplifies evidence management, automates data maintenance, and facilitates management of your department's devices, all in a cloud-based, off-premises storage solution.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely. It also allows live-streaming capabilities through the optional SmartControl and SmartConnect applications.

## VIDEO EVIDENCE MANAGEMENT

Using VideoManager EL Cloud delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL Cloud makes evidence management as efficient as possible. With VideoManager EL Cloud, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

### Simplified Evidence Review

VideoManager EL Cloud makes evidence review easier by allowing users to upload evidence into cloud storage from their in-field devices. When evidence is uploaded, important information is sorted, which groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name, and event type. This allows you to view recordings of an incident that were taken from several devices simultaneously, eliminating the task of reviewing irrelevant footage during review.

Its built-in media player includes a visual display of incident data, allowing you to tag moments of interest, such as when lights, sirens, or brakes were activated during the event timeline.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, and drawings, can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in VideoManager EL.

### Easy Evidence Sharing

VideoManager EL Cloud allows you to easily share information in the evidence review or judiciary sharing process by exporting evidence data as MP4 files.

You can also find relevant evidence data using audit log filters, including criteria such as import, export, playback, download, share, and modify dates.

### Automatic Data Maintenance

VideoManager EL Cloud lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on a daily, weekly, or monthly basis, based on how the user wants to configure the system.

Security groups and permissions are easily set-up in VideoManager EL Cloud, allowing you to grant individuals access to evidence on an as-needed basis.



## Integration with In-Car and Body-Worn Cameras

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by the M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL Cloud based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

### Optional Live Video Streaming

VideoManager EL Cloud integrates with SmartControl, an optional mobile application for Android or iOS that allows officers to complete evidence review work normally completed at their desk from their smartphone.

SmartControl also allows officers to categorize recordings using event tags, stream live video from, and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

## DEVICE MANAGEMENT

Agencies using VideoManager EL Cloud are able to assign users to devices, track them, and streamline shift changes. You can easily manage, configure, update firmware, and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled device system. VideoManager EL Cloud also tracks devices and enables them to be quickly exchanged between officers during shift changes. This minimizes the amount of devices needed for your fleet.

### Device Tracking

You can easily manage, configure, and deploy their in-car and body-worn cameras in VideoManager EL Cloud. Devices can be assigned to personnel within VideoManager EL Cloud and tracked, helping agencies keep track of which users have specific devices.

### Faster Shift Changes

VideoManager EL Cloud's Rapid Checkout Kiosk feature allows agencies to take advantage of a pooled camera system to utilize fewer cameras. Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface. At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL Cloud also enable you to configure devices to operate in alignment with your agency's policies and procedures.



## M500 IN-CAR VIDEO SYSTEM SOLUTION DESCRIPTION

The M500 In-Car Video System is the first AI-enabled in-car video solution for law enforcement. It combines Motorola's powerful camera technology with our industry-leading digital evidence management software (DEMS), to improve the quality of evidence collected and streamline the data sharing process throughout investigation.

### VIDEO RECORDING AND CAPTURE

Equipped with high-definition front and cabin cameras with configurable recording resolution of up to 1080p, the M500 creates a reliable record of evidence that can be uploaded to your DEMS solution from any location with a cellular or Wi-Fi signal.

It is equipped with patented Record-After-the-Fact (RATF) technology, which ensures continuous recording from both front and cabin perspectives whenever the camera is on, even if the recording function isn't manually engaged. All RATF data is automatically uploaded to DEMS, for easy review and data capture whenever it is needed.

### DISPLAY AND USER INTERFACE

The M500 system features a 5" control panel with a bright, clear display. It offers an icon-driven interface and intuitive controls to streamline field operations. Users can execute any function on the device within three taps of the screen.

### AUTOMATIC RECORDING FUNCTIONALITY

Users can program various sensors to activate a new recording. These sensors include emergency lights, sirens, auxiliary inputs, wireless microphones, vehicle speed, and crash detection. When these sensors are triggered, the integrated cameras automatically start recording, allowing officers to capture video evidence without manually activating any cameras.

## INTEGRATION WITH V300

The M500 integrates with the V300 Body-Worn Camera for synchronized recording and playback, as well as wireless uploading. Whenever one camera in a group is activated, the Group Recording function enables other cameras in that group within Wi-Fi range to join in on a group recording for easy capture of all available information. Video evidence on a V300 Body-Worn Camera can be uploaded to your evidence management system via an in-car LTE network.



## MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

### OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of purchased body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, and third-party partners. The third-party partner(s) will work on Motorola's behalf to install your in-car video system(s).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solution Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement. The Customer acknowledges any changes or deviations from the SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola and its subcontractors are specifically listed in the Contract and referenced in the SOW.

### AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the Execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, the Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, project progress against the project schedule, items of concern requiring attention, as well as potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred for the use of the alternate teleconferencing tool will be the responsibility of the Customer.

### CJIS INFORMATION

Motorola will provide state of residency and fingerprint cards for any employee requiring physical or logical access to unencrypted NCIC/III or CHRI data so Customer can conduct a criminal background investigation. A criminal background investigation is also required for Motorola employees who need access to Criminal Justice Information Systems (CJIS) containing unencrypted NCIC/III or CHRI data.

If the Customer requires a different method for a Motorola employee to access CJIS, Motorola will work with the Customer to complete this documentation in a timely manner.



## COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. The written notification must be provided to Motorola within ten (10) business days of task completion.

## SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.

## PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

### Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola's PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who assume ownership of the system early and take an active role in the delivery and educational process realize user adoption sooner and achieve higher levels of success with system operation.

The subsections below provide an overview of the Project Team Members.

### Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.



- Conduct daily status calls with the Customer during Go-Live.

### **Post Sales Engineer**

The Post Sales Engineer will work with the Customer's Project Team on:

- System provisioning.
- Contracted data migration between two disparate digital evidence management systems (if applicable).

### **System Technologist (ST)**

The ST will work with the Customer's Project Team on:

- The installation and configuration of system devices.
- Provide instructions to the Customer on the installation and configuration of system devices.
- Review equipment setup with the Customer.
- Develop and submit a Trip Report to the Customer.

### **Professional Services Engineer (if applicable)**

The Professional Services Engineer is engaged on projects that include integration between Motorola evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

### **Application Specialist (if applicable)**

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.

### **Technical Trainer / Instructor**

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

### **Customer Support Services Team**

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

### **Customer Project Roles and Responsibilities**

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.



## Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's list of responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify the tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to the Motorola PM.
- Approve a deployment date offered by Motorola.
- Review the Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.
- Assume the responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

## IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure. IT Support must be familiar with connectivity to internal, external and third-party systems where the proposed system will interface.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software, interfaces and functionality of the system.





- Participate along with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

### **Video Management Point of Contact (POC)**

The Video Manager POC will educate officers on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training.

### **Subject Matter Experts (SMEs)**

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

### **Training POC**

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with the Motorola team when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.

### **General Customer Responsibilities**

In addition to the Customer responsibilities listed above, the Customer is responsible for the following (if applicable):

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) the Customer will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Third-party installers must be certified through Motorola LXP for remote or in person installation training. The Customer will be responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.





Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

## NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

## PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

### PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations of each other. Dependent upon solutions purchased, the agenda will typically include:

- A high level review of the following project elements:
  - Contract documents.
  - A summary of contracted applications and equipment as purchased.
  - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
  - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

### Motorola Responsibilities

- Schedule the remote Project Planning Session.



- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in the Motorola LXP.

**Customer Responsibilities**

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

**Motorola Deliverables**

- Project Kickoff Meeting Agenda.

**PROJECT KICKOFF**

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for successful implementation of the solution.

Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at time of offer acceptance. Delay in completing the IT Questionnaire will delay shipment of equipment.

**Motorola Responsibilities**

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss equipment inventory process.
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purposes of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

**Customer Responsibilities**

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.



- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete when applicable.
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

### **Motorola Deliverables**

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

### **DISCOVERY TELECONFERENCE**

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

### **Motorola Responsibilities**

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.
- Confirm Customer-provided configuration inputs.

### **Customer Responsibilities**

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no more than five (5) business days after the conclusion of the Discovery Teleconference.

### **Motorola Deliverables**

- Completed BPR Workbook.

## **PROJECT EXECUTION**

### **EQUIPMENT PROCUREMENT AND INSTALLATION**

Motorola will procure contracted equipment as part of the ordering process. The equipment will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference to enable installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the equipment, which includes but is not limited to:

- Power
- Heating/Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling



If Motorola and/or its subcontractors are responsible for the installation, the responsibilities outlined below will apply to Motorola and the Customer.

### **Motorola Responsibilities**

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location.
- Install backend equipment (server) in the Customer's designated area.
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to equipment.
- If applicable, for an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- If applicable, install Access Point(s) (APs).
- If applicable, verify APs are properly installed and connected to the network.
- Provide a Trip Report outlining the activities completed during installation.

### **Customer Responsibilities (if applicable)**

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection.
- If applicable, install Customer-supplied Access Point(s) (APs).
- If applicable, verify APs are properly installed and connected to the network.
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

If the Customer and/or its subcontractors are responsible for the installation, the responsibilities outlined below will apply to Motorola and the Customer.

### **Motorola Deliverables**

- Contracted Equipment.
- Equipment Inventory.

### **In-Car Video System (if applicable)**

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) in Customer-provided vehicle(s) per Motorola installation guidelines. The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's evidence management system.



Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

### **Motorola Responsibilities**

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware installation.
- Travel to the Customer site to conduct on-site installation activities.
- Complete ICV configuration on a single vehicle and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle installations.
- Test a subset of completed ICV hardware installations.
- Complete installation of cellular modem and confirm placement of antenna mounting with Customer.
- Install Customer-provided SIM card into cellular modem and connect modem to ICV system.
- Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
- Configure MDC Network Card.

### **Customer Responsibilities**

- Provide Motorola with remote connection and access credentials to complete ICV hardware installation.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for vehicle installation(s).
- Make ICV hardware available to Motorola for installation in accordance with the vehicle installation schedule.
- Provide cellular SIM Card for Internet connectivity to installer at time of vehicle installation.

### **Motorola Deliverables**

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If applicable, for license plate recognition (LPR) installations, an MDT is required for all vehicles. Motorola is not responsible for any delays associated with the Customer fulfilling their obligations per this SOW.

### **Body Worn Camera Configuration (if applicable)**

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the evidence management system.

### **Motorola Responsibilities**

- Configure Transfer Station(s) for connectivity to the evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked back in a Transfer Station or USB dock.



- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

### **Customer Responsibilities**

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

If the body-worn camera(s) and Transfer Station(s) are part of a remote deployment, the following responsibilities will apply to Motorola and the Customer.

### **License Plate Recognition Commissioning (if applicable)**

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN or PlateSearch) database.

### **Motorola Responsibilities**

- Create a Customer account in the LEARN system with user(s) emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

### **Customer Responsibilities**

- Identify the Agency Manager.
- Register to receive access to Hotlist.

## **SOFTWARE INSTALLATION AND CONFIGURATION**

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- If applicable, delivery and installation of server hardware.
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.



### VideoManager EL (if applicable)

The VideoManager EL software is an on-premise solution that requires an onsite server and supports both body worn cameras and in-car video systems.

#### Motorola Responsibilities

- Install software on a specified number of customer workstations / mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

#### Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- If applicable, for Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access.
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

### VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

#### Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Create users, groups, and setup permissions.
- Create event categories.
- Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

#### Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

### CloudConnect Installation and Configuration

#### Motorola Responsibilities

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.



- Provide Customer with the information for setting up the IPSEC tunnel.
- Create an IPSEC tunnel.

**Customer Responsibilities**

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP to the components.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

**Completion Criteria**

- CloudConnect Virtual Machine configuration is complete.

**CommandCentral Evidence (if applicable)**

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure the optimal configuration of your CommandCentral Evidence solution.

**Motorola Responsibilities**

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

**Customer Responsibilities**

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.

**DATA MIGRATION SERVICES (IF APPLICABLE)**

The Customer is responsible for partitioning data to be converted from a legacy or on-prem evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

**Motorola Responsibilities**

- Receive access to Customer video data.
- Perform contracted data migration and validation.

**Customer Responsibilities**

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset and provide Motorola with feedback within ten (10) business days.

**Completion Criteria**

- A migrated dataset as defined in the Contract.





## DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's evidence management system and the Customer's third-party system may consist of an iterative series of activities depending upon the complexity with accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

### Motorola Responsibilities

- Develop interface(s) in accordance with the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Configure interface(s) to support the functionality described in the Solution Description.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the applicable system.

### Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided within 10 business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.

## SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote). Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

### ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through Motorola's LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.



**Motorola Responsibilities**

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on boarding, assist the Customer with LXP usage.
- Create and maintain user role Learning Paths defined by the Customer.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

**Customer Responsibilities**

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.
- Request additional subscriptions to access LXP by providing user credential information.

**INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)**

Instructor-led courses are based on products purchased and the Customer's Education Plan.

**Motorola Responsibilities**

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.
- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

**Customer Responsibilities**

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

**Motorola Deliverables**

- Electronic versions of User Guides and training materials.
- Attendance rosters.



## PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

### Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

### Customer Responsibilities

- Provide signatory approval on the System Acceptance Certificate signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

### Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



## VIDEO EVIDENCE STATEMENT OF WORK

### Overview

In accordance with the terms and conditions of the Agreement, this Statement of Work (“SOW”) defines the principal activities and responsibilities of all parties for the delivery of the Motorola Solutions, Inc. (“Motorola”) system as presented in this offer to the Customer (hereinafter referred to as “Customer”). For the purposes of this SOW, Motorola may include our affiliates, subcontractors, and third-party partners, as the case may be.

Deviations and changes to this SOW are subject to mutual agreement between Motorola and the Customer and will be addressed in accordance with the change provisions of the Agreement.

Unless specifically stated, Motorola work will be performed remotely. Customer will provide Motorola resources with direct network access sufficient to enable Motorola to fulfill its delivery obligations.

The number and type of software or subscription licenses, products, or services provided by or on behalf of Motorola are specifically listed in the Agreement and any reference within this SOW, as well as subcontractors’ SOWs (if applicable), does not imply or convey a software or subscription license or service that is not explicitly listed in the Agreement.

### AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following execution of the Agreement.

Following the conclusion of the Welcome/IT Call, Motorola project personnel will communicate additional project information via email, phone call, or additional ad-hoc meetings.

Motorola utilizes Google Meet as its teleconference tool. If Customer desires a different teleconference tool, Customer may provide a mutually agreeable alternate tool at Customer expense.

### PROJECT MANAGEMENT TERMS

The following project management terms are used in this SOW. Since these terms may be used differently in other settings, these definitions are provided for clarity.

**Deployment Date(s)** refers to any date or range of dates when implementation, configuration, and training will occur. The deployment date(s) is subject to change based on equipment or resource availability and Customer readiness.

### COMPLETION CRITERIA

Motorola Integration Services are complete upon Motorola performing the last task listed in a series of responsibilities or as specifically stated in the deployment checklist. Certain Customer tasks, such as hardware installation activities identified in Section 1.9 of this SOW, must be completed prior to Motorola commencing with its delivery obligations. Customer will provide Motorola written notification that it does not accept the completion of Motorola responsibilities or rejects a Motorola service deliverable within five business days of task completion or receipt of a deliverable, whichever may be applicable.



Service completion will be acknowledged in accordance with the terms of the Agreement and the Service Completion Date will be memorialized by Motorola and Customer in a writing signed by both parties.

## PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

### MOTOROLA PROJECT ROLES AND RESPONSIBILITIES

A Motorola team, made up of specialized personnel, will be assigned to the project under the direction of the Motorola Project Manager. Team members will be multi-disciplinary and may fill more than one role. Team members will be engaged in different phases of the project as necessary.

In order to maximize efficiencies, Motorola's project team will provide services remotely via teleconference, web-conference, or other remote method in fulfilling its commitments as outlined in this SOW.

The personnel role descriptions noted below provide an overview of typical project team members. One or more resources of the same type may be engaged as needed throughout the project. There may be other personnel engaged in the project at the discretion of and under the direction of the Project Manager.

Motorola's project management approach has been developed and refined based on lessons learned in the execution of hundreds of system implementations. Using experienced and dedicated people, industry-leading processes, and integrated software tools for effective project execution and control, we have developed and refined practices that support the design, production, and testing required to deliver a high-quality, feature-rich system.

#### Project Manager

A Motorola Project Manager will be assigned as the principal business representative and point of contact for Motorola. The Project Manager's responsibilities include the following:

- Host the Welcome/IT Call.
- Manage the Motorola responsibilities related to the delivery of the project.
- Coordinate schedules of the assigned Motorola personnel and applicable subcontractors/supplier resources.
- Manage the Change Order process per the Agreement.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Collaborative coordination of Customer resources to minimize and avoid project delays.
- Conduct remote status meetings on mutually agreed dates to discuss project status.
- Provide timely responses to issues related to project progress.

#### System Technologists

The Motorola System Technologists (ST) will work with the Customer project team on system provisioning. ST responsibilities include the following:

- Provide consultation services to the Customer regarding the provisioning and operation of the Motorola system.
- Provide provisioning and training to the Customer to set up and maintain the system.
- Complete the provisioning ownership handoff to the Customer.



- Complete the project-defined tasks as defined in this SOW.
- Confirmation that the delivered technical elements meet contracted requirements.
- Engagement throughout the duration of the delivery.

### **Technical Trainer / Instructor**

The Motorola Technical Trainer / Instructor provides training either on-site or remote (virtual) depending on the training topic and deployment type purchased. Responsibilities include:

- Review the role of the Learning eXperience Portal (“LXP”) in the delivery and provide Customer Username and Access Information.

## **CUSTOMER PROJECT ROLES AND RESPONSIBILITIES OVERVIEW**

The success of the project is dependent on early assignment of key Customer resources. In many cases, the Customer will provide project roles that correspond with Motorola’s project roles. It is critical that these resources are empowered to make decisions based on the Customer’s operational and administration needs. The Customer’s project team should be engaged from project initiation through beneficial use of the system. The continued involvement in the project and use of the system will convey the required knowledge to maintain the system post-completion of the project. In some cases, one person may fill multiple project roles. The project team must be committed to participate in activities for a successful implementation. In the event the Customer is unable to provide the roles identified in this section, Motorola may be able to supplement Customer resources at an additional price.

### **Project Manager**

The Project Manager will act as the primary Customer point of contact for the duration of the project. The Project Manager is responsible for management of any third-party vendors that are the Customer’s subcontractors. In the event the project involves multiple locations, Motorola will work exclusively with a single Customer-assigned Project Manager (the primary Project Manager). The Project Manager’s responsibilities include the following:

- Communicate and coordinate with other project participants.
- Manage the Customer project team, including timely facilitation of efforts, tasks, and activities.
- Maintain project communications with the Motorola Project Manager.
- Identify the efforts required of Customer staff to meet the task requirements in this SOW and identified in the Welcome/IT Call.
- Consolidate all project-related questions and queries from Customer staff to present to the Motorola Project Manager.
- Approve a deployment date offered by Motorola.
- Monitor the project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors’ readiness ahead of the deployment date.
- Assign one or more personnel who will work with Motorola staff as needed for the duration of the project, including at least one Application Administrator for the system and one or more representative(s) from the IT department.



- Identify the resource with authority to formally acknowledge and approve change orders, completion of work, and payments in a timely manner.
- Provide building access to Motorola personnel to all Customer facilities where system equipment is to be installed during the project. Temporary identification cards are to be issued to Motorola personnel, if required for access to facilities.
- Ensure remote network connectivity and access to Motorola resources.
- Provide reasonable care to prevent equipment exposure to contaminants that cause damage to the equipment or interruption of service.
- Ensure a safe work environment for Motorola personnel.
- Identify and manage project risks.
- Point of contact to work with the Motorola System Technologists to facilitate the training plan.

### **IT Support Team**

The IT Support Team (or Customer designee) manages the technical efforts and ongoing tasks and activities of their system. Manage the Customer-owned provisioning maintenance and provide required information related to LAN, WAN, wireless networks, server, and client infrastructure. They must also be familiar with connectivity to internal, external, and third-party systems to which the Motorola system will interface.

The IT Support Team responsibilities include the following:

- Participate in overall delivery and training activities to understand the software, interfaces, and functionality of the system.
- Participate with the Customer subject matter experts during the provisioning process and training.
- Authorize global provisioning choices and decisions, and be the point(s) of contact for reporting and verifying problems and maintaining provisioning.
- Obtain inputs from other user agency stakeholders related to business processes and provisioning.
- Implement changes to Customer owned and maintained infrastructure in support of the Evidence Management System installation.

### **Subject Matter Experts**

The Subject Matter Experts (SME or Super Users) are the core group of users involved with delivery analysis, training, and the provisioning process, including making global provisioning choices and decisions. These members should be experienced users in the working area(s) they represent (dispatch, patrol, etc.), and should be empowered to make decisions related to provisioning elements, workflows, and department policies related to the Evidence Management System.

### **General Customer Responsibilities**

In addition to the Customer Responsibilities stated elsewhere in this SOW, the Customer is responsible for the following:

- All Customer-provided equipment, including hardware and third-party software, necessary for delivery of the System not specifically listed as a Motorola deliverable. This will include end user workstations, network equipment, camera equipment and the like.
- Configuration, maintenance, testing, and supporting the third-party systems the Customer operates which will be interfaced to as part of this project.
- Communication between Motorola and Customer's third-party vendors, as required, to enable Motorola to perform its duties.





- Active participation of Customer SMEs in project delivery meetings and working sessions during the course of the project. Customer SMEs will possess requisite knowledge of Customer operations and legacy system(s) and possess skills and abilities to operate and manage the system.
- Electronic versions of any documentation associated with the business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meeting sessions using Google Meet or a mutually agreeable, Customer-provided, alternate remote conferencing solution.

## PROJECT PLANNING

A clear understanding of the needs and expectations of both Motorola and the Customer are critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of project-specific information in order to set clear project expectations and guidelines, and set the foundation for a successful implementation.

### WELCOME/IT CALL - TELECONFERENCE/WEB MEETING

A Project Planning Session teleconference will be scheduled after the Agreement has been executed. The agenda will include the following:

- Review the Agreement documents.
- Review project delivery requirements as described in this SOW.
- Provide shipping information for all purchased equipment.
- Discuss deployment date activities.
- Provide assigned technician information.
- Review IT questionnaire and customer infrastructure.
- Discuss which tasks will be conducted by Motorola resources.
- Discuss Customer involvement in provisioning and data gathering to confirm understanding of the scope and required time commitments.
- Review the initial project tasks and incorporate Customer feedback.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or contractors. Required fingerprints will be submitted on Motorola provided FBI FD-258 Fingerprint cards.
- Review the On-line Training system role in project delivery and provide Customer User Name and Access Information.
- Discuss Motorola remote access requirements (24-hour access to a secured two-way Internet connection to the Motorola system firewalls for the purposes of deployment, maintenance, and monitoring).
- Discuss Customer obligation to manage change among the stakeholder and user communities.
- Review deployment completion criteria and the process for transitioning to support.

### Motorola Responsibilities

- Host Welcome/IT Call.
- Request the attendance of any additional Customer resources that are instrumental in the project's success, as needed.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Provide Customers with steps to follow to register for Online Training.
- Request user information required to establish the Customer in the LXP.





### Customer Responsibilities

Complete the Online Training registration form and provide it to Motorola within ten business days of the Project Planning Session.

- Review the received (as part of order) and completed IT questionnaire.
- Provide a customer point of contact for the project.
- Provide data for completing the policy validation form.
- Provide LXP user information as requested by Motorola.
- Verify Customer Administrator(s) have access to the LXP.

### Motorola Deliverables

- Welcome Call presentation and key meeting notes
- Send an email confirming deployment date and ST assigned email
- Communicate with the Customer via email confirming shipment and tracking information.
- Instruct the Customer on How to Register for Training email.
- Provide and review the Training Plan.

## SOLUTION PROVISIONING

Solution provisioning includes the configuration of user configurable parameters (unit names, personnel, and status codes). The system will be provisioned using Motorola standard provisioning parameters and will incorporate Customer-specific provisioning.

### IN-CAR VIDEO PROVISIONING SCENARIO

If in-car video is a part of the system, the Motorola Application Specialist will complete the following provisioning tasks.

#### Motorola Responsibilities

- Conduct a remote review of the standard provisioning database with the Customer prior to the start of provisioning.
- Provide and review the Provisioning Export Worksheets with the Customer.
- Conduct a conference call with the Customer to review the completeness of the Provisioning Export Worksheets prior to the start of provisioning.

### BODY WORN CAMERA PROVISIONING SCENARIO

If body worn cameras are a part of the system, the provisioning of the in-car system will generally follow the completion of the base in-car video provisioning.

#### Motorola Responsibilities

Configure transfer stations for connectivity to the evidence management server.

- Configure devices within the evidence management system.
- Check out devices and create a test recording.



- Verify successful upload from devices after docking back into the transfer station or USB dock.

## SOFTWARE INSTALLATION

### ON-SITE SOFTWARE INSTALLATION

Client software will be installed on one workstations and up to 5 mobile devices to facilitate provisioning training to Customer personnel. Customer will complete software installation on the remaining workstations and cameras.

#### Motorola Responsibilities

- Verify system readiness.
- Request client software.
- Deliver the pre-installation preparation checklist.
- Provide instruction on client software installation and install client software on one workstation and up to five mobile devices.
- Total of training overview sessions shall not exceed 4 hours.
- Provide instruction on client software deployment utility.

#### Customer Responsibilities

- Provide and install workstation/mobile device hardware in accordance with specifications.
- Assign personnel to observe software installation training.
- Complete installation of client software on remaining workstations and mobile devices.
- Attend onsite deployment training sufficient to enable user proficiency.
- Complete online training.

#### Motorola Deliverables

- Provide a pre-installation preparation checklist.
- Provide installation guide.
- Provide training overviews on hardware/software and system administration for customers during deployment dates.

## INFRASTRUCTURE VALIDATION

Hardware will be installed on the network to facilitate provisioning, testing, and will be used to provide instruction to Customer personnel after the complete software installation.

#### Motorola Responsibilities

- Verify that the server is properly racked and connected to the network.
- Verify that access points are properly installed and connected to the network.
- Verify that transfer stations are connected to the network and configured.

#### Customer Responsibilities



- Verify that the server network has access to the internet for software installation and updates.
- Verify that the network routing is correct for the transfer stations and access points to communicate with the server.
- Verify that the client computers can access the server on the required ports.

## HARDWARE INSTALLATION

Physical installation of hardware (i.e. servers, cameras, Access Points, WiFi docs, etc.) is not included in the standard scope of the solution. If a custom quote for installations is included in this purchase, Motorola will manage the subcontractor and their deliverables as part of this SOW. Customers who perform or procure their own installations assume all installation responsibilities including cost, oversight and risk.

## SYSTEM TRAINING

Motorola training consists of both computer-based (online) and instructor-led (on-site or remote). Training delivery methods vary depending on course content. Self-paced online training courses, additional live training, documentation, and resources can be accessed and registered for on the Motorola's LXP.

### ONLINE TRAINING

Online training is made available to the Customer via Motorola's LXP. This subscription service provides the Customer with continual access to our library of online learning content and allows users the benefit of learning at times convenient to them. Content is added and updated on a regular basis to keep information current. This training modality allows the Customer to engage in training when convenient.

A list of available online training courses can be found in the Training Plan.

### Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of the LXP for the Customer.
- Organize content to align with the Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During on-boarding, assist the Customer with LXP usage by providing training and job aids as needed.
- Create and maintain user role Learning Paths defined by the Customer.
- Install security patches when available.
- Provide technical support for user account and access issues, base system functionality, and Motorola Solutions-managed content.
- Monitor the Learning Subscription server. Provide support for server incidents.

### Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Provide network and internet connectivity for the Customer's users to access the LXP.
- The customer's primary LXP administrator should complete the following self-paced training: LXP Introduction online course (LXP0001), LXP Primary Site Administrator Overview online course (LXP0002), and LXP Group Administrator Overview (LXP0003)
- Advise agency learners of the availability of training via the LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.



- Order and maintain subscriptions to access Motorola's LXP.
- Contact Motorola Solutions to engage Technical Support when needed.

#### **Motorola Deliverables**

- LXP Enable

#### **INSTRUCTOR-LED TRAINING (ONSITE AND REMOTE)**

A list of Instructor-Led and Virtual Instructor-Led courses can be found in the Training Plan.

#### **Motorola Responsibilities**

- Deliver User Guides and training materials in electronic .PDF format.
- Perform training in accordance with the Training Plan.
- Provide Customer with training Attendance Rosters and summarize any pertinent observations that may impact end user training.

#### **Customer Responsibilities**

- Supply classrooms with a workstation for the instructor (if Onsite) and at least one workstation for every student based on the requirements listed in the Training Plan.
- Designate training representatives who will work with the Motorola trainers in the delivery of training.
- Conduct end user training in accordance with the Project Schedule.

#### **Motorola Deliverables**

- Electronic versions of User Guides and training materials.
- Attendance Rosters.
- Technical Training Catalog.

## **FUNCTIONAL VALIDATION AND PROJECT CLOSURE**

The objective of Functional Validation is to demonstrate the features and functions of the system in the Customer's provisioned environment. The functional demonstration may not exercise all functions of the system, if identified as not being applicable to the Customer's operations or for which the system has not been provisioned. The functional demonstration is a critical activity that must occur following the completion of provisioning.

#### **Motorola Responsibilities**

- Conduct a power on functional demonstration of the installed system per the deployment checklist
- Manage to resolution any documented punch list items noted on the deployment checklist.
- Provide trip report outlining all activities completed during the installation as well as outstanding follow up items
- Provide an overview of the support process and how to request support.
- Walk through support resources, web ticket entry and escalation procedures.
- Provide a customer survey upon closure of the project.

#### **Customer Responsibilities**



- Witness the functional demonstration and acknowledge its completion via signature on the deployment checklist.
- Participate in prioritizing the punch list.
- Coordinate and manage Customer action as noted in the punch list.
- Provide signatory approval on the deployment checklist providing Motorola with final acceptance.
- Complete Customer Survey.



## ***Body Camera Statewide Policy***

Purpose: Body Worn Cameras are intended to record police interactions with members of the public. These recordings serve many purposes including enhancing agency transparency, accountability and public trust while documenting emergency responses and crime scenes, collecting evidence and more. This policy provides consistent guidance statewide for how and when body cameras will be used by law enforcement. It also provides consistent guidance on storage, retention, and release of recordings.

Agencies are required to adopt each component of this policy and may adopt additional components, provided that the additional components do not conflict with provisions of this policy. Agency policies that do not meet the minimum requirements of this policy shall be void, and that agency shall be subject to this model policy.

The policy must be publicly available on the agency's website or by contacting the agency.

This policy shall apply to any Vermont law enforcement agency that equips their officers with Body Worn Cameras. Generally, only uniformed officers assigned to patrol functions are required to wear Body Worn Cameras unless individual agencies determine otherwise.

Policy: This policy provides consistent statewide guidance for how and when body cameras will be used by law enforcement.

### Definitions:

**Body Worn Camera (BWC):** An electronic device capable of capturing audio and visual recordings worn on a person's body.

**Law enforcement officer or sworn member:** A Vermont law enforcement officer with the authority to conduct searches and make arrests. Referred to as "officer" in this policy.

**Lethal force incident:** Whenever an officer uses lethal force (whether the subject is injured or not); and any incident where an officer takes action that results in death or serious bodily injury to a person.

**Recordings:** Refers to files captured by BWCs.

**Subject of the video footage:** Any identifiable law enforcement officer or any identifiable suspect, victim, detainee, conversant, injured party, or other similarly situated person who appears on the body camera recording and shall not include people who only incidentally appear on the recording.

**Use of force:** Any action beyond verbal commands and compliant handcuffing by a law enforcement officer that is intended to control, restrain, or overcome the resistance of another. This includes any action that results in death, injury, or complaint of injury or pain that persists beyond the use of a physical control hold. Force also includes the use of a weapon (including pointing of a firearm at a person) or empty-handed control and restraint tactics against a member of the public.

**Video footage or file:** any images or audio and metadata recorded by a body camera.

## Table of Contents:

1. [Use of BWCs](#)
2. [Equipment & Training](#)
3. [Storage, Retention & Release of Recordings](#)

### **SECTION 1. USE OF BWCs**

- A. BWCs shall be worn in a location and manner consistent with the manufacturer's recommendations that maximize the camera's ability to capture video and audio footage of the officer's activities.
- B. Generally, body worn cameras (BWC) shall be worn by all sworn uniform officers. An agency head may exempt specific personnel or functions. An agency head may authorize non-sworn personnel to wear a BWC.
- C. BWCs are not intended to be used surreptitiously. Specifically, officers should not conceal the presence of a body worn camera, nor shall they attempt to utilize the body camera to record in secret unless authorized by a judicial order.
- D. Both the video and audio recording functions of the body camera shall be activated in any of the following situations:
  1. At the beginning of any investigative or enforcement encounter between an officer and a member of the public, except that when an immediate threat to the officer's life or safety makes activating the camera impossible or dangerous. The officer shall activate the camera at the first reasonable opportunity to do so.
  2. During all requests made in the field to conduct a search and during the performance of the search, including K-9 searches.
  3. During administration of Miranda warnings and any response when in the field.
  4. At any incident that the officer reasonably anticipates may be confrontational or result in the need to use force.
  5. Agency heads may develop a local policy establishing additional circumstances where BWC's shall be used.
- E. Except as authorized in subsections (G & F) of this section, body cameras shall not be deactivated until the encounter has fully concluded and the officer leaves the scene or continued custody of a person has ended.
- F. Prior to entering a private residence, or premise where there is a reasonable expectation of privacy, without a warrant or in non-exigent circumstances, an officer shall notify the occupant(s) of use of the body camera as soon as practical.

1. If an occupant with privacy rights objects to the operation of the body cameras, an officer shall consider the need to continue the encounter. If the officer has no lawful basis to continue the encounter absent consent, the officer shall consider terminating the encounter. If the officer has a lawful basis to continue the encounter or remain present, other than the individual's consent, the officer may continue using the body camera.
2. If entering a private residence pursuant to a search warrant, the officer shall, at the time of applying for the search warrant, consult with the State's Attorney's Office or Attorney General's Office to determine whether a search warrant is needed for use of the body worn camera.

G. Permissive agency restrictions on the use of BWCs:

1. There are specific situations in which the use of BWCs is not appropriate and officers should not initiate a recording or, if an audiovisual recording has been initiated, the officer may pause or stop the recording prior to the conclusion of the event. Acceptable reasons for discontinuing recording or activating the mute feature include:
  - a. During on scene conferences between officers, supervisors, advocates, clinicians, EMS personnel, attorneys, prosecutors, or other situations in which the officer determines the conference would violate confidentiality, privacy, or individual rights.
  - b. Conferences between officers and supervisors that might compromise this or further investigations or would otherwise impede law enforcement efforts or strategy.
  - c. Encounters with undercover officers or confidential informants.
  - d. If a person reporting a crime or assisting with an investigation requests to remain anonymous.
  - e. During times of prolonged waiting absent contact with members of the public such as waiting for a tow truck, funeral home, or similar.
  - f. Recordings are not expected during non-enforcement activities.
  - g. Recordings are not expected during operations such as routine regulatory functions that are unique to specialized law enforcement agencies.
  - h. Recordings are not expected during the execution of a search warrant for evidence of child pornography where capturing recordings of such material and uploading them to a third-party vendor's storage would constitute a crime.
  - i. Recordings are not expected during transports conducted pursuant to a transport order or where a cruiser camera is enabled and captures the individual being recorded.



- j. Recordings should not be made to record personal activities such as meal breaks or conversations with other officers, supervisors, or staff outside of the scope of official duties.

H. Prohibitions on Use of BWCs:

1. Officer shall, upon request of a victim of domestic or sexual violence, stop recording, provided the scene has been stabilized and made safe following initial response.
2. Once a scene has been stabilized and made safe by law enforcement, recording shall stop for victims of domestic or sexual violence during interactions involving matters of safety planning or related to victim privacy.
3. Officers shall not activate a body camera while on the grounds of any public, private or parochial elementary or secondary school, nor within a hospital or medical facility except when responding to an imminent threat to life or health or when a use of force is anticipated.
  - a. This prohibition does not prevent officers from using BWCs as recording devices as part of an investigatory interview in a private setting within a school or medical environment.
4. Officers shall not use body cameras to record for the sole purpose of gathering intelligence information on First Amendment protected activities such as speech, associations, or religion.
  - a. This shall not be construed to limit lawful use of body cameras to record investigative encounters between an officer and a member of the public or activity that raises an articulable suspicion of on-going or imminent criminal conduct.
5. Agencies shall not run recordings through facial recognition or automated analysis programs without appropriate judicial review, except for automated redaction processes which are not for the purpose of identification or comparison to any other source.

I. Recording should resume as soon as any exception no longer exists.

J. If an officer pauses or stops a recording, or uses a mute feature, they shall document the reason for the termination or suspension of the recording.

K. Review of Recordings:

1. Except as otherwise prohibited (see section 2 below), an officer may review BWC recordings prior to writing reports about incidents or arrests.

2. In situations that result in an officer involved shooting, or death or serious bodily injury to a member of the public due to the actions of an officer, the officer shall not review any recordings or be provided an account of any recordings of the incident prior to being interviewed or writing a report, unless doing so is necessary, while in the field, to address an immediate threat to life or safety.
3. See appendix A for procedures following a lethal force incident.

## **SECTION 2: EQUIPMENT & TRAINING**

### **A. Responsibilities of Officers:**

1. Prior to start of each shift officers are responsible for checking their body camera equipment to be sure it is operational, fully charged, and free of any defects. Officers shall report any malfunctioning equipment to a supervisor, seek a replacement if available, and make a log note or other written notation of the date and time equipment malfunction was discovered.
  - a. During interactions where there is an expectation that the body camera would be activated, an officer should periodically check the body camera to assess that it is functioning properly.
2. In the event a body camera either fails to activate and begin recording or fails to cease recording, the officer will describe this, along with any additional relevant details, in a written report.
3. Officers are responsible for categorizing each recording appropriately. The tags or categories of files correspond to its retention period; therefore, officers must take extreme care to properly categorize each recording. Intentionally miscategorizing recordings will result in appropriate disciplinary action.
4. Officers shall transfer data from their assigned BWC to the agency's storage as soon as practical, but no less than prior to use by another officer and/or prior to the capacity of the device being reached.
5. Under no circumstances shall an officer erase, edit, alter, duplicate share or otherwise distribute any recordings on their device except as allowed by this policy. Only a system administrator is authorized to delete or edit files pursuant to section 3 of this policy. Only designated staff are authorized to duplicate and distribute copies of recordings pursuant to section 3 of this policy.
6. Should any officer or employee fail to adhere to the recording requirements contained in this policy, intentionally interfere with a body camera's ability to accurately capture video footage, or otherwise manipulate the video footage captured by a body camera during or after its operation, appropriate disciplinary action shall be taken.

**B. RESPONSIBILITIES OF AGENCY HEADS:**

1. Each agency is responsible for providing training on the proper use of equipment to include the contents of this policy, instruction on operation of the BWC, how and when to transfer files, proper identification and categorization of recordings.
2. Agencies shall provide instruction to officers on how to report and replace malfunctioning equipment.
3. Agency supervisors may review recordings for the purpose of ensuring compliance with established policies, verifying the equipment is functioning properly, to identify any areas in which additional training or guidance is required and to identify material that would be appropriate for training.
4. Agency heads are responsible for ensuring that all BWCs are equipped with a “buffering” feature and have such feature activated and set to record and retain at least the most recent 30 seconds of video prior to activation of the BWC.
5. Agency heads are responsible to ensure that the provisions of section 3 below are followed.

**SECTION 3: STORAGE, RETENTION and RELEASE:**

**A. Storage:**

1. Agencies are responsible for ensuring the secure storage of all recordings made by their employees. All recordings or files are the property of this agency and shall only be used for official purposes.

**B. Retention and Release:**

1. At a minimum, all recordings shall be held in accordance with the State’s record retention act for law enforcement records. [See VT State Archives & Records Administration’s specific record schedule for this agency]. When appropriate and not exempt under 1 V.S.A. 317, recordings shall be released, or released with redaction, upon request to members of the public or media.
2. Should any employee intentionally fail to adhere to the retention requirements contained in this policy, appropriate disciplinary action shall be taken.
3. Agencies shall make a good faith effort to locate recordings of interest to the public. If recordings exist of an interaction or event captured by BWC and that interaction or event is identified with reasonable specificity, the agency will make that recording(s)

available for review or release consistent with 1 V.S.A. 317 and any other applicable records release schedule.

4. If an agency authorizes access to stored footage by a vendor such as a technician, information technology staff, etc. they shall not be permitted to access, view, copy, alter, or delete footage unless in accordance with this policy and at the express direction of the agency.
5. When a BWC fails to capture some or all of the audio or video of an incident due to malfunction, displacement of camera, or any other cause, any audio or video footage that is captured shall be treated the same as any other recording as described in this policy.
6. Recording related to the following will be retained indefinitely and require manual deletion:
  - i. Officer involved shootings;
  - ii. Major incidents such as mass arrests;
  - iii. Offenses listed under 33 V.S.A. § 5204(a);
  - iv. Homicide cases;
  - v. Active missing persons cases.
7. Whenever an officer equipped with a BWC is involved in, a witness to, or within audio or sight range of a police use of force that results in a death or serious bodily injury including discharge of a firearm for other than humane destruction of an animal, or when any officer conduct becomes the subject of a criminal investigation:
  - i. Such officer's body camera shall be immediately seized by the officer's agency or department, or the agency or department conducting the related criminal investigation, and maintained in accordance with the rules governing the preservation of evidence;
  - ii. All files on the seized body camera shall be maintained in accordance with the rules governing the preservation of evidence; and
  - iii. The procedure referenced in Appendix A "*Lethal force incident procedures and statewide policy on review of BWC recordings following lethal force incidents*".

8. Nothing in this policy shall be read to contravene any laws governing the maintenance, production, and destruction of evidence in criminal investigations and prosecutions.

# The Vermont Statutes Online

The Vermont Statutes Online have been updated to include the actions of the 2023 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

## **Title 20 : Internal Security and Public Safety**

### **Chapter 151 : Vermont Criminal Justice Council**

#### **Subchapter 001 : General Provisions**

(Cite as: 20 V.S.A. § 2369)

#### **§ 2369. Statewide policy; required use of body camera policy**

(a)(1) On and after January 1, 2022, each law enforcement agency that authorizes its law enforcement officers to use body cameras shall adopt, follow, and enforce a model body camera policy established by the Council, and each law enforcement officer who uses a body camera shall comply with the provisions of that policy.

(2) Until the date set forth in subdivision (1) of this subsection, each law enforcement agency that authorizes its law enforcement officers to use body cameras shall adopt, follow, and enforce the Model Body Worn Camera (BWC) Policy established by the Law Enforcement Advisory Board pursuant to 2016 Acts and Resolves No. 163, and each law enforcement officer who uses a body camera shall comply with the provisions of that policy.

(b) The Council shall incorporate the provisions of this section into training it provides.  
(Added 2019, No. 166 (Adj. Sess.), § 13, eff. Oct. 1, 2020.)

To: Norwich Selectboard (via BDuffy@norwich.vt.us)

Copy: Brennan Duffy, Town Manager (via BDuffy@norwich.vt.us)  
Miranda Bergmeier, Assistant Town Manager (via MBergmeier@norwich.vt.us)  
Cheryl Lindberg, Lister (via CLindberg@norwich.vt.us & listers@norwich.vt.us)  
James Adams, my grandson (via jadams1553@gmail.com)  
Tony Adams, my son (via ynotadams@gmail.com)

From: Grace Ryan Adams

Date: January 29, 2024

Re: Double Taxation on Chapel Hill Road

---

Dear Norwich Selectboard,

I write to formally request your assistance with the longstanding problem of double taxation that my family and I suffer with respect to our land on Chapel Hill Road. This letter is a follow up to an extensive email exchange last year between Cheryl Lindberg and my son, Tony Adams, as well as an email from Brennan Duffy to Tony of January 17 inviting our further input on this matter.

Not only is double taxation unfair, but the uncertainty it casts over my property greatly reduces its marketability and thus causes serious financial harm. We urgently need your assistance to right these wrongs. Please cause the specific actions listed in the third section below to be taken. For your background information, I first provide an overview of the property followed by a summary of the problem we have.

### **Property Overview**

Attachment 1 to this letter is a copy of the duly filed 1990/91 Survey of our 45.02-acre property that straddles Chapel Hill Road. The listed owner, Charles G. Davis Jr., was an owner prior to me. I acquired the 45.02 acres in 2012. Late last year I transferred all of this property on the west side of the road to my grandson, James Adams. I still own everything shown on the east side of the road – 9.82 acres.

The Survey shows that all of the 9.82 acres on the east side of Chapel Hill Road are in Sharon. The survey also shows that of the 35.20 acres on the west side of Chapel Hill Road, only approximately 2.4 acres are in Norwich. This Survey is the basis of our respective Deeds and it reflects our understanding of reality.

As you may know, my 9.82 acres on Chapel Hill Road are adjacent to Norwich's 290-acre Woody Adams Conservation Forest, which is named after my late husband. I also am the owner and steward of his old family homestead to the west on Sugarhouse Road; Woody's ancestors were farmers, schoolteachers and miners in the Beaver Meadow area during the nineteenth century.

## Summary of the Problem

Attachment 2 to the letter is my Forest Management Map, which shows that the Town of Norwich does not agree with the State of Vermont nor with the Town of Sharon on the location of the Norwich/Sharon town boundary. This likely is how our double taxation problem arises. The map notes: *"...The State GIS towns layer agrees with the line used by the town of Sharon. This version of reality would indicate that almost the entire property, minus only approximately 2 acres, lies in Sharon."*

The double taxation problem is further illustrated in the graphic below, which is adapted from the Norwich tax map. The odd yellow shape represents the 10.4 acres on which Norwich is taxing us, labeled parcel 03-040. (The land on the west side of Chapel Hill Road that I transferred to James Adams late last year is now known in Norwich as parcel 03-040a.)



Again, our position, based on the duly filed Survey, etc., is that we do not own Norwich land east of Chapel Hill Road and that Norwich should only tax us (specifically, James) on 2.4 acres of Norwich land on the west side of Chapel Hill Road.

Separately, during Tony's discussions with Cheryl Lindberg (and the Listers in Sharon) last year, it became apparent that there was a clerical error on the Property Transfer Tax Return (PTTR) that was submitted when I first acquired the 45.02 acres back in 2012. This clerical error may have contributed to the double taxation problem, so at Cheryl Lindberg's suggestion, I submitted the Corrective PTTR shown as Attachment 3 to this letter. In the Corrective PTTR, we clearly state that there are 42.62 acres in Sharon and *only* 2.4 acres in Norwich.

## Requested Assistance

On behalf of myself and my grandson James Adams, I respectfully request that the Selectboard cause the Town of Norwich's grand list, tax map, and tax bills to be updated such that:

1. *no part of parcel 03-040 exists in Norwich, and that*
2. *only 2.4 acres of parcel 03-040a are in Norwich.*

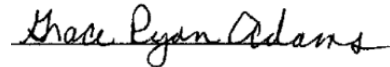


This assistance will ensure that Norwich's records are consistent with the State of Vermont GIS towns layer, the duly filed Survey, and the Corrective PTTR. Further, by doing so, the problems of double taxation and of my land's reduced marketability will be resolved.

It also is worth mentioning that this requested assistance does not require the consent or participation of any third parties to complete. It is a low-cost approach that avoids expensive legal fees for all parties. Further, it does not necessarily presuppose how any potential similar problems should be dealt with for other property owners.

Thank you in advance for your kind attention to this matter. I look forward to speedy relief. My son Tony is the point person for our family on this. Please contact him for any follow up discussion.

Yours sincerely,

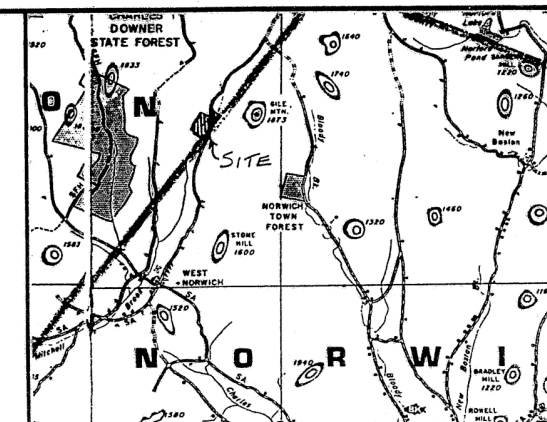
A handwritten signature in cursive script that reads "Grace Ryan Adams".

Grace Ryan Adams

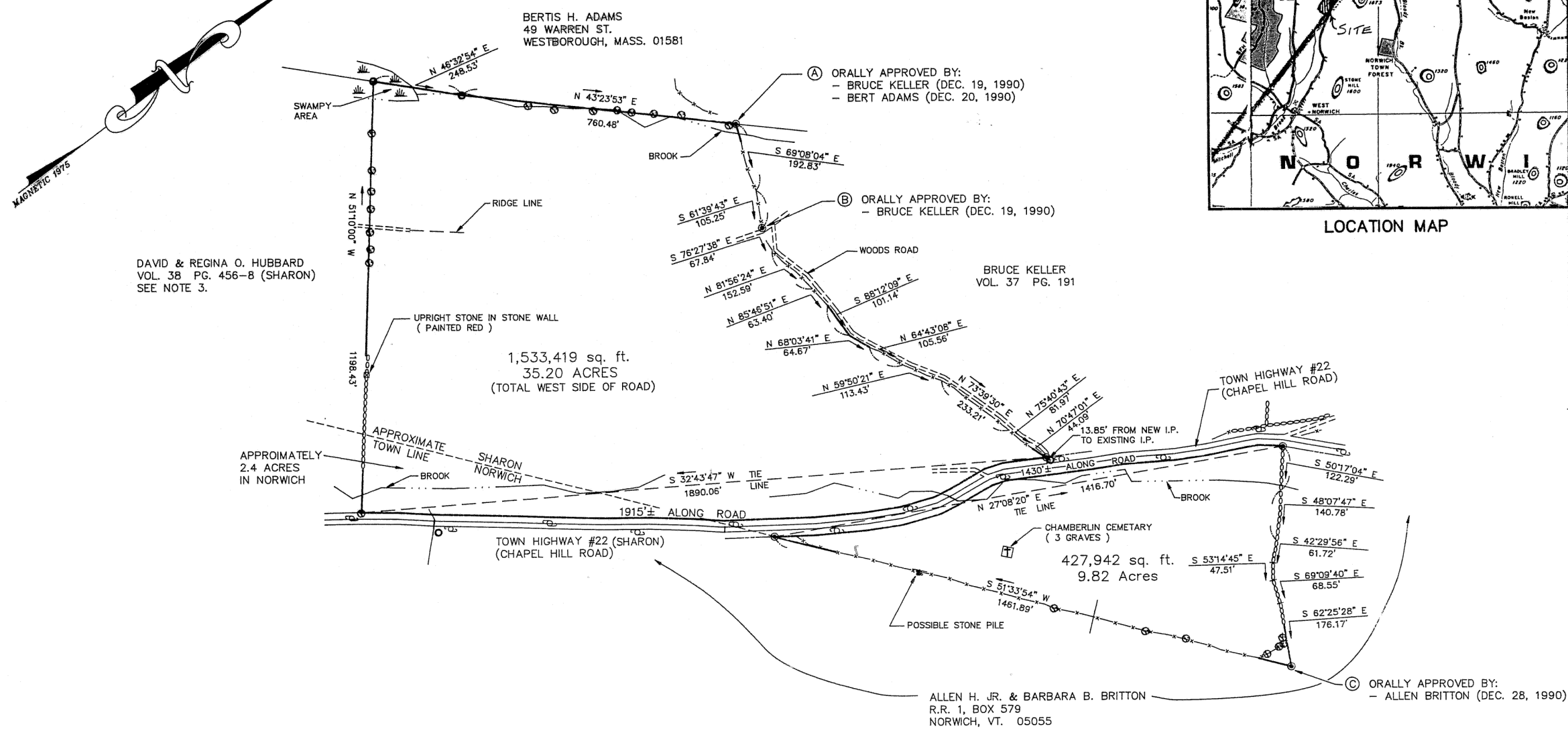
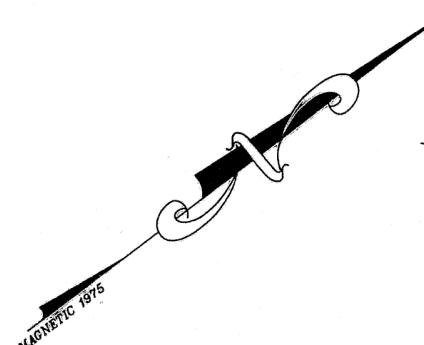
Attachments:

1. 1990/91 Survey
2. Adams Forest Management Map
3. Adams Corrective PTTR

# 192



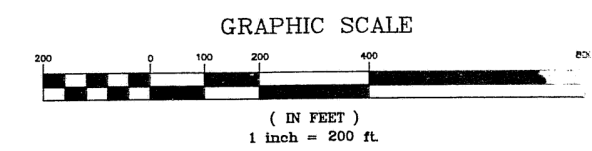
LOCATION MAP



IN MY OPINION AND TO THE BEST OF MY KNOWLEDGE, THIS SURVEY IS CONSISTENT WITH PHYSICAL EVIDENCE FOUND IN THE FIELD AND WITH PROPERTY LINES AS SHOWN BY THE OWNER, WHICH REFLECT AGREEMENTS BETWEEN THE OWNER AND THE ABUTTERS. NO DEED RESEARCH WAS DONE BY DIBERNARDO ASSOCIATES.

*Aurelius D. D'Amore*  
AURELIUS DIBERNARDO VT. RLS #16

**RECEIVED**  
February 11, A.D. 1991  
AT 9 O'CLOCK AM  
AND RECORDED IN Map File  
BOOK 2 PAGE 192 OF THE RECORDS  
ATTEST: *Chas. Adams*  
TOWN CLERK, NORWICH, VERMONT



- NOTES:**
- METHOD OF SURVEY: THEODOLITE & E.D.M.
  - BEARINGS ARE MAGNETIC 1975. DECLINATION 14.5 DEGREES WEST.
  - REFERENCE IS MADE TO A PLAN ENTITLED "PROPERTY OF PAUL MAGOON ET AL, NORWICH & SHARON, VT."; DATED 10/29/75; DWG. NO. 75-697; PREPARED BY DIBERNARDO ASSOC.
  - THE LAND WITHIN THESE MAPPED BOUNDS IS ALL AND THE SAME AS WAS CONVEYED TO CHARLES G. JR. & IRENE V.D. DAVIS BY WARRANTY DEED OF ALLEN H. JR. & BARBARA B. BRITTON DATED AUGUST 22, 1960, AND RECORDED IN VOL. 35 AT PAGE 176 OF THE NORWICH LAND RECORDS AND VOL. 27 AT PAGE 148 OF THE SHARON LAND RECORDS.
  - TOWN LINE IS APPROXIMATE. BASED ON PHYSICAL EVIDENCE.

- ~ LEGEND ~**
- PROPERTY LINE
  - STONE WALL
  - RIGHT OF WAY LIMITS
  - ⊙ WELL
  - ⊙ UTILITY POLE
  - ⊙ IRON PIN FOUND
  - ⊙ IRON PIN TO BE SET
  - BARBED WIRE FENCE
  - ⊙ BLAZED TREE
  - BROOK

REVISION: JAN. 8, 1991

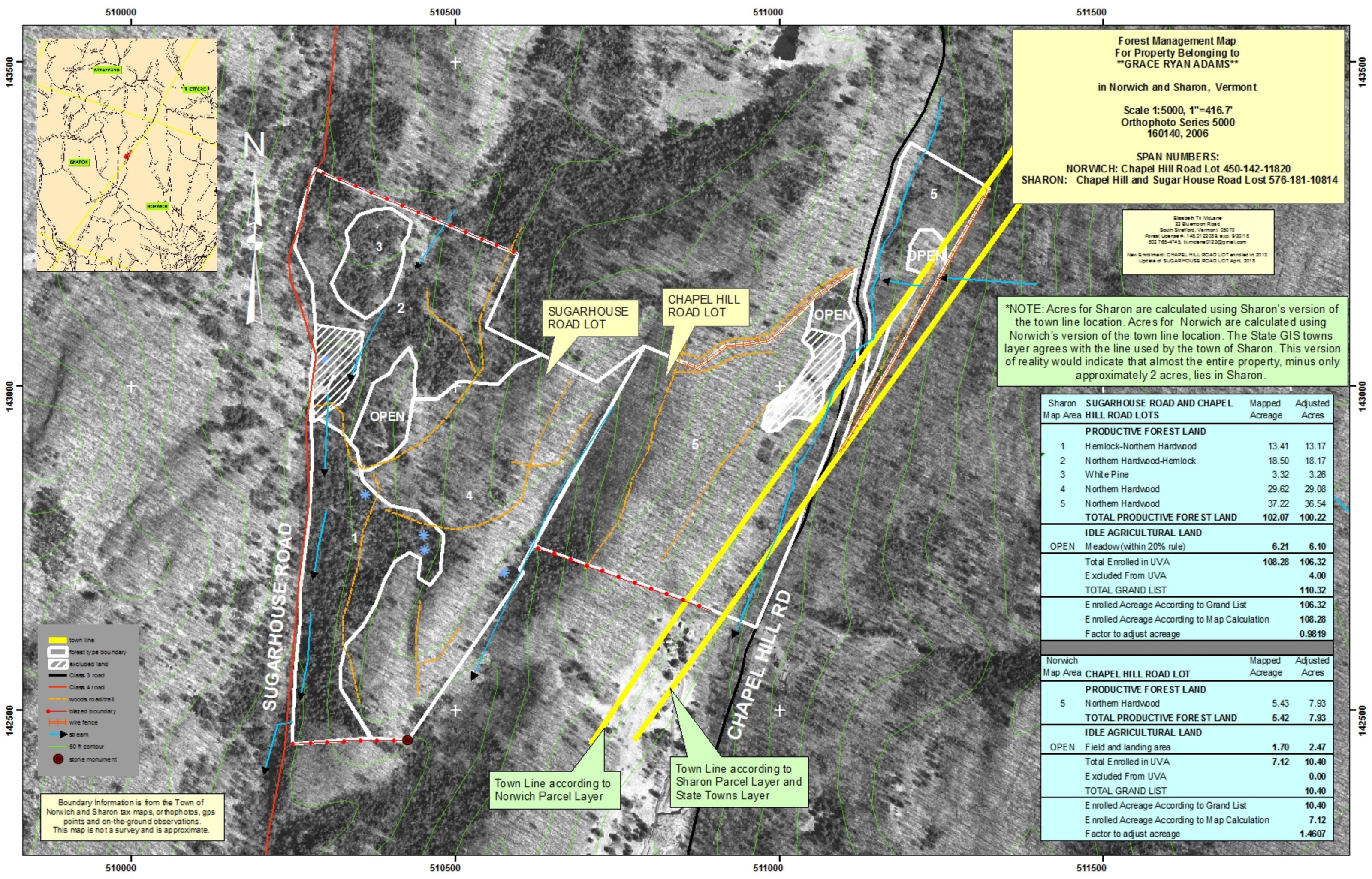
PROPERTY OF  
**CHARLES G. DAVIS JR.**  
CHAPEL HILL ROAD NORWICH & SHARON, VERMONT

DIBERNARDO ASSOCIATES  
VT. N.H.  
REGISTERED LAND SURVEYOR

ROCKINGHAM RD. BELLOWS FALLS, VT.

DATE 11/5/90 SCALE 1"=200'  
DRAWN BY C.T.P. CK'D BY A.D.  
SURVEYED BY J.C. C.P. C.D.  
DWG.NO. 90-1677





**Forest Management Map**  
**For Property Belonging to**  
**\*\*GRACE RYAN ADAMS\*\***

in Norwich and Sharon, Vermont

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

SPAN NUMBERS:  
 NORWICH: Chapel Hill Road Lot 450-142-11820  
 SHARON: Chapel Hill and Sugar House Road Lot 576-181-10814

Elizabeth T. McLane  
 22 Sullivan Road  
 South Stratford, Vermont 05070  
 Royal License # 148-0122022 exp. 9/20/18  
 802 785-4745, elmlane0123@gmail.com

New Enrollment: CHAPEL HILL ROAD LOT enrolled in 2012  
 Update of SUGARHOUSE ROAD LOT April, 2018

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

Sharon Map Area	SUGARHOUSE ROAD AND CHAPEL HILL ROAD LOTS	Mapped Acreage	Adjusted Acres
<b>PRODUCTIVE FOREST LAND</b>			
1	Hemlock-Northern Hardwood	13.41	13.17
2	Northern Hardwood-Hemlock	18.50	18.17
3	White Pine	3.32	3.26
4	Northern Hardwood	29.62	29.08
5	Northern Hardwood	37.22	36.54
<b>TOTAL PRODUCTIVE FOREST LAND</b>		<b>102.07</b>	<b>100.22</b>
<b>IDLE AGRICULTURAL LAND</b>			
OPEN	Meadow (within 20% rule)	6.21	6.10
<b>Total Enrolled in UVA</b>		<b>108.28</b>	<b>106.32</b>
Excluded From UVA			4.00
<b>TOTAL GRAND LIST</b>			<b>110.32</b>
Enrolled Acreage According to Grand List			106.32
Enrolled Acreage According to Map Calculation			108.28
Factor to adjust acreage			0.9819

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

- town line
- forest type boundary
- excluded land
- Class 3 road
- Class 4 road
- woods road/trail
- biased boundary
- wire fence
- stream
- 50 ft contour
- stone monument

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

Town Line according to Norwich Parcel Layer

Town Line according to Sharon Parcel Layer and State Towns Layer



**CORRECTIVE**

This Property Transfer Tax Return is being resubmitted to correct the acreage and property location.  
 A copy of this return is being submitted to the Town of Norwich, the Town of Sharon and the Vermont Department of Taxes.

**Vermont Property Transfer Tax Return**

(Form PT-172)

Receipt Number: 08112160546-W

Return submitted to Norwich on 03/22/2012 at 4:05 PM.  
 Return has not been completed.  
 Return has not been filed with the Tax Department.

**Seller #1 Anthony H Adams**  
 23 Fry Road, #1013  
 Hanover, NH 03755

**Buyer #1 Grace R Adams**  
 23 Fry Road, #1013  
 Hanover, NH 03755

**Property Information**

Property Location: <b>Chapel Hill Road Sharon Vermont</b>	Span#: <b>576-181-10814</b>
Date of Closing: <b>03/16/2012</b> Interest in Property: <b>Fee Simple</b>	Total Land Size: <b>45.02</b>
Special Factors: <b>Parent/Child</b>	Financing: <b>None</b>
Development rights have been conveyed: <b>No</b>	
Type of Building Construction: <b>None</b>	
Sellers Use of Property Before Transfer: <b>Open Land</b>	
Buyers Use of Property After Transfer: <b>Open Land</b>	
Property Rented Before Transfer: <b>No</b>	Property to be Rented After Transfer: <b>No</b>
Property Purchased by a Tenant: <b>No</b>	The buyer holds title to any adjoining property: <b>Yes</b>
Property subject to a land use change tax lien: <b>No</b>	
New owner elects to continue enrollment of eligible property: <b>No</b>	Property Transfer tax exemption number: <b>05</b>
Total Price Paid: <b>\$0.00</b>	
Price Paid for Personal Property: <b>\$0.00</b>	
Price Paid for Real property: <b>\$0.00</b>	
Value of Purchasers Principal Residence: <b>\$0.00</b>	
Property Transfer Tax: <b>\$0.00</b>	
Land Gains Tax Return not being filed exemption number: <b>02</b>	Date Seller Acquired: <b>09/24/1999</b>
Primary Town / Land Size ±: <b>Sharon 42.62</b>	
Additional Town 2 / Land Size ±: <b>Norwich 2.40</b>	

**Local & State Permits & Act 250 Certificates**

**Buyer(s) and Seller(s) certify as follows:**

- A. That they have investigated and disclosed to every party to this transaction all of their knowledge relating to flood regulations, if any, affecting the property.
- B. That the seller(s) advised the buyer(s) that local and state building regulations, zoning regulations and subdivision regulations and wastewater system and potable water supply rules under 10 V.S.A. Chapter 64 pertaining to the property may limit significantly the use of the property.
- C. That this transfer is in compliance with or is exempt from the wastewater system and potable water supply rules of the Agency of Natural Resources for the following reasons:
  - 2. This property and any retained parcel is exempt from the wastewater system and potable water supply rules because: a. Parcel to be sold exemption number **1304A1a**

**Seller(s) further certifies as follows:**

- D. That this transfer of real property and any development thereon is in compliance with or exempt from 10 V.S.A. Chapter 151, Vermont's Land Use and Development law (Act 250), for the following reason:
  - 2. This property is exempt from Act 250 because b. It is not one of 6 or more lots created by a person within a continuous period of five years in a town which does not have both permanent zoning and subdivision regulations.
- E. That this transfer does not result in a partition or subdivision of land.

Receipt Number: 08112160546-W

**Withholding Certification**

Buyer(s) certifies that this is a transfer without consideration. (See instructions for Form RW-171.)

**Signatures:**

We hereby swear and affirm that this return, including all certificates, is true, correct and complete to the best of our knowledge:

Seller #1 \_\_\_\_\_ Buyer #1 \_\_\_\_\_

**This section to be completed by City or Town Clerk:**

Book Number: 205 Page number: 220 Grand list year of: 2020

City/Town: Norwich Date of record: January 27, 2023

Grand List value: 99,100 Parcel ID number: 03-040.000

Grand list category: M SPAN: 450-142-12990

**Acknowledgement:**

Return received (including certificate and Act 250 disclosure statement).

Signed: Judith Innes Clerk Date: January 27, 2023

Prepared By: (print or type) Law Office of Daniel F. Grossman Preparer's Signature: \_\_\_\_\_

Preparer's Address: P.O. Box 390 Norwich VT 05055

Buyer's Representative: Law Office of Daniel F. Grossman Buyer's Rep Telephone: 802-649-1234

M E M O

To: Norwich Selectboard and Norwich Planning Commission

Cc: Brennan Duffy, Town Manager and Affordable Housing Subcommittee of the Norwich Planning Commission

From: Jeffrey Lubell, Chair of the Affordable Housing Subcommittee of the Norwich Planning Commission

Re: Draft of VCDP Planning Grant for New Boston Road

Date: Feb. 7, 2024

I am writing at Brennan's suggestion to update you on the status of the proposal for a VCDP Planning Grant to study the feasibility of developing affordable / workforce housing on town-owned land on New Boston Road.

At the January 24, 2024 Selectboard meeting, questions were raised regarding who would provide project management services for the grant. In consultation with Brennan, Brian Loeb and I initiated a process for finding an individual to provide these services that has led to the identification of a consulting team with substantial experience in providing both project management and grant administration services for VCDP planning grants. I'm writing to briefly describe this process and its outcome and proposed next steps.

To identify a consultant for this role, we reached out to three consultants on a list of approved consultants provided by VCDP and to Habitat for Humanity, that had previously expressed an interest in this role. One of the consultants and Habitat submitted a letter of interest and an estimate. Brennan, Brian and I conducted interviews with the consultant and Habitat staff and reached a joint decision that the individual on the approved VCDP list had the best combination of VCDP project management experience and affordable housing knowledge to manage the project successfully. That individual has proposed a team that includes himself and a former Vermont town administrator to provide both project management and grant administration services. Since it would simplify the process for the town to have both roles filled by the same team, we recommend enlisting them to cover both functions.

With this memo, I am attaching a redlined version of the draft grant proposal that shows how this will affect the grant budget. In brief, we propose budgeting \$6,000 for project management services and paying for this with \$6,000 in town funds drawn from either the professional services fund or the affordable housing fund. This would constitute the town match against the requested \$60,000 from VCDP. Given that volunteer time is no longer needed to meet the match requirement, we have eliminated references to a specific number of volunteer hours in the budget. The affordable housing subcommittee will, of course, continue to provide volunteer oversight and input into the process to ensure the grant is successful in its goal of identifying whether a project is feasible, and if so, how it might be structured to accomplish the town's affordable housing goals.

I propose the following as next steps:

1. Let's discuss the status of the grant at the Feb. 14 meeting to get the Selectboard's feedback.
2. Assuming the Selectboard is comfortable doing so, I would request that the Selectboard authorize a warning to be issued for a public hearing to be held sometime in the second half of March at an already-planned Selectboard meeting. The VCDP requires that written notice of the planned hearing be posted in a newspaper at least 15 days prior to the hearing.
3. In the meantime, we will also work with Brennan to input the proposal into the state's GEARS system, which is required to generate the warning needed for the public meeting, and with the consultant to identify whether he recommends any final changes in the proposal. Based on these processes, we will finalize the proposal for consideration by the Planning Commission. Assuming they concur with the final version, the Planning Commission will submit the final proposal to the Selectboard) in time for consideration at the late March Selectboard meeting.
4. We will also obtain the requisite letters needed to support the proposal from TRORC and the Town Manager and generate a draft Selectboard resolution of approval in the required format from the GEARS system for consideration by the Selectboard at the late March meeting.
5. The application due date is April 9.

- Deleted: 12
- Deleted: 30
- Deleted: 2023

## Vermont Community Development Program

### Planning Grant Application

Instructions:

[https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/CD/VCDP/Applicant/CD-VCDP-Planning-Grant-Instructions.pdf](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/VCDP/Applicant/CD-VCDP-Planning-Grant-Instructions.pdf)

#### Executive Summary

*Please identify the working title for your project, once saved the title used will be the title that will appear when hovering over the application identifier within the system.*

Norwich affordable housing site assessment

This Planning Grant will cover the site and regulatory analysis to determine the suitability of part of a town-owned parcel for development of affordable housing. It will include an assessment of the topography, natural and archaeological resources, capacity for on-site wastewater disposal and potable water, optimal siting, design and access options, and the feasibility and demand for the housing concepts that may be a good fit for the site. Integral to the project will be a process of public consultation with low- and moderate-income households, not limited to current town residents, who would be the beneficiaries of development efforts undertaken subsequent to the planning grant period in the event the development is found to be feasible. The final product will be a report laying out the capacity of the site for affordable housing, project options and constraints, and recommendations for next steps.

#### Consortium

*If applying as a consortium, mark yes and then mark each applicable municipality checkbox in the list labeled 'Participating Municipalities'. A consortium is formed when two or more municipalities submit a joint application with one municipality agreeing to serve as the lead grantee.*

No

#### Chief Executive Officer

*List the name and title of the elected Chief Executive Officer (CEO) of the municipality. In the case of a joint application, it is the name of the lead applicant's CEO that should be entered. For those municipalities with a municipal manager or administrator, this person can act as the CEO if so authorized by the elected governing body (city council, board of selectmen or trustees), to act on behalf of the municipality.*

Brennan Duffy, Town Manager



Deleted: 12

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Deleted: 2023

**Contact Person**

Please provide the name of the person designated to be your day-to-day contact for the VCDP with respect to the application. This person shall be responsible for:

- keeping all applicant partners advised as to application progress and communication with the VCDP
- providing the VCDP information as may be needed during the application review process
- securing decisions from the applicant(s) and others involved with the project with respect to any issues about the project which may arise during application review

Brian Loeb

Deleted: 1  
TBD

**Person who prepared this application**

If we have questions or need clarification, it is a big help to have the name of the person who did the work of putting together the application. If the Contact Person did the work, just indicate that this is the case. The Grantee Roles & Capacity page should also be completed in the application.

Brian Loeb, Member, Affordable Housing Subcommittee of the Norwich Planning Commission  
Jeff Lubell, Chair, Affordable Housing Subcommittee of the Norwich Planning Commission

**Estimated Project Funding**

This section automatically populates based on the budget pages that you fill out in the online system. No dollar amounts will appear in this field until you have built your budget pages and saved this page.

**Subgrantee and Borrower**

If your project involves a subgrant or loan, the legal name, complete address, DUNS# and Federal ID# for the subgrantee and borrower are required. Select N/A if your project does not have a Subgrantee or Borrower.

**National and State Objectives**

National Objectives

- Low-Moderate Income (LMI) - Provide a benefit primarily to persons with very low, low and moderate incomes. If you propose to meet the National Objectives by serving persons of very low, low, and moderate income, please bear in mind that you will be required to document that the project has achieved the proposed benefit within the grant period by demonstrating that at least 51% of the individuals served are persons of low- or moderate-income. \*Please Note: Any projects being considered under a Planning Grant must have the potential for providing benefit where at least 51% of those served would be persons with very low, low or moderate incomes.

State Objectives

- Housing - Conserve, expand, and improve housing.

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- Economic Development - Create and retain jobs.

### Program Management and General Administration

#### General Administration

General Administration activities relate to the overall management of the VCDP grant. These functions are common to any VCDP grant and include environmental review, financial management, progress reports, requisitions, procurement and final program reports/closeout, among others.

#### Procured According to VCDP Standards

Goods and services, such as buying supplies, retaining design professionals and awarding construction contracts are all subject to procurement procedures. The appropriate method for any given product or service is dependent on the estimated cost or price, whether the procurement is for a service or product, the type of contract to be utilized, whether the service or product is unique, whether there is any eligible, qualified competition. The key element of procurement is that the entire process provides for full and open competition.

#### Environmental Review Release

You must secure an Environmental Review Release (ER) letter from the Agency prior to obligating any funds, such as offering contracts, beginning planning work, or requisitioning CDBG funds.

### Project Description

#### Service Area

*Indicate the area/region your project will service. This can be as small as a neighborhood in your town or could encompass a county or larger region.*

SPAN: 450-142-12272 – This is a 24+/- acre parcel owned by the town that houses, in the southern section, the town’s Department of Public Works (DPW) facility and the transfer station. The parcel is longer (north to-south) than it is wide (east to west) and includes flat wooded areas at the northwestern and northern edges of the property that are far from the transfer station and DPW facility and could potentially be used to develop housing without interfering with the continued operations of the DPW facility and transfer station. The site includes slopes, which is one reason a planning grant is needed to determine project feasibility. The assessment will consider which of several possible options for accessing the proposed development site is optimal; if needed, abutting landowners have expressed their willingness to consider an easement that would allow access to the site through their property.

#### Floodplain

Under the Environmental Review process, you must consider the potential impact the project may have to a designated floodplain. Contact the relevant town clerk, regional

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planning commission, or the FEMA Map Service to obtain a copy of the floodplain map covering your project area.

Designated Downtown/Village

*Towns and villages that receive downtown/village designation are eligible for a number of benefits, including tax credits, loans and grants from various state agencies, and priority consideration from other state programs and agencies.*

Not applicable for project site.

**Budget**

Budget Considerations for General Administration

All planning grants must have General Administration in the budget. These are costs related to the overall management of the VCDP grant. General Administration work common to any VCDP grant includes environmental review, financial management, progress reports, requisitions, procurement, the final program reports/closeout, among others.

1. Up to eight percent of the VCDP request (not the total project cost) for all grant types and projects, other than scattered site housing developments, may be budgeted for General Administration activities. If this amount calculates to be less than \$5,000.00, the grantee can request up to \$5,000 provided it does not exceed 12% of the VCDP request. However, AM projects are limited to 8%, even if this results in an amount less than \$5,000. More than 8% may be allowed, on a case-by-case basis, provided the applicant demonstrates that a larger amount is necessary for the project.
2. Up to twelve percent of the VCDP request may be budgeted for General Administration activities for regional scattered site housing loan programs and regional small business loan programs.

Budget Considerations for Program Management

There is no Program Management activity associated with Planning Grants. Please include any budget considerations for program management in your Planning activity budget.

Other Budget Considerations:

- 10% Match Requirement: Planning Grants must include a cash or cash-in-kind contribution of goods and/or services of a flat 10% of the CDBG funds requested. All Cash-In-Kind contributions must have an associated dollar value.
- Pre-Award Costs: Applicants who receive an award may be reimbursed through the Grant Agreement for pre-award costs such as the fees charged by professionals (architects, engineers, archeologists, lawyers, etc.) in the preparation of the applications with pre-approval from VCDP staff. Such costs will not be reimbursable to applicants who do not receive an award. These costs should be clearly identified in the application.

Project budget

Sources	Town of Norwich	VCDP	Total
VCDP Grant		\$60,000	\$60,000
Matching Funds	\$6,000		\$6,000
<b>Total Sources</b>	<b>\$6,000</b>	<b>\$66,000</b>	<b>\$66,000</b>
<b>Uses</b>			
<b>Professional Services</b>			
Wetland analysis, conceptual planning, and schematic design		\$34,000	\$34,000
Archeological Resources Assessment		\$4,000	\$4,000
Market Study		\$4,000	\$4,000
Legal services and surveying		\$13,200	\$13,200
<b>Project management</b>	<b>\$6,000</b>		<b>\$6,000</b>
General Administration		\$4,800	\$4,800
<b>Total uses</b>	<b>\$6,000</b>	<b>\$60,000</b>	<b>\$66,000</b>

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- Commented [JL1]: I have updated the budget format to reflect the format recommended by the consultant. The main numbers that have changed are the addition of \$6,000 in expenses for project management to be paid for by \$6,000 in town funds and the shift in the general admin from \$5,000 to \$4,800 per the consultant's recommendation. The additional \$200 was added to legal services and surveying.
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**Narrative**

Priorities of the Consolidated Plan

Each project must meet at least one of the priorities indicated in the Consolidated Plan. Due to the critical and on-going need for the creation and retention of quality jobs and housing throughout Vermont, the highest priority for VCDP funding will be housing and economic development projects. In your response please speak to how your project meets the priorities in the Consolidated Plan.

Regional Needs - Housing

All housing projects will be evaluated based on the regional need and the ability of the proposed project to address that need. Applicants should review the 2015-2020 Vermont Housing Needs Assessment and respond accordingly.

Priorities of the Regional Plan

Most projects have impacts beyond the borders of the applicant municipality. Your response to this question should indicate the regional goal(s) that the project is meeting and how the project meets the goal(s). Additionally, the implications of the project must be considered, and a written statement that the project is not at odds with the ongoing regional initiatives must be provided from the regional commission(s).

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Comprehensive Economic Development Strategy (CEDS)

Please confirm with your local Regional Development Corporation that your region has an approved CEDS and that your project is consistent with it.

Project Need

Project Need is Well-Documented (e.g., studies, updated data, etc.)

1. Describe the need for this project.

*\* Back up your statement with studies, research and data. Avoid generalized statements with no substantial data or evidence.*

A recent study conducted by the Keys to the Valley initiative, a joint project of the Upper Valley Lake Sunapee Regional Planning Commission, Two Rivers-Ottauquechee Regional Commission and Mount Ascutney Regional Commission, suggests that the broader Upper Valley region needs an additional 10,000 homes by 2030.<sup>1</sup> In addition to the housing crisis's direct impacts on low- and moderate-income households, area employers report that they are unable to fill positions or retain employees because of a lack of affordable housing.

Norwich is well located near the regional job centers in White River Junction and in Hanover and Lebanon, NH, and the town has high performing schools. But there is very little existing, dedicated affordable housing, naturally occurring affordable housing, or prospective new housing development at any price point. No dedicated affordable housing has been built in Norwich in over 15 years. The Planning Grant will lay the groundwork for a project at the best-available unused parcel of land owned by the town, in close proximity to homes valued in excess of \$1 million. Affordable housing in this desirable location would help address this regional and local affordable housing deficit.

Norwich has a low level of new homebuilding activity, concentrated at the higher end of the price spectrum on large lots located a significant distance from the town center. The existing housing stock is no more accessible to new residents, since the town consistently has among the highest housing prices in the state. The low volume of home sales in Norwich and other small towns makes these rankings fluctuate, but, for example, according to the accumulated 2023 year-to-date property transfer tax records through June 30<sup>2</sup>, the median sales price in Norwich for residential property under six acres was \$578,000, and for over six acres it was \$1.125 million. Local realtors report intense competition, even at these high prices, meaning those households who are able to purchase homes have the means to make large downpayments or make all-cash offers. The high interest-rate environment exacerbates the challenges facing moderate- or even middle-income would-be homebuyers.

<sup>1</sup> <https://www.keystothevalley.com/report/2030-home-projections/>

<sup>2</sup> <https://tax.vermont.gov/document/statistics-ptt-2023-town-q2>

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On the rental side, American Community Survey data suggest rental units make up 25% of the town’s occupied housing stock<sup>3</sup>, though the lack of a town rental registry makes it difficult to know unit characteristics, including asking rents, with precision. The most recent Census estimates put the gross rent for a two-bedroom apartment in Norwich at \$1,298 per month.<sup>4</sup> However, the 2023 HUD fair market rent for Windsor County is just \$1,129.<sup>5</sup> That means that a household with a housing choice voucher would struggle to afford an appropriate rental unit in Norwich, even if a vacant unit could be found, given the high proportion likely occupied by students of Dartmouth College.

The fact that the town is at present largely inaccessible to new residents with low or moderate incomes hurts employees of local businesses who want to live within a reasonable commuting distance of their employers (and in turn, hurts the businesses’ ability to attract and retain employees). Norwich is located close to three major job centers. According to the most recently available data from the Census’s County Business Patterns program<sup>6</sup>, three nearby towns – White River Junction (a village in the Town of Hartford), Hanover, NH, and Lebanon, NH – collectively have 33,975 employees (4,754; 12,593; and 16,628, respectively). This concentration exceeds the 24,514 employees in zip code 05401, which encompasses much of Burlington.

In addition to the proximity to jobs that residency in Norwich offers, its elementary school, and the middle school and high school in Hanover, NH that comprise the bi-state school district of which Norwich is a part, are consistently rated highly by education authorities, making Norwich appealing for families with children. In the 2022 assessment from the Vermont Agency of Education<sup>7</sup>, 89% of sixth graders at the Marion Cross School tested proficient or above in language arts, compared to the statewide average of 44%; 82% were proficient in math, compared to 30% statewide.

At present, the challenges of developing additional housing in town – including lack of wastewater infrastructure, high land values, and the limited reach of public water infrastructure – are pushing development to other towns. Twin

<sup>3</sup> <https://data.census.gov/table/ACSST5Y2021.S2502?q=S2502:+Demographic+Characteristics+for+Occupied+Housing+Units&g=860XX00US05055>

<sup>4</sup> <https://data.census.gov/table/ACSDT5Y2021.B25031?q=Renter+Costs&g=860XX00US05055>

<sup>5</sup> [https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023\\_code/2023summary.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023_code/2023summary.odn)

<sup>6</sup> [https://data.census.gov/table/CBP2021.CB2100CBP?q=CBP2021.CB2100CBP&t=Employment&g=040XX00US33\\$8610000\\_50\\$8610000](https://data.census.gov/table/CBP2021.CB2100CBP?q=CBP2021.CB2100CBP&t=Employment&g=040XX00US33$8610000_50$8610000)

<sup>7</sup> <https://education.vermont.gov/data-and-reporting/vermont-education-dashboard/vermont-education-dashboard-assessment>

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Pines Housing Trust, the regional nonprofit developer that relies on the Low Income Housing Tax Credit and other programs administered by Vermont and New Hampshire, has active projects in Hartford, Hanover and Lebanon, but no prospects in Norwich.

2. Describe the manner in which the need was determined and how your project (proposal) will meet the need described in #1.

\*Cite relevant data and attach any studies or information to support this need.

Norwich has a town housing strategy, developed with public engagement in 2019 by the Affordable Housing Subcommittee<sup>8</sup> and ultimately included as an appendix by the Planning Commission in the 2020 town plan that was approved by the Selectboard.<sup>9</sup> The housing strategy sets a task for the town to reduce barriers to the development of new housing, and one of the recommended mechanisms is to investigate the use of land owned or controlled by the town as a way to bring down development costs. This task is also included as task 4-3.c in the Housing Chapter of the Norwich Town Plan (2020).

With the facilitation of the then-Planning Director, the subcommittee undertook that investigation in 2021, leading to a report of notable parcels.<sup>10</sup> Much of the property reviewed was located far from the village center, had deed restrictions limiting its use, was currently being utilized for another purpose, or had natural resources constraints that made it less suitable for the development of housing than the site chosen for this Planning Grant application.

The site selected as the subject of this planning grant represents the best available area of unused town-owned land. While not within the village center, it is in a close-in section of Norwich – closer to the center of town and regional job centers than other nearby homes valued at over \$1 million. While this parcel houses the town's transfer station and DPW facility on the southern half of the site (and a long-closed landfill at the very southern end), the proposed development sites are at the northwestern and northern edges of the property, a sizable distance from these facilities, in wooded areas that are outside the fall zone of a radio tower that is on the property. Developing the northwestern or northern edges of the property, in a wooded area from which one cannot see the transfer station or DPW facility, would help to mitigate environmental justice concerns. In addition, to the extent feasible, access options will be prioritized that minimize the need to drive by the transfer station or DPW facility.

<sup>8</sup> [http://norwich.vt.us/wp-content/uploads/2012/06/Appendices\\_2019\\_12\\_09.pdf](http://norwich.vt.us/wp-content/uploads/2012/06/Appendices_2019_12_09.pdf)

<sup>9</sup> [http://norwich.vt.us/wp-content/uploads/2012/06/Norwich\\_Plan\\_2020-ADOPTED-Ir-.pdf](http://norwich.vt.us/wp-content/uploads/2012/06/Norwich_Plan_2020-ADOPTED-Ir-.pdf)

<sup>10</sup> <http://norwich.vt.us/wp-content/uploads/2022/09/2021-Review-of-Publicly-Owned-Land-by-Affordable-Housing-Subcommittee.pdf>

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Should the planning activities undertaken with this planning grant determine that affordable housing is feasible, it will be important to assess the environmental safety of the site. This could potentially involve subdividing the parcel and partnering with a prospective purchaser for access to the state's Brownfields Reuse and Environmental Liability Limitation Program. Before this process can be considered and undertaken, however, a determination is needed of whether development is feasible and, if so, of what size and at what specific part of the property – evidence and recommendations that can be provided through the activities funded by this Planning Grant.

The requested Planning Grant will help the town determine the suitability of the site for the development of affordable housing, determine the physical, regulatory and financial constraints associated with the site, and develop a project plan that can be used to provide the framework needed to move forward with an environmental assessment and then the development of affordable housing, should the planning grant determine it to be feasible and the town determines the project's benefits outweigh its costs.

The Planning Grant will fund a project that entails both the services of technical experts and local volunteers.

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A qualified firm will create a LiDAR base map for the parcel using publicly available information from the Vermont Center for Geographic Information, and conduct a conceptual wetland evaluation in the immediate area of the project. The firm will conduct conceptual planning of the site, including development and access options, taking into consideration the planning and zoning requirements for subdivision in the town and other likely regulatory requirements (such as wetland classification and likely buffers, Act 250 threshold criteria, and other permits needed to implement the project). This work will include an examination of the feasibility of accessing the site via New Boston Road, either directly, or through an easement from a neighboring landowner, and if needed via Union Village Road (again through an easement); among other issues, this will include an examination of topographical constraints (including slopes and the route of New Boston Brook) and financial feasibility.

Onsite work will include digging test pits in the likely development areas to evaluate soil conditions for potential on-site wastewater disposal; topographic surveying to facilitate access road design and unit layout design; and boundary surveying for the project area that would be removed from the town's parcel. An engineer will consider the amount of land needed for wells and a septic system, along with associated isolation distances.

At the recommendation of the State Historic Preservation Office, the project will include an Archeological Resources Assessment. (They recommended this rather



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than a Phase 1 at this time.) The Assessment will include desktop research (land records, historical maps, aerial photos) and onsite examination to determine the historic use of the site, the presence of historic structures and Native American sites, and issues that may be relevant to historic structures on nearby parcels. The town will receive a map of any sensitive areas, a determination of the extent to which they can be avoided by the likely building envelope, and recommendations for the need for a subsequent Phase 1 archeology survey to assess a presumed site's significance.

The project will also include a market study to determine the most appropriate development concept for the site (e.g. rental vs. homeownership, number of units) based on demand, financial feasibility, and other factors. The market study will require a determination of the primary geographic area from which the project's residents will be generated, considering transportation systems, geographic constraints, comparable housing in the area, and social market patterns; an analysis of the market area with respect to the income of residents and their housing needs, with particular attention to income bands relevant for financing programs; a review of local and regional economic trends affecting the area residential market; and an assessment of comparable existing and planned housing offerings in the market area. The study will compare the projected development costs against potential revenue sources to determine the financial feasibility of any future development of affordable housing. Like the other studies, the market study will be conducted by a qualified and reputable firm whose work can be relied upon by future development partners for the site.

The Planning Grant will support two additional work streams to prepare the town to develop the site:

- **Outreach to low- and moderate-income community members –** Members of the town's Affordable Housing Subcommittee will conduct interviews and moderate focus groups with residents of Norwich and surrounding towns. These individuals have lived experiences that should inform the choice of development options and other project requirements. Potential partners for these research and consultation efforts include Twin Pines Housing Trust, which manages the Starlake community, a permanently-affordable homeownership community in Norwich; Norwich Senior Housing, the town's only other dedicated affordable housing site; the Upper Valley Haven, which in addition to being the region's homeless shelter and service provider also connects local landlords with income-eligible tenants for the Vermont Housing Improvement Program; and other local organizations. Among the participants may be individuals who could be residents of future housing development at the site. The subcommittee will supplement this targeted outreach with general information sessions for Norwich residents to update them on the status of the Planning Grant and obtain feedback on

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recommendations developed by the project, as well as with briefings with housing developers to identify concerns or priorities that the final Planning Grant work should address.

- **Legal services and additional surveying work for subdividing the parcel**
  - Should the Planning Grant determine that affordable housing is feasible on the site, a qualified firm, in partnership with the town’s counsel, will conduct the necessarily preparatory work that would be needed to separate the part of the parcel most suited to housing from the part the town would likely retain, including the transfer station and surrounding operations. This preparatory work will entail a subdivision plat for local review (by the Development Review Board) and guidance to the Selectboard and town manager for advancing the development of the site. (The actual subdivision of the property, should it occur, would take place after the conclusion of this planning grant process, should a decision be made to proceed based on the information developed through the planning activities funded by the planning grant.)

[Consultant to be named in final proposal] will provide both project management and general administration services for the Planning Grant, [Consultant] has extensive experience with project management and grant administration of VCDP grants as well as with the development of affordable housing in Vermont.

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3. a. Describe why this is the best approach to meet this need.  
 b. Identify other approaches that were considered and explain why they were not pursued.  
*\*Clearly indicate all other alternatives that were explored and investigated as alternatives. Summarize the options and outcomes of your investigation.*

Ultimately, the town and region need multiple affordable housing options. To our knowledge, this parcel represents the best possibility for developing affordable housing on an unused area of town-owned land. Given the other constraints on affordable housing development noted above, this represents the best available option for meeting our need.

In parallel to preparing this Planning Grant application, the Affordable Housing Subcommittee has pursued other recommendations of the town housing strategy. Notably, the subcommittee has conducted educational events, in partnership with the Windham & Windsor Housing Trust and other local experts, to encourage homeowners to explore creating Accessory Dwelling Units; and it has begun an effort to build awareness within and a coalition among the town’s faith communities, in the hopes of generating public support and potentially the donation of privately-owned land for affordable housing development.

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The subcommittee also continues to investigate the other promising parcel of land identified in the recent study, one owned by the fire district, but to which the town controls the development rights. Both municipal entities have indicated that discussion of this parcel’s future disposition, and an assessment of its feasibility for housing, is contingent on broader and more long-term negotiations on other issues. The topic of this Planning Grant application was determined to be the best case for concrete and meaningful action on town-owned property not otherwise committed to other uses to address the widely understood local and regional needs for affordable housing.

To be clear, the affordable housing supply shortage in Norwich and the broader region is so severe that multiple projects will be needed. This project will make an important contribution to addressing this need.

All appropriate funding sources have been sought.

- 4. Describe the effort to obtain other funding and, why particular funding sources were considered but not pursued.

*\*Cite all other sources that have been pursued. Be sure to include any other applications that were made to other funding sources. If they were not funded, please indicate reasons and explain why other funding is not applicable to this application.*

The VCDP Planning Grant is the most appropriate source of funding for the initial evaluation of the site. Other grant programs considered include those offered by USDA-Rural Development<sup>11</sup> and the Northern Border Regional Commission<sup>12</sup> generally are applicable to projects that have an identified development partner or that are located in low-income municipalities.

- 5. Explain the level of municipal government support.  
*\*If the town is not providing any financial support for the project or any Cash-in-Kind services, please explain why.*

The town’s contribution at this stage will consist of a \$6,000 contribution toward the costs of project management services, which is 10% of the \$60,000 requested for the VCDP Planning Grant. In addition, members of the Affordable Housing Subcommittee will plan and moderate the community input described in the Project Need section and provide substantive into and oversight for the project.

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In the event the products of the Planning Grant suggest that the site may be viable for the development of affordable housing, there may be other ways for

<sup>11</sup> <https://www.rd.usda.gov/programs-services/all-programs/vt-nh>  
<sup>12</sup> <https://www.nbrc.gov/content/program-areas>

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the town to contribute to the eventual project, including by making the land available at a below-market price (or at no cost) and by making available to a development partner the town's \$45,000 Affordable Housing Reserve Fund, re-established by the approval of 80% of voters in November 2018.<sup>14</sup> A determination of how the town can best support an eventual project will be made at a future date, based on a review of learning from the studies funded through this planning grant.

How well the project meets a Consolidated Plan goal.

6. *Describe how your project meets the goals of the Consolidated Plan and identify the strategies that will be employed to meet those goals.*

The Planning Grant will fund activities that prepare the town to respond to several of the priorities in Vermont's 2020-24 Consolidated Plan and 2023 Annual Action Plan.<sup>15</sup> The highest priority need is "Safe, Decent, and Affordable Housing," to be achieved by "increasing the supply of decent affordable housing." And the third priority, economic opportunity, touches on both the role of affordable housing in a high-opportunity town like Norwich on the lives of low- and moderate-income residents in addition to the benefits to local employers' ability to attract and retain staff. The 2023 action plan notes that in the previous year the state allocated CDBG funds to several planning grants, making clear that the criteria incorporate the impacts of the project on future development.

Is the project consistent with the local Municipal Plan?

7. *Provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.*  
*\*the certification should come from a person at the municipality who has a right to act on behalf of the municipality. This could be a municipal official or chair of the planning commission.*

To be provided by the Town manager or the Chair of the Planning Commission

Is the project consistent with the regional plan?

8. *Upload a certification from the Regional Planning Commission that the project is consistent with the Regional Plan. Provide clarification if needed.*  
*\*the certification should come from a person at the Regional Planning Commission.*

To be provided by Two Rivers-Ottawaquechee Regional Commission

<sup>14</sup> <http://norwich.vt.us/wp-content/uploads/2018/11/2018-General-Election-and-Ballot-Article-Results.pdf>

<sup>15</sup> <https://accd.vermont.gov/housing/plans-data-rules/hud>

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- 9. a. *If this project is being carried out on behalf of the municipalities within your county or region, the application must include documentation of regional support.*
- b. *Is this project on the Regional Development Corporation Priority List?*  
*\*Check in with your Regional Development Corporation on how to get on their list.*

Not applicable

Degree of health/safety risks to beneficiaries

- 10. *Describe how this project, if it were to be implemented, would directly address a health or safety issue for the intended beneficiaries.*  
*\*Health and safety issues include potable water supplies, eradicating homelessness and poverty, lead paint abatement, handicap accessibility, crime prevention, providing increased health and wellness services, etc. If you are unsure how to answer this question, please contact your CD Specialist.*

The Planning Grant itself qualifies for the "Exempt" level of environmental review.<sup>16</sup> The Two Rivers-Ottawaquechee Regional Commission has performed this review, using funding separate from the Planning Grant. **NOTE: this has not happened yet but will before the grant is submitted.**

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The 24+/- acre parcel is longer (north to-south) than it is wide (east to west). At the southern end of the parcel, there was formerly a town landfill. That landfill is now closed, and there is a transfer station and a town garage just north of the historic landfill site. The areas most likely to be suitable for development are on the northwestern and northern edges of the parcel, far from the historic landfill, the transfer station and the town garage, as well as outside of the fall zone from a communications tower located on the property. A phase 1 environmental assessment has not yet been performed on the site. Should findings from the Planning Grant determine that a project is feasible, and the town decides to move the project to the next stage, such an assessment would be a logical next step.

The site planning work funded by this grant will also inform discussions with abutters, if needed to secure access to the site via easements that allow for driveway construction. Access will also be planned in consideration of minimizing potential traffic impacts of new residents.

Timing Pressures

- 11. *Please describe, if applicable, any particular issues that make this project time sensitive.*

<sup>16</sup> [https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/CD/VCDP/ER/CD-VCDP-ER-LevelsOfReview.pdf](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/VCDP/ER/CD-VCDP-ER-LevelsOfReview.pdf)

*\*Please address if you have closing dates, contract with time limits, other funding that is dependent on CDBG funds, cost estimates with expiration dates, or other factors that may apply.*

None

Project Impact

Level of beneficiary involvement in the development of the project, as appropriate

12. Describe how persons of low- and moderate- income were involved in the development of this project. How have they shown support?

*\* Describe any planning meetings, resident meetings, or surveys that have been done. Describe what methods of communication were used to communicate the goals of the project and how you collected input from persons of low and moderate incomes.*

This Planning Grant application was developed by the town’s Affordable Housing Subcommittee – a working group the Norwich Planning Commission established to provide input on affordable housing matters – in consultation with the Planning Commission, the Selectboard, the Town Manager, the Two Rivers-Ottauquechee Regional Commission and [add consultant name in final version]. As described in the Project Need section, the grant will in part fund outreach to low- and moderate-income residents in the region regarding potential future housing development. The subcommittee views this as an integral component of the project, and subcommittee members have experience soliciting this kind of public input from the process of developing the town’s housing strategy.

How well the project indirectly impacts the community and/or additional LMI people.

13. Describe the indirect impact to the community, if it were to be implemented and other LMI beneficiaries that may be indirectly served by the project.

*\*A housing rehab project may preserve housing for 10 existing residents (Direct Benefit) of the facility but may positively impact the community (Indirect Benefit) by retaining affordable housing in an area that has very little. The indirect benefit could also be related to neighbors and adjacent properties, future employees, generations, etc.*

Any future development at the site would directly benefit LMI households who secure access to affordable housing through this development. In addition, the development would add to the town’s tax rolls. To the extent that future residents include families with children, it could reduce residents’ annual education taxes by reducing per-pupil spending. The development of affordable housing at the site could also reduce commuting distances for employees of area businesses, in turn reducing costs that fall disproportionately on low-wage earners as well as climate impacts of car travel.

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Project Feasibility

Readiness to start within three months of the award.

14. Please specifically identify the level of access to any land or buildings that will be required in order to complete your project as proposed; please explain when and how you expect to obtain such access.

*\*If the planning activities are site specific, adequate access to the site during the life of the planning grant is crucial. If the entity undertaking the planning activities does not own the site a letter from the property owner must be obtained. The letter should: a) demonstrates support for the study's scope of work, b) allows access for whatever work must be done on the property for the study, c) ensures that the property is available during the timeframe needed to complete the study so the project, if found feasible, can move to implementation, and d) provides a willingness to sell the land at the appraised value.*

The town owns the site and has agreed to allow access pertinent to this Planning Grant. There are no obstacles to work starting within three months of award.

15. Please identify the status of commitments from each of the other funding sources; please explain when commitments are expected from each funding source.

None

Benefit/Timeframe Feasibility

16. There must be a reasonable expectation for achieving benefits for persons of low- and moderate income in the plan(s) developed with the use of CDBG funds were to be implemented. Explain what the anticipated benefits(s) would be and how this was determined.

The goal of this Planning Grant is to assess the feasibility of housing that rents or sells at below-market levels and remains affordable in perpetuity; we anticipate that at least half of the units will be permanently affordable to families at or below 80% of the area median income. This will ensure that the project meets or exceeds the requirements for the LMI national objective and meets a vital local and regional need. A more precise determination of the income levels that can feasibly be served by the site will need to await the outcome of the studies funded by this Planning Grant, including an assessment of the projected costs of the project and the subsidies, if any, that may be available. Workforce housing in Norwich, and Windsor County generally, corresponds to a level of income at which households typically own cars. Because the site is not located on a current Advance Transit bus line, an eventual housing development would most likely target that income level. If needed for the project's overall financial feasibility, a small number of units could be sold or rented at or just below market rates, in a mixed-income model, consistent with the LMI national objective.

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17. Timetable:

- a. Provide a project timeline. Include dates the Environmental Release, permits in hand, 100% funding commitments, design completion, construction completion, etc. as well as for procurement steps including hiring, execution of contracts achieving Benefit, and any other key dates for actions to carry out this project.
- b. How was this timetable determined?

18. If the applicant community has an open PG, please explain its capacity to administer an additional PG and describe the timeline to complete the open PG.

Cost estimates are reasonably supported

19. *Submit back-up documentation to support the cost shown on the Budget Forms. If supporting documentation was uploaded to the budget forms, please note this in the text box and select N/A.*

Cost estimates provided by firms with extensive VCDP Planning Grant experience.

20. *Despite best efforts and built in contingencies, please explain how cost overruns will be covered?*

*\*It is not enough to say that the estimates for your project are firm. Please discuss your capacity for gap financing or the availability of operating reserves.*

Cost overruns with the site investigation components of the project would jeopardize funding available for later site planning and legal work. However, if needed to cover cost overruns, the town could consider tapping its \$45,000 Affordable Housing Reserve Fund. Another option is to increase the in-kind contributions provided by members of the affordable housing subcommittee, which includes several individuals with relevant housing experience.

**Resolution for Grant Application**

*A VCDP grant must go to a municipality or municipalities. Even if an organization or agency sponsors the project and prepares the application, final authority and responsibility rests with the municipality(ies). To be certain that the legislative body understands the obligations it will assume if the application is successful, the appropriate Resolution for VCDP Grant Application Authority must be adopted by the municipality(ies), signed by the legislative body(ies) and the original(s) are uploaded to the grant application.*

**To be issued by the Selectboard following public hearing (below)**

**Public Hearing**

*The municipality's legislative body must hold at least one public hearing, in an ADA accessible location, to provide residents with an opportunity to learn about the proposal and an*



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opportunity to comment. The Federal Act requires that the development of projects carried out in whole or in part with CDBG funds, must involve citizen participation, especially low- and moderate-income citizen participation.

To be scheduled in coordination with Selectboard and Planning Commission

**Certification of Program Income/Unrestricted Revenue Available**

Applicants that have received income from previous VCDP and/or HUD grants must include a history of such receipts for the previous three years, the current balance of such funds and what is anticipated to be received during the course of the proposed program. Describe how the funds are being used and indicate whether the funds are being committed to the proposed activities.

Town to provide certification

**Option Agreement/Other Evidence of Site Control**

If the planning activities are site specific, adequate access to the site during the life of the planning grant is crucial. If the entity undertaking the planning activities does not own the site a letter from the property owner must be obtained. The letter should: a) demonstrates support for the study's scope of work, b) allows access for whatever work must be done on the property for the study, c) ensures that the property is available during the timeframe needed to complete the study so the project, if found feasible, can move to implementation, and d) provides a willingness to sell the land at the appraised value.

Not applicable.

District 4  
Certcode 1411-0

**CERTIFICATE OF HIGHWAY MILEAGE  
YEAR ENDING FEBRUARY 10, 2024**

Fill out form, make and file a copy with the Town Clerk, and submit the Mileage Certificate on or before February 20, 2024 to: Vermont Agency of Transportation, Division of Policy, Planning and Intermodal Development, Mapping Section via email to: [aot.mileagecertificates@vermont.gov](mailto:aot.mileagecertificates@vermont.gov) or if necessary via mail to: VTrans PPAID - Mapping Section, 219 North Main Street, Barre VT 05641.

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

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

Town Highways	Previous Mileage	Added Mileage	Subtracted Mileage	Total	Scenic Highways
Class 1	0.000	0.00	0.00	0.00	0.00
Class 2	14.550	0.00	0.00	14.550	0.00
Class 3	60.97	0.00	0.00	60.97	5.22
State Highway	18.367	0.00	0.00	18.367	0.00
<b>Total</b>	<b>93.887</b>	<b>0.00</b>	<b>0.00</b>	<b>93.887</b>	<b>5.22</b>
* Class 1 Lane	0.000	0.00	0.00	0.00	
* Class 4	18.88	0.00	0.00	18.88	0.00
* Legal Trail	2.76	0.00	0.00	2.76	

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

**PART II - INFORMATION AND DESCRIPTION OF CHANGES SHOWN ABOVE.**

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

2. **DISCONTINUED:** Please attach SIGNED copy of proceedings (minutes of meeting).

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

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

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

**PART III - SIGNATURES - PLEASE SIGN.**

Signatures of Selectmen/ Aldermen/ Trustees: \_\_\_\_\_

Signature of T/C/V Clerk: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Please sign ORIGINAL and return it for Transportation signature.

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

APPROVED: \_\_\_\_\_  
Representative, Agency of Transportation

DATE: \_\_\_\_\_

Memorandum:

Subject: Norwich Pedestrian Corridor

Date: 1/26/24

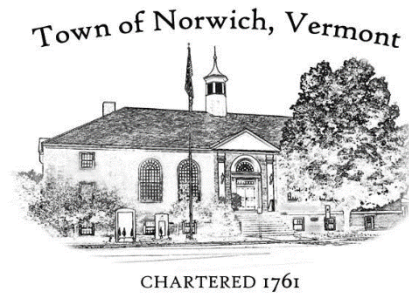
To: Norwich Selectboard, Brennan Duffy, Miranda Bergmeier

From: Mary Layton

This week while crafting the Warrant for Town Meeting the Selectboard decided not to use surplus funds or a new taxpayer initiative to fund a neighborhood initiative to install a pedestrian corridor along Beaver Meadow Road that would provide a safer means of walking along the route between the Catholic Church and Moore Lane. A third source of possible funding could be the Sidewalk reserve fund. I strongly advocate for the Selectboard to take up an agenda item at the February 14<sup>th</sup> Selectboard meeting that considers funding this request. A walking loop along the roads that include Beaver Meadow Road, Moore Lane, Turnpike, and Main Street has long been a desirable goal for encouraging walking, bike riding, and ridership on Advanced Transit. Use of the new Kid's Bridge will be safer if the approach to the bridge is improved. The residents of the Beaver Meadow neighborhood have been concerned for years about pedestrian safety. The installation of a pedestrian corridor seems like a reasonable step towards this goal.

Larger questions of understanding and managing the scope, condition, and ownership of existing sidewalks could be a goal in the coming year. In my opinion the Sidewalk fund should include a provision for maintenance as replacement costs are large, and at some point I think it would be wise to change the stated purpose to add provision for maintenance, or to create a separate fund for maintenance. As is the case for all reserve funds, thinking about a capital plan

for sidewalks would be prudent. A solution for maintenance or replacement of sidewalks owned by the Fire District, or transfer ownership to the Town would also be a wise goal for the long term. The Planning Commission is actively involved in studying this issue which is of vital long term interest to the Town.



## **Q4 Clerk's Report – October to December 2023 Submitted 1/26/2024**

Recording and Restoration revenue: \$6,845 (at \$15 per page, \$11 per page to the general fund and \$4 per page to Fund 45 – Restoration and Digitization.)

Deed Copies: \$465 (at \$1 per page)

Research Time: \$86 (at \$4 per hour)

Dog Licenses issued: 3

Marriage Licenses issued: 6

Deaths: 4 – Deaths of Norwich residents that occur outside of Vermont are not reported to the Clerk.

Births: 0 – Births of Norwich residents that occur outside of Vermont are not reported to the Clerk.

Hunting and Fishing Licenses Issued: 5

Land Postings recorded: 37

Green Mountain Passports issued: 2

Vehicle Registration Renewals: 3 – We stopped processing registration renewals on 10/20

### **Clerk's Office Updates:**

Lily attended the New England Association of City and Town Clerks' annual conference in Westbrook, Connecticut in November. The keynote speaker was Cam Awesome, a former professional boxer, whose mantra is "A low hanging fruit has no nutritional value." There was also election security training, time management training (which ironically ran over its allotted time), a book discussion about Candice Millard's Destiny of the Republic, and a closing speech by humorist Gina Barreca during which clerks were invited to share their funniest clerking moments. As always, it was delightful to meet other clerks and share their perspectives on office management, procedures, upcoming elections, and other clerk-y things.

In addition to this, Lily has embarked on a series of visits to clerks in surrounding communities to better understand their policies and procedures. So far she has visited Tracy Borst in Thetford and Cathy Sartor in Sharon. Visits to the clerks in Hartford, Strafford, Fairlee, Hartland and Woodstock are in the works as election duties allow.

