

Norwich Selectboard

Regular Meeting – March 13, 2024 – 6:30 p.m.

Participation: Hybrid In Person & ZOOM & JAM

ZOOM access information: <https://us02web.zoom.us/j/89116638939> Meeting ID: 891 1663 8939
US Toll-free: 888-475-4499 (Press *9 to raise hand; Press *6 to unmute after recognized by Chair)

NOTE: To be admitted to Zoom, you must display a First and Last Name

Welcome & Introductions

1. Agenda – Discussion/Motion
2. Adoption of Norwich Selectboard Rules of Procedure - Discussion/Motion
3. Chair's Report
4. Public Comments for Items not on the Agenda – Discussion
5. Adoption of the Local Emergency Management Plan (LEMP)
6. Interview Applicants for Planning Commission - Discussion/Motion
7. Goals for the Selectboard - Discussion (limited to 45 minutes)
8. Goals for the Town Manager - Discussion (limited to 45 minutes) - Executive Session?
9. Approval of Minutes – February 28, 2024 – Discussion/Motion
10. Cure Open Meeting Law Violation - Discussion/Motion
11. Approval of AP Warrant(s) – Discussion/Motion
12. Receipt of Correspondence – Review/Discussion
13. Wage/Compensation Study - Discussion
14. Town Manager's Report – Discussion
15. Naming of Town Parcel
16. Committee and Department Head Reports - Review/Discussion/Motion
17. Adjournment - Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	3/27/24	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday	4/10/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday	4/24/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business	

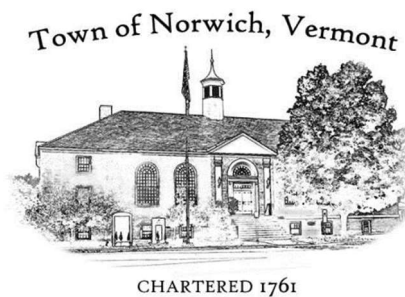
Ongoing and future work

Town Manager's Office

- Personnel Policies – requested completion by March 2024
- H.R. structure, ID nature of assistance, scope/purpose
- Compensation Study – in progress
- Tracy Hall Study – in progress
- Energy Audit – completed – awaiting results
- On-going hiring and interviews for open positions

Selectboard

- Selectboard Goals
- Town Manager Goals
- Committee Appointments
- Develop Charge for Green Procurement Team
- Review and Update Policies
- Tracy Hall Planning
- Updates to Condrey Report
- Walkability Corridor
- Update Fee Schedule
- Update & Adopt Capital Plan
- Website Improvements – New Software?
- Handbook for Committees, Commissions & Boards
- Committees: coordination with overall town priorities
- Town Manager Evaluation
- FY26 Budget Planning



Norwich Selectboard Rules of Procedure

Statutory Authority

The Selectboard of the Town of Norwich, State of Vermont, incorporates by reference the Vermont Statutes which govern the meetings of the public bodies and the rights of public citizens pertaining to such meetings. Pertinent statutes include but may not be limited to the following which are found in Title 1, Chapter 5: Common Law; General Rights, Subchapters 2 (Public Information) and 3 (Access to Public Records), cited below:

- Public Information
 - 1 V.S.A. § 310(1) through (4)
 - Definitions: “Business”, “Deliberations”, “Meeting”, “Public Body”
 - 1 V.S.A. § 312(a)(1) through (2)
 - Right to attend meetings of public agencies
 - 1 V.S.A. § 312(h)
 - “...public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting....”
 - 1 V.S.A. § 313
 - Executive Sessions
 - 1 V.S.A. § 314
 - Penalty and enforcement
 -
- Public Records
 - 1 V.S.A. § 317(a)
 - Management of public records

Preface as to Language

Throughout this document the words “selectboard”, “public body”, or “body” are used to refer to the Norwich Selectboard. The word “selectboard” is capitalized only when used with the word “Norwich”.

Organization

1. The body shall annually elect a chair and a vice-chair. The chair of the body, or in the chair's absence the vice-chair, shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure. At all times, members will be respectful to each other and to the public.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. All comments must be clear and audible to all present physically or virtually. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required, and any time a vote is not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by majority vote of the body and must be adopted annually.

Agendas

1. Each regular and special meeting of the body shall have an agenda, with meeting time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the selectboard through its email address: selectboard@norwich.vt.us, which is monitored by the Town Manager's office, to request inclusion on the agenda. The chair shall determine the final content of the agenda with input from the Town Manager's office and majority support of the board.
2. At least 48 hours prior to a regular meeting and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and on the following websites: Town of Norwich Selectboard Agenda tab:
<http://norwich.vt.us/selectboard-agendas/>
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions or deletions from the agenda shall be considered once the first act of

business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions or agenda items, may be made by majority vote of the body.

Meetings

1. Regular meetings shall take place on the second and fourth Wednesdays of the month at 6:30pm at Tracy Hall Meeting Room, Norwich, Vermont
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to the Norwich listserv; and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meetings. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call.

Public Participation

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions or give information about matters considered by the body, so long as order is maintained according to these rules.
2. After each agenda item is introduced by the chair, the selectboard will have opportunity to discuss first, but before any action is taken by the public body at each meeting, there may be reasonable time afforded for open public comment. The chair may suggest commenters conclude their remarks within three (3) minutes.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, but not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment. If a member of the public wishes to make the same comment as someone else, they should concur with a previous speaker and not reiterate the point.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor members of the public, shall delay or interrupt the proceedings or the peace of the

meeting or interrupt or disturb any person while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening or profane remarks.

7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure;
 - b. Declare a recess or table the issue; and/or
 - c. Adjourn the meeting until and time and date certain.

Adopted this ____ day of March, 2024, by:

Pamela T. Smith, Chair

Mary D. Layton, Vice-Chair

Roger Arnold

Marcia S. Calloway

Priscilla E. Vincent

Local Emergency Management Plan

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

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

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

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

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

Municipality	Town of Norwich
LEMP Adoption Date	3/13/24
NIMS Adoption Date	3/13/24
EMD Name	Brennan Duffy
Position	Town Manager/EMD
Primary Phone	W:802-649-1419 x.1
Alternate Phone	C:
Email	BDuffy@norwich.vt.us
POC 2 Name	Alexander Northern
Position	Fire Chief/D-EMD
Primary Phone	W:802-649-1133
Alternate Phone	C:
Email	anorthern@norwich.vt.us
POC 3 Name	Matthew Romei
Position	Police Chief
Primary Phone	W:802-649-1460
Alternate Phone	C:
Email	Matthew.S.Romei@vermont.gov

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

Signed* _____

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

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

Signed* _____

 Printed Name, Selectboard / council member

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

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

1. Emergency Management (EM) planners

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

2. Municipal Emergency Operations Center (EOC)

<i>The EOC is an organization that coordinates information, support, and response across the municipality for Incident Commanders and town officials. Its main functions are to maintain situational awareness for municipal leaders, coordinate resource and information requests, and provide public information.</i>	
Who, by position, can activate the EOC?	Brennan Duffy- Town Manager Alex Northern-Fire Chief/D-EMD Norwich Police Chief Matthew Romei Deputy Fire Chief Matt Swett
Preferred EOC Positions and Duties	
EOC Director & Fire Chief/ Deputy EMD	Supervises and directs all EOC activities coordinating municipal support and response
As assigned to staff	Staffs' phones and radio
"	Tracks and answers any Requests for Information (RFI)
"	Tracks and coordinates any Requests for Support (RFS)
"	Produces and posts public information and press releases
"	Field duties as needed
Potential EOC Staff Members	
<i>Name</i>	<i>Notes / Contact Information</i>
Brennan Duffy-Town Manager	(802) 649-1419 ext.1; BDuffy@norwich.vt.us
Alex Northern- Fire Chief/ Deputy EMD	(802) 649-1133; ANorthern@norwich.vt.us
Chief Matthew Romei Norwich Police Dept.	(802) 649-1460; Matthew.S.Romei@vermont.gov
Matt Swett-Deputy Fire Chief	(802) 649-1133;
Eric Friets-NFD EOC Support	(802) 649-1133;
Primary EOC Location	
Facility / Address:	Public Safety Building 10 Hazen Street Norwich, VT 05055
Phone Numbers:	(802) 649-1133; (802) 649-1460

Equipment/Notes:	White board, Projector, UHF & VHF Fire/Police radios, Tables, Chairs, Counter space, Maps, Phone, Generator, Rehab.
Alternate EOC Location	
Facility / Address:	Tracy Hall 300 Main St. Norwich, VT 05055
Phone Numbers:	(802) 649-1419
Equipment/Notes:	White board, Projector, Tables, Chairs, Counter space, Maps, Phone, Emergency building generator

3. Resources

Use municipal resources, mutual aid agreements, and local purchases first to get resources for response as needed and available.

Purchasing agents for emergencies:	Town Manager; Norwich Police Chief Matthew Romei in the absence of the Town Manager
Emergency spending limit:	\$25,000

Businesses with Standing Municipal Contracts

Type of Contract	Name	Contact Info
Yearly Winter Plowing Contract	Chase Site Services	Eric Chase

Other Local Resources

Type of Resources/Skills	Name	Contact Info
Firefighting -Resources in support of structural and wildland firefighting.	Fire Chief Alex Northern	(802) 649-1133; anorthern@norwich.vt.us
	Fire Warden Alex Hoehn	(802) 299-5444
Transportation -Assets in support of the movement of emergency resources, including the evacuation of people and distribution of food and supplies.	Town school busses	Town School Busses-Student Transportation of America (STA) 0600-1600 M-F Corporate number (local not working) - (888) 942-2250

	Red Cross (VT & NH offices have merged)	(833) 583-3111 or (800) 464-6692
<p><u>Communications</u> – Includes emergency warning, information and guidance to the public and responders. Includes resources and back-up resources for all means of communication.</p>	<ul style="list-style-type: none"> • Incident Commander • Town Manager • Selectboard Chair 	<p>Methods to alert the general population include:</p> <ul style="list-style-type: none"> • The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to: norwich@lists.Vitalcommunities.org • internet information • Code Red through Hanover Dispatch 603-643-3424. Requires sign up by community members • Facebook- https://www.facebook.com/norwich.vtpolice/ • For alerting the public using Vermont 211; Email info@vermont211.org • https://www.vtalert.gov/ • VT Emergency Management- vem.vermont.gov • Emergency Broadcast System (Television and Radio) • Emergency Notification System (ENS) • Sandwich boards and bulletins posted in town • Door to door and loudspeaker from mobile unit • Local media • Power Outages- http://vtoutages.com/

		<p>shows entire state; updated by power companies</p> <ul style="list-style-type: none"> • VT Alert
<p><u>Public Works & Engineering</u> - Resources In support of debris clearance, road, highway, bridge repairs and restoration of essential public works systems and services and the safety inspection of damaged public buildings.</p>	Norwich DPW	Chris Kaufman-(W) (802) 649-2209
<p><u>Emergency Management, Recovery & Mitigation</u> - Resources in support of the local Incident Commander through a Local Emergency Operations Center. Includes personnel Resources available to provide overall coordination of the town's emergency operations. Resources may serve as a remote ICS planning section to collect, analyze and disseminate critical information on emergency operations for decision making purposes. May provide liaison with state/federal government.</p>		<p>Contact Vermont Emergency Management</p> <ul style="list-style-type: none"> • VEM Watch Officer: • vem.vermont.gov <p>Contact TRORC</p>
<p><u>Mass Care, Food & Water</u> - Resources available to coordinate sheltering, feeding and first aid for disaster victims</p>	American Red Cross	(833) 583-3111 or 1(800) 464-6692
<p><u>Resource Support</u>–Assets available for coordination and documentation of personnel, equipment, supplies, facilities and services used during disaster response and initial relief operations.</p>	Fire Chief/D-EMD Alex Northern	<p>(802) 649-1133.</p> <p>anorthern@norwich.vt.us</p>

<p><u>Health & Medical Services</u> - Resources for care and treatment for the ill and injured. Includes lists of trained health and medical personnel and other emergency medical supplies, materials and facilities. Assets include public health and environmental sanitation services, disease and vector control guidelines and resources for the collection, identification, and protection of Human remains.</p>	<p>Vermont Dept. of Health (Hartford/WRJ)</p> <p>Town of Norwich Health Officer</p> <p>Dartmouth-Hitchcock Hospital EMS District 9 Medical Director</p> <p>NFD EMS Division</p> <p>Hanover/Hartford FD Ambulance</p>	<p>(802) 295-8820</p> <p>(802) 649-1419 ext. 1</p> <p>Thomas Trimarco, MD, FACEP; EMS Dist.9 Medical Director; DHART Associate Medical Director-Dartmouth- Hitchcock Medical Center</p> <p>911</p> <p>911</p>
<p><u>Search & Rescue</u> -Resources locally available to locate identify/remove persons from a stricken area, including those lost or trapped in buildings/other structures. Also includes resources to coordinate S&R for those lost in non-inhabited areas.</p>	<p>Vermont Urban Search and Rescue (USAR, TF1)</p>	<ul style="list-style-type: none"> • UVComm Dispatch • State VEM Duty Officer- The State Emergency Operations Center (SEOC)
<p><u>Hazardous Materials</u> – Resources available for response, inspection, containment and cleanup of hazardous materials.</p>	<p>Vermont Hazardous Material (HAZMAT) Response Team (VHMRT)</p>	<ul style="list-style-type: none"> • UVComm Dispatch • State VEM Duty Officer- The State Emergency Operations Center (SEOC)
<p><u>Agriculture & Natural Resources</u> -Assets available for use in coordinated response in the management and containment of</p>	<p>VT Agency of Agriculture</p>	<p>(802) 828-2430</p>

Communicable diseases in an animal health or plant emergency.	ANR	ANR Central Office - (802) 828-1294
Energy – Assets available for the emergency repair and restoration of critical public energy utilities. Includes locally available back-up power resources. Coordinates the rationing and distribution of emergency power and fuel.	Green Mountain Power Evans for Gas and Diesel	1(888) 835-4672 (603) 448-3400
Law Enforcement -Assets used for the protection of life and property by enforcing laws, orders and regulations. Resources available for area security, traffic and access control.	Chief Matthew Romei - Norwich Police Dept.	802-649-1460 Matthew.S.Romei@vermont.gov
Public information -Pre-identified personnel and resources used for effective collection, control and dissemination of public information to inform the general public of emergency conditions and available assistance.	Incident Commander Town Manager	Methods to alert the general population include: <ul style="list-style-type: none"> • The Town of Norwich List Serve by e-mail: To post a message to everybody in the Norwich email discussion group, send mail to: norwich@lists.Vitalcommunities.org • internet information • Code Red through Hanover Dispatch. Requires sign up by community members • Facebook- https://www.facebook.com/norwichvtpolice • For alerting the public using Vermont 211 Email info@vermont211.org • https://www.vtalert.gov/

		<ul style="list-style-type: none"> • Emergency Broadcast System (Television and Radio) • Sandwich boards and bulletins posted in town • VT Alert
<p>State support that is usually at no cost to the municipality:</p> <ul style="list-style-type: none"> • Vermont Hazardous Material (HAZMAT) Response Team (VHMRT) • Vermont Urban Search and Rescue (USAR, VT-TF1) • Vermont State Police and Special Teams • Swiftwater Rescue Teams • Regional Shelter Support • State government agency expertise / services • Federal response agency expertise <p>State support for the municipality will normally eventually have to pay for:</p> <ul style="list-style-type: none"> • Supplies and equipment (including sandbags) • VTrans Equipment and Personnel • Vermont National Guard Support 		
<p><i>The State Emergency Operations Center (SEOC, 800-347-0488) will help coordinate any state support teams or other external resources that local responders may need.</i></p>		

National Incident Management System (NIMS) Typed Resources*

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

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

*Additional resource information is available on the FEMA Reimbursable Equipment List: <https://www.fema.gov/assistance/public/schedule-equipment-rates>

4. Public Information and Warning

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

5. Vulnerable Populations

<i>If necessary, the EOC may contact organizations and facilities, below, that serve vulnerable populations to identify residents who are at risk based on the emergency. If there are residents at risk or in danger, the EOC should monitor their status and if required coordinate support for them until their situation stabilizes.</i>	
Name / Notes	Contact Info
CARE (Citizen Assistance Registration for Emergencies)	Contact Supporting PSAP-UVComm-for CARE Data
Senior living - Norwich Senior Housing 4 Dorrance Dr.	Property Manager Earl Simpson of Simpson Companies
School - Marion Cross School, 22 Church St.	(802) 649-1703
Day Care - Child Care Center in Norwich 75 Montshire Dr.	(802) 649-1403
Day Care - Norwich Nursery School, Emerson Ct. 312 Main St	(802) 649-1804
Museum - Montshire Museum 1 Montshire Road	(802) 649-2200
Norwich Public Library 368 Main St.	(802) 649-1184

6. Shelters

<i>During some emergencies, the EOC will monitor or coordinate support for residents who are displaced due to property or infrastructure damage.</i>																					
Spontaneous Sheltering																					
<ul style="list-style-type: none"> • Determine the approximate number of people who need sheltering • Call the State EOC / Watch Officer at 800-347-0488 and request support • Track the status of residents who need shelter until their situation stabilizes • Inform town via VT-Alert 																					
Regional Shelter																					
Location / Address:	Hartford High School-37 Highland Ave, River Junction, VT 05001 Pets Allowed? YES																				
Opening Contact:	1-833-583-3111 (Red Cross-National Dispatch)																				
Phone Numbers:	State EOC; American Red Cross, 1-833-583-3111 or (800) 464-6692																				
Primary Local Shelter																					
Location / Address:	Marion Cross School- 22 Church Street																				
Facility Contact(s):	Principal Shawn Gonyaw																				
Phone Numbers:	(802) 649-1703																				
Shelter Manager:																					
Staff Requirements:																					
Services:	Warm/Cool Overnight Food Prep																				
Notes:	Capacity: 60 Generator? Yes Pets Allowed? No <u>Service Animals Not allowed</u>																				
Alternate Local Shelter																					
Location / Address:	1. Tracy Hall (Gym Area); 300 Main St. 2. Norwich Congregational Church; 15 Church Street																				
Facility Contact(s):	1. Miranda Bergmeier 2. Jonathan Hauze																				
Phone Numbers:	1. (802) 649-1419 x.1 2.																				
Shelter Manager:																					
Staff Requirements:																					
Services:	Warm/Cool																				
Notes:	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%;">Capacity:</th> <th style="width: 15%;">Generator?</th> <th style="width: 10%;">Pets Allowed?</th> </tr> </thead> <tbody> <tr> <td>Tracy Hall (Gym Area) 200</td> <td></td> <td>YES</td> <td>NO</td> </tr> <tr> <td colspan="4"><u>Service Animals are not allowed</u></td> </tr> <tr> <td>Norwich Cong. Church</td> <td>UNK</td> <td>NO</td> <td>NO</td> </tr> <tr> <td colspan="4"><u>Service Animals are not allowed</u></td> </tr> </tbody> </table>		Capacity:	Generator?	Pets Allowed?	Tracy Hall (Gym Area) 200		YES	NO	<u>Service Animals are not allowed</u>				Norwich Cong. Church	UNK	NO	NO	<u>Service Animals are not allowed</u>			
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Norwich Cong. Church	UNK	NO	NO																		
<u>Service Animals are not allowed</u>																					

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Emergency Management Team					
EMD	Brennan Duffy-Town Manager	802-649-1419	Cell:		Bduffy@norwich.vt.us
EM Coordinator	Brennan Duffy-Town Manager	802-649-1419	Cell:		Bduffy@norwich.vt.us
Local Response Organization Contacts					
Fire Chief/ Deputy EMD	Alex Northern	802-649-1133	Cell:		ANorthern@norwich.vt.us
Deputy Fire Chief	Matt Swett	802-649-1133	Cell:		
EMS Chief	Alex Northern	802-649-1133	Cell:		ANorthern@norwich.vt.us
Chief of Police	Matthew Romei	802-649-1460	Cell:		Matthew.S.Romei@vermont.gov
State Police or County Sheriff	Contact UVCComm				
Local PSAP Dispatch Center	UVCComm				
	Hartford Dispatch				
	Norwich PD	802-649-1460			

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
Local Public Works Contacts					
DPW Director	Chris Kaufman	802-649-2209	Cell:		CKaufman@norwich.vt.us
Town Garage		802-649-2209			
Drinking Water Utility	Mike Tebbetts	802-649-5424	Pager:		
Municipal Government Contacts					
Town Manager	Brennan Duffy	802-649-1419			Bduffy@norwich.vt.us
Asst. Town Manager	Miranda Bergmeier	802-649-1419			MBergmeier@norwich.vt.us
Selectboard Chair	Pamela Smith	802-649-1419			Selectboard@norwich.vt.us
Selectboard Vice-Chair	Mary Layton	802-649-1419			Selectboard@norwich.vt.us
Selectboard	Roger Arnold	802-649-1419			Selectboard@norwich.vt.us
Selectboard	Marcia Calloway	802-649-1419			Selectboard@norwich.vt.us
Selectboard	Priscilla Vincent	802-649-1419			Selectboard@norwich.vt.us
Town Clerk	Lily Trajman	802-649-1419			Clerk@norwich.vt.us
Town Finance Director	Barrie Rosalinda	802-649-1419			Finance@norwich.vt.us
Town Treasurer	Cheryl Lindberg	802-649-1678			Treasurer@norwich.vt.us
Town Health Officer	Alka Dev	802-649-1419			Clerk@norwich.vt.us
Forest Fire Warden	Alex Hoehn	802-299-5444			alexander.k.hoehn@gmail.com
Animal Control	Norwich Police Dept.	802-649-1460			

Position	Name	Phone numbers - indicate Mobile, Home, Work			E-mail
		Primary	Alternate	Alternate	
School Contact #1	Marion Cross School-Principal Shawn Gonyaw	802-649-1703			shawngonyaw@marioncross.org
Other Contacts					

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

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

Name: Robert Gere

Address: 1399 Union Village Rd

Day phone: 802-649-5267

Evening phone: 802-649-5167

E-mail: rgere@mac.com

Position Applied For: Unexpired Planning Commission seat expiring in 2027

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

Terms:

Years:

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

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

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

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

Prior member of Select Board, prior membership on Development Review Board

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

Current member of Norwich Energy Committee, alternate - ECFiber Governing liason to Inner Valley Transportation Management Association

5. Education and Current Employment

Name of Company:

Location:

Title: **retired**

Describe your work:

6. Pertinent Education and/or Experience:

REA - San Francisco Art Institute 15 year resident of Norwich previous service on n⁺

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

Comments:

The Planning Commission is at the start of a process to re-evaluate our Town Plan and I believe I can contribute to that process in a meaningful way.

Signature



Date

02/23/2024

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

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

Name: Mary Gorman

Address: 504 Hawk Pine Road

Day phone: 802.299.5773

Evening phone: same

E-mail: mcbgorman@gmail.com

Position Applied For: Planning Commission

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

Terms:

Years:

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

Evening: (Yes No Morning: (Yes No

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

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

In my work at Dartmouth from 2002-2010, I oversaw the Office of Planning,

Design & Construction and helped to found and then oversaw the

Sustainability Office.

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

5. Education and Current Employment

Name of Company: Spencer Stuart

Location:

Title: Partner and Consultant

Describe your work:

I am an Executive Search Consultant supporting leadership transitions at major nonprofit organizations across the country.

6. Pertinent Education and/or Experience:

Middlebury College, BA

Yale University, MBA

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

Comments:

I would like to contribute to the important discussions and decisions of the Planning Commission as they examine critical questions of land use and planning in this town.

Signature

Mary B Gorman

Date

Feb 21, 2024

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

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

Name: Christian T. Spalding

Address: 134 Church Street, Norwich, VT, 05055

Day phone: 802-770-2339

Evening phone: 802-770-2339

E-mail: ctspaldin@gmail.com

Position Applied For: Planning Commission Seat

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

Terms: N/A

Years:

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

Evening: (Yes No Morning: (Yes No

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

N/A

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

Strong background in finance, state and federal policy, social determinants of health.

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

N/A

5. Education and Current Employment

Name of Company: Dartmouth College

Location: Hanover, NH

Title: Research Director

Describe your work:

Serve as part of the leadership team for The Dartmouth Institute of Health Policy and Clinical Practice.

6. Pertinent Education and/or Experience:

MPH in Health Policy - TH Chan School of Public Health

BA in History - UVM

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

Comments:

We recently moved our young family to Norwich VT. I was born and raised in Rutland VT and am looking for ways to protect and improve our beautiful state and town. I have experience interning at the Vermont State House, the Office of Senator Leahy, and the Massachusetts Executive Office of Health and Human Services.

Signature

Date

Christian Spalding

2/28/2024

2019-2020 Norwich Selectboard
Goal-Setting Workshop

Priority (1=Highest)	BIG ASPIRATION (BHAG)	Comments (Randomized)			
2.4	Increase # of low to moderating housing units		We have no numbers so this isn't really a BHAG. But it's obviously hard to accomplish and yet so important.	may need to change some zoning regs to encourage "in law" type structures	needs thoughts and action
3.6	Adopt Town Plan with clear targetes for Affordable housing, net zero emmissions, and full school enrollment.	this goal should also incorporate the AH assessment strategy		This will happen regardless, it must. This isnt' a BHAG, it's an imperative.	clarity, purpose, political will needed
4.6	Affordable Housing Assessment Strategy	being addressed	Believe this is committee work and not SB BHAG.	What are the local needs and market conditions for housing in Norwich? What authorities or combination of authorities are best for a housing assessment? Norwich shouldn't have a strategy without an assessment. Do we want to create more affordable rental units? Do we want to make it more possible for people of middle-class backgrounds to purchase their own homes? Do we want to make sure the rental properties we have are in good and safe condition? I would like to have answers to these questions before talking about community block grants, the donation of town-owned land to a non-profit developer, the leveraging of tax-raised dollars for state or federal matching funds, etc. Let's get talking and/or talking again, and learn what is in our power as a town to do.	
5	Commuter rail service up and down Connecticut River Valley	This would change the game for hundreds of employees on many levels. Would also allow Norwich (and much of the UV) to be a place of work without having a car.			worthy BHAG
5.2	Provide high speed broadband to all persons, and provide training.		This is happening.	I would like to know more about current cost challenges, agree that this could be a goal.	
6.4	Increase population to 4,000 and cut controllable tax rate by 15%	pop growth somewhat out of our control	this is possible and represents the definition of BHAG. This would fill the school, obviously reduce taxes, bring more vibrancy to town, give us more options to help those who struggle to stay in Norwich, etc.		two distinct goals
6.6	Create sustainable growth via inclusive communication	not sure how inclusive communication works with this goal	Not sure I understand this one.	I would like to sort out what is statutory and what is aspirational when we talk about "sustainable growth" or the possibly similar "smart growth." These terms may or may not have different meanings depending on what kind of document they appear in or the professional background of the person using them.	voeter level support needed for all important issues
7	#1 Public Sector Employer of Choice in Vermont		Without a motivated, well compensated team in place, it's a constant battle for the TM to focus on the big priorities that will endure. Find metric that already exists and aim for that.		how to rank?
8.4	Bury overhead wires on Main Street	could be prohibitivly expensive	VT's rural character is often destroyed by wires draped all over the state, including Norwich. Believe an exploration would be a good next step.		How to finance?
9.2	Create 100 units of affordable, sustainable housing	question if this is too much housing?	I love this, but want to know # of years, and think it's a committee BHAG that we could direct as appropriate.	I need context when naming numbers.	over 3 years?

FYI

Handout @ 5/8/19
SB mtg

Priority (1=Highest)	"NON-STATUTORY" DUTIES YOU WOULD LIKE TO CONTINUE	Comments
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**2019-2020 Norwich Selectboard
Goal-Setting Workshop**

2.2	Further Community Understanding through enhanced communication	develop multi-modal methods of communication. Hold informal meetings like Cracker Barrel		Surveys.	Open Meeting Law explanation
2.4	Encourage Communication, Participation, and Debate	Set up and sit at transfer station to just give people opportunity to share thoughts. Can be one or 2 of us			When and where given constraints of OML and
3.4	Community Engagement: Be where people are; "Be Present"	these goals are all so intertwined. Hopefully by doing one, we will accomplish most.1	Let's do more of this. Plan it out.	We should consider strategies used by community organizers for soliciting and incorporating public feedback. Community engagement may or may not be a future budget line item.	good idea, sometimes possible for me
3.4	Feel empowered to disagree; feel welcome/allowed to disagree	watch tone of voice/body language			OK with constructive disagreement
4.2	Ongoing & Consistent engagement with peers in and out of town to find best practices		We are often so insulated from what else is happening...		would to. How?
5.4	Reading minutes, research, listen to constituents - being "grounded"				Important to me.

Priority (1=Highest)	WHAT DO YOU WANT TO DO THAT YOU RARELY GET TO DO	Comments			
1.6	Have space to unpack concepts. Minimize interruptions. Don't want to be interrupted. Duty is not to interrupt.				Thematic meetings could help. Calming down would help.
2.8	Converse with others to introduce material, facilitation, conversation, other members take ownership of topics/agenda items		In pairs? How to communicate what the pairs have discussed? Summaries?		
3.2	Communicate effectively with public. Coherent, concise communication to/from public, "norms" of communication, communication protocol(s)	continue with Norwich Times, send out listserve posts on agendas			More "group" SB messages on the list serve. The Norwich Times too.
3.8	Hear from constituents that disagree without fear of retribution; all comments welcome.	Lead by example		I would also like to hear from all voices.	How to bring those comments into conversation?
4.2	Recognize/celebrate employees	"Employee of the Month". Post of Listserve	What else better determines the level of service and engagement than employees feeling valued?		Nice idea - what venue?
5.2	Decisions of response: individual members vs. board as a whole	not quite sure what this means? I can't remember this discussion			Would like to discuss Protocol.

Priority (1=Highest)	STATUTORY OBLIGATIONS THAT ARE VALUE-ADDED	Comments			
1.2	Oversight of Internal Controls: finances, capital assets, designated funds, policy oversight - all about value for the tax payer.	we need clear and concise financial policies to be able to enforce compliance with such			very interested in this
2.8	Town Policy Development and review	update/delete existing. We just need to get this done			would like to get policies up to date and move on.
3	Be Transparent: "Right to know" - easily knows	We should of course be transparent in our communication, but we should also be effective, which to me means being mindful of communicating a wider context or long-term significance of a discussion or decision, particularly in policy issues around land use and housing.			Except for some topics
3.2	Compliance with Regulations, local and state laws/rules: Pay attention to state initiatives, proper alignment				always good

2019-2020 Norwich Selectboard
Goal-Setting Workshop

4.6	"Supervise" Personnel: statute language is unhealthy, need to be more clear on what "supervise" means to Norwich SB		I prefer terms like "support" and "motivate"		Clarify "unhealthy" and "supervise"
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Priority (1=Highest)	STATUTORY OBLIGATIONS TO "MINIMIZE"/"GET RID OF"/MODIFY	Comments			
2	Stop scattered meetings/have more thematic intent/minimize shifting from topic to topic		Agree with this! Agenda planning with an eye looking one or two meetings ahead could help with this. We may wish to convene certain committees when an agenda item is applicable to their work or consider warned joint meetings.		Important for coherent decisions
2.4	Set tight time guardrails around policy discussions			I support defining the scope and "guardrails" on all long-term issues we take up.	
3.2	Get rid of check warrants				
3.4	Remove outdated/trivial responsibilities - dog licenses, weigher of coal, etc.				oversight still important
3.8	Line item review of budget development (take bigger picture position; values and needs of community)	would be ideal but I don't think we can get there until the Financial Controls and financial reporting has been perfected	While I am fully in favor of getting rid of some of the micro-managing that takes place at SB meeting, once per years is a good way to keep SB finger on pulse of the town.	I would like to create a meaningful strategy for budget preparation. To the extent possible, I would like us to be in deeper conversation with our Town Manager on creating revenue sources, maximizing grant funding opportunities, ensuring certain efficiencies on expenditures, and brainstorming cost-sharing initiatives with other neighboring towns. Budgeting should match our town's vision and strategy as informed by our community. While recognizing the statutory mandates, can we ask "how does this budget advance not only next year, but the next ten years?"	

Priority (1=Highest)	AREAS NEED TO ATTEND TO (TACTICAL) - BOARD SPECIFIC	Comments			
2.4	Big Ideas: big picture: Know big topics and establish direction		Must do.	Agree. I am interested in helping each other understand how issues intersect and how to work through ideas that come into natural conflict	Hope to do this.
2.6	Website Overhaul	There are so many modern tools to do this... and citizens who could volunteer time to help oversee and make sure it meets our objectives.		We need to understand what is at stake in maintaining a more advanced website and if our town has the staff resources / abilities to maintain	
3.4	All manner of communication across all levels - info sharing & to give/receive concern in multiple ways		We may wish to update / create a Public Records policy that takes into account information sharing internally and externally. We need strong record keeping and I would like to see the documents discussed at a Cmte meeting be archived, but there may or may not be training involved in this and other kinds of costs		
4.8	Technology across the board for efficiency - "searchable"		We have to catch up on a number of key areas involving tech.		
5	Find history of a topic/situations (e.g. water runoff and municipal sewage, "historisize, gatherer"	history is good but we can't get bogged down in past	What have been the most successful initiatives of a given committee and where are the documents to support that initiative stored? It's not about dredging up the past but rather understanding how to build on the work that has been completed (or not).		Know history to not "reinvent the wheel"
5.2	Convey to citizens the condition of the "parts of the machine"... assess value				
5.6	Technology to allow us bandwidth to do more with less, with technologies and knowledge base available to us.	I would be interested in hearing from Town Manager and department heads more about their silos to see if budgeting for tools or systems would make an impact to their workflow or improve communication and collaboration. I wonder do that calls for technology are really calls for digital thinking, which I am supportive of but takes more consensus building within organizations.			
6	Opportunity exists to more consistently and directly interact with communities, officials, appointees.				

MEMORANDUM

TO: Norwich Select Board
FROM: Mary Layton
SUBJECT: Norwich Town Manager Goals/Punch list draft
DATE: June 12, 2017
CC: Herb Durfee, Miranda Bergmeier

This draft was written by Mary Layton with input from John Pepper and Herb Durfee.

Time Frame:

The following are Town Manager goals for the year between Town Meeting Days 2017 & 2018.

Transition Year:

This year is a transition year for the new Town Manager.

Communication/Interpersonal Goals:

Communicate with all stakeholders in an open, responsive, transparent, and respectful manner.

Use knowledge of statute, administrative requirements, management practice, case law, and state wide trends to help the Select Board to make the best decisions for the Town.

Become familiar with and communicate well with his staff, the Select Board, citizens of Norwich, contractors, and anyone else whose role is connected to wise governance of the Town.

Major management tasks:

The Town Manager supervises the construction of the Public Safety Building, the addition to the Department of Public Works Building, and the cleanup of the Norwich Pool site as required by FEMA.

He prepares the presentation of the proposed budget for 2018-2019.

He prepares to negotiate a new Collective Bargaining contract with Union employees.

He reviews and revises the 2010 Personnel Policy.

Select Board Support:

He supports the Select Board in the process of **agenda formation**, and in defining and producing an information packet before each Select Board meeting. He directs his assistant to post the information packet by the Friday before the meeting in order to inform the citizens of the agenda and information in support of agenda items.

He supports the Select Board as they work to complete their goals for 2018-2018. **Select Board goals include:**

Review of Policies and Ordinances

Setting the tax rate

Evaluate Town Assessor/Lister authority and roles

Improve communication between the Select Board and Town Manager

Define Town Manager goals

Create a Town Meeting presentation

DRAFT

Minutes of the Norwich Selectboard Meeting of Wednesday, February 28, 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: Marcia Calloway, Chair; Priscilla Vincent; Pam Smith.

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

Also Participating: Town Manager Brennan Duffey, Jeff Lubell, Lucinda Walker, Aaron Lamperti, Lynnwood Anderson, Jack Cushman

Welcome. Meeting was called to order by Calloway at 6:32 p.m..

Agenda. • Layton moved to amend the agenda to include discussion of letter of support for Norwich Library grant and a discussion of scheduling organizational meeting; seconded by Vincet. Motion passed unanimously.

Public Comment made by Jeff Lubell.

Approve Draft Meeting Minutes.

Layton moved (2nd Vincent) to approve the minutes of January 20, 2024. Motion passed unanimously.

Layton moved (2nd Smith) to approve the minutes of January 24, 2024 as amended. Motion passed unanimously

Layton moved (2nd Vincent) to approve the minutes of February 14, 2024. Motion passed unanimously.

AP Warrants

Layton moved (2nd Vincent) to approve AP Warrant number 1101 in the amount of \$ 120,615.47 to be paid from the General Fund. Motion passed unanimously

Layton moved (2nd Vincent) to approve AP Warrant number 1102 in the amount of \$ 4,859.79 to be paid from the Operational Performance and Development Fund # 51. Motion passed unanimously

Layton moves (2nd Vincent) to approve AP Warrant number 1104 in the amount of \$ 5,489,405.47 to be paid from the General Fund. Motion passed unanimously.

4A) Discussion of letter of support for Norwich Library Grant

Layton moved (2nd Arnold) to approve and endorse a letter of support for the U.S. Treasury capital projects fund for libraries to be signed by the town manager. Motion passed unanimously.

4B) Discussion of Organizational meeting scheduling.

Layton moved (2nd Vincent) that an organizational selectboard meeting be scheduled for March 6 at 6:30 pm. Motion passed unanimously.

5) Preferred Siting Letter Lamperti-Eanet at 557 New Boston Road

Arnold moved (2nd Layton) to authorize the signing of a preferred site letter for a solar array on property owned by Lamperti-Eanet at 557 New Boston Road. Motion Passed. Yes: Arnold, Calloway, Layton, Vincent. Abstain: Smith

6) Commission Appointments

Arnold moved (2nd Layton) to appoint Lynnwood Andrews as the Norwich representative to the Upper Valley Local River Subcommittee of the Connecticut River Joint Commission. Motion passed unanimously.

The Board agreed to re-order the agenda.

7) Collective Bargaining Union Contract.

Layton moved (2nd Vincent) to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1). Motion passed unanimously.

Layton moved (2nd Vincent) to enter Executive Session under 1 V.S.A. § 313(a)(1)(B) to discuss labor relations agreements with employees, and under 1 V.S.A. § 313(a)(1)(A) to discuss contract issues, and to invite Town Counsel and the Town Manager.

The Board moved into executive session at 7:35 PM.

Arnold moved (2nd Layton) to enter public session. Motion passed unanimously.

The Board entered public session at 8:08 PM.

Vincent (2nd Layton) moved to ratify the FY24-FY28 Renewal Collective Bargaining Agreement, and the related Memorandum of Agreement, with New England Police Benevolent Association. Motion passed unanimously.

8) Review and Discussion of financial implications for non-bargaining and bargaining employees.

The Board discussed the financial implications for non-bargaining and bargaining employees and agreed to table for future discussion.

9) Preparation of Selectboard Town Meeting Presentation

The Board discussed the presentation and offered suggestions for edits. The Board agreed to have Brennan Duffy offer the presentation for the town at the informational session.

10) Norwich Inn Liquor License

Layton moved (2nd Vincent) to recess the meeting of the selectboard for the purpose of executing the duties of the local control commissioners under authority of 7 V.S.A. § 167 et seq. Motion approved unanimously.

The Selectboard meeting was recessed at 9:38

Layton moved (2nd Vincent) to approve the Second Class License, application number 37377, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to approve the Third Class Restaurant/Bar License, application number 37376, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to approve the Outside Consumption Permit, application number 37373, for Green Visions, LLC, Doing Business as the Norwich Inn. Motion approved unanimously.

Layton moved (2nd Vincent) to close the Norwich Liquor Commission session and reconvene the Selectboard meeting. Motion approved unanimously.

The Selectboard meeting reconvened at 9:41 PM

8) Update on Listers

Calloway moved (2nd Layton) to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1). Motion passed unanimously.

Calloway moved to enter executive session pursuant 1 V.S.A. § 313(a)(1)(f) for the purposes of providing professional legal services to the body and to invite the town manager. Motion passed unanimously.

The Board entered executive session at

Arnold moved (2nd Layton) to enter public session. Motion passed unanimously.

The Board entered public session at 10:59 PM

Discussion Item:

Town Manager Report

Adjournment

Layton (2nd Vincent) moved to adjourn. Motion passed unanimously.

Meeting adjourned at 11:34 pm

Submitted by Roger Arnold

03/08/24

04:33 pm

Town of Norwich Accounts Payable

Page 1 of 6

Check Warrant Report # 1105 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 03/13/24 To 03/13/24 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
NOTHERNAL ALEX NORTHERN	03/06/24	FD-ALEX ACDMY CLASS TRVL 306EMPRIEMB	01-5-555340.00 EMS EDUC/TRNG	190.25	14356	03/13/24
BEAUAM AMANDA BEAULIEU	02/29/24	LISTERS-AMANDA ASSESSOR 229ASSESSOR	01-5-300300.00 PROFESS SERVICES	612.75	14357	03/13/24
AMERICAN AMERICAN ROCK SALT CO., L	02/22/24	DPW-ICE CONTROL SALT 0762105	01-5-703201.00 SALT & CHEMICALS	7841.14	14358	03/13/24
BESTSEPT BEST SEPTIC SERVICE, LLC	03/01/24	DPW-PORTA TOILET RENTAL 45363	01-5-705411.00 REPAIRS & MAINTENANCE	160.00	14359	03/13/24
BETHELMIL BETHEL MILLS	02/02/24	TS-TOWELS & TAPE 216858/7	01-5-705403.00 PARTS & SUPPLIES	69.93	14360	03/13/24
BETHELMIL BETHEL MILLS	02/01/24	DPW-ELECTRIC TAPE 244318/6	01-5-703511.00 REPAIRS & MAINTENANCE	26.97	14360	03/13/24
BETHELMIL BETHEL MILLS	02/07/24	DPW-SPRAY PAINT & SOAP 245223/6	01-5-703403.00 PARTS & SUPPLIES	34.99	14360	03/13/24
BETHELMIL BETHEL MILLS	02/22/24	FD-VELCRO STRAP 247803/6	01-5-555528.00 FIRE TRK R & M	36.99	14360	03/13/24
BETHELMIL BETHEL MILLS	02/23/24	DPW-ASSRTD SUPPLIES 247885/6	01-5-703217.00 SIGNS	30.96	14360	03/13/24
BETHELMIL BETHEL MILLS	02/24/24	DPW-KEY & BUNGEE 247996/6	01-5-705403.00 PARTS & SUPPLIES	15.96	14360	03/13/24
BETHELMIL BETHEL MILLS	02/27/24	DPW-COLD PATCH 248384/6	01-5-703211.00 ASPHALT PRODUCTS	59.97	14360	03/13/24
BETHELMIL BETHEL MILLS	02/28/24	FD-BATTERY 248675/6	01-5-555424.00 EMS TOOLS/ EQUIP	17.99	14360	03/13/24
SWENBR BRIE SWENSON	03/06/24	P&R/TC-BASEBLLS, ELEC SPL 306EMPRIEMB	01-5-050200.00 CONTRACTED SERVICES	49.28	14361	03/13/24
SWENBR BRIE SWENSON	03/06/24	P&R/TC-BASEBLLS, ELEC SPL 306EMPRIEMB	01-5-425211.00 EQUIPMENT	14.39	14361	03/13/24
BUSINESS BUSINESS CARD	02/22/24	PD-BREAKFAST SPREAD 1061410768	01-5-500202.00 COMMUNITY RELATNS	63.25	14362	03/13/24
BUSINESS BUSINESS CARD	02/23/24	TH-AMERICAN FLAG 2241860	01-5-005610.00 OFFICE SUPPLIES	32.98	14362	03/13/24
BUSINESS BUSINESS CARD	02/23/24	PD-GUN SAFE & PADLOCK 414112	01-5-500543.00 TRAINING SUPPLIES	1029.98	14362	03/13/24
BUSINESS BUSINESS CARD	02/28/24	PD-GUN SAFE DISCOUNT 414819	01-5-500543.00 TRAINING SUPPLIES	-200.00	14362	03/13/24
BUSINESS BUSINESS CARD	02/27/24	P&R-LACROSSE BALLS 6201828	01-5-425211.00 EQUIPMENT	45.98	14362	03/13/24
BUSINESS BUSINESS CARD	02/23/24	TH/TC-POSTAGE 690	01-5-275538.00 POSTAGE	68.00	14362	03/13/24
BUSINESS BUSINESS CARD	02/23/24	TH/TC-POSTAGE 690	01-5-050538.00 POSTAGE	9.24	14362	03/13/24
BUSINESS BUSINESS CARD	02/27/24	TH-FORGED D RING 7126660	01-5-005610.00 OFFICE SUPPLIES	42.99	14362	03/13/24
BUSINESS BUSINESS CARD	02/26/24	TC-POSTAGE 739	01-5-050538.00 POSTAGE	106.40	14362	03/13/24
BUSINESS BUSINESS CARD	02/20/24	DPW-HDMI CABLE 8163415	01-5-703507.00 SUPPLIES	18.08	14362	03/13/24
BUSINESS BUSINESS CARD	03/01/24	TH-POSTAGE 835	01-5-275538.00 POSTAGE	68.00	14362	03/13/24

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
BUSINESS	02/20/24	BUSINESS CARD TH-FEB '24 ZOOM SUBSCRIP INV241777648	01-5-275627.00 Remote Meeting Services	537.81	14362	03/13/24
BUSINESS	02/22/24	BUSINESS CARD P&Z-NNECAPA MEMBERSHIP NNECAPAMEMB	01-5-350615.00 DUES/MTGS/EDUC	80.00	14362	03/13/24
MISC	03/05/24	CHARLES TUFANKJIAN DPW-CHUCK SEAT FOAM 305EMPREIMB	01-5-703403.00 PARTS & SUPPLIES	12.79	14363	03/13/24
COHEN	02/21/24	COHEN STEEL SUPPLY, INC. DPW-TRUCK BED REPAIR I252689	01-5-703403.00 PARTS & SUPPLIES	244.00	14364	03/13/24
COHEN	02/21/24	COHEN STEEL SUPPLY, INC. DPW-WELDING I252710	01-5-703507.00 SUPPLIES	74.76	14364	03/13/24
COMCAST	02/20/24	COMCAST DPW-MARCH '24 INTERNET 220DPWINT	01-5-703505.00 TELEPHONE	237.19	14365	03/13/24
CRYSTAL	02/27/24	CRYSTAL ROCK, LLC DPW-WATER COOLER 736065022724	01-5-703507.00 SUPPLIES	24.00	14366	03/13/24
DEADRIVER	02/27/24	DEAD RIVER COMPANY TH-387.8 GAL HEATING OIL 83289	01-5-706103.00 HEATING	1374.72	14367	03/13/24
DELTA DEN	02/15/24	DELTA DENTAL TH-MARCH '24 DENTAL INS MARCH24DENT	01-5-100125.00 DENTAL INSURANCE	187.46	14368	03/13/24
DELTA DEN	02/15/24	DELTA DENTAL TH-MARCH '24 DENTAL INS MARCH24DENT	01-5-500125.00 DELTA DENTAL	103.71	14368	03/13/24
DELTA DEN	02/15/24	DELTA DENTAL TH-MARCH '24 DENTAL INS MARCH24DENT	01-5-555126.00 DENTAL INSURANCE	67.73	14368	03/13/24
DELTA DEN	02/15/24	DELTA DENTAL TH-MARCH '24 DENTAL INS MARCH24DENT	01-5-200125.00 DENTAL INSURANCE	71.96	14368	03/13/24
DELTA DEN	02/15/24	DELTA DENTAL TH-MARCH '24 DENTAL INS MARCH24DENT	01-5-703125.00 DENTAL INSURANCE	243.40	14368	03/13/24
DELTA DEN	02/15/24	DELTA DENTAL TH-MARCH '24 DENTAL INS MARCH24DENT	01-5-005125.00 DENTAL INSURANCE	239.46	14368	03/13/24
DELTA DEN	02/15/24	DELTA DENTAL TH-MARCH '24 DENTAL INS MARCH24DENT	01-5-704125.00 DENTAL INSURANCE	103.71	14368	03/13/24
ECFIBER	03/01/24	ECFIBER FD-INTERNET 2403-0241756	01-5-555625.00 TELEPHONE & INTERNET	76.00	14369	03/13/24
MISC	03/17/23	EVAN GRANTHAM-BROWN G 06-032.000 TAX REFUND EVANREF	01-2-001149.00 TAX CLEARING ACCOUNT	559.21	14370	03/13/24
EVANSMOTO	02/21/24	EVANS GROUP, INC. DPW-DIESEL 200 GAL 0060466-IN	01-5-703405.00 PETROLEUM PRODUCTS	669.79	14371	03/13/24
EYEMED	02/22/24	EYEMED/FIDELITY SECURITY TH-MARCH '24 VISION INS 166189205	01-2-001126.00 VISION SERV PLAN-PAYROLL	161.06	14372	03/13/24
FIRSTLIGH	02/15/24	FIRSTLIGHT FIBER TH-FEB '24 PHONE 16532650	01-5-705505.00 TELEPHONE	2.00	14373	03/13/24
FIRSTLIGH	02/15/24	FIRSTLIGHT FIBER TH-FEB '24 PHONE 16532650	01-5-425127.00 TELEPHONE	1.03	14373	03/13/24
FIRSTLIGH	02/15/24	FIRSTLIGHT FIBER TH-FEB '24 PHONE 16532650	01-5-200531.00 TELEPHONE	3.43	14373	03/13/24
FIRSTLIGH	02/15/24	FIRSTLIGHT FIBER TH-FEB '24 PHONE 16532650	01-5-005531.00 ADMIN TELEPHONE	2.50	14373	03/13/24
FIRSTLIGH	02/15/24	FIRSTLIGHT FIBER TH-FEB '24 PHONE 16532650	01-5-100531.00 TELEPHONE	6.24	14373	03/13/24
FIRSTLIGH	02/15/24	FIRSTLIGHT FIBER TH-FEB '24 PHONE 16532650	01-5-275531.00 TELEPHONE	1.03	14373	03/13/24

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
FIRSTLIGH	02/15/24	FIRSTLIGHT FIBER TH-FEB '24 PHONE 16532650	01-5-300531.00 TELEPHONE	1.46	14373	03/13/24
FIRSTLIGH	02/15/24	FIRSTLIGHT FIBER TH-FEB '24 PHONE 16532650	01-5-350531.00 TELEPHONE	4.09	14373	03/13/24
GATEKEEP	02/22/24	GATEKEEPER LOCK & SAFE, L DPW-DOOR REPAIR I-240207-3	01-5-706113.00 REPAIRS & MAINTENANCE	202.50	14374	03/13/24
GNOMON	02/23/24	GNOMON COPY TH-FY23 TOWN REPORTS 223TWNRPRT	01-5-005310.00 TOWN REPORT	1246.00	14375	03/13/24
GREAT	03/01/24	GREATER GOOD MEDIA NCC-WINTER/SPRING HLF PAG 2024-10134	01-5-650625.00 PUBLICITY	250.00	14376	03/13/24
GMPC	01/24/24	GREEN MOUNTAIN POWER CORP 300 MN ST BND 95726000003 124BNDSTND	01-5-706101.00 ELECTRICITY	65.39	14377	03/13/24
GMPC	01/24/24	GREEN MOUNTAIN POWER CORP 11 FRHOUSE LN 70966000005 124FRHOUSE	01-5-485233.00 ELECTRICITY	1308.34	14377	03/13/24
GMPC	01/24/24	GREEN MOUNTAIN POWER CORP MN ST TWR 35066725603 124MNSTTWR	01-5-575233.00 TOWER POWER	126.12	14377	03/13/24
GMPC	01/24/24	GREEN MOUNTAIN POWER CORP 24 NW BSTN RD 14695000001 124NWBSTN24	01-5-705501.00 ELECTRICITY	252.06	14377	03/13/24
GMPC	01/24/24	GREEN MOUNTAIN POWER CORP SS-TRNPK RD 75726000005 124TRNPKRD	01-5-500204.00 SPEED SIGNS	22.52	14377	03/13/24
GMPC	01/24/24	GREEN MOUNTAIN POWER CORP SS-UN VLG RD 85726000004 124UNVLGRD	01-5-500204.00 SPEED SIGNS	22.32	14377	03/13/24
GMPC	02/23/24	GREEN MOUNTAIN POWER CORP 300 MN ST BND 95726000003 223BNDSTND	01-5-706101.00 ELECTRICITY	31.85	14377	03/13/24
GMPC	02/23/24	GREEN MOUNTAIN POWER CORP 11 FRHOUSE LN 70966000005 223FIREHOUSE	01-5-485233.00 ELECTRICITY	878.94	14377	03/13/24
GMPC	02/23/24	GREEN MOUNTAIN POWER CORP MN ST TWR 35066725603 223MNSTTWR	01-5-575233.00 TOWER POWER	95.66	14377	03/13/24
GMPC	02/23/24	GREEN MOUNTAIN POWER CORP 24 NW BSTN RD 14695000001 223NWBSTN24	01-5-705501.00 ELECTRICITY	179.30	14377	03/13/24
GMPC	02/23/24	GREEN MOUNTAIN POWER CORP SS-TRNPK RD 75726000005 223TRNPKRD	01-5-500204.00 SPEED SIGNS	13.62	14377	03/13/24
GMPC	02/23/24	GREEN MOUNTAIN POWER CORP SS-UN VLG RD 85726000004 224UNVLGRD	01-5-500204.00 SPEED SIGNS	13.83	14377	03/13/24
GMPC	02/27/24	GREEN MOUNTAIN POWER CORP STRT LGHTS 24926000001 227STRTLIGHTS	01-5-703307.00 STREETLIGHTS	1145.29	14377	03/13/24
GMPC	02/28/24	GREEN MOUNTAIN POWER CORP 300 MN ST 34966000001 228MNST300	01-5-706101.00 ELECTRICITY	526.02	14377	03/13/24
GMPC	02/28/24	GREEN MOUNTAIN POWER CORP 319 MN ST SLR 48815990790 228MNSTSLR	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	23.67	14377	03/13/24
GMPC	02/28/24	GREEN MOUNTAIN POWER CORP 26 NW BSTN RD 04965000002 228NWBSTN26	01-5-703501.00 ELECTRICITY	397.09	14377	03/13/24
GMPC	02/29/24	GREEN MOUNTAIN POWER CORP 111 TRNPK RD 38951919299 229TRNPKVEV	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	84.68	14377	03/13/24
HAUN	02/26/24	HAUN WELDING SUPPLY, INC. DPW-SPOOL 0000045471	01-5-703403.00 PARTS & SUPPLIES	90.75	14379	03/13/24
LEAF	02/29/24	LEAF CAPITAL FUNDING, LLC PD-COPIER LEASE 16158059	01-5-500501.00 ADMINISTRATION	82.00	14381	03/13/24
TRAJLI	03/08/24	LILY TRAJMAN TC-LILY FOOD ELECTION DAY 308EMPREIMB	01-5-050200.00 CONTRACTED SERVICES	121.93	14382	03/13/24

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-500124.00 DISABILITY/LIFE INS	-51.57	14383	03/13/24
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-005124.00 DISABILITY/LIFE INSUR	149.04	14383	03/13/24
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-703124.00 DISABILITY/LIFE	285.71	14383	03/13/24
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-200124.00 DISABILITY/LIFE INS	119.53	14383	03/13/24
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-100124.00 DISABILITY/LIFE INS	110.98	14383	03/13/24
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-704124.00 DISABILITY/LIFE	94.35	14383	03/13/24
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-425124.00 DISABILITY/LIFE INSUR	65.52	14383	03/13/24
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	14383	03/13/24
NAT'L INS	02/15/24	MADISON NATIONAL LIFE INS TH-MARCH '24 LIFE INS 1608370	01-5-500124.00 DISABILITY/LIFE INS	67.04	14383	03/13/24
MAYER	03/08/24	MAYER & MAYER Payroll Transfer PR-03/08/24	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14384	03/13/24
NEMRC	03/01/24	NEW ENGLAND MUNI RESOURCE LSITERS/TC/FIN-ANNUAL SPP 54666	01-5-300360.00 SOFTWARE MAINT/UPDATE	394.94	14385	03/13/24
NEMRC	03/01/24	NEW ENGLAND MUNI RESOURCE LSITERS/TC/FIN-ANNUAL SPP 54666	01-5-100613.00 SOFTWARE	789.88	14385	03/13/24
NEMRC	03/01/24	NEW ENGLAND MUNI RESOURCE LSITERS/TC/FIN-ANNUAL SPP 54666	01-5-200613.00 SOFTWARE	4457.18	14385	03/13/24
NEMRC	03/01/24	NEW ENGLAND MUNI RESOURCE P&Z-ANNUAL MAPPING 54704	01-5-350341.00 MAPPING	855.33	14385	03/13/24
PBA	03/01/24	NEW ENGLAND PBA, INC MARCH '24 UNION DUES 36917	01-2-001117.00 UNION DUES PAYABLE	225.36	14386	03/13/24
MISC	03/08/24	NIEM PROPERTIES LLC FY24 TAX RFUND 15-071.000 NEIMREF	01-2-001149.00 TAX CLEARING ACCOUNT	4819.54	14387	03/13/24
NRRA	02/28/24	NORTHEAST RESOURCE RECOVER DPW-RELEASE #707347 137203	01-5-705305.00 RECYCLING	195.30	14388	03/13/24
SAFETYKLE	02/08/24	SAFETY-KLEEN SYSTEMS, INC DPW-CLEANER PARTS 93545135	01-5-703511.00 REPAIRS & MAINTENANCE	341.32	14389	03/13/24
STATELINE	02/27/24	STATELINE SPORTS, LLC P&R-JAN & FEB SUPPLIES JAN-FEBINVS	01-5-425211.00 EQUIPMENT	197.00	14390	03/13/24
STITZEL	02/28/24	STITZEL PAGE & FLETCHER P TH-JAN '24 LEGAL 81535	01-5-005305.00 LEGAL	9888.95	14391	03/13/24
SULLIVAN	01/31/24	SULLIVAN, POWERS & COMPAN FIN-INDEPENDANT AUDIT 133379	01-5-200320.00 PROFESS SERVICES	2200.00	14392	03/13/24
SULLIVAN	01/31/24	SULLIVAN, POWERS & COMPAN FIN-INDEPENDANT AUDIT 133379	01-5-200322.00 INDEPENDENT AUDIT	4502.00	14392	03/13/24
UNIFIRST	02/26/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070304541	01-5-703311.00 UNIFORMS	282.92	14393	03/13/24
UNIFIRST	02/26/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070304541	01-5-704311.00 UNIFORMS	60.00	14393	03/13/24
UNIFIRST	03/04/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070306385	01-5-704311.00 UNIFORMS	60.00	14393	03/13/24

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
UNIFIRST	03/04/24	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070306385	01-5-703311.00 UNIFORMS	282.92	14393	03/13/24
UNITED AG	09/08/23	UNITED AG & TURF NE, LLC DPW-DOOR HINGE REPAIR 10202956	01-5-703403.00 PARTS & SUPPLIES	383.61	14394	03/13/24
UVRESA	02/26/24	UPPER VALLEY REGIONL EMER FD-'24 MEMBERSHIP DUES 515	01-5-555342.00 FIRE DUES/MTGS/EDUC	100.00	14395	03/13/24
VALLEYNEW	02/17/24	VALLEY NEWS PD-ADVERTISEMENT 930943	01-5-500501.00 ADMINISTRATION	72.50	14396	03/13/24
VALLEYNEW	03/02/24	VALLEY NEWS TH-LEGAL GRANT APPLICATIO 941138	01-5-005540.00 ADVERTISING	117.00	14396	03/13/24
VLCTERB	02/23/24	VLCT EMPLOYMENT RESOURCE TH-'24 Q2 CONTRIBUTION REN037582-Q2	01-5-800517.00 UNEMP INS RATE ASSMT	1515.00	14397	03/13/24
VLCTPACIF	02/20/24	VLCT PROP & CASUALTY INTE TH-'24 Q2 WRKERS COMP REN240455-Q2	01-5-800518.00 PROP & CAS INSURANCE	29713.25	14398	03/13/24
VLCTPACIF	02/20/24	VLCT PROP & CASUALTY INTE TH-'24 Q2 WRKERS COMP REN240455-Q2	01-5-800520.00 WORKER'S COMP INS	14928.00	14398	03/13/24
VMERS	02/09/24	VMERS DB Payroll Transfer PR-02/09/24	01-2-001113.00 VMERS GRP C PAYABLE	2525.69	14399	03/13/24
VMERS	02/09/24	VMERS DB Payroll Transfer PR-02/09/24	01-2-001111.00 VMERS GRP B PAYABLE	5310.51	14399	03/13/24
VMERS	02/23/24	VMERS DB Payroll Transfer PR-02/23/24	01-2-001111.00 VMERS GRP B PAYABLE	5009.91	14399	03/13/24
VMERS	02/23/24	VMERS DB Payroll Transfer PR-02/23/24	01-2-001113.00 VMERS GRP C PAYABLE	2425.08	14399	03/13/24
WBMASON	02/22/24	W.B. MASON CO., INC. PD-PAPER 244762637	01-5-500501.00 ADMINISTRATION	99.98	14400	03/13/24
EARTHLINK	03/01/24	WINDSTREAM TH-MARCH '24 PHONE 76261609	01-5-005531.00 ADMIN TELEPHONE	41.01	14401	03/13/24
EARTHLINK	03/01/24	WINDSTREAM TH-MARCH '24 PHONE 76261609	01-5-705505.00 TELEPHONE	35.69	14401	03/13/24
EARTHLINK	03/01/24	WINDSTREAM TH-MARCH '24 PHONE 76261609	01-5-350531.00 TELEPHONE	41.01	14401	03/13/24
EARTHLINK	03/01/24	WINDSTREAM TH-MARCH '24 PHONE 76261609	01-5-275531.00 TELEPHONE	41.01	14401	03/13/24
EARTHLINK	03/01/24	WINDSTREAM TH-MARCH '24 PHONE 76261609	01-5-100531.00 TELEPHONE	41.01	14401	03/13/24
EARTHLINK	03/01/24	WINDSTREAM TH-MARCH '24 PHONE 76261609	01-5-425127.00 TELEPHONE	41.01	14401	03/13/24
EARTHLINK	03/01/24	WINDSTREAM TH-MARCH '24 PHONE 76261609	01-5-200531.00 TELEPHONE	41.01	14401	03/13/24
EARTHLINK	03/01/24	WINDSTREAM TH-MARCH '24 PHONE 76261609	01-5-300531.00 TELEPHONE	41.01	14401	03/13/24

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ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				115721.15		

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 \$ ***115,721.15
Let this be your order for the payments of these amounts.

Staff Accountant 
Ashley Woller

Town Manager: 
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

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

03/08/24

Town of Norwich Accounts Payable

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Check Warrant Report # 1106 Current Prior Next FY Invoices For Fund (TOWN REAPPRAISAL FUND)

ashleyw

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
KRT	02/23/24	LISTERS-REAPPRAISAL 2832	12-5-300322.00 REAPPRAISAL	9763.31	14380	03/13/24
Report Total				9763.31		

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 \$ *****9,763.31
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wehler
Ashley Wehler

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

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

From: [Christopher Katucki](#)
To: [Select Board](#)
Cc: [Miranda Bergmeier](#); [Roger Arnold](#); [msbcalloway@gmail.com](#); [Mary Layton](#); [Pamela Thompson Smith](#); [priscilla.e.vincent@gmail.com](#); [Brennan Duffy](#)
Subject: Organizational meeting. Agenda topic by 2 SB members? Selectboard Rules of Procedure
Date: Monday, March 4, 2024 5:51:22 PM

Dear Selectboard members:

Thank you for your work on behalf of the Town.

I don't understand why it requires three Selectboard member to place an item on the agenda under the Selectboard Rules of Procedure. If a proposed agenda item has the support of two members, it seems worthy of discussion at a meeting held in public.

Perhaps the matter is a non-issue. If not, then I encourage you to consider the topic at the Organizational meeting on March 6th.

Sincerely,
Chris Katucki

Selectboard Rules of Procedure

Agendas

t. Each regular and special meetings of the body shall have an agenda, with meeting time allotted

for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the selectboard through its email address, Sqleçlboard@norwich.vt.us, which is monitored by the Town Manager's office, to request inclusion on the agenda. The chair shall determine the final content of the agenda with input from the Town Manager's office and majority support of the board.

From: [Jaan Laaspere](#)
To: [Marcia Calloway](#); [Brennan Duffy](#); [Jeff Lubell](#); [Miranda Bergmeier](#); [Pam Mullen](#)
Subject: VCDP Public Hearing
Date: Monday, March 4, 2024 8:52:14 AM

To the Norwich Selectboard,
Thank you for authorizing the warning of a public hearing about the proposed grant application to the Vermont Community Development Program to study the feasibility of developing affordable housing on town-owned land on New Boston Road.

Consistent with your request, the Planning Commission has assumed responsibility for organizing the hearing. It will be held on Tuesday, March 19 at 7 p.m. in the Tracy Hall multipurpose room. Both the Planning Commission and our affordable housing subcommittee will also be noticing meetings for the same time so the hearing will also be available via Zoom.

I would encourage you to attend the hearing -- in person if you can, or online if you prefer.

A formal notice of the hearing was published on Friday, March 1, in the Valley News: <http://classifieds.vnews.com/nh/legals/notice-of-public-hearing-the-/AC1E05A8075ac1445BKTTf9C361B>

The notice will be shared via the listserv and other usual channels on Monday.

The planning grant will help the town determine if affordable or workforce housing is feasible on this site and provide an opportunity for the public to weigh in on their priorities for the site. As a reminder, this is still just an information gathering stage and there will be ample opportunity in the future to study what is learned from the planning grant to make a determination of whether and how to proceed.

Thank you for considering the grant application.

Best regards,
Jaan Laaspere, Chair

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[Please note that this email message, along with any response or reply, is considered a public record, and thus subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320)]

From: [Suzanne Leiter](#)
To: [Miranda Bergmeier](#)
Cc: [Norwich Conservation Commission](#)
Subject: Conservation Commission
Date: Thursday, March 7, 2024 10:30:58 AM

Hello Miranda,

I am emailing to inform you and the Town of Norwich that I plan to resign from the Norwich Conservation Commission this month. It has been a pleasure to serve, but I am tired after thirty years of volunteering - first in Woodstock and now Norwich - so I plan to take some time to figure out what I want to do next.

Thank you,

Suzanne Leiter

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: MARCH 7TH, 2024

Our Drama Club opened the February Community Potluck with a performance of 3 short skits. They did an admirable job remembering their lines and speaking clearly.

We held two very popular Open Gym days over February school vacation week again. We separated each day into an early morning shift for those up to 3rd grade, and afternoons for those 4th grade and older.

Basketball Season - Our teams finished all games this month. We were able to attend the Tenney tournament, and play 'kid v. parent' games as our season-ending events.

Mud Season sports began on February 26th. We are running baseball, basketball, and lacrosse. All adult programs continued running on schedule. Those include basketball, volleyball, badminton, table tennis, futsal, strength training, and pickleball.

Registrations for Good Life camp, Mountain Biking and Root Rockers trail running all opened on February 12th. On February 21st, we received an email from the SAU Facilities Director, letting us know that the Marion Cross School may not be an option for us this summer. We moved Good Life camp to Legion Post 8, after meeting with the camp Instructor. We will postpone opening more camps until our spaces are confirmed.

Our partnerships with Hanover High School have picked up recently. The captains of the HHS Softball team are going to run two softball clinics for us in April and May. The class of 2025 is hosting an April 'Parents' Night Out' for us, with the class of 2026 running a May 'Parents' Night Out'. The tennis team is exploring the idea of renting the Huntley tennis courts for their JV practice team.

The Finance Director has requested that we no longer run programs where the instructors accept fees on site. During the pandemic, we lost most of those programs, but retained table tennis and yoga. Yoga has decided to go to a rental-based program, and table tennis folded into our regular adult programming. We will see this change reflected in both our revenue and expenses. We previously took in all fees and paid out 70% to the instructors.

Cal Ripken baseball registration fees will also no longer be taken in by Norwich Rec department. The program will rent the fields at Huntley Meadows and collect their own fees under the non-profit Norwich Baseball Association. Many other towns follow this model since Cal Ripken Baseball traditionally does not follow the guidelines of the Upper Valley Recreation Association.