

Miranda Bergmeier

From: Herb Durfee
Sent: Friday, May 12, 2017 4:35 PM
To: Miranda Bergmeier
Cc: Linda Cook; Mary Layton (marydlayton@gmail.com)
Subject: FW: CPG 45 Day Notice - Norwich Technologies 150 kW Solar - Cook Solar Project 673 Union Village Road
Attachments: 6_CookSolar PCMinutes_2015-11-19.pdf; 6_CookSolarProject_NorwichTechnologies_PC_LtrofSupport_5-25-17_Item#6Updatesi.pdf

Miranda,

Attached is information for the May 24 Meeting Board Packet, based on request of Linda. Agenda item would be to see if the Selectboard wishes to comment within the 45-day notice period for the cited project proposal. Such comment(s) could include joining with the Planning Commission a separate statutory party to the proceedings in addition to the Selectboard.

Herb
Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-649-0123 (fax)

From: Phil Dechert
Sent: Friday, May 12, 2017 2:51 PM
To: Herb Durfee
Cc: Miranda Bergmeier
Subject: CPG 45 Day Notice - Norwich Technologies 150 kW Solar - Cook Solar Project 673 Union Village Road

Attached is notice from Applicant, Draft Letter from Norwich Planning Commission, and 11-19-2015 PC Minutes with previous support for earlier application.

Phil Dechert
Director of Planning & Zoning
Town of Norwich
PO Box 376
Norwich VT 05055
802 649-1419 Ext. 4

NORWICH PLANNING COMMISSION
Meeting Minutes

Thursday, November 19, 2015, Tracy Hall

Regular Meeting

Members Present: Goodrich, Brink, Allen, LaRowe, Brien

Members Absent: Lubell, Horwitz

Clerk: Phil Dechert **Others:**

Jeff Goodrich called the meeting to order at 7:04 PM.

1. **Agenda** – Approved with addition of review of a CPG application
2. **Comments from the Public** - None
3. **Minutes** – 10-22-15 Approved without changes
4. **Announcements, Reports, Updates & Correspondence**
 - a. Selectboard voted again not to appeal the ANR decision to not issue a permit to replace the Norwich Pool.
 - b. Goodrich reported the Affordable Housing Subcommittee has a new chair, Ralph Hybels. Goodrich had attended a meeting to discuss Act 250 issues impacting affordable housing development.
 - c. Goodrich briefly discussed the Greater Upper Valley Solid Waste District and the future of the landfill site that will probably not be needed due to the dramatic reduction of waste being generated due to recycling. This may be an issue for a future meeting.
5. **Norwich Technologies, Inc. Application for a Certificate of Public Good (CPG)**
 - a. Project – 150kW Solar Group Net Metering System known as “Dan & Whits Solar One LLC Project”
 - b. Location – 673 Union Village Road, approx. 760’ NW of Union Village Road
 - c. 240’ x 130’ ground mounted array
 - d. The Planning Commission may comment to the Public Service Board (“PSB”) regarding project compliance with the goals and objectives of the Town Plan.
 - i. The Town Plan strongly supports development of renewable energy resources as a replacement for nonrenewable resources.
 - ii. The Town Plan supports maintaining scenic areas with traditional working landscape. This section of Union Village Road is a Scenic Corridor. The siting of this installation will have minimal visual impact from the town roads.
 - e. The Commission asked the Clerk to send a letter of support for the project based on compliance with the Town Plan to the PSB.
6. **Route 5 South - River Road Study – Implementation**

Dechert reviewed the Act 250 Criteria 9L intended to control “strip development” along highways and how it may apply to the Route 5 South/River Road Study Area.

This area is outside of an existing settlement and is subject to 9L. Therefore any future development must make efficient use of land, roads, utilities and other infrastructure. For residential development this may be met by PUD review criteria and Site Plan Review (“SPR”) criteria. For commercial development,

new development must not contribute to “strip development”. This may also be met with SPR criteria.

A document was distributed “Site Plan Review – Compliance with Act 250 9L 11-19-15” with the Act 250 definition of “strip development” followed with a discussion of how the current Norwich Zoning SPR addresses the characteristics of strip development or could with minor changes.

The Commission discussed how each of the elements of strip development are addressed by the SPR criteria. Ortho photos of the study areas were reviewed to determine what strip development already exists (possibly the Car Store and Foggs).

7. Zoning Regulation Revisions

The Commission reviewed the latest version of Section 5.03 Site Plan Review with changes.

- 8. Next Meeting:** Continued discussion on Act 250 9L with Peter Gregory, Executive Director of TRORC and Peter Van Oot, an environmental attorney working with Act 250 permit cases.

9. Adjournment 8:24 PM.

Phil Dechert, Clerk

APPROVED 12/10/15

Future Meetings: January 14, 2016 7 PM Regular Meeting

To receive email notices of Planning Commission meetings and hearings, agendas, minutes and other notices, send an email to planner@norwich.vt.us asking to be placed on the Planning Commission Email List.

*All Planning Commission agendas and minutes may be found at:
<http://norwich.vt.us/planning-commission/>*



Joel Stettenheim

stettenheim@norwichtech.com

802.281.3213

April 25, 2017

To Those Persons Whose Names Appear on the 45 Day Notice List Attached Hereto

**Re: Certificate of Public Good – Section 8010/248 Permit Process
45-Day Notice of Proposed Project under Section 8010
Norwich Technologies, Inc.'s 150 kW (AC) Cook Solar Project**

I. Introduction

Norwich Technologies, Inc. ("NT"), a White River Junction – based solar energy company, is pleased to inform you of plans to construct an approximately 150 kW AC ground-mounted group net-metered photovoltaic solar electric system, proposed to be located at approximately 673 Union Village Road in Norwich, Vermont (the so-called "Cook Solar Project" or the "Project").

Pursuant to Section 8010 of Title 30 of Vermont Statutes Annotated, the Project requires the issuance of a Certificate of Public Good ("CPG") from the Vermont Public Service Board ("PSB") under Section 248 of the same title. We anticipate filing the Section 8010 Application with the PSB within approximately 45 days from the date of this advance notice, or about **June 12, 2017**. Under Sections 8010 and 248(f), and PSB Rule 5.107(B), the parties listed on the attached 45 Day Notice List are entitled to receive notice of our CPG filing at least 45 days in advance of the filing. This letter describes the Project, the expected Project filing date with the PSB, and your rights to comment on the Project.

II. Project Description and Benefits

The Cook Solar Project is a 150 kW (AC) solar ground-mounted electric generation facility. The attached Site Plan (Figure 1) is overlain on an aerial photograph of the site, and identifies the location of Project in relation to the surrounding area, and shows that the array will be located on privately-owned land north of Union Village Road in Norwich, Vermont. The site is set back more than 25 feet from the nearest property boundary and more than 800 feet from the nearest public road, well over the 40-foot setback as required by 30 V.S.A. § 248(s). The site does not have an existing Act 250 permit.

The Project is typical of an installation of its type and size, comprising photovoltaic modules on fixed-tilt ground mounted racks, anchored to the ground using purpose-built ground screws. The solar array will be arranged in rows running East-West. The panels and racking will occupy an area of approximately one acre. Access to the Project will be from an existing mowed access path off Bradley Hill Road as shown in Figure 2. No road improvements are required to access the Project Site.

The Project is anticipated to consist of approximately 648 solar modules. Throughout the Project life, the space between rows will remain vegetated with low growing grasses. An electrical equipment pad will be located at the SE corner of the Project area. The Project will utilize 12 string inverters, which are small inverters located discretely on the racking system underneath the back side of the solar panels, to

convert the DC current generated by the solar panels to AC current. The AC current will be “stepped up” by an on-site 150 kVA transformer before interconnecting with the Green Mountain Power Corporation (“GMP”) three-phase distribution system at an existing distribution pole located along Union Village Road, at the southern end of the host parcel.

Some minor tree clearing (approximately 0.35 acre) is anticipated at the project location to allow for electrical wiring to interconnect with the existing utility pole at Union Village Road. Any wooded material from clearing will be chipped and the cleared area seeded and made mowable.

Material and equipment will be transported to the site by truck, and delivered via the existing mowed access path. Project equipment will be transported from I-91 North, north along US Route 5 and up Bradley Hill Road to the Project access road (Figure 2) and will represent no unusual type or volume of traffic. Likewise, noise is expected to be modest during construction. Following typical construction industry practice, work is expected to be performed during the hours of 7AM-7PM Monday-Friday, 8AM-5PM on Saturday, with no work on Sundays or public holidays. The Project is surrounded by tree cover and is located over 600 feet from the nearest residence, ensuring any potential inverter noise will not be audible from nearby residences. The GMP-provided pad-mounted 150 kVA transformer is typical of transformers used in GMP distribution lines and is set back over 800 feet from nearby residences. A more detailed noise analysis will be provided in the Application. Maintenance visits are expected to number no more than two per year.

The Cook Solar Project creates a number of benefits with local, statewide, and regional significance. For example, the Project will contribute to Vermont’s statewide renewable energy goals¹, and reduce dependence on out of state electricity sources.

III. Aesthetic Impact

As shown in the site plan (Figure 1), the site will be minimally visible to the public from all directions due to natural existent screening provided by forested areas and its tucked-away location at the northwest corner of the parcel. We anticipate that no further screening will be required, but we will perform a more in-depth analysis as part of the complete CPG filing. In its final form, the solar array will not have an undue adverse impact on the aesthetics of the surrounding area.

IV. Environmental Impact

Using the VT Agency of Natural Resources’ online mapping tool, our preliminary analysis shows the Project will not have an adverse impact on the surrounding natural environment (see Figure 3). Pursuant to PSB Rules 5.107(C)(9), a wetland delineation shall be performed by a qualified environmental professional. Moreover, the analysis will include a description of relevant nearby natural resources areas as described by 30 V.S.A. § 248(b)(5) and (b)(8), if any exist. The full report will be included in our Application.

¹ Under the Comprehensive Energy Plan (the “CEP”), the State of Vermont articulated necessary statewide energy generation goals. The Project will help Vermont achieve the goal of generating 90% of its energy from renewable sources by 2050.

V. Your Right to Comment on the Project Plans and our Request for Waiver of Notice

Pursuant to Section 248(f) of Title 30 of Vermont Statutes Annotated (30 V.S.A § 248(f)), you are entitled to make recommendations to the PSB and to us, if at all, at least 7 days prior to the expiration of this 45-day notice period. So that the PSB may take your views into account, NT requests that your comments be submitted no later than **June 5, 2017**, which is seven days prior to the anticipated filing date of **June 12, 2017**. You also have the right to make revised recommendations within 45 days after the date the petition is filed with the PSB, if the petition contains new or more detailed information that was not previously included in these plans. In addition, “[t]he legislative body and the planning commission for the municipality in which a facility is located shall have the right to appear as a party in any proceedings held under [Section 248].”

For additional information regarding this process, including your right to participate in the PSB’s proceeding, please refer to the “Guide to the Vermont Public Service Board’s Section 248 Process” which can be found at <http://www.psb.vermont.gov>. Pursuant to Sections 8010 and 248, all parties receiving this Notice will receive either a copy of the petition or a letter stating that the petition had been filed. Within 21 days of petition filing, you may file comments about the Project with the PSB.

While we anticipate filing the 248 petition on **June 12, 2017**, we respectfully request that you waive the 45-day notice period, allowing us to submit the petition prior to the expiration of the notice period. This waiver would in no way impact your ability to comment on the Project or to participate in the Section 8010 /Section 248 process, should you so desire. The waiver of the 45-day notice simply allows us to submit the petition to the PSB sooner. If you agree to waive the 45-day notice period, kindly execute the attached waiver and return via mail or email at the address provided below.

We welcome the opportunity to further describe the Project and to discuss any concerns or comments you may have. If you are interested in additional information on this Project, please contact me, Joel Stettenheim, at 802-281-3213 or by email at stettenheim@norwitech.com.

We appreciate your participation in this process.

Sincerely,



Joel Stettenheim, President

Appendices: Waiver of 45 Day Notice
Notice Service List
Figure 1 – Site Plan
Figure 2 – Access Path Plan
Figure 3 – ANR Atlas Map

Waiver of 45 Day Notice

The undersigned received a notice from Norwich Technologies, Inc. dated April 25, 2017 concerning the proposed construction of a 150 kW (AC) group net metered photovoltaic electricity system to be known as the Cook Solar Project. The undersigned waives the 45-day prefiling notice period prescribed by Section 248(f) of Title 30 of Vermont Statutes Annotated and related regulations in order to permit the application to be filed earlier than June 12, 2017.

Name (Please print)

Organization

Title

Address

Signature

Date

45 Day Notice Service List

Via Certified Mail

Judith Whitney, Clerk
Vermont Public Service Board
112 State Street
Montpelier, VT 05620-2701

Vermont Department of Public Service
112 State Street, 4th Floor
Montpelier, VT 05620

Vermont Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901

Vermont Division for Historic Preservation
1 National Life Drive, Davis Building, 6th Floor
Montpelier, VT 05620-0501

VT Agency of Agriculture Food and Markets
116 State Street
Montpelier, VT 05620-2901

Green Mountain Power
c/o Distributed Resources
2152 Post Road
Rutland, VT 05701

William B. Emmons III, Chair
Two Rivers Ottauquechee Regional Planning
128 King Farm Road
Woodstock, Vermont 05091
Jeff Goodrich, Chair
Norwich Planning Commission
PO Box 376
Norwich, VT 05055

Mary Layton, Chair
Norwich Selectboard
PO Box 376
Norwich, VT 05055

Becky J Cook
Natalie E Boze
PO Box 432
Norwich, VT 05055-0432

Carol Freeman
PO Box 192
East Corinth, VT 05040-0192

Mark Langlois
153 Bradley Hill Road
Norwich, VT 05055

Melvin L Biggs
Marsha H Biggs
PO Box 206
Norwich, VT 05055-0206

Glyn Jones Elwyn
PO Box 942
Hanover, NH 03755
7018195_1:12602-00001

FIGURE 1



- NOTES:
1. SOLAR SYSTEM COMPOSED OF
 - 1.1. 648x REC 335 WATT SOLAR MODULES
 - 1.2. 12x FRONIUS 12.5 KW 240V INVERTERS
 - 1.3. FIXED-AXIS GROUND RACKING
 2. MODULES ARRANGED IN PORTRAIT ORIENTATION
 3. DC CAPACITY: 217,080 WATTS
 4. AC CAPACITY: 150,000 WATTS
 5. MPPT 1: [2] DC STRINGS / MPPT 2: [1] DC STRING
 6. DC/AC RATIO: 1.4472

NORWICH TECHNOLOGIES

100 WINDMILL LANE
NORWICH, VERMONT 05601
TEL: 802-254-1100
WWW.NORWICHTECH.COM

PROJECT NO.	DATE	BY	CHKD BY
DESIGNED BY			
DRAWN BY			

SITE PLAN

6500 WINDMILL LN
NORWICH, VERMONT 05601

PAC/SCALE	N 1/200
DATE	MARCH 2019
SCALE WHEN PRINTED	1" = 40'
EMULET	03

D 102



LEGEND

- Wetlands - VSWI
 - Class 1 Wetland
 - Class 2 Wetland
- Hydrologically Connected Road
 - Yes
 - No
- DFIRM - Letter of Map Revisio
- DFIRM Floodways
- Rare Threatened Endangered
 - ▨ Threatened or Endangered
 - ▨ Rare
- Significant Natural Community
- State Game Refuges
- Indiana Bat Hibernacula
- Stream
- Parcels (where available)
- Town Boundary

1: 6,504
April 19, 2017

NOTES

330.0 0 165.00 330.0 Meters
 WGS_1984_Web_Mercator_Auxiliary_Sphere 1" = 542 Ft. 1cm = 65 Meters
 © Vermont Agency of Natural Resources THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

Town of Norwich, Vermont



CHARTERED 1761

Town of Norwich Planning Commission

May 12, 2017

BY MAIL

Public Service Board of Vermont
112 State Street
Montpelier, VT 05620-2701
Ms. Judith Whitney, Clerk

Re: Preferred Siting Designation under Rule 5.100

Dear Ms. Whitney,

We refer to the application for a Certificate of Public Good (the "Application") filed by Norwich Technologies, Inc., in respect of the 150 kW-AC solar electricity generation project (the "Project") proposed to be sited at 673 Union Village Road in Norwich, Vermont (the "Location"). The Location falls within our jurisdiction and we have reviewed the proposed project in detail, including visual renderings, project layouts and designs. Having made our review, we wish to support the Project and declare our desire to have the Location designated as a "Preferred Site" under Section 5.103 of your Rule 5.100. A description of the Location with a rendering of the Project is enclosed herewith.

We note that we take no position on the Project's compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the Project under Section 5.103.

Sincerely,

Town of Norwich Planning Commission

By: Jeffrey Goodrich

Title: Chair

PO Box 376
Norwich VT 05055
802 649-1419 Ext. 4

Enclosure: Project Site Layout and Plan

Service Agreement

This Service Agreement, which includes any exhibits attached to it, is made as of the date shown below between The TOWN OF NORWICH, with an address of 300 Main Street, Norwich, VT 05055, ("Customer") and CASELLA WASTE MANAGEMENT, INC., with an address of, 1544 Woodstock Road, White River Junction, VT 05777 ("Contractor").

Services. The Contractor will provide Customer with collection, transportation, disposal, and recycling services as referenced on Exhibit A of this Service Contract, and will have the exclusive right to provide such services for the categories of materials selected by Customer. Adjustments in service may be mutually agreed upon by the parties during any term, provided that Contractor's exclusivity is maintained.

Waste Materials. The acceptable Municipal Solid Waste shall include: garbage, refuse, other discarded material or waste, including solid materials resulting from the operation of residential, commercial or institutional establishments and from community activities. Municipal Solid Waste Materials specifically exclude, and the Customer agrees not to deposit in Contractor's Compactor Equipment, any radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, or hazardous materials as defined by applicable federal, state, or local laws or regulations ("Excluded Waste"). Contractor shall acquire title to the Municipal Solid Waste Materials when loaded into Contractor's Compactor Equipment, however, title to and liability for Excluded Waste shall remain with the Customer.

Equipment. The equipment furnished by the Contractor shall remain the property of the Contractor. Customer will be responsible for loss or damage caused by theft or any negligent use of the equipment. Customer will not overload by weight or volume, or alter the equipment and will take reasonable precautions from preventing others from doing so. The equipment will be used for its intended purpose. Unobstructed access to the equipment shall be provided on the service day(s). If equipment is not accessible, or is continuously overloaded by weight or volume, Customer will be subject to an additional charge or adjustments to the monthly rate. Customer accepts all liability of personal injury associated with loading of Contractor's equipment, excluding the Contractor's employees. The town owns all the compactor machines and Casella provides all boxes at no charge.

Liability/Indemnity. Contractor agrees to indemnify and hold Customer harmless from any and any and all claims, actions, suits, proceedings, costs, expenses, fees, fines or penalties, damages and liabilities, including attorneys' fees (collectively "Liability"), arising out of claims relation to this Agreement or for personal injury or property damage (real or personal property) caused by the negligence or willful misconduct of Contractor's employees, agents, or subcontractors while performing such Services on Customer's premises. Contractor's liability under this section will be reduced proportionally to the extent that any act or omission of Customer, or Customer's employees or agents, contributed to such Liability.

IN NO EVENT SHALL EITHER PARTY BY LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, OR OTHER DAMAGES (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF BUSINESS, PROFITS, BUSINESS INTERRUPTION, GOOD WILL, OR OTHER PECUNIARY LOSS) ARISING OUT OF THIS CONTRACT OR BE SUBJECT TO EQUITABLE REMEDIES OR INJUNCTIVE RELIEF.

Insurance: Contractor shall, at its own expense, provide and maintain during the term of this Agreement, at least the kinds and minimum amounts of insurance as described below:

- 1. Workers Compensation insurance in amounts required by applicable state laws.

2. Comprehensive General Liability (excluding automobiles) covering bodily injury, property damage, products liability, fire legal liability, and professional errors and omissions liability in minimum amounts of \$1,000,000 per occurrence.
3. Automobile Liability covering both bodily injury and property damage with a combined minimum single limit of \$1,000,000.
4. Excess Liability in the minimum amount of \$5,000,000 each occurrence.

Execution of this Agreement by Contractor constitutes Contractor's guarantee to Customer that the required insurance is in force. Upon request by Customer, Contractor shall furnish to Customer a current certificate of insurance, which demonstrates that Contractor meets the minimum insurance requirements, specified herein. Contractor will add Customer as an additional insured.

Term. The initial term of this Service Contract shall be for four years, beginning on April 1, 2017 ("Effective Date") and ending on March 30, 2021 ("Expiration Date"). The contract may be extended for two (2), one (1) year extensions that must be mutually agreed upon by the parties.

Termination for Cause. This Agreement may be terminated by either Party in the event that the other Party has not performed any covenant or has otherwise breached any term of this Agreement (i) upon receipt of written notice thereof if the nonperformance or breach is incapable of cure, or (ii) upon the expiration of ten (10) days (or such additional cure period as the non-defaulting Party may authorize) after receipt of written notice thereof if the nonperformance or breach is capable of cure and has not been cured.

In the event the legislative body of the Town fails to appropriate the funds necessary to make the payments for services rendered under this Agreement, the Town may terminate this agreement upon providing not less than fifteen (15) days written notice to the CONTRACTOR.

Effects of Termination. If Customer defaults or terminates this Service Contract, excluding termination for cause, prior to the end of any term, Customer will pay any outstanding balances due to Contractor.

Fees and Payment. Customer agrees to pay the Contractor for the fees defined in Exhibit A, in accordance with the payment terms on Contractor invoice. All terms and conditions of Exhibit A are attached hereto and incorporated herein.

Price/Rate Changes. Contractor shall invoice against this Agreement only at the stated prices/rates defined in Exhibit A.

All invoices shall be due and payable in a net thirty (30) days from date of invoice basis. Interest shall accrue on all past due invoices at the rate of one and one-half percent (1.5%) per month, and the Town shall pay any and all costs incurred by CONTRACTOR for collection of unpaid balances, including Attorney's fees.

Pavement Damage. Contractor will not be responsible for damages to Customer's pavement or driving surface resulting from the weight of our equipment or vehicles in providing service to Customer. If any other damage occurs as a result of the gross negligence of Contractor, the Contractor will assume responsibility.

Waiver. Either Party's waiver of a default by the other does not constitute a waiver of future or other defaults.

Warranties. The goods and services provided by Contractor hereunder shall be provided in a workmanlike and timely manner, and in a manner this is free from defect. Contractor shall promptly repair, re-perform or replace any goods or services that are not in compliance with the foregoing sentence.

CONTRACTOR HEREBY DISCLAIMS ANY AND ALL WARRANTIES INCLUDING WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR OTHER WARRANTIES ARISING BY USAGE OF TRADE OR COURSE OF DEALINGS.

Contractor warrants and represents to the Town that Contractor shall comply with all existing requirements of federal, state and local laws, rules, regulations and ordinances applicable to the transportation and disposal services to be performed hereunder.

Independent Service Provider Status. Contractor is performing services for Customer as an independent service provider, and the parties are not partners or joint venturers. Neither Party may bind the other to any agreement with anyone else.

Assignment. Contractor may not assign its rights or delegate or subcontract its duties under this Agreement, in whole or in part, without Customer's prior written consent, which shall not be unreasonably withheld, except that without Customer's consent, Contractor may assign its rights to parents, affiliates, subsidiaries and successors-in-interest. Any attempted assignment by Contractor without Customer's prior written consent will be void. Customer may, without further consent from Contractor, assign its rights and delegate its duties under this Agreement.

Notices. Unless otherwise set forth herein, all notices, requests and other communications under this Agreement must be in writing, and must be delivered by facsimile with confirmation, E-mail, registered or certified mail (postage prepaid and return receipt requested), or delivered by hand by a Party or overnight courier to the Party stated below or to such address as the Parties shall subsequently designate to the other by notice in accordance with this Section. If delivered by hand, any notice will be considered to have been given when received by the Party to whom the notice is given, as evidenced by written and dated receipt of the receiving Party. Unless otherwise provided herein, the contacts for Customer and Contractor are:

For Customer: Town of Norwich
PO Box 376
Norwich, VT 05055

For Contractor: Casella Waste Management, Inc.
25 Greens Hill Lane
Rutland, VT 05701
Attn: Office of General Counsel

Miscellaneous. The Service Contract will be governed by the laws of the State of Vermont, and is binding on the successors and heirs of both parties. This Service Contract supersedes any prior agreement or contract between Contractor and Customer for locations or services covered by this Service Contract. A fax signature of any party shall be considered to have the same binding legal effect as an original signature.

Any dispute, claim or lawsuit filed by either party relating to this Agreement shall be brought exclusively within the State or Federal Court located in Vermont.

IN WITNESS WHEREOF, this Agreement has been signed by the authorized representatives of the parties on _____, 2017.

TOWN OF NORWICH

CASELLA WASTE MANAGEMENT, INC.

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Exhibit A
Contracted Rates and Equipment Rental

Fees: TOWN agrees to pay CONTRACTOR transportation, disposal and rental fees as follows: (All rates below, with the exception of the ZeroSort Recycling processing fees are the existing rates charged from April 2016 to March of 2017)

Roll-Off Transportation Services:

MSW Transportation Fee = \$132.04/haul
Zero-Sort® Recycling Transportation Fee = \$206.73/haul
Heavy Metal Transportation Fee = \$206.73/haul
OCC = \$206.73/haul

Disposal & Processing Services:

MSW Disposal Fee= \$109.10/ton
Zero-Sort® Recycling Processing Fee = \$58.50/ton
OCC Processing Fee = \$36.37 ton with a 50% rebate based on New England Mid-point.

Heavy Metal Rebate - Market Conditions

Equipment Rental Services:

40 Yard Container – MSW – No Charge
30 Yard Container – Heavy Metal – No Charge
40 Yard Enclosed Container – E-Waste – No Charge
40 Yard Container - Zero-Sort® Recycling = No Charge
40 Yard Container - OCC = No Charge

Overflow Container Services:

2 – 8 Yard Containers for Overflow - \$49.09 per lift

Town Owned Boxes Transportation Services:

Add \$77.92 to all boxes impacted by this decision

Emergency Service call-in:

Add \$103.91 to all boxes impacted by this decision

New Services as of April 1, 2017:

C&D Services:
Haul Rate \$215/load
C&D Disposal \$122.00/ton
30 yard open top roll-off rent \$0.00

Tire Hauling Services:

Haul rate \$206.73
Tire Disposal will be provided by Evergreen and billed directly to the Town of Norwich.

Rate Escalator:

Disposal and processing fees do not include any increase in disposal or processing costs imposed pursuant to the adoption of implementation by any federal, state, or local body or agency of a law, rule, regulation, ordinance or order which results in the levying of a fee on or against the operations of the Landfill or Recycling Facility. Any such fee shall be allocated among all customers that utilize the Landfill or Recycling Facility on a pro rata basis.

Annual price adjustments will be based on the Consumer Price Index, CPI-U, Northeast, not seasonally adjusted, effective on each annual anniversary date of the Agreement for all services provided. The CPI-U Northeast increase will be based on the percentage change from the previous calendar year. No diesel fuel surcharges will apply.

ACCEPTABLE ZERO-SORT® RECYCLABLE MATERIALS

All Zero-Sort® Recyclable Materials will be put in the Compactor Equipment and not source separated. The following are acceptable Zero-Sort® Recyclable Materials: Acceptable material includes Containers #1 through #7 plastics, glass, tin, aluminum, paper and cardboard. Unacceptable material includes window glass, mirrors, light bulbs, dishes, Pyrex, ceramics, foam packaging Styrofoam, plastic bags, recyclables containing food waste, hazardous material and universal waste.

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showing
markup

Rate Escalator:

Fees shall be subject to an annual cost of living adjustment on each one-year anniversary of the contract equal to 100% of the Consumer Price Index for the Urban Consumer Northeast Region for the average of the previous twelve (12) months. However, at no time shall the increase be less than 2.50%.

Fees may be increased at anytime based on notification from the landfill, or any governmental agency that increases the tax or surcharge applied to solid waste collection and/or disposal. The increase will only occur with proper documentation to Customer.

Disposal and processing fees do not include any increase in disposal or processing costs imposed pursuant to the adoption of implementation by any federal, state, or local body or agency of a law, rule, regulation, ordinance or order which results in the levying of a fee on or against the operations of the Landfill or Recycling Facility. Any such fee shall be allocated among all customers that utilize the Landfill or Recycling Facility on a pro rata basis.

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Annual price adjustments will be based on the Consumer Price Index, CPI-U, Northeast, not seasonally adjusted, effective on each annual anniversary date of the Agreement for all services provided. The CPI-U Northeast increase will be based on the percentage change from the previous calendar year. No diesel fuel surcharges will apply.

ACCEPTABLE ZERO-SORT® RECYCLABLE MATERIALS

All Zero-Sort® Recyclable Materials will be put in the Compactor Equipment and not source separated. The following are acceptable Zero-Sort® Recyclable Materials: Acceptable material includes Containers #1 through #7 plastics, glass, tin, aluminum, paper and cardboard. Unacceptable material includes window glass, mirrors, light bulbs, dishes, Pyrex, ceramics, foam packaging Styrofoam, plastic bags, recyclables containing food waste, hazardous material and universal waste.

05/08/17
09:57 am

Town of Norwich Accounts Payable
Vendor History Report PATHWAYS: PATHWAYS CONSULTING, LLC
Void Unpaid Paid Invoices for by status/check date

10

Invoice	Description	Inv Date	Due Date	Amount	Status/Type	Check Date	Check #
Account Number	Description			Amount			
4/18/17	WATER PERMIT REIMB	04/18/17	04/26/17	900.00	Paid	04/26/17	4430
47-5-575622.00	CONSTRUCTION COSTS			900.00			
8899	CEME - HILLSIDE EXPANSION	10/31/07	11/28/07	859.75	Paid	11/28/07	36411
01-5-675612.00	CAPITAL IMPROVEMENTS			859.75			
6797	CEMCOMM-SURVEY WORK	06/30/06	07/12/06	1,551.75	Paid	07/12/06	34186
01-5-675612.00	CAPITAL IMPROVEMENTS			1,551.75			
5308	CEMCOM-EXPANSION ASSIST	06/30/05	07/27/05	299.75	Paid	07/27/05	32635
01-5-675612.00	CAPITAL IMPROVEMENTS			299.75			
				3,611.25			

Cemetery
Commission

* This information is provided per request of John Langhus

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TM Rept.

GENERAL CONTRACTORS	CONTACT	E-MAIL ADDRESS	PHONE	Status
E.F. Wall and Associates, Barre, VT	Greg Lord	Glord@efwall.com	802-479 1013	will bid
	Robert Lord	Rlord@efwall.com		
		bseqit@efwall.com		
	Bruce Markwell	bmarkwell@efwall.com		
Simpson Companies, Norwich, VT	Sadie Simpson	Sadie@SimpsonCompanies.com	802-295-7961	might bid
Upland Construction, Woodstock, VT	Patrick Redding	patrick@uplandconstruction.com	802-457 2700	will bid
All Seasons Construction, Springfield, VT	Dan Dancosse	ddancosse@allseasonsconst.com	885 5722 x6	will bid
GPI Construction, Brattleboro, VT	Joe Fortier	joe@gpivt.com	802-257-7839 x 15	will bid
Wright Construction, Mt. Holly, VT	Rick Cross	RCross@wrightconstruction.com	802-59-2094	will bid
	Kristina Sprague	Ksprague@wrightconstruction.com		
Trumbull-Nelson Construction Co, Hanover NH	Maria Shindler	mshindler@t-n.com	603-643-3658 x 101	will bid
	Larry Ufford	ljufford@t-n.com		
Estes & Gallup	Nick Estes	nick@estes-gallup.com	603-795-4400	might bid
	Specer Zaha	szaha@estes-gallup.com		
INTERESTED SUB CONTRACTORS				
Elegant Floors, 2785 Shelburn Rd, Shelburn, VT	Sean Ryan	sean@elegantfloorsvt.com	802-448-3486	will bid as sub
Allen Lumber, Barre, VT	Scott Wilson	swilson@allenlumbercompany.com	802-249-0264	will bid as sub
	Steve Allen	sallen@allenlumbercompany.com		
Bethel Mills, Bethel, VT	Andrew Durfee	AndrewD@bethelmills.com	802-392-1140	will bid as sub
Siemens	Scott Sullivan	scott.sullivan@siemens.com	585-953-3291	will bid as sub
Nott's Excavating Inc.	Raymond Nott	nottexcavating@comcast.net	802-295-2734	will bid as sub
Spec Ten	Andy Tetrault	andyspecten@gmail.com	802-849-9222	will bid as sub
PLANS AVAILABLE FOR VIEWING AT				
Works in Progress Construction Summary of NH/Maine and VT	Melissa Lapierre	m.lapierre@worksinprog.com	802-658 3797	
	Bob Morin	bmorin@constructionsummary.com	603-627-8856	
OWNER'S REPRESENTATIVES	Herb Durfee	Hdurfee@norwich.vt.us		
	Miranda Bergmeier	Mbergmeier@norwich.vt.us		

Hand
16-17
Jury Rate

Town of Norwich
Property Tax Rates

TH REPORT (10)

FY2017 DRAFT Tax Rate

Grand List				
4/1/2017 Town Grand List	\$	739,641,700	Comcast	\$1,264,600
1%	\$	7,396,417	Town Exemptions	
4/1/2017 Education Grand List	\$	698,566,933	Homestead	\$ 275,600
1%	\$	6,985,669	Non-Residential	\$ 2,240,300

School (Rates Set by State)				
Homestead Tax Rate		\$	1.8033	
HGL Education Grand List		\$	4,982,657	
State Education Taxes		\$	8,985,225	
Non Residential Tax Rate			1.5132	
NRGL Education Grand List		\$	2,426,405	
State Education Taxes		\$	3,671,636	
Total State Education Taxes		\$	12,656,861	

			FY17	FY16
Town Total Town Budget w/o Articles	\$	4,327,993	\$	0.4387
Voted Monetary Articles			\$	0.4701
Advance Transit		12,860	\$	0.0017
Cemetery Commission		15,000	\$	0.0020
The Family Place		6,000	\$	0.0008
Good Beginnings		3,000	\$	0.0004
Green Mountain RSVP		500	\$	0.0001
Headrest		2,500	\$	0.0003
Norwich American Legion		1,500	\$	0.0002
Norwich Child Care Scholarship		4,348	\$	0.0006
Norwich Historical Society		8,000	\$	0.0011
Norwich Lion's Fireworks		3,000	\$	0.0004
Norwich Public Library Operating		265,000	\$	0.0358
Nowich Public Library Capital		-	\$	-
SERG		-	\$	-
Norwich Public Safety		17,000	\$	0.0023
Norwich Highway Garage		27,000	\$	0.0037
SEVCA		3,750	\$	0.0005
Upper Valley Trails Alliance		2,000	\$	0.0003
VT/NH Visiting Nurse		15,600	\$	0.0021
White River Council on Aging		5,300	\$	0.0007
Windsor County Partners		1,000	\$	0.0001
WISE		2,500	\$	0.0003
Youth-in-Action		3,000	\$	0.0004
Total Monetary Articles	\$	398,858	\$	0.0539
Total Town Expenditures	\$	4,726,851		
Offsetting Revenues				
Property Tax Fees and Interest		(42,000)		
Current Use Payment		(184,407)		
Permit and License Fees		(12,485)		
Intergovernmental Revenues		(220,424)		
Service Fees		(337,394)		
Public Safety Revenues		(13,225)		
Other Town Revenues w/o Interest from Banks		(32,000)		
Interest Earned from Banks		(5,500)		
Miscellaneous Revenues		(8,000)		
Total Offsetting Revenues	\$	(855,435)		
Payment from Reduction in Undesignated Fund Balance	\$	(267,680)		
Allowance for Tax Adjustments		40,000		
Amount to raise from Property Taxes	\$	3,643,736	\$	0.4926
			\$	0.5202
Town Tax Rate				
Local Agreement Taxes	\$	37,788	\$	0.0051
Total Town Tax Rate			\$	0.4977
			\$	0.5258
Summary				
		FY17	FY16	% Change
School Homestead Tax Rate	\$	1.8033	\$ 1.8468	-2.36%
School Non Residential Tax Rate	\$	1.5132	\$ 1.5692	-3.57%
Town Tax Rate (With Local Agreement Rate)	\$	0.4977	\$ 0.5258	-5.34%
Windsor County Rate	\$	0.0077	\$ 0.0081	-5.09%
Total Homestead Tax Rate	\$	2.3087	\$ 2.3807	-3.02%
Total Non Residential Tax Rate	\$	2.0186	\$ 2.1031	-4.02%

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**Town of Norwich, VT
Public Safety Building
Request for Proposals / Bid Form Responses
5/19/2017**

Bid Item:	Contractor				
	Upland	Trumbull-Nelson	EF Wall	All Seasons	Wright
Bid Bond Document	Yes	Yes	Yes	Yes	Yes
General Conditions, Overhead, Profit, Project Management	\$ 84,289.00	\$ 125,961.00	\$ 229,970.00	\$ 111,500.00	\$ 197,512.00
Demolition and disposal of the existing building	\$ 10,307.00	\$ 35,000.00	\$ 6,500.00	\$ 25,288.00	\$ 10,000.00
Site work, including all work related to exterior condenser pads, sidewalks, utilities, paving, striping, grading, excavation, except site electrical work	\$ 189,968.00	\$ 155,486.00	\$ 195,000.00	\$ 235,547.00	\$ 200,000.00
Concrete slab and foundations, except condenser pads and sidewalks	\$ 64,045.00	\$ 72,965.00	\$ 63,000.00	\$ 76,072.00	\$ 63,005.00
Carpentry and moisture protection, including metal framing, gypsum wall board, trusses, sheathing, insulation, exterior siding, exterior and interior trim	\$ 259,049.00	\$ 153,815.00	\$ 341,745.00	\$ 466,882.00	\$ 327,236.00
Door, hardware, sidelights, installed	\$ 37,975.00	\$ 54,853.00	\$ 30,094.00	\$ 41,894.00	\$ 40,000.00
Windows, installed	\$ 35,805.00	\$ 39,016.00	\$ 38,029.00	\$ 51,461.00	\$ 43,450.00
Interior finishes, including painting acoustic ceilings	\$ 125,860.00	\$ 136,148.00	\$ 96,074.00	\$ 141,616.00	\$ 84,895.00
Plumbing and Mechanical, including domestic water, heating fixtures, valves, pumps exhaust fans, heat pump system	\$ 207,433.00	\$ 282,701.00	\$ 243,500.00	\$ 245,940.00	\$ 230,000.00
Electrical, including site electrical work	\$ 147,433.00	\$ 126,449.00	\$ 125,000.00	\$ 166,834.00	\$ 136,000.00
Sprinkler System (not including design already completed)	\$ 61,735.00	\$ 59,709.00	\$ 39,450.00	\$ 69,945.00	\$ 39,450.00
All other items not listed above, but included in the work	\$ 246,698.00	\$ 227,478.00	\$ 32,638.00	\$ 87,696.00	\$ 27,923.00
BASE BID TOTAL - AS REPORTED ON BID FORM BY CONTRACTOR	\$ 1,470,295.00	\$ 1,469,581.00	\$ 1,441,000.00	\$ 1,720,675.00	\$ 1,398,958.00
BASE BID TOTAL - AS ADDED BY EXCEL	\$ 1,470,597.00	\$ 1,469,581.00	\$ 1,441,000.00	\$ 1,720,675.00	\$ 1,399,471.00
Bid DEDUCT Alternative #1: Use Blue Brute PVC water lines instead of ductile iron water lines	\$ (3,000.00)	\$ (2,800.00)	\$ (3,860.00)	\$ (3,800.00)	\$ (3,860.00)
Bid ADD Alternative #2: Use bullet resistant glass in the Police Transaction window instead of 1/4" polycarbonate glass specified	\$ 1,302.00	\$ 2,500.00	\$ 2,383.00	\$ 1,400.00	\$ 1,800.00
Days to Construct	225	210	206	240	220

Building only (subtracting sitework & demolition)	\$ 1,270,322.00	\$ 1,279,095.00	\$ 1,239,500.00	\$ 1,459,840.00	\$ 1,189,471.00
Difference in estimate for the building only @ \$958,037	\$ 312,285.00	\$ 321,058.00	\$ 281,463.00	\$ 501,803.00	\$ 231,434.00
Difference between Wright Bid and total numbers					\$ (513.00)

STEVE'S INPUT

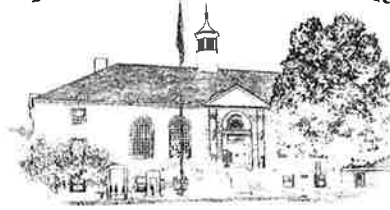
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Town of Norwich, VT
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Days to Construct	225	210	206	240	220

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Town of Norwich, Vermont



CHARTERED 1761

Herbert A. Durfee, III
Town Manager

May 25, 2017

Wright Construction Company, Inc.
Attn: Joe Poston
31 Station Rd
Mount Holly, VT 05758

RE: Town of Norwich
Public Safety Building

Dear Joe:

This is to inform you that the Town of Norwich intends to enter into a contract with Wright Construction Company, Inc. for the Norwich Public Safety Building project. The contract will be based on the project plans and specifications dated April 27, 2017 and Wright Construction's bid on May 19, 2017 for the lump sum amount of \$1,398,958.00 with some adjustments to be negotiated to reduce the cost of the project through agreed value engineering to realize at least \$40,000 in savings. Items being considered include:

- Omit performance bond requirement.
- Omit all steel and insulation panels on the exterior of the Apparatus Building, and spray on 4" foam to interior, sealed with intumescent paint (owner will remove existing insulation and items stored on walls).
- Use less expensive HVAC contractor Wright Construction currently is vetting.
- Other items negotiated and mutually agreed prior to contract signing.

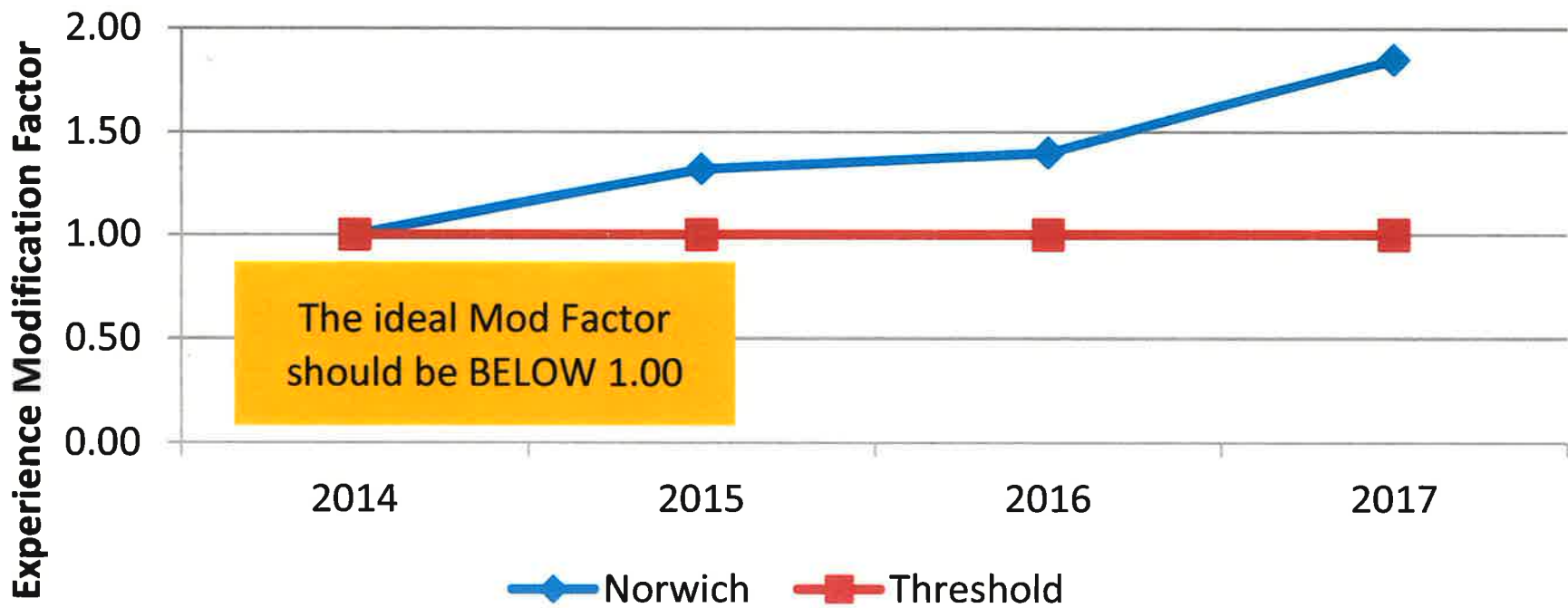
A contract is expected to be issued such that work may commence on Monday, June 5, 2017.

Sincerely,

Herbert A. Durfee, III
Town Manager

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Norwich, VT - Experience Modification Factor, 2014-17





Serving and Strengthening Vermont Local Governments

TM REPORT

RECEIVED
MAY 03 2017
TOWN MANAGER'S OFFICE

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800 649 7915

MEMORANDUM

To: VLCT Employment Resource and Benefits Trust Members
From: Kelley Avery - Health Benefit Programs Administrator
Date: May 1, 2017
RE: Northeast Delta Dental Plans: Rates & Open Enrollment

This mailing contains important information about renewing or adding dental benefits from Northeast Delta Dental for the periods beginning July 1, 2017 and also January 1, 2018.

Open Enrollment for the July 1 renewal coverage year is underway! The VLCT Employment Resource and Benefits Trust is very pleased to announce that there will only be a 2% increase in our dental program rates for the next year for both the July 1 and January 1 renewal groups. This 2% increase is attributed to an improvement in our group plan coverage which now includes white composite fillings on posterior teeth. Prior to this change white composite fillings on posterior teeth were only covered at the silver amalgam level, which could result in costly balance billing for subscribers. As many dentists now solely use white composite rather than the silver amalgam, many of our members requested this coverage change in recent years, and the VERB Trust has responded!

Another change of note for this upcoming renewal year is that **the orthodontic rider is now available to groups of five or more employees** rather than ten or more employees. This was another change requested by some of our members and Delta Dental agreed to allow it at no additional cost.

Rates and plans are detailed in the enclosed pages for groups renewing July 1 and January 1. Northeast Delta Dental (NEDD) has clearly been the right dental coverage choice for Vermont municipalities, especially since we continue to enjoy the highest quality benefits at cost-effective rates.

For those groups with a July 1 renewal, please be sure to take the following actions by May 31, 2017 in order to make any changes or additions to dental coverage (the date would be November 30 for groups renewing January 1):

- If your group wants to "opt-in" to the coverage option for dependents up to age 26, send notification in writing to Kelley Avery at kavery@vlct.org. (Those groups who have already opted in during prior renewals will automatically renew with this benefit - no special action is required.)
- If your group wants to change its Benefit Plan option or add riders, such as the domestic partner rider or the orthodontic rider (for groups with 5 or more employees only), send notification in writing to Kelley Avery specifying your new plan and/or rider choice(s).

Sponsor of:

VLCT Employment Resource and Benefits Trust, Inc.

VLCT Municipal Assistance Center

VLCT Property and Casualty Intermunicipal Fund, Inc.

- For any new subscribers enrolling under your group's coverage, fax the completed dental enrollment/change forms directly to NEDD Eligibility at (603) 223-1252 or scan and e-mail to EligibilityDepartment@nedelta.com. **Note: Dental enrollment/change forms are located on the VLCT website's Dental page.** From the Home page, under the blue "Risk Management Services" tab, select "VERB Trust", then select "Dental Insurance".
- For any existing subscribers adding or removing dependents, fax the completed dental enrollment/change forms directly to NEDD Eligibility at (603) 223-1252 or scan and e-mail to EligibilityDepartment@nedelta.com.
- Online eligibility changes are also available through NEDD's Group Admin Portal. Groups can register for access on the employer tab of www.nedelta.com. A Group Authorization Form must be completed and returned to NEDD before authorization is approved, and this form is available on VLCT's web site on the Dental page.
- NEDD's eBilling system is also available to participating groups. To sign up for this option, contact NEDD Eligibility at (603) 223-1252.

Groups wishing to add dental coverage for the first time need to submit an Employer's Application (a.k.a. Contract Application) as well as an enrollment form for every subscriber and a binder-check for the first month's premium. This application and instructions for completion are on the VLCT website's Dental page mentioned above.

Some of our groups currently on a July dental renewal have expressed an interest in switching to a January 1 renewal. If your group is interested in switching to a January 1 renewal for dental, you do have this option. Please note, however, that changing from a July 1 to a January 1 renewal would result in a rate increase to your group in January. Attached are the January 1, 2018 rates for your information. For groups wishing to switch from a July 1 to a January 1 dental renewal:

- You will have a short plan year from July 1 to December 31, 2017
- You would need to notify Kelley Avery by October 31, 2017 of your intent to switch to a January 1 renewal
- Your rates will increase effective January 1, 2018.

If you are satisfied with your current dental plan, then no action is required. However, if you are interested in obtaining further information regarding new plan options, please call Kelley Avery at VLCT. If you have any claims or customer service issues, please call Northeast Delta Dental toll free directly at 1-800-832-5700.

Thank you for supporting the VERB Trust. We value your membership!

/kaa



Read Your Policy Carefully—This Outline of Coverage provides a very brief description of the important features of your policy. This is not the insurance contract, and only the actual policy provisions will control. The policy itself sets forth in detail the rights and obligations of both you and your insurance company. It is therefore important that you **READ YOUR POLICY CAREFULLY!** Not all time limitations and exclusions are shown herein. Benefit percentages shown are based on the actual charges submitted up to the Maximum Allowable Charge for participating dentists, or Delta Dental's allowance for non-participating dentists.

Diagnostic / Preventive (Coverage A)	Basic Restorative (Coverage B)	Major Restorative (Coverage C)	Orthodontics (Coverage D)
No Deductible	Contract Year Deductible		No Deductible
<p>DIAGNOSTIC: Oral evaluations twice in a 12-month period, this includes periodic, limited, problem-focused, and comprehensive evaluations</p> <p>X-rays (complete series or panoramic film) once in a 5-year period</p> <p>Bitewing x-rays once in a 12-month period</p> <p>X-rays of individual teeth as necessary</p> <p>Brush biopsy once in a 12-month period</p> <p>PREVENTIVE: Four cleanings in a 12-month period</p> <p>Fluoride twice in a 12-month period to age 19</p> <p>Space maintainers to age 16</p> <p>Sealant application to permanent molars, once in a 3-year period per tooth, for children to age 19</p>	<p>RESTORATIVE: Amalgam (silver) fillings; * New 7/1/2017 - Composite (white) fillings now covered on all teeth</p> <p>ORAL SURGERY: Surgical and routine extractions</p> <p>ENDODONTICS: Root canal therapy</p> <p>PERIODONTICS: Periodontal maintenance (cleaning)</p> <p>Note: Cleanings are limited to four in a 12-month period; these may be routine (Coverage A) or periodontal (Coverage B), or a combination of both.</p> <p>Treatment of gum disease</p> <p>Clinical crown lengthening once in a lifetime per site</p> <p>DENTURE REPAIR: Repair of a removable denture to its original condition</p> <p>EMERGENCY PALLIATIVE TREATMENT</p>	<p>PROSTHODONTICS: Removable and fixed partial dentures (bridge); complete dentures</p> <p>Rebase and reline (dentures)</p> <p>Crowns</p> <p>Onlays</p> <p>Implants</p>	<p>ORTHODONTICS: Correction of malposed (crooked) teeth for dependent children to age 19.</p> <p>Orthodontic rider D covers adults and children.</p> <p>Note: Orthodontic coverage is available as a rider to municipalities using plans 1, 2, 3 or 7 and is only available to those with five or more enrolled employees.</p>
<p>Contract Year Maximum per Person Health through Oral Wellness® program included (please see reverse for details)</p>			<p>Lifetime Orthodontic Maximum per Person</p>

Delta Dental PPO plus Premier Network

You will get the best value from your Delta Dental Plan when you receive your dental care from one of our PPO (greatest savings) or Premier network participating dentists:

- ✓ No Balance Billing: Because participating dentists accept Northeast Delta Dental's allowed fees for services, you will typically pay less when you visit a participating dentist.
- ✓ No Claims Paperwork: Participating dentists will prepare and submit claims for you.
- ✓ Direct Payment: Northeast Delta Dental pays participating dentists directly, so you don't have to pay the covered amount up front and wait for a reimbursement check.

To find out if your dentist participates in our PPO or Premier network, you can: call your dentist, visit our website at nedelta.com, or call Customer Service at 1-800-832-5700.

Claim Process for Participating Dentists

Your participating dentist will submit your claim to Northeast Delta Dental (claims for any of your covered dependents should be submitted under *your* Subscriber ID number). Northeast Delta Dental will produce an Explanation of Benefits (available through our Benefit Lookup site at nedelta.com) detailing what has been processed under your plan's coverage. You are responsible to pay any outstanding balance directly to the dentist.

Non-Participating Dentists

If you visit a non-participating dentist, you may be required to submit your own claim and pay for services at the time they are provided. Claim forms are available by calling Northeast Delta Dental or visiting nedelta.com. Payment will be made to you, the Subscriber, unless the state in which the services are rendered requires that assignments of benefits be honored and Northeast Delta Dental receives written notice of such assignment. Payment for treatment performed by a non-participating dentist will be limited to the lesser of the dentist's actual submitted charge or Delta Dental's allowance for non-participating dentists in the geographic area in which services are provided. It is your responsibility to make full payment to the dentist.

Predetermination of Benefits

Northeast Delta Dental recommends that you ask your dentist to submit a *pre-treatment estimate* for any dental work involving costly or extensive treatment plans. Predeterminations helps avoid any potential confusion and enable us to help you estimate any out-of-pocket expenses you may incur.

Coordination of Benefits

When an individual covered under this plan has additional group coverage, the Coordination of Benefits (COB) provision described in your Dental Plan Description booklet will determine the sequence and extent of payment. If you have any questions about COB, please contact our Customer Service Department at 1-800-832-5700.

Identification Cards

Two identification cards will be produced and distributed shortly after your initial enrollment. Both cards are issued in your name but can be used by any family member covered under your plan. Any future cards will be issued electronically via our Benefit Lookup site accessible through nedelta.com. You can also use our smartphone app and enjoy access to dentist search, claims and coverage, and your ID card. Simply scan the QR code to the right.



Health through Oral WellnessSM (HOWSM)

A healthy mouth is part of a healthy life, and Northeast Delta Dental's innovative Health through Oral Wellness program [HOW] works with your dental benefits to help you achieve and maintain better oral wellness. HOW is all about YOU because it's based on your specific oral health risk and needs. Best of all, it's secure and confidential. Here's how to get started:



1. REGISTER

Go to healththroughoralwellness.com and click on "Register Now"

2. KNOW YOUR SCORE

After you register, please take the free oral health risk assessment by clicking on "Free Assessment" in the Know Your Score section of the website

3. SHARE YOUR SCORE WITH YOUR DENTIST

The next step is to share your results with your dentist at your next dental visit. Your dentist can discuss your results with you and perform a clinical version of the assessment. Based on your risk, you may be eligible for additional preventive benefits.*

**Additional preventive benefits are subject to the provisions of your Northeast Delta Dental policy.*

Dental Plan Description Booklet

Your Dental Plan Description benefit booklet describes your dental benefits and explains how to use them. Please read it carefully to understand the benefits and provisions of your Northeast Delta Dental plan. You can download a copy of the Dental Plan Description booklet from the dental page of VLCT's website, <http://www.vlct.org/>, or view it on the Patient Benefit Look-up portion of Northeast Delta Dental's website at <http://nedelta.com/Patients>.

Who is Eligible?

You, your spouse or Civil Union Partner, your unmarried, dependent children up to age 19* or if a full-time student to age 25*, and any incapacitated dependent children, regardless of age. If enrolling one eligible dependent, all of your eligible dependents must be enrolled, unless they are covered under another dental program.

**Groups may opt-in to allow coverage for children to age 26.*

Claims Inquiry

If you have further questions, please contact Northeast Delta Dental's Customer Service department at 1-800-832-5700 or 603-223-1011 or email customerservice@nedelta.com. This information should be used only as a guideline for your dental benefits program. For detailed information on your group's terms, conditions, limitations, exclusions, and guarantees, please refer to your Dental Plan Description booklet or consult your employer.

Renewability

Your plan will automatically renew for a new twelve (12) month Plan Year if the premium continues to be paid. Premiums are subject to change annually in accordance with advance notice. You or Northeast Delta Dental may choose not to renew this plan upon advance notice. The plan will not be renewed if this dental program is no longer available.

THIS INFORMATION SHOULD BE USED ONLY AS A GUIDELINE. FOR DETAILED INFORMATION ON THE TERMS, CONDITIONS, LIMITATIONS AND EXCLUSIONS, PLEASE REFER TO THE APPROPRIATE DENTAL PLAN DESCRIPTION.

Northeast Delta Dental **MONTHLY RATES** for **VERB Trust** — Group #925

Effective **July 1, 2017 to June 30, 2018**

Subscriber eligibility note: Coverage begins the first of the month following completion of any waiting period determined by the employer.

Closed to
new
Members

BENEFIT PLAN #	1	2	3	4	5	6	7
COVERAGE A*	100%	100%	100%	100%	100%	100%	100%
COVERAGE B*	100%	80%	80%	80%	60%	60%	80%
COVERAGE C* (implants included) <i>See "Outline of Coverage" (benefit chart)</i>	50%	50%	50%	0%	0%	0%	50%
DEDUCTIBLE for Coverage B and C per Person per Contract Year	\$25	\$25	\$25	\$0	\$0	\$0	\$50
DEDUCTIBLE for Coverage B and C per Family per Contract Year	\$75	\$75	\$75	\$0	\$0	\$0	\$150
DEDUCTIBLE for Coverage A	No	No	No	N/A	N/A	N/A	No
MAXIMUM per Person per Contract Year	\$1,500	\$1,500	\$750	\$1,000	\$750	\$500	\$2,000
RATES: 1 Person	\$48.43	\$34.96	\$31.94	\$25.26	\$18.87	\$17.17	\$34.96
2 Persons	\$91.31	\$65.80	\$60.22	\$47.56	\$35.58	\$32.45	\$65.83
3 or More Persons	\$163.30	\$116.32	\$107.92	\$95.38	\$72.29	\$67.76	\$117.02
ORTHODONTIC OPTIONS <i>See table and notes to the right.</i>	A BENEFIT BY RIDER ONLY			NOT AVAILABLE			BY RIDER ONLY

ORTHODONTIC OPTIONS

RIDER	A	B	C	D
Orthodontics	50%	50%	50%	50%
Lifetime Max	\$1,000	\$1,250	\$1,500	\$1,250
Adults Covered	NO	NO	NO	YES
1 Person	\$0.00	\$0.00	\$0.00	\$0.33
2 Persons	\$0.64	\$0.80	\$0.93	\$1.41
3 or More Persons	\$7.71	\$9.44	\$11.07	\$10.09

Orthodontic Rider Notes:

1. Orthodontic coverage is available as a rider to municipalities using plans 1, 2, 3 or 7 and is **only** available to those with five or more enrolled employees.
2. The orthodontic rider is a monthly rate added to the plan premium.
3. If a municipality elects an orthodontic rider, everyone must take the rider.
4. The lifetime maximum is per patient.

* **Benefit Plan Note:** Benefit percentages shown are based on the actual charge submitted up to the Maximum Allowable Charge for participating dentists or Delta Dental's allowance for nonparticipating dentists.

FUNDING METHOD

THE EMPLOYER CONTRIBUTES THE FULL COST FOR ALL EMPLOYEES: All eligible employees are covered by this program without payroll deductions. Employees have the option to cover their dependents; HOWEVER, at least 65% of those employees with eligible dependents, not covered elsewhere, agree to enroll their dependents. Employees agree to payroll deductions for dependents for the term of the agreement. However, employer can choose to pay for all or a portion of dependent costs as well if they wish.

Herb Durfee

From: Miranda Bergmeier
Sent: Tuesday, May 16, 2017 4:22 PM
To: Herb Durfee
Subject: Ambulance charges

I just spoke with Betsy in the Hanover Town Manager's office. She told me that the per capita ambulance charge is assessed yearly, billed quarterly, and calculated using census data of 3,516 Norwich residents. The charge is a flat fee, irrespective of the number of ambulance calls made. This fiscal year, the per capita charge is $\$34.78 \times 3,516 = \$122,286.48$. For FY18, the per capita charge is increasing to $\$35.86$ (total = $\$126,083.76$).

Betsy will send us a copy of the contract/agreement for ambulance services.

Miranda Bergmeier
Assistant to the Town Manager
Town of Norwich
P.O. Box 376
Norwich, VT 05055
802-649-1419 x101

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

**INTERGOVERNMENTAL AGREEMENT
HANOVER EMERGENCY AMBULANCE SERVICE**

Agreement dated this 1st day of July, 2003, by and between the Town of Hanover, a municipal corporation existing in Hanover, New Hampshire (hereinafter referred to as "HANOVER") and the Town of Norwich, a municipal corporation existing in Norwich, Vermont (hereinafter referred to as "TOWN").

This is an agreement between HANOVER and the TOWN as provided under New Hampshire Revised Statutes Annotated, Chapter 53A and, if applicable, under Vermont Statutes Annotated, Title 24, Section 2604.

WHEREAS, the undersigned TOWN desires to obtain emergency ambulance services provided by HANOVER so as to provide such services to the residents of the TOWN.

WHEREAS, HANOVER has the personnel, equipment and the facilities for providing emergency ambulance service to the TOWN and the sharing of the services with the TOWN and other participating towns in the area.

IN CONSIDERATION of the mutual undertakings set forth below, the parties agree as follows:

1. **EMERGENCY AMBULANCE SERVICE:** HANOVER agrees to provide Emergency Ambulance Service to any person requesting such service in the physical boundaries of the TOWN.
2. **TERM OF THIS AGREEMENT:** The term of this Agreement shall be for one year, effective beginning July 1, 2003 and terminating June 30, 2004 (hereinafter referred to as "service year"). Thereafter, this Agreement shall continue in force for additional service years subject to the right of either party to terminate this Agreement by giving ninety (90) days notice in advance of June 30 of any service year.
3. **CHARGES FOR USE:** HANOVER will bill users of the Emergency Ambulance Service based on the Schedule of Fees attached to this Agreement as Exhibit A. HANOVER shall have the right to review and revise the Schedule of Fees in Exhibit A annually. In the event that the TOWN does not wish to renew this service for an additional one-year period, then the TOWN shall give notice as described in Paragraph 2. If, for any reason, the TOWN does not appropriate the necessary funds to pay for the TOWN'S obligations under this Agreement, then this Agreement shall expire on June 30 following the annual Town Meeting of the TOWN.

4. **HIPAA:** HANOVER shall carry out its obligations under this Agreement in compliance with the privacy regulations pursuant to Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F - Administrative Simplification, Sections 261, *et seq.*, as amended ("HIPAA"), to protect the privacy of any personally identifiable protected health information ("PHI") that is collected, processed or learned as a result of the billing services provided hereunder.

5. **TOWN'S GUARANTY:** HANOVER will bill all users for the user fees as set forth in Exhibit A as attached to this original Agreement or the Exhibit A as may be amended and revised subsequently during the term of this Agreement. (Exhibit A is subject to revision as described in Paragraph (3) above.). In the event that a user does not pay within ninety (90) days of the original billing date, then HANOVER will bill the TOWN for such unpaid charges. The TOWN agrees to pay such unpaid charges within thirty (30) days of receipt of the bill. In the event of such payment by the TOWN, then it shall have the right to collect payment from the user. In the event the user pays Hanover for an unpaid charge that also has been paid to HANOVER by the TOWN, the amount paid shall be refunded to the TOWN or an adjustment made in the next bill for services or unpaid charges.

It is understood and agreed that HANOVER will make its best effort to provide emergency ambulance service to any person requesting such service within the physical boundaries of the TOWN whether a resident or non-resident either using HANOVER equipment and employees or requesting mutual aid as appropriate.

6. **ANNUAL PER CAPITA CHARGE:** Each year the TOWN shall pay to HANOVER a per capita fee, in accordance with the Schedule of Fees attached to this Agreement as Exhibit A, based on the estimated population of the TOWN as determined by the Office of State Planning or other appropriate state agency. This amount of money shall be due and payable on the first day of the year in which service is provided, namely, July 1. In the event of termination, the amount paid for the per capita charge will be prorated and an amount refunded in proportion to the number of days left in the service year when service will not be provided.

7. **REPRESENTATIONS AND WARRANTIES OF THE TOWN:**
HANOVER hereby represents and warrants that:
 - a. HANOVER is duly licensed to provide emergency ambulance service in the states of New Hampshire and Vermont; and

- b. HANOVER provides personnel with the requisite training and experience to render properly the services required; and
 - c. HANOVER has and will continue to conduct emergency ambulance service activities in accordance and compliance with any and all laws, regulations, and ethical and professional standards applicable thereto.
8. **NON-DISCRIMINATION:** HANOVER agrees to comply with the provisions of the Civil Rights Act of 1964. All requirements of these or other applicable statutes, to the end that no person shall, on the grounds of race, color, sex, sexual preference, national origin, or religious creed be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination in the provision of any care, goods or services under this Agreement.
9. **INSURANCE:** HANOVER has and will maintain, at its own expense: a) basic professional liability insurance coverage with limits of \$1,000,000 per occurrence, b) Worker's Compensation insurance for any employee of HANOVER in accordance with New Hampshire State law; for any claims arising out of the provision of professional services by HANOVER and pursuant to this Agreement. HANOVER will provide a copy of any written notice of cancellation or proposed cancellation to the TOWN within (3) business days after receiving such notice.
10. **INDEPENDENT CONTRACTORS:** The parties acknowledge that the TOWN and HANOVER are independent contracting parties. Nothing in this Agreement shall be construed to create a principal/agent, employer/employee, master/servant, lessor/lessee or partnership or joint venture relationship between the TOWN and HANOVER. HANOVER shall have no claim under this Agreement or otherwise against the TOWN for Worker's Compensation, unemployment compensation, vacation pay, sick leave, retirement benefits, Social Security benefits, disability insurance benefits, or any other employee benefits, all of which shall be the sole responsibility of HANOVER. The TOWN will not withhold on behalf of HANOVER pursuant to this Agreement any sums for income tax, unemployment insurance, Social Security, or any other withholding pursuant to any law or requirement of any government agency. All such withholding shall be the sole responsibility of HANOVER.
11. **TERMINATION OF AGREEMENT:** In the event of a failure by the TOWN to pay as required herein, HANOVER shall have the right to notify the TOWN in writing that service under this Agreement shall be terminated thirty (30) days after receipt of such notice. After the expiration of such thirty (30) day period, HANOVER shall be under no obligation whatsoever to continue to provide service to users in the

TOWN. In the event of the failure to pay by the TOWN, HANOVER shall be entitled to all costs of collection including reasonable attorneys fees. If HANOVER does not provide acceptable service, the TOWN shall give written notice to HANOVER and describe the unacceptable service. If the TOWN determines that the service is still not acceptable after the expiration of thirty (30) days from the receipt of that notice, then the TOWN shall have the right to terminate this Agreement. The TOWN shall give written notice to HANOVER of the termination and termination shall be effective on the date set forth in such written notice, but not prior to the date of the receipt. After the termination of the Agreement, the TOWN shall pay according to its guaranty, for all services rendered by HANOVER prior to termination.

12. **OWNERSHIP OF PROPERTY:** As HANOVER is providing both the employees and all equipment and supplies, in exchange for the fee charged to a user and the annual per capita charge, all equipment shall be solely owned by HANOVER. In the event of the termination of this Agreement, all equipment and supplies shall remain sole property of HANOVER.

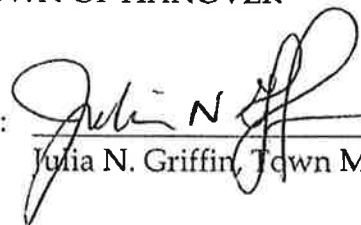
13. **ADMINISTRATOR:** The Administrator of this Agreement shall be the Town Manager of Hanover.

TOWN OF HANOVER

Dated:

10/27/03

By:



Julia N. Griffin, Town Manager

TOWN OF NORWICH

Dated:

By:

Dennis Pavlicek, Town Manager

Town of Hanover - Rate and Fee Schedule

Adopted by the Select Board: June 20, 2016

<u>Type of Fee</u>	<u>Adopted FY2013-14</u>	<u>Adopted FY2014-15</u>	<u>Adopted FY2015-16</u>	<u>Adopted FY2016-17</u>
Fire Permits: Stand-Alone Oil Installation and/or Replacement	\$55.00	\$55.00	\$60.00	\$60.00
Fire Permits: Additional Appliances (Oil) beyond Original Permit	\$15.00/per appliance	\$15.00/per appliance	\$20.00/per appliance	\$20.00/per appliance
Re-inspection Fee – Gas or Oil	\$100.00	\$100.00	\$110.00	\$110.00
Projects Requiring Outside Consulting Assistance (where outside consulting services for plan review, testing or inspection are required)	Full cost +10% admin charge	Full cost +10% admin charge	Full cost +10% admin charge	Full cost +10% admin charge
Fire Extinguisher Training (for 1-10 students)	\$100.00	\$100.00	\$110.00	\$110.00
Fire Extinguisher Training (for 10 or more students)	\$10.00 per student	\$10.00 per student	\$15.00 per student	\$15.00 per student
Report Copy (Flat Fee)	\$15.00	\$20.00	\$25.00	\$25.00
AMBULANCE DIVISION				
Per Capita - Hanover	\$25.99	\$27.10	\$30.45	\$34.78
Per Capita - Lyme	\$25.99	\$27.10	\$30.45	\$34.78
Per Capita - Norwich	\$25.99	\$27.10	\$30.45	\$34.78
Community Contributions Adjustment to Cover Insurance Contractual Obligations for Ambulance Calls Originating in Community	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues	Pro-Rated Share of Lost Revenues
UVA Call Coverage Fee				\$382.00/call
Report Copy (Flat Fee)	\$15.00	\$20.00	\$25.00	\$25.00
<i>Effective 7/1/2015, treatment services are bundled with ambulance transport costs</i>				
Treatment with Transport - Basic Life Support – (plus mileage)	\$450.00	\$550.00	\$900.00	\$900.00
Treatment with Transport - Advanced Life Support Level 1 – (plus mileage)	\$550.00	\$550.00	\$900.00	\$900.00

Town of Hanover - Rate and Fee Schedule

Adopted by the Select Board: June 20, 2016

<u>Type of Fee</u>	<u>Adopted FY2013-14</u>	<u>Adopted FY2014-15</u>	<u>Adopted FY2015-16</u>	<u>Adopted FY2016-17</u>
Treatment with Transport - Advanced Life Support Level 2 – (plus mileage)	\$770.00	\$775.00	\$1,300.00	\$1,300.00
Treatment with Transport - Special Care Transport	\$775.00	\$775.00	\$1,300.00	\$1,300.00
Mileage Rate	\$12.00/mile	\$13.00/mile	\$20.00/mile	\$20.00/mile
Treatment and Release Fee	\$100.00	\$100.00	\$150.00	\$150.00
Emergency Services Paramedic Intercept Charge	\$250.00	\$250.00	\$350.00	\$350.00
Ambulance - Special Event Standby	\$150.00/hour	\$200.00/hour	\$225.00/hour	\$225.00/hour

05/16/17
12:24 pm

Town of Norwich General Ledger
Detail Transactions Report FY-2012
Period 1 Jul to Period 12 Jun

11-12

Account: 01-4-009005.00

Description: **AMBULANCE REFUND REVENUE**

Date	From Description	Reference	Budget		Encumbrance		Actual	
			Debit	Credit	Debit	Credit	Debit	Credit
09/30/11	CR01 Net CR Amt for 09/30/11	Batch 95						50.00
11/09/11	CR01 Net CR Amt for 11/09/11	Batch 122						50.00
11/18/11	CR01 Net CR Amt for 11/18/11	Batch 128						50.00
12/20/11	CR01 Net CR Amt for 12/20/11	Batch 148						50.00
01/24/12	CR01 Net CR Amt for 01/24/12	Batch 168						50.00
03/07/12	CR01 Net CR Amt for 03/07/12	Batch 197						675.00
04/04/12	CR01 Net CR Amt for 04/04/12	Batch 217						453.36
Transaction Totals			0.00	0.00	0.00	0.00	0.00	1378.36
Account Totals			0.00		0.00			1378.36

05/16/17
12:24 pm

Town of Norwich General Ledger
Detail Transactions Report FY-2013
Period 1 Jul to Period 12 Jun

12-13

Account: 01-4-009005.00

Description: AMBULANCE BILLS PAID

Date	From Description	Reference	Budget		Encumbrance		Actual	
			Debit	Credit	Debit	Credit	Debit	Credit
08/07/12	CR01 Net CR Amt for 08/07/12	Batch 304						705.00
09/18/12	CR01 Net CR Amt for 09/18/12	Batch 333						158.09
12/11/12	CR01 Net CR Amt for 12/11/12	Batch 384						766.00
01/03/13	CR01 Net CR Amt for 01/03/13	Batch 399						382.17
01/28/13	CR01 Net CR Amt for 01/28/13	Batch 416						231.88
02/05/13	CR01 Net CR Amt for 02/05/13	Batch 422						481.00
03/07/13	CR01 Net CR Amt for 03/07/13	Batch 443						10.58
06/03/13	CR01 Net CR Amt for 06/03/13	Batch 504						805.00
Transaction Totals			0.00	0.00	0.00	0.00	0.00	3539.72
Account Totals			0.00		0.00			3539.72

05/16/17
12:23 pm

Town of Norwich General Ledger
Detail Transactions Report FY-2015
Period 1 Jul to Period 12 Jun

14-15

Account: 01-4-009005.00		Description: AMBULANCE BILLS PAID		Budget		Encumbrance		Actual	
Date	From Description	Reference	Debit	Credit	Debit	Credit	Debit	Credit	
11/03/14	CR01 Net CR Amt for 11/03/14	Batch 854						550.00	
02/20/15	CR01 Net CR Amt for 02/20/15	Batch 923						103.18	
03/30/15	CR01 Net CR Amt for 03/30/15	Batch 948						19.68	
Transaction Totals			0.00	0.00	0.00	0.00	0.00	672.86	
Account Totals			0.00			0.00		672.86	

None for 15-16
0 year to date 16-17

05/15/17
12:39 pm

Town of Norwich General Ledger
Detail Transactions Report FY-2013
Period 1 Jul to Period 12 Jun

12-13

Account: 01-5-555903.00

Description: AMBULANCE BILLS

Date	From Description	Reference	Budget		Encumbrance		Actual		
			Debit	Credit	Debit	Credit	Debit	Credit	
07/25/12	AP01 Ck:43255:HANOVER	AMBULANC Batch 253						459.00	
09/25/12	AP01 Ck:43448:HANOVER	AMBULANC Batch 255						727.00	
09/25/12	AP01 Ck:43448:HANOVER	AMBULANC Batch 255						766.00	
11/15/12	AP01 Ck:43607:HANOVER	AMBULANC Batch 257						10.58	
11/15/12	AP01 Ck:43607:HANOVER	AMBULANC Batch 257						509.00	
12/12/12	AP01 Ck:43716:HANOVER	AMBULANC Batch 258						849.00	
12/12/12	AP01 Ck:43716:HANOVER	AMBULANC Batch 258						481.00	
12/26/12	AP01 Ck:43759:HANOVER	AMBULANC Batch 258						93.57	
12/26/12	AP01 Ck:43759:HANOVER	AMBULANC Batch 258						575.00	
12/26/12	AP01 Ck:43759:HANOVER	AMBULANC Batch 258						481.00	
12/26/12	AP01 Ck:43759:HANOVER	AMBULANC Batch 258						231.88	
01/09/13	AP01 Ck:43800:HANOVER	AMBULANC Batch 259						382.17	
01/09/13	AP01 Ck:43800:HANOVER	AMBULANC Batch 259						459.00	
03/27/13	AP01 Ck:44059:HANOVER	AMBULANC Batch 263						581.00	
03/27/13	AP01 Ck:44059:HANOVER	AMBULANC Batch 263						542.00	
03/27/13	AP01 Ck:44059:HANOVER	AMBULANC Batch 263						805.00	
03/27/13	AP01 Ck:44059:HANOVER	AMBULANC Batch 263						481.00	
03/27/13	AP01 Ck:44059:HANOVER	AMBULANC Batch 263						470.00	
05/08/13	AP01 Ck:44200:HANOVER	AMBULANC Batch 265						306.48	
05/08/13	AP01 Ck:44200:HANOVER	AMBULANC Batch 265						224.07	
06/30/13	GL01 Accounts Payable	GJ# 20130450						655.00	
Transaction Totals			0.00	0.00	0.00	0.00	10088.75	0.00	
Account Totals			0.00		0.00		10088.75		

05/15/17
12:39 pm

Town of Norwich General Ledger
Detail Transactions Report FY-2014
Period 1 Jul to Period 12 Jun

13-14

Account: 01-5-555903.00

Description: AMBULANCE BILLS

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
08/21/13	AP01 Ck:44578:HANOVER AMBULANC	Batch 270					65.50	
10/23/13	AP01 Ck:44778:HANOVER AMBULANC	Batch 272					744.00	
10/23/13	AP01 Ck:44778:HANOVER AMBULANC	Batch 272					766.00	
10/23/13	AP01 Ck:44778:HANOVER AMBULANC	Batch 272					566.00	
10/23/13	AP01 Ck:44778:HANOVER AMBULANC	Batch 272					655.00	
02/05/14	AP01 Ck:45091:HANOVER AMBULANC	Batch 276					423.00	
02/10/14	AP01 In:13-18019:HANOVER AMBUL	Batch 276					116.10	
03/26/14	AP01 Ck:45231:HANOVER AMBULANC	Batch 278					32.50	
03/26/14	AP01 Ck:45231:HANOVER AMBULANC	Batch 278					514.00	
06/25/14	AP01 Ck:45475:HANOVER AMBULANC	Batch 283					470.00	
Transaction Totals			0.00	0.00	0.00	0.00	4352.10	0.00
Account Totals			0.00		0.00		4352.10	

14-15

Account: 01-5-555903.00

Description: AMBULANCE BILLS

Date	From Description	Reference	Budget		Encumbrance		Actual	
			Debit	Credit	Debit	Credit	Debit	Credit
10/01/14	AP01 Ck:1170:HANOVER AMBULANCE	Batch 292						459.00
10/01/14	AP01 Ck:1170:HANOVER AMBULANCE	Batch 292						470.00
10/01/14	AP01 Ck:1170:HANOVER AMBULANCE	Batch 292						470.00
10/01/14	AP01 Ck:1170:HANOVER AMBULANCE	Batch 292						100.00
10/15/14	AP01 Ck:1236:HANOVER AMBULANCE	Batch 292						19.68
11/26/14	AP01 Ck:1417:HANOVER NH AMBULA	Batch 294						799.00
11/26/14	AP01 Ck:1417:HANOVER NH AMBULA	Batch 294						470.00
11/26/14	AP01 Ck:1417:HANOVER NH AMBULA	Batch 294						103.18
02/18/15	AP01 Ck:1709:HANOVER NH AMBULA	Batch 299						710.00
04/08/15	AP01 Ck:1874:HANOVER NH AMBULA	Batch 302						470.00
06/24/15	AP01 Ck:2116:HANOVER NH AMBULA	Batch 306						514.00
06/24/15	AP01 Ck:2116:HANOVER NH AMBULA	Batch 306						688.00
06/24/15	AP01 Ck:2116:HANOVER NH AMBULA	Batch 306						514.00
Transaction Totals			0.00	0.00	0.00	0.00	5786.86	0.00
Account Totals			0.00		0.00		5786.86	

05/15/17
12:37 pm

Town of Norwich General Ledger
Detail Transactions Report (Previous Year)
Period 1 Jul to Period 12 Jun

15-16

Account: 01-5-555903.00		Last Year	Budget	Encumbrance	YTD Posting	Unexpended Balance		
Description: AMBULANCE BILLS		Unused Budget						
		0.00	4,400.00	0.00	221.94	4,178.06		
Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
10/28/15	AP01 Ck:2590:HANOVER NH AMBULA Batch 310						221.94	
Transaction Totals			0.00	0.00	0.00	0.00	221.94	0.00
Account Totals			0.00		0.00		221.94	

16-17

05/15/17
12:36 pm

Town of Norwich General Ledger
Detail Transactions Report
Period 1 Jul to Period 11 May

Page 1 of 1
RRobinson

Account:	01-5-555903.00	Last Year			YTD Posting	Unexpended Balance
		Unused Budget	Budget	Encumbrance		
Description:	AMBULANCE BILLS	0.00	5,000.00	0.00	7,803.96	(2,803.96)
						** Over Budget **

Date	From Description	Reference	Budget Debit	Budget Credit	Encumbrance Debit	Encumbrance Credit	Actual Debit	Actual Credit
03/08/17	AP01 Ck:4291:HANOVER NH AMBULA Batch 333						1182.42	
03/08/17	AP01 Ck:4291:HANOVER NH AMBULA Batch 333						1126.00	
03/08/17	AP01 Ck:4291:HANOVER NH AMBULA Batch 333						1058.00	
03/08/17	AP01 Ck:4291:HANOVER NH AMBULA Batch 333						1056.00	
05/10/17	AP01 Ck:4480:HANOVER NH AMBULA Batch 335						1028.00	
05/10/17	AP01 Ck:4480:HANOVER NH AMBULA Batch 335						1004.00	
05/10/17	AP01 Ck:4480:HANOVER NH AMBULA Batch 335						84.59	
05/10/17	AP01 Ck:4480:HANOVER NH AMBULA Batch 335						98.93	
05/10/17	AP01 Ck:4480:HANOVER NH AMBULA Batch 335						100.02	
05/10/17	AP01 Ck:4480:HANOVER NH AMBULA Batch 335						1066.00	
Transaction Totals			0.00	0.00	0.00	0.00	7803.96	0.00
Account Totals			0.00		0.00		7803.96	

Town of Norwich
Ambulance Bills
5 Year History

	<u>Budget</u>	<u>Actual</u>	<u>Actual % Increase</u>
2012	\$ 80,500	\$ 80,123	
2013	\$ 83,720	\$ 81,290	1.40%
2014	\$ 91,579	\$ 88,730	9%
2015	\$ 91,579	\$ 92,519	4%
2016	\$ 94,326	\$ 107,062	16%
2017	\$ 97,156	\$ 122,286	14%
2018	\$ 130,235		6.50%

May 4, 2017

To: Norwich Select Board

From: Norwich Housing Corporation/ Norwich Senior Housing , Board of Directors



Dear Norwich Select Board,

I am writing on behalf of Norwich Housing Corporation/Norwich Senior Housing in follow-up to the Select Board Meeting of April 26 and to formalize our concerns and advocate for the Norwich citizens living in Norwich Senior Housing in regards to the proposed Safety Building.

One of our concerns is the privacy and safety of the residents during the construction process; primarily dust, fumes, holes, run off. Will there be dust barriers set up? Traditionally there has been a "cut through" trail from that property to access Main Street by the residents. Will there be signage and barriers to prevent walking through this construction site?

We are told there will be many lights on the building itself beside parking lot lights. We hope if these are necessary they will not be pointed toward any residential property. Will these be on timers or motion sensors?

One of our biggest concerns is the potential increase in vehicle activity: proximity to residents homes; shining headlights into their homes, slamming of car doors, starting of engines, etc.

At the 4/26 Select board meeting the architect stated he could move some of the police parking to a different area; we would like to see a plan for this.

Another concern is the proximity of the pavement to residents' home.

One potential solution/buffer would be an evergreen hedge . It is the hope that a natural barrier between the two properties would protect privacy for the residents. Ideally the hedge would be within the scope and budget of the Public Safety Building.

Can we collaborate together at the shared border to find a mutually acceptable solution? It would be greatly appreciated if during excavation that certain invasive species be removed. As few as possible deciduous trees and their roots be protected during construction and in general.

We would like to invite you to walk the property line with us at 5 pm on Wednesday 5/10. We appreciate the opportunity to work with the Select Board , Police and Fire Chiefs and the new Town Manager. We will keep our Management Agency abreast of the proceeding as they are very involved in property.

Thank you.

Paula S. Howes, President of BOD, Norwich Housing Corporation

Cc: Stephen Leinhoff, Fire Chief

Douglas A. Robinson, Chief of Police

Earle Simpson, Management Agency

Herb Durfee, Town Manager

May 9, 2017

Dear Herbert,

It was so nice meeting
you this morning. Sounds like you
have it all under control.

Thank you for supporting
the cocoa mulch sale for the
Beaver Meadows Schodhouse. We'll
put you on our email list for
future events.

Have a great day.
Cheryl (Herrmann)



Windsor County Partners

BUILDING HEALTHY COMMUNITIES THROUGH YOUTH MENTORING

PO Box 101, 54 Main Street, Windsor, VT 05089 • 802-674-5101
windsorcm@outlook.com • www.wcpartners.org

May 4, 2017

Miranda Bergmeier
Town of Norwich
P.O. Box 376
Norwich, VT 05055

Dear Miranda,

On behalf of the Windsor County Partners' Board, staff, and partnerships, I thank the Town of Norwich for the \$1,000 appropriation to support our mission. We have received check #4442 for \$1,000 that represents the full payment of Norwich's allocation in support of Windsor County Partners' youth mentoring for the fiscal year covering July 1, 2017 to June 30, 2018.

This community support is enabling us to make new matches. With each match made, another child is given a better chance at success. In our PALS program, 86% of our mentors report that they have seen positive changes in their mentee since the partnership formed. (The remaining 14% reported that since their matches were new, they were just getting to know one another.) WCP takes pride in multi-year matches, which make the greatest difference in a child's life.

To learn more about WCP and the impact we are making together, visit our website www.windsorcountypartners.org or follow us on Facebook. If you would like additional information, please contact our office at programswc@outlook.com or call 802-674-5101.

Thank you for making a difference in the lives of local youth.



Thank You!

With gratitude,

Jennifer Grant
Executive Director

11d

Herb Durfee

From: Herb Durfee
Sent: Thursday, May 11, 2017 3:39 PM
To: 'Ann Marie Smith'
Cc: 'doug.robinson@vermont.gov'; Steve Leinoff; Miranda Bergmeier
Subject: RE: Fire/Police Complex

Hi, AnnMarie. I am in receipt of your e-mail. Sorry I didn't get back to you earlier, but I was in meetings yesterday from mid-day right through the Selectboard meeting, including meeting with many of the neighbors adjacent the Public Safety Building.

Admittedly, I can't answer many of your questions, simply, due to my just starting the Town Manager position. However, I'm asking Doug Robinson and Steve Leinoff to try and answer those that you pose, as best as they can. (Note: Chief Robinson will be out of the office for several days, so it probably won't be until next week related to any reply from him.)

FYI, I tacked to the bulletin board in the multi-purpose room at Tracy Hall some of the latest plan sheets that I'd be happy to go over with you. I'd also be happy to share my thoughts with you on discussions that occurred today related to the pre-bidders' conference that was held on-site, and/or on other topics of concern to you. If you give me a couple of dates/times you could meet, I would get back to you on scheduling such time.

In the interim, please know that I will share your e-mail with the Selectboard so they are aware of your concerns.

Herb
Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-649-0123 (fax)

-----Original Message-----

From: Ann Marie Smith [mailto:birdseye95@comcast.net]
Sent: Wednesday, May 10, 2017 12:21 PM
To: David Ormiston; Miranda Bergmeier; Miranda Bergmeier
Subject: Fire/Police Complex

- > I am terribly upset at the warp speed progress and lack of consideration for our neighborhood in the planning of this complex.
- > Quite frankly it is excessive, and imposing directly on those who can fend for themselves the least, and I feel that the neighbors were intentionally left out of the planing in order to achieve the wish list of those involved.
- > I will not understand why we need 7 bathrooms and three conference rooms for the amount of staff involved, it is complete over zealousness.
- >
- > It is keeping me up at night. To make matters worse, I am unable to
- > attend the meeting tonight at 5 or 6. I am having to decide between
- > this, about which I feel very strongly, and my sons last baseball game

> to be played with the team at Biondi Field (in high school baseball,
> it is kind of a big deal :)
>
> These are the same choices that kept me from attending whatever public meetings were held to decide the fate of what I will live with from here on out. A complete change of lifestyle in our neighborhood is something that warranted a knock on the door, in the least. Every abutting neighbor, would have been more than happy to be directly involved in the planning process of this new facility. We never have objected to our fire and police having a new, decent building to call home. In the task people forgot that we would like the same consideration.
>
> I have quickly put together a few of my most important concerns, I would greatly appreciate if you could in any way get them to the other Select Board members. I have taken time off work this afternoon and am going to try to meet with the new Town Manager.
>
> If there is any opportunity AT ALL to have a sit down with the architect, the police chief, the fire chief, Tracy from the Senior Housing Board, myself and Stephanie and/or Michael Lyons. I am sure we could all come to some compromises. Once the foundation is poured, there is no way to change the course that will forever change the relationships and the way we live in this neighborhood, and it upsets me more than I can explain.
>
> Sincerely,
> AnnMarie Smit
>
>>
>> 1-
>> 7 Bathrooms and 3 Conference Rooms:
>> Why can't the womens locker rooms share a bathroom, and the mens
>> locker rooms share a bathroom. Thus removing two bathrooms and the space required for them.
>>
>> Why do we have 3 conference rooms for Police & Fire Depts. that only have 4 full-time employees?
>> Why can the large 40 person conference room not be used for all necessary meetings?
>>
>> Why are we entertaining having the 40 person conference room used for Regional Training and Seminars, when these can easily be attending as close as Hartford VT.
>> Why would anyone suggest that bringing that sort of traffic into the pocket of a residential neighborhood bordered by a library, and a senior housing complex is appropriate?
>>
>> 2-
>> Why is the building being situated to extend as far as possible to create the most negative impact on its senior neighbors.
>> Why can't the bathrooms and conference rooms be condensed, the building turned to be situated in the same direction and extended back towards the fire garage.
>> This would eliminate the excessive encroachment towards the Senior housing apartments.
>>
>> It would also potentially eliminate the need for black top to extend to the edge of the property lines along the senior housing complex.
>>
>> The encroachment to the absolute edge of this property line, with pavement and a road, is excessive, egregious, inconsiderate and legitimately unnecessary.
>> It proves a complete lack of consideration for the neighbors in the
>> planning of this development. Just because there are not zoning regulations on a municipal project, it should have been a primary consideration that this municipal development was in the pocket of a residential neighborhood frequented by children and seniors.
>>

>> If the building were turned, the two ell's off the back condensed into one wider ell, that would be behind and beside the current fire and police, it would eliminate most of the negative impact to the neighbors.

>>

>> 3-

>> The change of the parking spaces from one side of the black top area to the other, is does not solve the problem of this area being destroyed for unnecessary parking spaces.

>> It will turn green space that is beloved, into asphalt.

>> The spaces are completely unnecessary.

>> There is absolutely no reason that a single space for a 'Sally Port' could not be places somewhere close enough to the building that would not encroach on the neighbors.

>> This 'Sally Port' although required is rarely used, and is a poor excuse to take such advantage of the elderly neighbors and to impact them in such an extreme manner.

>> It is excessive, unnecessary and over reaching.

>>

>> 4-

>> The practice fire hydrant is unnecessary and brings a range of potential water issues for the surrounding neighbors. Again, something that is unnecessary at the expense of the neighborhood.

>>

>> 5- If nothing changes and the building moves ahead in the same configuration I will seek restrictions on the use of the large 40 person conference room in regards to the Regional seminars and Training, and public use of the space.

>> This neighborhood is completely inappropriate for such use, and is not happy about any of the suggested uses for the space. Tracy Hall already exists for large gatherings near public parking. We object to bringing this type of traffic into our quiet neighborhood.

>>

>> This project has gone far beyond what is needed to create a new pleasant work space for our departments, and is now far more about wants, which have been accommodated at the expense of the neighbors.

>> It is very disappointing that in such a small town no one felt compelled to knock on a few doors and ask for some input from the neighbors. Especially when the changes will have a direct and exorbitant impact on us.

>> I am left feeling angry, sand and upset about the entire project. I dread what the changes in the way we live in our neighborhood that are being forced upon us.

>>

>>

>>

>

lld

Herb Durfee

From: Ann Marie Smith <birdseye95@comcast.net>
Sent: Thursday, May 11, 2017 10:03 PM
To: Herb Durfee
Subject: Re: Thank you and next steps

Hello Herb,
Thank you for forwarding the below communications.

I would like to note that I do not believe any testing for draining, water or soil testing has been done on the north side of the fire/police complex, where the new training hydrant is to be placed. And one should note that the neighbors, the McNamara's have had to recently install a new septic system. The soil and drainage is not as stellar as we are all lead to believe, and they can certainly attest to that. I would like to see concrete evidence of how the 'test fire hydrant' is not going to negatively impact them, why it is essential and how it is any more advantageous than what they currently have at the river.

AnnMarie Smith

On May 11, 2017, at 6:37 PM, Herb Durfee <HDurfee@norwich.vt.us> wrote:

AnnMarie,

Below is an e-mail reply I sent to Tracey earlier today. Thought you'd be interested.

Herb
Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-649-0123 (fax)

From: Herb Durfee
Sent: Thursday, May 11, 2017 6:03 PM
To: 'Tracey Hayes'; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson
Cc: 'doug.robinson@vermont.gov'; Steve Leinoff
Subject: RE: Thank you and next steps

Thanks for your e-mail, Tracey. FYI, I'm make sure the Board receives a copy of it to help ensure your comments are documented with them. Doug and Steve can better reply to the logistics/thought that went into the building design/size along with the process carried out over the last couple of years. Since I'm too new, they can provide a better reply.

We had the pre-bidders' conference this morning. I brought up the issues of safety, saving the stand of mature trees at all costs, dust/erosion control, and sensitivity of construction given the proximity of neighbors. I got the sense that each of the contractors understood the issues. Once the selected contractor is onboard, I'll have more discussion with that firm and their Project Manager. Note as part of the project, probably at least once every two weeks, there will be a

project meeting between at least Jay and the construction firm to make sure the project is on task and to address any issues that arise. I'll probably be a part of many of those meetings, too.

I spoke directly to Jay about reconfiguring the access drive, somehow, to ensure the mature tree stand is preserved. He acknowledged something could be accomplished to do that. Some of that reconfiguration may occur once the contractor is on board, but all are aware that the trees need to be preserved as part of the project.

Concerning screening, we will continue to meet with you on that topic. As I mentioned, that may involve budgeting some funds for the next fiscal year (i.e., 2018-19), and could even go beyond the construction period itself, but I think we can resolve that issue.

I believe any drainage issues, if any, are taken care of as part of the building specs/plans, given the engineering work carried out by Pathways Engineering (Jay's sub-contractor on the project), including test pit/soil "analysis" that was carried out at some point before I came on board.

I haven't been able to, yet, but, as promised, I will speak with Steve Leinoff related to the concerns with the training hydrant and get him to more specifically describe what will be the "training" program/use.

Herb

Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-649-0123 (fax)

From: Tracey Hayes [<mailto:traceyhayeswarren@gmail.com>]

Sent: Thursday, May 11, 2017 7:53 AM

To: Herb Durfee; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson

Subject: Thank you and next steps

Dear Herb, Miranda, Paula and Onita,

Good morning.

Thank you for your time and thoughtful efforts yesterday evening meeting walking through the project with the seniors and neighbors.

I know you were all there and heard me share my thoughts. Here are some notes in summary. I hope we can find some creative way to address:

1. Safety. Throughout the project and with every phase ...safety is reevaluated and priority. In addition to my concerns already expressed. FYI, I believe the library is expanding outside efforts to encourage more kids to be outside and reading on their property. You might want to reach out to the library to keep them apprised of construction or training dates so they are aware when lots of cars will flood Hazen st. Please update us on the practice fire hydrant use and safety methods to contain water.

2. Drainage. Thank you for your creative suggestions yesterday in addressing drainage. Please keep going with those problem solving "powers that be" so that we don't have flooding issues.

3. Hedge or barrier.

This is the decent thing to do considering how much you are asking neighbors to endure. Please consider cutting something in the plan (i.e. take out 1 of 7 bathrooms) and put 6-8 foot tall non invasive, salt tolerant, winter tolerant, evergreens or a 8 foot fence.

4. Save the trees and decrease headlights in apartments. Decrease the building and parking lot footprint so that it is not so close on the seniors and neighbors . I like the idea of decreasing 7 parking spaces to 3 on the Northside of the building so that the gardens and trees could be saved and the road not so close to 12 apartments.

Thank you again for helping figure this out.

It pained me to explain why the road was so close to their apartments because: the building is bigger (increased size if a 3rd conference room for regional training of 40 people, 3 times a year), town building the road within the 10 feet normal set back zoning regulations, and the town used their authority to waive zoning regulations.

The senior's response, "it seems like the town is doing this to us because we are Seniors".

I hope we can figure out a better plan. I can't tolerate the plan as it is. Nor the thought of our seniors and neighbors feeling that money and buildings space are more important than their safety, privacy, comfort, and homes.

Please keep us up to date.

Thanks again.

Best wishes, tracey hayes

11e

Herb Durfee

From: Herb Durfee
Sent: Tuesday, May 16, 2017 12:19 PM
To: 'Tracey Hayes'; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson
Subject: RE: Thank you and next steps

Tracey, et al, below are the Police and Fire Department Chiefs' responses to some of your concerns. As with previous e-mail responses to you folks, I'll make sure the Board receives a copy of the correspondence.

Herb

FROM THE POLICE CHIEF

Good Afternoon;

I will try and answer as many of the questions you have. First, I do not think this is occurring at "warp speed", it was voted on last year to keep the facility at its current location. I believe since then almost every SB meeting the Public Safety Facility has been on the agenda and people did come and voice their concerns and/or support at those meetings. Once any diagrams became available, they, and every modification of those diagrams, have been posted on the town's website. Also, they were accessible in the TM's office. The police department, also, had diagrams on display for anyone who wanted to see them.

There are two locker rooms on the police side and a shower and toilet in each one. Officers prepare for duty in the locker rooms and keep duty bags and equipment they need to do their jobs. There is another handicap bathroom within the police section for use by people we are interviewing, questioning taking statements from. This is so we don't have to have them go out into the public area should they need to use the bathroom. There are two bathrooms in the lobby (male and female), these are used for the public and those using the training room (including Norwich committees that chose to meet at the facility. There are two bathrooms for the fire department members that they will use when coming back from a fire and don't want to go home to their homes smelling like smoke and/or chemicals. They will have the opportunity to shower there.

There are two conference rooms, one on the fire department side that they, also, use as a library and planning room (I'll let Chief Leinoff elaborate). One in the common area that is the EOC (Emergency Operation Center Command Post) – to be used as a conference room, predominately for PD staff meetings, preparation for warrants, firearms policy training, area chiefs' meetings, etc. Then, there is the Training Room that will be used by both police and fire. The fire department has monthly training meetings that currently are held in the cramped room at the current apparatus bay (Chief Leinoff can elaborate). During an emergency, the training room will be used for staging so the staging will not interfere with the EOC. The police, also, will host advanced training that ordinarily would not be available to officers without traveling to out of town venues that, frequently, cost the town money, especially if they are multi day training sessions. By hosting advanced training, we often would be afforded some training seats free of charge. The Town, also, would save on out of town/overnight/per diem by hosting such advanced training. We have sent officers to Hartford for training when they have it at their facility, we still have to pay for the training. The overall "trip" traffic will not be any more than it is now except 2-3 times (maybe four) a year that we host training, or those times when Norwich boards or committees might use the facility.

The building is situated so that in the future the fire apparatus bay can be moved back from where it is now, with the limited space the architect had to work with and what the town owns in that area it was the best scenario. I do not think that the impact will be very great to the Dorrance Drive residents. There will be some change and some adjustments but I think we will continue to be good neighbors and do what we can to help all adjust.

Best
Doug

Chief Douglas A. Robinson
Norwich Police Department
P.O. Box 311 // 10 Hazen Street

Norwich, Vermont 05055
1-802-649-1460 Phone
1-802-649-1775 Fax
Douq.Robinson@Vermont.gov

FROM THE FIRE CHIEF

There was considerable discussion during the process about the number of bathrooms and the need for separate facilities for male and female. The Selectboard (SB) voted to include separate facilities in the architectural program.

Conference rooms. The original SB approved program included a separate room for the Emergency Operations Center (EOC). When reviewing preliminary design documents the police and fire chiefs felt EOC could be housed in the conference room. This was ultimately approved by the SB. but there was some pushback from SB about changing the program that they all voted on. The FD conference room/library is a small room that a members can use for small training sessions, officers meetings, the library portion would be for fire and EMS books and video with place for individuals to study.

We will draft a policy regarding training on site that will address water use and other items that will impact the neighborhood. This will include limiting the volume of water used and keeping discharge on our lot. Basic firefighter training includes practicing connecting to a hydrant and supplying a pumper. This uses minimal water and the water would be contained to the area around the hydrant and pump. This permits us to do this and other types of hydrant related training on site which makes training more efficient and mitigates problems with water on roadways in freezing weather (which could require DPW call out). We have 2 regular fire training and one EMS training session each month. These sessions typically bring 12-15 vehicles to the site.

Steve Leinoff, Chief
Norwich Fire Department
PO Box 376
Norwich VT 05055
(802) 649-1133 Option 3

"People Serving People Since 1920"

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

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Herb
Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-649-0123 (fax)

From: Tracey Hayes [mailto:traceyhayeswarren@gmail.com]
Sent: Thursday, May 11, 2017 7:53 AM

To: Herb Durfee; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson
Subject: Thank you and next steps

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Please keep us up to date.

Thanks again.

Best wishes, tracey hayes

Herb Durfee

11e

From: Herb Durfee
Sent: Thursday, May 11, 2017 6:03 PM
To: 'Tracey Hayes'; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson
Cc: 'doug.robinson@vermont.gov'; Steve Leinoff
Subject: RE: Thank you and next steps

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Herb

Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-649-0123 (fax)

From: Tracey Hayes [<mailto:traceyhayeswarren@gmail.com>]
Sent: Thursday, May 11, 2017 7:53 AM
To: Herb Durfee; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson
Subject: Thank you and next steps

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Please keep us up to date.

Thanks again.

Best wishes, tracey hayes

Miranda Bergmeier

(11e)

From: Tracey Hayes [<mailto:traceyhayeswarren@gmail.com>]
Sent: Friday, May 19, 2017 9:00 AM
To: Herb Durfee
Cc: Earle Simpson; Paula Howes; onita connington (onita.connington@gmail.com); Miranda Bergmeier
Subject: RE: Thank you and next steps

Dear Herb Durfee, Selectboard members, Chief Robinson, Chief Leinoff and Norwich Senior Housing Board of Directors;

Good Morning.

Thank you for your communication and updates sharing information about the project, pre-bidders meeting results, promise of "practice hydrant " further information, and open invitation to collaborate with Town Manager and the General Contractor (once selected). It is this quality of communication and making positive changes (where possible) that will help the neighbors, especially our Seniors feel involved, heard and respected. It is very appreciated!

Respectfully, the project /building has been well thought out for maximum use to support the Police and Fire departments. This is very important as you all should have a wonderful and appropriate place to work, training, shower and complete your duties in decent accommodations. I apologize if my request to look for areas of cost savings was seen as questioning or irreverent. My suggestion simply mentioned for consideration to decrease spending in one area, in hopes to free funds for new items such as fencing, hedging or other means to decrease the large impact on neighbors. Such items currently are not addressed in the project/ budget.

Thanks again for emphasizing the importance of safety, drainage, savings of our mature trees and minimizing impact on the Seniors and all neighbors.

Paula Howes, Director of the Board, has asked Onita Connington and I to keep working with Herb Durfee and the General Contractor to report into the full Board and Simpson properties management at our next meeting on Tuesday, May 23rd. She plans to appoint an adhoc team to continue our working relationship throughout the Public Safety Building project. Please give Onita and I a few time -windows when we can meet with Herb Durfee and (if possible) new General Contractor ideally before our Board meeting.

It has been nice to meet face-to-face with our Chief of Police, Selectboard members, and our new Town manager, Herb Durfee. I look forward to filling the "rain check" to meet Chief Leinoff. Each seem to have the best intentions for our community at heart. Thank you for all you do for the people of Norwich!

Respectfully yours,

Tracey Hayes
31 Carpenter st. &
Board Member of the Norwich Senior Housing

11f

Herb Durfee

From: Onita Connington <onita.connington@gmail.com>
Sent: Friday, May 12, 2017 7:59 AM
To: Paula Howes
Cc: Herb Durfee; Tracey Hayes; Miranda Bergmeier; Earle Simpson; doug.robinson@vermont.gov; Steve Leinoff
Subject: Re: Thank you and next steps

Thank you Herb for your thoughtful reply and for making sure that the board gets a copy of Tracey's email.

I am so happy that it looks like we will be able to save the trees! It will make such a difference to the seniors. It is a big building in a small space and the trees will help a lot.

Best,
Onita

On Thu, May 11, 2017 at 8:15 PM, Paula Howes <paulahowes1@hotmail.com> wrote:

Herb, Thank you for your thoughtful follow up; much appreciated.

Paula Howes

Sent from Mail for Windows 10

From: Herb Durfee
Sent: Thursday, May 11, 2017 6:02 PM
To: Tracey Hayes; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson
Cc: doug.robinson@vermont.gov; Steve Leinoff
Subject: RE: Thank you and next steps

Thanks for your e-mail, Tracey. FYI, I'm make sure the Board receives a copy of it to help ensure your comments are documented with them. Doug and Steve can better reply to the logistics/thought that went into the building design/size along with the process carried out over the last couple of years. Since I'm too new, they can provide a better reply.

We had the pre-bidders' conference this morning. I brought up the issues of safety, saving the stand of mature trees at all costs, dust/erosion control, and sensitivity of construction given the proximity of neighbors. I got the sense that each of the contractors understood the issues. Once the selected contractor is onboard, I'll have more discussion with that firm and their Project Manager. Note as part of the project, probably at least once every two

weeks, there will be a project meeting between at least Jay and the construction firm to make sure the project is on task and to address any issues that arise. I'll probably be a part of many of those meetings, too.

I spoke directly to Jay about reconfiguring the access drive, somehow, to ensure the mature tree stand is preserved. He acknowledged something could be accomplished to do that. Some of that reconfiguration may occur once the contractor is on board, but all are aware that the trees need to be preserved as part of the project.

Concerning screening, we will continue to meet with you on that topic. As I mentioned, that may involve budgeting some funds for the next fiscal year (i.e., 2018-19), and could even go beyond the construction period itself, but I think we can resolve that issue.

I believe any drainage issues, if any, are taken care of as part of the building specs/plans, given the engineering work carried out by Pathways Engineering (Jay's sub-contractor on the project), including test pit/soil "analysis" that was carried out at some point before I came on board.

I haven't been able to, yet, but, as promised, I will speak with Steve Leinoff related to the concerns with the training hydrant and get him to more specifically describe what will be the "training" program/use.

Herb

Herbert A. Durfee, III

Town Manager

Town of Norwich

PO Box 376

Norwich, VT 05055

802-649-1419 ext. 102

802-649-0123 (fax)

From: Tracey Hayes [<mailto:traceyhayeswarren@gmail.com>]

Sent: Thursday, May 11, 2017 7:53 AM

To: Herb Durfee; Miranda Bergmeier; Paula Howes; onita connington (onita.connington@gmail.com); Earle Simpson

Subject: Thank you and next steps

Dear Herb, Miranda, Paula and Onita,

Good morning.

Thank you for your time and thoughtful efforts yesterday evening meeting walking through the project with the seniors and neighbors.

I know you were all there and heard me share my thoughts. Here are some notes in summary. I hope we can find some creative way to address:

1. Safety. Throughout the project and with every phase ...safety is reevaluated and priority. In addition to my concerns already expressed. FYI, I believe the library is expanding outside efforts to encourage more kids to be outside and reading on their property. You might want to reach out to the library to keep them apprised of construction or training dates so they are aware when lots of cars will flood Hazen st. Please update us on the practice fire hydrant use and safety methods to contain water.

2. Drainage. Thank you for your creative suggestions yesterday in addressing drainage. Please keep going with those problem solving "powers that be" so that we don't have flooding issues.

3. Hedge or barrier.

This is the decent thing to do considering how much you are asking neighbors to endure. Please consider cutting something in the plan (.i.e. take out 1 of 7 bathrooms) and put 6-8foot tall non invasive, salt tolerant, winter tolerant, evergreens or a 8 foot fence.

4. Save the trees and decrease headlights in apartments. Decrease the building and parking lot footprint so that it is not so close on the seniors and neighbors . I like the idea of decreasing 7 parking spaces to 3 on the Northside of the building so that the gardens and trees could be saved and the road not so close to 12 apartments.

Thank you again for helping figure this out.

It pained me to explain why the road was so close to their apartments because: the building is bigger (increased size if a 3rd conference room for regional training of 40 people, 3 times a year), town building the road within the 10 feet normal set back zoning regulations, and the town used their authority to waive zoning regulations.

The senior's response, "it seems like the town is doing this to us because we are Seniors".

I hope we can figure out a better plan. I can't tolerate the plan as it is. Nor the thought of our seniors and neighbors feeling that money and buildings space are more important than their safety, privacy, comfort, and homes.

Please keep us up to date.

Thanks again.

Best wishes, tracey hayes

119

Mary W. Fowler

mwfowler@myfairpoint.net

28 Dorrance Dr, #16

Norwich VT 05055

802/649-0226

[hand-delivered, May 10, 2017]

Norwich Selectboard
300 Main St.
Norwich, VT 05055

RECEIVED
MAY 12 2017
TOWN MANAGER'S OFFICE

RE: Shared Shrubbery, Police Station with Senior Housing

Gentle People:

This is to provide information regarding the effects on local residents of upcoming Public Safety construction on Firehouse Lane.

It happens that in addition to the dispute over ruination of gardens and shade trees, due to the building project, there are effects from the possible removal of the large, unruly "hedgerow" that currently defines, or more likely obscures, the boundary between the properties the town owns and the one owned by the non-profit, Norwich Housing Corporation, known as Senior Housing. Those of us who have taken an interest in the changes inherent in the new police quarters are largely those living in the 28-block of that complex—that is to say, six individual residents.

The proposed siting of the new building is definitely going to impinge on our sense of visual space. As best as I can estimate distances, from the drawings provided, the new building will lie as little as 12 - 15 feet from my kitchen door, and the driveway wrapped around the proposed building brings the impact even closer. This impinges on my particular "lawn space" for outdoor access. It appears the new parking capacity designed for the project will also wipe out more than a third of my neighbor's extensive gardening investments. The impact on us six residents will be immediate and, actually, severely distressing.

Although architect J. White has anticipated eradicating the town's half of the hedge, the shrubs are undoubtedly now grown oversized, wild and wooly with long-term neglect. They are intertwined at both roots and limbs, and taking it by half is likely an absurdity. Furthermore, destroying the hedge is definitely not an advantage to Senior Housing; even overgrown as it is, ~~as~~ it provides an otherwise highly valuable screen for maintaining resident privacy.

You are no doubt aware that removing the hedge is an expense beyond Senior Housing's capacity as a HUD-subsidized operation. In this March 27th communication, property manager Simpson Cos' Rachel Bertrand reports:

"I've been asked by the board to make it clear that they are happy to have crucial representing NSH in this matter, but the authorization to represent does not grant permission to incur expenses on behalf of the property;" and on Mar 23rd, "I'm pleased that you, [Emily] and Cornelia are involved and am sure you represent the residents of Norwich and Norwich Senior Housing well."

I cannot state strongly enough: given the drastic changes forthcoming at our border, replacing this screening—a responsibility neither the town nor the non-profit housing managers have anticipated—is highly valued by residents. It, including its considerable bird activity—and song, provides a critical component of the peaceful environment residents—who struggle with increasingly failing health—have enjoyed since the project's inception. We are greatly pleased the Norwich Conservation Committee has taken the responsibility of replacing the hedge with other native plants. We had believed this Committee was funded to accommodate field projects as necessary, and are grieved to find that that is not true, that the committee had always envisioned the need to solicit private funds to accomplish this task.

For that reason you will find enclosed here my check for \$100. Please allocate it to their account.

Respectfully,



cc: Rachel Bertrand

The Simpson Companies

Jen Goulet

Norwich Conservation Commission Chair

MARY W FOWLER

PH. 802-649-0226
28 DORRANCE DR. APT 16
NORWICH, VT 05055

54-7020/2117

1024

DATE May 11, '17

PAY TO THE ORDER OF Norwich Conservation Commission \$ 100⁰⁰
One Hundred 00/100 DOLLARS

© DELUXE TOP-STAR SAFETY PAPER

Security Features
Included.
Circle on Back.



MEMO (Town of Norwich)

Mary W. Fowler MP

⑆ 211770200⑆ 8231256160⑈ 1024

11h

Herb Durfee

From: Herb Durfee
Sent: Tuesday, May 16, 2017 1:20 PM
To: 'Robinson, Doug'; Steve Leinoff; Andy Hodgdon
Cc: 'Zicconi, John'; Miranda Bergmeier; Langhus John; 'John Pepper'; Linda Cook; 'Mary Layton'; 'Stephen Flanders'
Subject: FW: Norwich RR Crossing Post Hearing Memo
Attachments: Roback post-hering memo.pdf

Doug, Steve, and Andy. Please see the below e-mail from John Zicconi on behalf of the VT Transportation Board and the accompanying attachment.

I would like to have insight from each of you regarding your respective department's take on first responder and emergency highway operations regarding the northerly Kendall Station RR Crossing (e.g., do you use it, should you use it, what impact would any closure place on your ability to provide emergency services, etc.) Also, if it were to remain open, what modifications do you believe are necessary to improve safety at that location or, even, a modified/moved location? Thanks in advance for your insight.

Please get any information to me early next week, say, no later than Tuesday, May 23, so I can prepare a timely response for John Zicconi and the TBoard. Thx

Note: any insight will become part of the official public record, so please take that into consideration as you prepare/submit anything to me.

Herb

Herbert A. Durfee, III
Town Manager
Town of Norwich
PO Box 376
Norwich, VT 05055
802-649-1419 ext. 102
802-649-0123 (fax)

From: Zicconi, John [<mailto:John.Zicconi@vermont.gov>]
Sent: Monday, May 15, 2017 4:27 PM
To: Clithero, Toni; John Roback; Ben Mayes; Peter Young; Tim Chow; Herb Durfee
Cc: Gilmore, Hailey; Zicconi, John; Fitzgerald, Mark; Delabruere, Daniel
Subject: Norwich RR Crossing Post Hearing Memo

Toni, Peter, Ben, John, Tim & Herb:

Attached is a post hearing memo the Board directed me to issue to you all. Please note that it charges the parties with providing specific information to my office by Friday, May 26.

Herb: the memo also includes a provision for the town (see #7).

Should anyone have a questions, please let me know.

John Zicconi

Executive Secretary
Vermont Transportation Board
14 Baldwin Street
Montpelier, VT 05620
802-828-2942



May 15, 2017

Re: TB-457 Norwich Railroad Petitions

This is a follow up memo to the hearing that was held on May 10, 2017. The Transportation Board seeks additional information and charges the parties to provide the following items by May 26, 2017. While the chair at the close of the hearing requested that the parties submit additional information within 14 days, that deadline by the issuance of this memo is extended to May 26, 2017 to allow the parties to file all of their information at the same time.

1. On or before May 26, 2017, VTrans and the Railroad shall, and other parties may, file definitions of "farm crossing" and "private crossing." Sources and authority for the definitions shall be included with the definitions.
2. On or before May 26, 2017 VTrans and the Railroad shall, and the other parties may, file information regarding whether the northern crossing is a farm crossing, private crossing, or crossing of some other nature.
3. The Board understands that a prescriptive easement is not allowed on state lands, but the lands involving the crossing were privately held for decades prior to being owned by the state. On or before May 26, 2017, VTrans and the Railroad shall, and the other parties may, submit information as to whether the farm crossing prescriptively turned into a private crossing prior to the state's acquisition of the rail line.
4. On or before May 26, 2017, VTrans and the Railroad shall, and the other parties may, file memoranda on whether the Board has jurisdiction over the northern crossing in the event that information may indicate that it is no longer a farm crossing.
5. On or before May 26, 2017, VTrans and the Railroad shall, and the other parties may, submit information regarding the use(s) of the parcels served by the northern crossing in 1911 and at other times where the railroad, State of Vermont, or property owners referenced the northern crossing, including at minimum, the actual use of the Eastman property in 1911.
6. On or before May 26, 2017, VTrans and the Railroad shall, and the other parties may, file a chain of title for parcels served by the northern crossing, including any title opinions, surveys, maps, plans, and other information characterizing the extent of any rights and obligations regarding the northern crossing. The chain of title should go back prior to 1911 to the extent that such information provides information regarding land use, the rail road, crossings and other relevant information. Any information regarding any change in the nature of the rights and obligations regarding the northern crossing should be included.
7. On or before May 26, 2017 the Town of Norwich is invited to submit its position on whether the northern crossing should remain open, and if so, under what conditions.

State of Vermont



Transportation Board



Should anyone have any questions or comments, please let me know.

Sincerely,

A handwritten signature in cursive script, appearing to read 'J. B. Zicconi'.

John B. Zicconi
Executive Secretary
Vermont Transportation Board
802-828-2942

lli

TOWN OF NORWICH
QUARTERLY INVESTMENT REPORT
3/31/2017

	<u>Rate/APY</u>	<u>03/31/17 Balances</u>	<u>Quarterly Interest</u>
Ledyard National Bank:			
Business Checking (3 accounts) - FDIC Insured up to \$250,000		\$ 149,374.41	**
ICS: General Fund		2,506,170.87	
Designated Funds		1,715,591.33	
Total ICS Balance ~ 3/31/2017	0.25%	<u>\$ 4,221,762.20</u>	<u>\$ 3,188.65</u>
Total Bank Cash on Deposit ~ 3/31/2017		<u>\$ 4,371,136.61</u>	<u>\$ 3,188.65</u>
Less: Outstanding Checks		(16,940.45)	
Plus: Deposit-in-transit		5,457.83	
Anticipated Balance Sheet ~ 3/31/2017		<u>\$ 4,359,653.99</u>	
Less: Transfer from ICS in transit at 3/31/2017		(548.08)	
Plus: Reconciling items - 3 checks, net		1,124.46	
Cash on Balance Sheet ~ 3/31/2017		<u>\$ 4,360,230.37</u>	

** Secured by an Irrevocable Stand-by Letter of Credit \$2.5 million

Treasury Bill rates:

26 week - 0.42%

1 year - 1.04%

Wall Street Journal Prime = 4.0%

Local Municipal Savings Account - 0.65%

Cheryl A Lindberg, Treas
Cheryl A. Lindberg, Treasurer

11j

Herb Durfee

From: Rita Seto <rseto@trorc.org>
Sent: Wednesday, May 17, 2017 11:46 AM
To: Chris Bump
Cc: Andy Hodgdon; Herb Durfee
Subject: Installation of RRFBs in Norwich
Attachments: 2017 Norwich Small Scale.pdf

Hi Chris

I'm helping the Town of Norwich apply for Bike Ped grant to install 2 sets of Rectangular Rapid Flashing Beacons at these 2 locations (Tracy Hall on Main Street and in front of the school on US5). Since the one is on US5, if funded, Norwich will need 1111 permit. As part of the application, they also need documentation that they have discussed with the District. I've attached the map to show you where it would be installed at existing crosswalks. Please let us know if you have any comments.

Thanks
~ Rita

Rita Seto, AICP | Senior Planner



Two Rivers-Ottawaquechee Regional Commission
128 King Farm Rd, Woodstock, VT 05091
Tel: 802.457.3188 | Cell: 802.281.2927 | Fax: 802.457.4728
rseto@trorc.org | www.trorc.org | [TRORC Facebook](#)

2017 VTrans Small-scale Bicycle and Pedestrian Grant Application

1. Project Title: RRFB Installations in Norwich Village
2. Applicant Name(s): Town of Norwich
3. Project Contact Info:
 - a. Name: Herb Durfee, Town Manager
 - b. Mailing Address: PO Box 376
 - c. Town: Norwich
 - d. Zip Code: 05055
 - e. Email Address: HDurfee@norwich.vt.us
 - f. Phone Number: (802) 649-1419
4. Fiscal Information:
 - a. Accounting System Automated Manual Combination
 - b. DUNS #
 - c. Fiscal Year End Month June
5. RPC(s) Two Rivers - Ottauquechee
6. Project Description: Please give a brief description of the project (100 words or less.) Detailed information should be submitted as part of addressing the selection criteria. Be sure to include identifying streets or landmarks that the proposed project accesses.

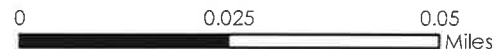
The Town would like to install Rectangular Rapid Flashing Beacons at 2 crosswalk locations in the Village area in front of Tracy Hall (on Main Street) and by the Elementary School (on US5). Although the speed limit is 25MPH through the Village, there are high volumes of traffic that make pedestrians crossing unsafe despite crosswalk markings. There are sidewalks on both

7. **TOTAL SMALL-SCALE PROJECT CONSTRUCTION**
AMOUNT APPLIED FOR (including 50% local share)



**Town of Norwich
Installation of 2 RRFB Signals**

★ Locations of RRFB Installations



Herb Durfee, Town Manager
Town of Norwich
PO Box 376
Norwich, VT 0505

May 17, 2017

Dear Herb,

I am pleased to provide a letter of support for the 2017 Vermont Bicycle and Pedestrian Program Small Scale Construction application for the installation of two (2) sets of Rectangular Rapid Flashing Beacon Pedestrian Signals at 300 Main Street (Tracy Hall) and 250 Main Street.

This project will address safety improvements at these two existing crosswalks for both pedestrians and vehicles along this busy stretch of US5 and Main Street. This will help residents walking to and from the elementary school, walking to local businesses, and to the Town Office cross safely. The project is also in line with the Transportation Pedestrian and Bicycle goals in the Two Rivers-Ottawaquechee Regional Plan which are to "*expand opportunities for walking and bicycling in the region*" and "*promote walking and bicycling as a viable means of transportation in the region*" (p.78).

I have reviewed the grant application and deemed it complete for submission.

Please contact me if you have any questions.

Sincerely,



Rita Seto, AICP
Senior Planner

128 King Farm Rd.
Woodstock, VT 05091

802-457-3188

trorc.org

cc: Phil Dechert

William B. Emmons, III, Chair
Peter G. Gregory, AICP, Executive Director

RECEIVED

MAY 18 2017

TOWN MANAGER'S OFFICE

5/18/17

11k

Dear Norwich Selectboard and Town Manager,

We would like you to add landscaping plans to the current plans for the new Public Safety (fire and police) building that you will be building in the neighborhood backyard of those who live on Carpenter Street, in the Senior Housing Complex, and along Main Street.

This building is significantly larger, extends parking and pavement, and adds a dramatically increased amount of lighting to what currently exists in the neighborhood now. With that in mind, and knowing that you are building extremely close to the Senior Housing, it would seem very reasonable to introduce a plan for landscaping that would help give a natural barrier and shield noise and lights from those of us that will be looking in on the new facility.

As we in New England know, the leaves are on the trees for a minority of the year, and the sun sets early in the winter months. We do not want the noise or light "pollution" to ruin the feel of our in town neighborhood. Planting greenery along the edges of the parking would probably help a great deal with this. In addition, it would provide a natural barrier for the kids that play and walk thru the yards to keep them away from the parking and cars. Fifteen-foot lights, a flagpole light on 24-7, and headlights shining into kitchens -mudrooms- bathrooms- and family rooms (both on Carpenter St and in the Senior Complex) are going to definitely affect the feel of things here. You should walk through the property one evening, and see just how little light there is now- and then consider a landscaping plan to help minimize the effects of this expansion.

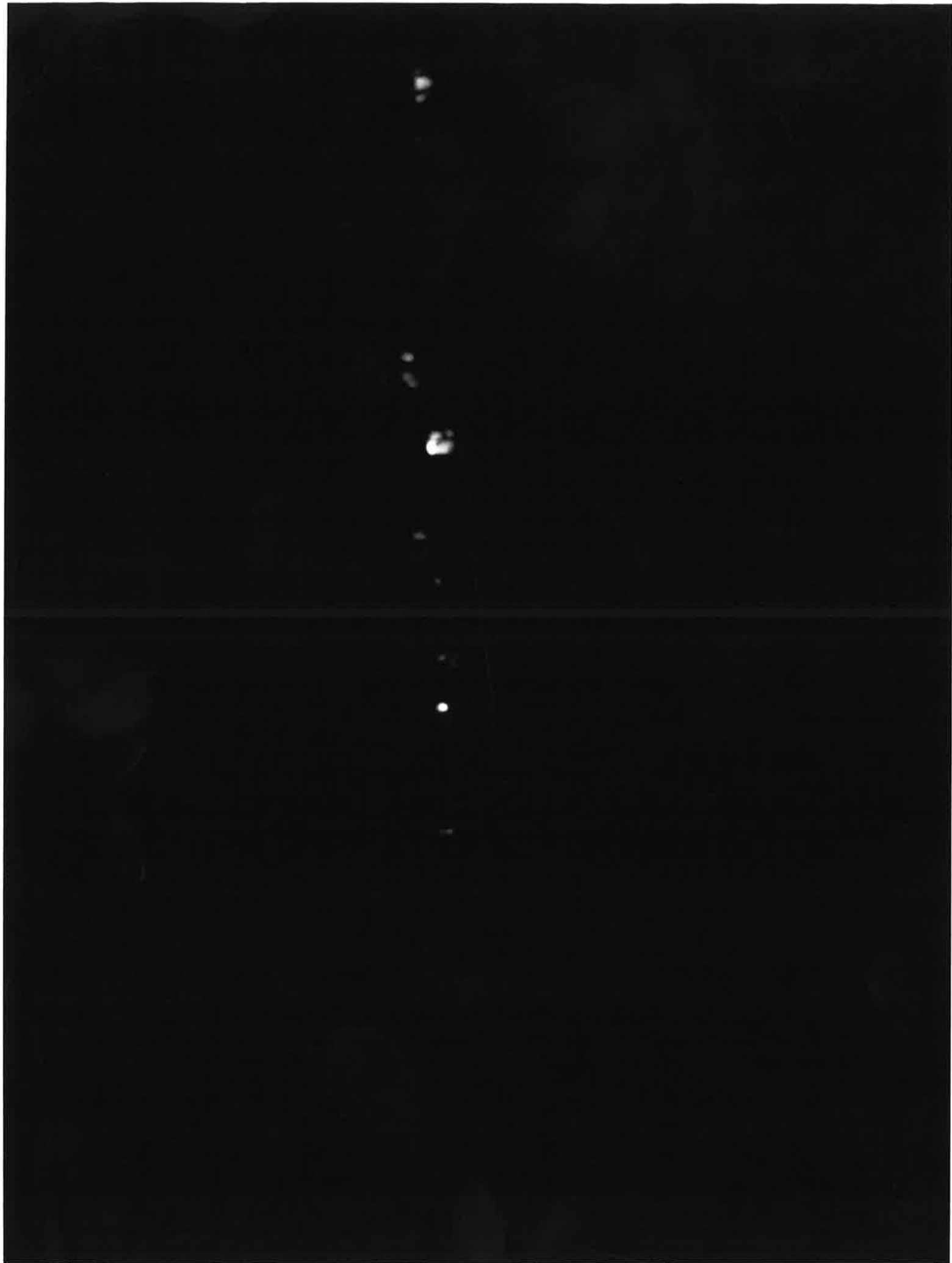
We encourage you to include us - your neighbors- on a landscape design that incorporates these improvements.

And remember, if it was your grandparent, or parent or YOU who lived in the Senior housing- or in our home...what would you want?

Respectfully submitted,


Stephanie Briggs Michael Lyons
17 Carpenter St

see att. photo at night



DRAFT Minutes of the Special Selectboard Meeting of Wednesday, May 3, 2017 at 6:30 pm

Members present: Mary Layton, Chair; John Pepper, Vice Chair; Linda Cook; John Langhus; Stephen Flanders; Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 8 people in the audience.

Also participating: Lauren Girard Adams, Stuart Richards, Marcia Calloway, Ernie Ciccotelli, Bill Clauson, Eric Chatterjee.

Layton opened the meeting at 6:38 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda as written. The Selectboard introduced Lauren Girard Adams, facilitator for the Selectboard's working session and discussion during this meeting.
2. Public Comments (Discussion Item). Stuart Richards and Marcia Calloway spoke about development concerns.
3. Selectboard Goals and Vision (Discussion/Action Item). Lauren Girard Adams let the Selectboard in a working session to discuss their goals and vision.

The Selectboard generated the following through their discussion:

GUIDING STARS – PRINCIPLES:

- Being respectful – Getting along
- Start "fresh" each meeting – Don't bring the same "baggage" from meeting to meeting
- Good timekeeping
- Always assume goodwill
- Preparing for meeting (efficiency)
- Transparency and open communication (should be good for all, as much as possible, including accessibility and modernization/technology improvements)
- Support Town Manager

VISION:

- Develop or modify an aspirational, collective "Vision Statement" for the Norwich Selectboard (minding the guardrails of statutes of the State of Vermont which are a given).
- Sustainability
- Incremental change rather than radical (so, we embrace the change and have it be measured)
- Stewardship
- Understand needs of the Town so we know where we overlap/converge and diverge
- Take into account the Town Plan (which is the Town's big policy document)
- Good decisions for long-term
- Pride
- Respect & listen

GOALS (EVOLVED INTO PROCESS TO ID BROAD CATEGORIES OF GOALS):

- Make a CALENDAR of items to accomplish, maybe, tied to a four or three month breakdown:
 - Town Plan (Jun/Jul 2017 – Dec/Jan 2018)
 - Union Contract (Jan – Feb 2018))
 - Policies (May 2017)
 - Personnel Policies (May-August 2017)
 - Budget (Oct 2017 – Jan 2018)
 - Step & Grade Update (Jan – Feb 2018)
 - Capital Budget & Program (CIP) (Oct 2017)
 - Reserve Funds / Equipment Reserve Funds (Date ?)
 - Integrate Energy Decisions into Planning Process (Date ?)
 - Town Pool Committee – Agenda Item for Discussion
 - Trails – Agenda Item for Discussion (May 10)
 - Town Ordinances Codification – Agenda Item for Discussion (May 24)
- Identify a HOME for each item on the calendar – TBD

Public Comment regarding Selectboard Goals and Vision: Ernie Ciccotelli, Bill Clauson, and Eric Chatterjee offered comments.

At this point, Flanders **moved** (2nd Cook) to adjourn. **Motion passed unanimously.**
Meeting adjourned at 8:35 pm.

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on _____.

Mary Layton, Selectboard Chair

Next Meeting –May 10, 2017 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.

DRAFT Minutes of the Selectboard Meeting of Wednesday, May 10, 2017 at 6:30 pm

Members present: Mary Layton, Chair; John Pepper, Vice Chair; Linda Cook; John Langhus; Stephen Flanders; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 22 people in the audience.

Also participating: Stuart Richards, Jeff Goodrich, Marcia Calloway, Emily Dixon, Phil Dechert, Onita Connington, Tracey Hayes, Colin Calloway, Jim McNamara, Creigh Moffatt, Frank Manasek, Deborah Brien, Matt Swett, Bill Scavone, Susan Jorgensen, Jeff Lubell, Ann Shriver Sargent, and Michael Lyons.

Layton opened the meeting at 6:35 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda as written.
2. Public Comments (Discussion Item). Jeff Goodrich expressed opposition to expanding the Planning Commission to 9 members; Marcia Calloway expressed concern about conflicts of interest in contract work for the Town; Emily Dixon, Onita Connington, Tracey Hayes, and Creigh Moffatt expressed concern about the impact of the Public Safety Building project on the Senior Housing residents; Jim McNamara expressed concern about the impact of the Public Safety Building project on his property; Colin Calloway, Stuart Richards, and Frank Manasek expressed concerns about the Town Plan.
3. Review of Open Positions and Applications (Discussion/Action Item). Deborah Brien, applicant for a position on the Norwich Historic Preservation Commission, appeared before the Selectboard and answered questions about her interest in serving.
Cook **moved** (2nd Flanders) to appoint Deborah Brien to the Norwich Historic Preservation Commission for a three-year term ending in April 2020. **Motion passed unanimously.**
4. Board to sign accounts payable/warrants (Discussion/Action Item). Cook and Langhus asked Durfee (Town Manager) to investigate ambulance charges billed to the Town. Flanders **moved** (2nd Langhus) to approve Check Warrant Report #17-29 for General Fund in the amount of \$57,430.32; for the Records Restoration Fund in the amount of \$2,951.00; and for the Public Safety Facility Fund in the amount of \$304.75. **Motion passed unanimously.**
5. Public Safety Building Plans (Discussion/Action Item). Durfee reported that the Public Safety Building (PSB) plans have been edited by the architect to address concerns raised and the project has gone out to bid. Further concerns were expressed by residents concerning the possible loss of shade trees, water runoff, screening vegetation, and the size of the PSB parking lot.
6. Gile Mountain (Discussion/Action Item). Cook stated a review of issues raised about the Gile Mountain Trail. The Selectboard agreed to ask Durfee to review the ordinances and deed related to the trail. Trail neighbors stated concerns about use of the trail and traffic.
7. Town Plan Renewal (Discussion/Action Item). Jeff Lubell reported that the Planning Commission is working to renew the existing Town Plan with minimal changes and no Route 5

South development proposed. Residents expressed concerns about development relative to the new Town Plan.

8. Follow-up to Selectboard Vision and Goals (Discussion/Action Item). After some discussion, Flanders **moved** (2nd Langhus) that the Selectboard remove the July 26, 2017 and August 9, 2017 meetings from the regular Selectboard calendar. **Motion passed (yes-Langhus, Pepper, Flanders, Layton; no-Cook)**. Flanders **moved** (2nd Pepper) to adopt the schedule for Norwich Selectboard goals with changes incorporated, as discussed, provided that an updated version is circulated to the board to confirm the changes. **Motion passed unanimously.**

9. Selectboard Communication (Discussion/Action Item). Durfee stated the Selectboard needs to be cognizant about discussing matters via email so as not to run afoul of Open Meeting law.

10. Town Manager Report (Discussion Item). Durfee briefly summarized his written report, which is included in the meeting packet.

11. Correspondence (Discussion/Action Item). Flanders **moved** (2nd Langhus) to receive correspondence from Stephanie Briggs & Michael Lyons regarding Public Safety Building; from Stuart Richards regarding the Planning Commission; from John Farrell regarding the Planning Commission; from Judy & Joseph Phillips regarding the Planning Commission; from Wilfred Smith regarding the Planning Commission; from Jim Gold regarding the Planning Commission; from Penny McConnel regarding the Planning Commission; from Rusty Sachs regarding the Planning Commission; from Colin Calloway regarding the Planning Commission; from Pamela Smith regarding the Planning Commission; from Cheryl Sittle regarding the Planning Commission; from Marcia Calloway regarding a records request; from Upper Valley Land Trust regarding the Milton Frye Nature Area; and from David and Ann Shriver Sargent regarding Campbell Flat Road. **Motion passed unanimously.**

12a. Approval of the minutes of the 4/26/2017 Selectboard meeting (Action Item). Langhus **moved** (2nd Flanders) to approve the minutes of the April 26, 2017 Selectboard meeting with amendments put forward. **Motion passed unanimously.**

12b. Review of Next Agendas (Discussion/Action Item). The following items were listed for the Selectboard's May 24, 2017 agenda:

- Property Assessment Contract
- GUVSWD appointment of Alternate
- Town Plan
- Selectboard Goals Review for 5/24/2017
 - a) Personnel Policies
 - b) Selectboard Policies – Codification/Update
 - c) Town Pool Review Status
- Vision Statement Adoption
- Casella Waste Contract
- Timelines

At this point, Flanders **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on _____.

Mary Layton, Selectboard Chair

Next Meeting –May 24, 2017 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH
SELECTBOARD.

DRAFT