

**Agenda for the Selectboard Meeting Wednesday, July 12, 2017 at 6:30 PM**  
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Set Tax Rate (Discussion/Action Item) 15 minutes
- 3) Public Comments (Discussion Item) 15 minutes
- 4) Board to Sign Accounts Payable/Warrants (Discussion/Action Item) 5 minutes
- 5) RFP for Town Banking Services (Discussion/Action Item) 10 minutes
- 6) Board authorization of spending funds directly related to repairing and restoring the Norwich road network as a result of the July 1, 2017 Storm (Discussion/Action Item) 10 minutes
- 7) Selectboard Vision/Goals (Discussion/Action Item) 10 minutes
  - a) Selectboard Policies (Cook & Langhus)
    1. Conflict of Interest Policy
- 8) Special Meeting for Town Plan Vote (Discussion/Action Item) 5 minutes
- 9) Town Manager Report (Discussion Item) 10 minutes
- 10) Correspondence (Discussion/Action Item) 5 minutes
  - a) Stuart Richards (3 items)
  - b) Lee Michaelides
  - c) David Sargent
- 11) Selectboard
  - a) Approval of Minutes: 6/21/2017 Selectboard meetings (Action Item) 5 minutes
  - b) Review of Next Agendas (Discussion/ Action Item) 5 minutes

**Next Meeting – August 23, 2017 at 6:30 PM**

***To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to [manager-assistant@norwich.vt.us](mailto:manager-assistant@norwich.vt.us) requesting to be placed on the Town Email List.***

**Town of Norwich  
Property Tax Rates**

2

**FY2018 DRAFT Tax Rate  
Grand List**

4/1/2017 Town Grand List Less Current Use Estimate \$ 628,000	\$	741,624,100	Comcast	\$	1,264,600
1%	\$	7,416,241	Town Exemptions	\$	2,420,200

<b>School (Rates Set by State)</b>		
<b>Homestead Tax Rate</b>	\$	1.8122
HGL Education Grand List		
State Education Taxes	\$	-
<b>Non Residential Tax Rate</b>		1.5461
NRGL Education Grand List		
State Education Taxes	\$	-
<b>Total State Education Taxes</b>	\$	-

			FY18		FY17
<b>Total Town Budget w/o Articles</b>	\$	<b>4,462,378</b>	\$	<b>0.4408</b>	\$ 0.4387
Voted Monetary Articles					
Advance Transit		13,120	\$	0.0018	
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	
Green Mountain Economic Development		1,693	\$	0.0002	
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		272,950	\$	0.0368	
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	
<b>Total Monetary Articles</b>	\$	<b>364,761</b>	\$	<b>0.0492</b>	\$ 0.0539
<b>Total Town Expenditures</b>	\$	<b>4,827,139</b>			
<b>Offsetting Revenues</b>					
Property Tax Fees and Interest		42,000			
Current Use Payment		183,165			
Permit and License Fees		12,880			
Intergovernmental Revenues		222,764			
Service Fees		390,175			
Public Safety Revenues		10,300			
Other Town Revenues w/o Interest from Banks		33,500			
Interest Earned from Banks		7,000			
Miscellaneous Revenues		4,000			
<b>Total Offsetting Revenues</b>	\$	<b>905,784</b>			
<b>Payment from Reduction in Undesignated Fund Balance 19%</b>	\$	<b>307,090</b>			
Allowance for Tax Adjustments		20,000			
<b>Amount to raise from Property Taxes</b>	\$	<b>3,634,265</b>	\$	<b>0.4900</b>	\$ 0.4926
<b>Town Tax Rate</b>					
<b>Local Agreement Taxes</b>	\$	39,632	\$	0.0053	\$ 0.0051
<b>Total Town Tax Rate</b>			\$	<b>0.4953</b>	\$ 0.4977
<b>Summary</b>					
		<b>FY18</b>		<b>FY17</b>	<b>% Change</b>
School Homestead Tax Rate	\$	1.8122	\$	1.8033	0.49%
School Non Residential Tax Rate	\$	1.5461	\$	1.5132	2.17%
Town Tax Rate (With Local Agreement Rate)	\$	0.4953	\$	0.4977	-0.47%
Windsor County Rate	\$	0.0077	\$	0.0077	-0.42%
Total Homestead Tax Rate	\$	2.3152	\$	2.3087	0.28%
Total Non Residential Tax Rate	\$	2.0491	\$	2.0186	1.51%

07/07/17

09:47 am

Town of Norwich Accounts Payable  
 Check Warrant Report # 18-2 Current Prior Next FY Invoices For Fund (General)  
 All Invoices For Check Acct 01(General) 07/12/17 To 07/12/17

(4)

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
ADVANTAGE	06/30/17	ADVANTAGE TENNIS INC REC--TENNIS CT RESURFACE 58	01-2-001160.00 ACCOUNTS PAY. YEAR END	1284.34	4738	07/12/17
CANON	06/29/17	CANON SOLUTIONS AMERICA, GADMIN--COPIERS Q'RTLY 4022994186	01-2-001160.00 ACCOUNTS PAY. YEAR END	997.75	4739	07/12/17
CVC	06/25/17	CVC PAGING PD--FY18 PAGING SERVICE 10334792	01-5-500501.00 ADMINISTRATION	315.00	4740	07/12/17
D&W	06/01/17	DAN & WHIT'S GENERAL STOR FD--TAPE 5122530	01-2-001160.00 ACCOUNTS PAY. YEAR END	7.99	4741	07/12/17
D&W	06/10/17	DAN & WHIT'S GENERAL STOR FD--HERBICIDE 5132249	01-2-001160.00 ACCOUNTS PAY. YEAR END	14.99	4741	07/12/17
D&W	06/13/17	DAN & WHIT'S GENERAL STOR REC--MEETING SNACK 5136103	01-2-001160.00 ACCOUNTS PAY. YEAR END	4.99	4741	07/12/17
D&W	06/25/17	DAN & WHIT'S GENERAL STOR ENCOM--DOWELS 5148535	01-2-001160.00 ACCOUNTS PAY. YEAR END	60.75	4741	07/12/17
D&W	06/30/17	DAN & WHIT'S GENERAL STOR TADMIN-GROUND BREAK SUPP 5154181	01-2-001160.00 ACCOUNTS PAY. YEAR END	18.37	4741	07/12/17
D&W	06/30/17	DAN & WHIT'S GENERAL STOR TADMIN--SHOVEL 5154243	01-2-001160.00 ACCOUNTS PAY. YEAR END	27.99	4741	07/12/17
EVANSMOTO	06/26/17	EVANS GROUP, INC. HYW--300.0 GALS BIODIESEL 614325	01-2-001160.00 ACCOUNTS PAY. YEAR END	492.04	-----	--/--/--
EYEMED	07/03/17	COMBINED INSURANCE CO OF JUL 17 VISION INSURANCE 163201267	01-2-001126.00 VISION SERV PLAN-PAYROLL	184.23	4742	07/12/17
GEORGE	06/29/17	MICHELE S. GEORGE REC--YOGA INSTRUCTION 6/29/17	01-2-001160.00 ACCOUNTS PAY. YEAR END	1491.00	-----	--/--/--
GMPC	06/29/17	GREEN MOUNTAIN POWER CORP DPW--STREETLIGHTS 24926JUN17	01-2-001160.00 ACCOUNTS PAY. YEAR END	915.80	4743	07/12/17
GMPC	06/28/17	GREEN MOUNTAIN POWER CORP EMMGT-TOWER POWER JUN17 35066JUN17	01-2-001160.00 ACCOUNTS PAY. YEAR END	58.62	4743	07/12/17
HARTFORD	06/15/17	TOWN OF HARTFORD PD--BROADBAND MAY 17 8384	01-2-001160.00 ACCOUNTS PAY. YEAR END	120.17	-----	--/--/--
KEARNEY	06/29/17	JILL KEARNEY NILES REC--MILEAGE REIMBURSE 6/29/17	01-2-001160.00 ACCOUNTS PAY. YEAR END	50.82	4744	07/12/17
MIS1	06/29/17	DURGIN & CROWELL LUMBER C REC--PLAYGROUND CHIPS 2017-5273	01-2-001160.00 ACCOUNTS PAY. YEAR END	225.00	4745	07/12/17
MIS2	07/05/17	VERIZON WIRELESS-VSAT PD--SMS PRESERVATION 170142450	01-2-001160.00 ACCOUNTS PAY. YEAR END	50.00	4746	07/12/17
NORTHSTAR	07/06/17	NORTHSTAR FIREWORKS LIONS CLUB FAIR FIREWORKS 17-18	01-5-800306.00 NORWICH LIONS CLUB	3000.00	4747	07/12/17
NORTRAX	06/23/17	NORTRAX HWY--GRADER KEYS 1725784	01-2-001160.00 ACCOUNTS PAY. YEAR END	27.81	4748	07/12/17
PETTY	07/07/17	CASH JUNE 17 PETTY CASH JUNE 2017	01-2-001160.00 ACCOUNTS PAY. YEAR END	53.86	4749	07/12/17
PETTY	06/29/17	CASH REC--PETTY CASH REC 6/29/17	01-2-001160.00 ACCOUNTS PAY. YEAR END	10.00	4749	07/12/17
RICHARDSO	07/04/17	TAD RICHARDSON GADMIN--SERVER MAINT 1425	01-2-001160.00 ACCOUNTS PAY. YEAR END	131.25	-----	--/--/--
SIPLAY	07/01/17	SI PLAY LLC REC--MAY/JUN17 REGISTR 325553	01-2-001160.00 ACCOUNTS PAY. YEAR END	158.50	-----	--/--/--
SIPLAY	07/01/17	SI PLAY LLC REC--MAY/JUN17 REGISTR 325553	01-1-004102.00 PREPAID EXPENSES	179.00	-----	--/--/--

07/07/17  
09:47 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-2 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 07/12/17 To 07/12/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
STAPLELNK	06/24/17	PL/FIN--OFFICE SUPPLIES 8045115720	01-2-001160.00 ACCOUNTS PAY. YEAR END	104.84	4750	07/12/17
STAPLES.	06/21/17	PL/FIN--OFFICE SUPPLIES 1842701811	01-2-001160.00 ACCOUNTS PAY. YEAR END	197.08	4751	07/12/17
TWORIVERS	07/05/17	17-18 DUES 17-18 DUES	01-5-350321.00 TWO RIVER PLANNING COMM.	4814.00	4752	07/12/17
WAWECO	06/02/17	HWY--DODGE PICKUP INSP 23942	01-2-001160.00 ACCOUNTS PAY. YEAR END	60.00	4753	07/12/17
WAWECO	06/22/17	HWY--TRK #13 REPAIR 24103	01-2-001160.00 ACCOUNTS PAY. YEAR END	350.50	4753	07/12/17
Report Total				15406.69		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*15,406.69  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR *Roberta Robinson*  
Roberta Robinson

TOWN MANAGER: \_\_\_\_\_  
Phil Dechert, Acting Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus      Linda Cook      Stephen Flanders      John Pepper      Mary Layton, Chair

07/07/17  
09:47 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-2 Current Prior Next FY Invoices For Fund (HIGHWAY EQUIPMENT FUND)  
All Invoices For Check Acct 01(General) 07/12/17 To 07/12/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
NORTRAX NORTRAX	06/29/17	JOHN DEERE BUCKET LOADER 1729267	07-2-001160.00 A/P HIGHWAY EQUIP FUND	157500.00	4748	07/12/17
Report Total				157500.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*157,500.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER: \_\_\_\_\_  
Phil Dechert, Acting Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus      Linda Cook      Stephen Flanders      John Pepper      Mary Layton, Chair

07/07/17  
09:47 am

Town of Norwich Accounts Payable

Check Warrant Report # 18-2 Current Prior Next FY Invoices For Fund (RECREATION FUND-TENNIS CO)  
All Invoices For Check Acct 01(General) 07/12/17 To 07/12/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANTAGE ADVANTAGE TENNIS INC	06/30/17	REC--TENNIS CT RESURFACE 58	17-2-001160.00 ACCOUNTS PAYABLE	21175.66	4738	07/12/17
Report Total				21175.66		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*21,175.66  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER: \_\_\_\_\_  
Phil Dechert, Acting Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus      Linda Cook      Stephen Flanders      John Pepper      Mary Layton, Chair

07/07/17  
09:47 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-2 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)  
All Invoices For Check Acct 01(General) 07/12/17 To 07/12/17

Page 1 of 1  
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HARTFORD TOWN OF HARTFORD	06/15/17	PD--BROADBAND MAY 17 8384	47-5-575622.00 CONSTRUCTION COSTS	249.99	-----	--/--/--
WRIGHTCON WRIGHT CONSTRUCTION CO.,	07/05/17	FACILITIES CONSTRUCTION 2017043-01	47-5-575622.00 CONSTRUCTION COSTS	37657.84	4754	07/12/17
Report Total				37907.83		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*37,907.83  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER: \_\_\_\_\_  
Phil Dechert, Acting Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus      Linda Cook      Stephen Flanders      John Pepper      Mary Layton, Chair

TO: Selectboard, Town of Norwich  
FROM: Cheryl A. Lindberg, Treasurer  
DATE: July 7, 2017  
RE: RFP for Banking Services

I have incorporated suggestions from the last Selectboard meeting, Town Manager Herb Durfee and Finance Director Roberta Robinson into the newest version of the Banking RFP for your review at your meeting on July 12<sup>th</sup>. I have not received the data to insert into the first page yet, but will obtain that shortly and will make them part of the final document. All other aspects have been discussed, as well as dates to issue the RFP and to respond.

Hope we can finalize the document at your meeting. If you have any questions prior to the meeting that you would like answered, let me know.

**Request for Proposal  
Banking and Cash Management Services  
Town of Norwich, Vermont**

**1. PURPOSE**

1.1 The Town of Norwich (Town) invites banking institutions that provide full municipal banking services, to submit proposals for the Town’s banking and financial management needs for a period no less than three (3) years.

**2. NORWICH FINANCIAL INFORMATION**

2.1 The following information is a brief explanation of the town operations:

- Fiscal Year- July 1 to June 30;
- 2016-2017 Final Municipal Budget \$4,827,139; School Taxes \$12,418,293;
- Taxes are payable in two installments, mid-August & mid-February
- 2016-2017 # of A/P Checks written-XXXX, ACH Vendor Payments, XXXX .
- 2016-2017 Payroll was \$ XXX,XXX with paper checks and ACH deposits
- All of the town’s payroll taxes are paid by EFTPS

2.2 Further information can be requested of Cheryl A. Lindberg, Treasurer via email at [treasurer@norwich.vt.us](mailto:treasurer@norwich.vt.us) and Roberta Robinson, Finance Director at [rrobinson@norwich.vt.us](mailto:rrobinson@norwich.vt.us). In an effort to provide a fair process and complete information, all written questions and written answers will be provided to all bidders. To be fair to all potential bidders, questions must be asked no less than ten (10) days before the deadline to submit a proposal.

**3. INSTRUCTIONS FOR COMPLETING PROPOSALS**

**3.1 Banking Services Cost Determination**

3.1.1 An itemized table, (Attachment A) located at the end of this document, is to be used in itemizing costs.

**3.2 Miscellaneous Banking Services**

3.2.1 Each bank is to use costs for an estimated annual number of items to arrive at an annual estimated cost of services. All listed services may not be required, and the Town reserves the right to seek competitive bids on some items. (e.g., checks, deposit tickets and/or supplies). Additional miscellaneous items may be added to the table (Attachment A) or attached on a separate sheet. The bank may detail its proposal for certain other cash management services, keeping in mind that the Town reserves the right to conduct its own cash management activities through competitive proposals.

**3.3 Earnings Rate/Collateralization of Funds**

3.3.1 The earnings rate should be for a specified percentage or tied to a market interest rate subject to independent verification (e.g., 90-day Treasury bill rate). If the percentage will change during the three year period detail the changes.

3.3.2 The Bank should detail in its proposal how all funds are collateralized for the Town which exceed the F.D.I.C. insurance limit of \$250,000.

3.3.3 Collateralization using obligations fully guaranteed by the full faith and credit of the State of Vermont, and/or the United States Government will be required on certificates of deposit and repurchase agreements or an Irrevocable Stand-by Letter of Credit issued by the Federal Home

Loan Bank issued in the Town's name. The current market value of the applicable collateral will at all times be no less than 102% of the sum of principal plus accrued interest of the certificates of deposit or the repurchase agreement secured by the collateral. Collateral shall be held by an independent party, in the Town's name, with whom the Town has a current custodial agreement that has been approved by the Selectboard. Evidence of ownership must be supplied to, and retained by, the Town.

3.3.4 The bank should also indicate the cost of providing collateral either as a direct fee or a change in the interest rate paid.

### 3.4 Account Structure

3.4.1 The Town currently maintains a business checking account, with a collateralized sweep account attached. The recreation account (for credit card transactions originated on a recreation sign up website) and the Vermont Fish & Game account (for direct debit of license fees by the State) are non-interest bearing accounts on the same statement. All designated reserve funds are included in this sweep account arrangement.

3.4.2 The Town invites other account structuring options that may simplify and improve the management of our financial resources.

3.4.3 On-line banking and ACH origination are also utilized. Deposits are made daily. ACH deposits come in from various outside government agencies. All bank fees are charged directly to the checking account on a monthly basis if the activity exceeds the earnings credit for the month. If the bank's programs differ from this arrangement or these services are not available, please provide details.

3.4.4 The bank shall fully explain its policy in crediting deposits made from various sources and locations, inclusive of the time at which funds will be made available and the time by which deposits must be made for "same-day" credit.

### 3.5 Reports and Statements required with response:

3.5.1 Samples of the monthly statements for accounts similar to what is proposed.

3.5.2 Two years of most recent annual reports.

3.5.3 A copy of the most recent Call Report, as well as the bank's most recent credit rating.

3.5.4 A copy of the most recent independent audit report.

3.5.5 A summary of any significant changes in management and/or ownership during the past five years and a statement regarding any foreseen acquisitions or mergers.

3.5.6 A description of your financial institution's experience, expertise and qualifications regarding municipal banking, investing and financing services. This could also include information and credentials for key personnel to whom the accounts would be assigned.

### 3.6 Business Hours/Night Deposits

3.6.1 The bank shall provide a schedule of business hours for any branch or location with which the Town would be conducting daily business, the availability of a night depository and policies. Please also include information on Merchant Remote Capture and associated costs.

### 3.7 References

3.7.1 The bank must provide three municipal references, including municipality name, and contact person. These references should be for customers of at least two years with similar banking and cash management services.

### 3.8 Additional Banking/Financial Services

3.8.1 The bank may supply information regarding any additional services not specifically requested (e.g., Financial Advisory Services, Borrowing Services, and Term Investment Services, New Banking Services).

## **4. GENERAL INFORMATION**

### 4.1 Form of Proposal

4.1.1 Proposals must use Attachment A as a basis (available electronically upon request) and may provide supplemental material as applicable. All information requested must be provided and two copies submitted (not necessary for supporting reports). The Town reserves the right to reject any or all proposals.

### 4.2 Exceptions to Specifications

4.2.1 Any deviation to these requirements shall be identified and explained in detail in the proposal.

### 4.3 Notice of Evaluation

4.3.1 All proposals submitted in accordance with the above will be evaluated by the Selectboard, Town Treasurer and Finance Director. It is anticipated that an award will be made in October, 2017.

### 4.4 Basis for Determination of Award

4.4.1 The award will be granted to the financial institution that provides the best combination of potential earnings for each cash management service, minimal estimated annual charges, adequate collateralization of the Town funds in excess of FDIC insurance, coupled with convenient daily banking services.

4.4.2 As applicable, proposals will also be evaluated in accordance with the primary objectives of the Town's Investment Policy, in order of priority: 1) security; 2) liquidity; and 3) return on investment.

### 4.5 Length of Agreement

4.5.1 The agreement would be for no less than three (3) years from a date mutually agreed upon in writing by the Town and the selected financial institution.

### 4.6 Termination

4.6.1 The Town may terminate the agreement, at its sole discretion, for failure to perform with 90 days' notice to the financial institution. If the Town and selected financial institution are unable to reach an agreement within 30 days of the notice of the award to the financial institution

negotiations on the agreement will be terminated, unless the parties mutually agree to extend the 30-day period to a time certain.

4.7 The Town has the right to reject any and all proposals if doing so is in the best interest of the Town.

4.8 All questions on this RFP should be directed to the Town Treasurer Cheryl A. Lindberg and the Finance Director Roberta Robinson at:

4.8.1 Email: [treasurer@norwich.vt.us](mailto:treasurer@norwich.vt.us) and [rrobinson@norwich.vt.us](mailto:rrobinson@norwich.vt.us).

4.8.2 Phone: 802-649-1678 Treasurer; 802-649-1419 x105 Finance Director.

4.9 Proposals shall be submitted in a sealed envelope and clearly marked on the envelope “Request for Proposal for Banking and Cash Management Services” for the Town.

4.10 An original and 2 copies of the proposal shall be submitted no later than 4:30 pm on Friday, October 6, 2017 to:

Mary Layton, Chair  
Selectboard  
Town of Norwich  
300 Main Street  
PO Box 376  
Norwich, VT 05055

Cheryl A. Lindberg  
Treasurer  
Town of Norwich  
300 Main Street  
PO Box 376  
Norwich, VT 05055

**ATTACHMENT A**  
**Proposed Fee Structure**  
**For the**  
**Town of Norwich**

Provide proposed fee structure for the services identified in this attachment and any other fees that may be proposed. Please indicate any services for which you may require direct payment (hard dollars). It will be assumed that all services may be paid for through service charge credit and/or a compensating balance unless indicated otherwise in the bank’s response. Please provide a proforma account analysis including each description of service item below. (Provide more detailed cost data under each description if needed.)

Service	Estimated Annual Volume Based on FY16-17	Unit Price	Projected Annual Cost
<b>General Account Services:</b>			
Monthly Account Maintenance			
Debits/Credits			
Other Account Maintenance			
<b>Deposit Services:</b>			
Deposits Made			
Items Deposited			
Other Deposit Services			
Return Item Deposited			
<b>Disbursement Services:</b>			
Checks Paid (paper)			
Other Disbursement Services			
<b>Automated Investment Services:</b>			
Sweep Monthly Maintenance			
Per Item Maintenance			
Sweep Transaction Fees			
Other Investment Services			
Zero Balance Monthly Maintenance			
<b>ACH Services:</b>			
ACH Debit/Credit Originations	payments		
ACH Network Fees			
ACH Maintenance			
ACH File Transmission			
ACH Return Items			

Service	Estimated Annual Volume Based on FY16-17	Unit Price	Projected Annual Cost
Other ACH Services			
Wire Transfer Services			
Outgoing Wire Transfers			
Incoming Wire Transfers			
Other Wire Transfer Services			
Collection Services			
Lockbox Services			
Cash Concentration			
Remote Deposit Capture			
Other Cost:			
Check Imaging Services			
Monthly Maintenance			
Per Item			
Payment of Federal Taxes			
Other:			
TOTAL <b><i>ESTIMATED</i></b> PROJECTED ANNUAL BANKING			

7a.1

J Langhus comments 06/13/2017  
H Durfee comments 06/23/2017

### TOWN OF NORWICH, VERMONT CONFLICT OF INTEREST POLICY

**Article 1. Authority.** Under the authority granted in 24 V.S.A. Section 2291(20), the Selectboard of the Town of Norwich hereby adopts the following policy concerning conflicts of interest applying to all elected and appointed officials (public officers) of the Town, including members of all Town committees and boards.

Comment [HD1]: To me, this is redundant to "elected and appointed officials"

**Article 2. Purpose.** The purpose of this policy is to ensure that the business of this municipality will be conducted in such a way that no public official of the municipality will gain a personal or financial advantage from his or her work for the municipality and so that the public trust in municipal officials will be preserved. It is also the intent of this policy to insure that all decisions made by municipal officials are based on the best interest of the community at large. This policy further seeks to

Comment [HD2]: Missing text

**Article 3. Definitions.** For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A significant direct personal or pecuniary-financial interest of a public official, or of or an immediate family member~~the official's spouse, household member,~~ business associate, employer, or employee of the official, in the discretionary outcome of a cause, proceeding, application, or any other matter-decision pending before the official or before the agency or public body in which the official holds office or is employed. "Conflict of interest" does not arise in the case of votes or decisions on matters in which the public official has a personal or pecuniary interest in the outcome, such as in the establishment of a tax rate, that is no greater than that of other persons generally affected by the decision, in cases where a decision or act is not subject to the discretion of the official or the body of which he or she is a part, or where such personal or pecuniary interest is *de minimis*;

Comment [HD3]: I believe "pecuniary" remains applicable, since it covers a broader definition of "interest" besides "financial" (e.g., land holdings, stocks/bonds, real estate options, etc.)

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2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding. This shall not apply to a member's particular political views or general opinion on a given issue; and

3. A situation where a public officer has engaged in~~not disclosed~~ ex parte communications with a party in a quasi-judicial proceeding.

- B. **Emergency** means an imminent threat or peril to the public health, safety and welfare.
- C. **Official act or action** means any legislative, administrative or judicial act performed by an elected or appointed officer or employee while acting on behalf of the municipality.
- D. **Public body** means any board, council, commission or committee of the municipality
- E. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the municipality.
- F. **Public officer or public official** means a person elected or appointed to perform executive, administrative, legislative or quasi-judicial functions for the municipality or appointed to a public body.
- G. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, which results in a written decision, the result of which can be appealed by a party to a higher authority.

~~H. **Financial Interest** means occurs when any of the following exist:~~

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J Langhus comments 06/13/2017

H Durfee comments 06/23/2017

1. A sole proprietor, partner, business associate, shareholder (holding at least five percent of the outstanding shares of any class of shares), director, or managerial employee of an organization who has a matter for review before a public body.

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2. A sole proprietor, partner, business associate, shareholder (holding at least five percent of the outstanding shares of any class of shares), director, or managerial employee of a competitor to a business that has a matter for review before a public body.

3. An applicant or property owner who has a matter for review before a public body.

4. An adjoining landowner to a property owner that has a matter for review before the Planning Commission or Development Review Board, a reasonably foreseeable financial effect, distinguishable from its effect on the public generally, on the public official, a member of his or her immediate family, or on any of the following:

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(a) Any business entity in which the public official has a direct or indirect investment.

(b) Any real property in which the public official has a direct or indirect interest.

(c) Any source of income provided or promised to the public official within 12 months prior to the time when the decision is made or action is taken.

(d) Any business entity in which the public official is a director, officer, partner, trustee, or manager.

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made or action is taken.

I. Private/Personal Interest is something that is of direct or indirect material or financial, emotional or psychological benefit accruing to the public official, a member of his or her immediate family, an individual or a member of the individual's immediate family.

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Comment [HD4]: Delete reference to "emotional or psychological." A "personal" conflict isn't referring to this idea. Rather, it's a non-pecuniary one (e.g., a member of a quasi-judicial board is making a decision on an application where that individual's cousin is the applicant).

Article 4. Actions Not Permitted.

A. A public officer shall not participate in any discretionary official decision, action or inaction if he or she has a conflict of interest in the outcome of the matter under consideration.

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B. A public officer shall not personally, participate in a deliberation leading to an act or decision in which he or she has a conflict of interest through any member of his or her household, business associate, employer or employee, represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the public body in which the officer holds office or is employed.

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C. Public officers shall not accept gifts or other offerings for personal gain by virtue of their public office that are not available to the public in general.

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D. Public officers shall not use for private gain or personal purposes public resources not available to the general public, including but not limited to Town staff time, equipment, supplies, or facilities for private gain or personal purposes.

Comment [HD5]: It's ok to keep this text. For instance, often, town clerks often receive chocolate during Christmas from paralegals. Unless, the chocolate is available to the public at-large (e.g., put out on the counter for anyone), staff cannot accept such appreciation.

Article 5. Disclosure. Candid, detailed disclosure is the single best protection against conflicts of interest. A public officer who has reason to believe that he or she has or may have a potential conflict of interest or an appearance of such a conflict, but believes that he or she is able to act fairly, objectively and in the public interest because no actual conflict exists in spite of the conflict of interest shall, prior to participating in any official action on the matter, disclose to the public body at a public hearing the matter under consideration, the nature of the potential or apparent conflict of interest and why he or she believes that he or she is able to act in

Comment [HD6]: I would suggest adding something to this stating something like, "It's the right thing to do," or, "Appropriate disclosure earns the respect of the community and the individual's peers." (It's putting a positive spin on it, with the idea that it's better to ID issue than to open the door for negativity.

[J Langhus comments 06/13/2017](#)

[H Durfee comments 06/23/2017](#)

the matter fairly, objectively and in the public interest. Nevertheless, the person or public body which appointed that public officer retains the authority to order that officer to recuse him or herself from the matter, subject to applicable law. Notwithstanding the foregoing, an actual or potential conflict need not be disclosed if the affected public officer chooses to recuse him or herself from consideration of or deliberation on the matter, except for publicly announcing the reason for recusal is due to a conflict or its potential.

#### Article 6. Recusal.

A. A public officer shall recuse him or herself from any matter in which he or she has a conflict of interest, pursuant to the following:

1. Any person may request that a ~~public officer~~ recuse him or herself due to a perceived conflict of interest. Such request shall not constitute a requirement that the ~~public officer~~ recuse him or herself.;
2. A public officer who has recused him or herself from a proceeding shall not sit with ~~the board, or~~ deliberate with ~~the affected body~~ ~~the board~~, or participate in that proceeding as a ~~board~~-member of that body in any capacity.;
3. If a previously unknown conflict is discovered, the ~~affected body~~ ~~board~~ may take evidence pertaining to the conflict and, if appropriate, adjourn to a short deliberative session to address the conflict. Executive session may be used for such discussion, in accordance with 1 V.S.A. Section 313(4). ; and

—The ~~affected body~~ ~~board~~ may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the ~~board~~ ~~body~~, for example due to a lack of quorum. The ~~board~~ ~~body~~ may then resume the proceeding with sufficient members present.

4.

5. In the case of a public officer who is an appointee, the public body which appointed that public officer shall have the authority to order that officer to recuse him or herself from the matter, subject to applicable law.

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Comment [HD7]: Missing text?

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**Article 7. Quasi-Judicial Proceedings.** A higher conflict of interest standard applies in the context of quasi-judicial decision-making. Quasi-judicial decisions are rendered in situations where the rights of a particular individual are at stake (e.g., tax appeals, vicious dog hearings, land use decisions). In those situations, the affected individual has the right to receive constitutional due process, which includes the right to an impartial decision maker. If a municipal official with a conflict of interest participates in a quasi-judicial process, a court may determine that the official was not an impartial decision maker and may vacate the decision and order the matter be reconsidered without the participation of the conflicted member. See e.g. Appeal of Janet Cote, 257-11-02 Vtec (2003). Therefore, public officials should be more inclined to recuse themselves when they are participating in a quasi-judicial process.

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**Article 8. Enforcement; Progressive Consequences for Failure to Follow the Town of Norwich Conflict of Interest Policy.** In cases where the conflict of interest procedures in Articles 5 and 6 have not been followed, the Selectboard may take progressive action to address possible violations of this policy ~~discipline an offending public officer~~. In taking these actions ~~the discipline of a public officer~~, the board shall follow these steps in order unless the public officer voluntarily waives any or all steps A, B, or C:

[J Langhus comments 06/13/2017](#)

[H Durfee comments 06/23/2017](#)

- A. The chair shall meet informally, in private, with the public officer to discuss possible conflict of interest violation.
- B. The board may meet to discuss the conduct of the public officer. Executive session may be used for such discussion, in accordance with 1 V.S.A. Section 313(4). The public officer may request that this meeting occur in public. If appropriate, the board may admonish the offending public officer in private.
- C. If the board decides that further action is warranted, the board may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
- D. Appointed officials of the Town may be removed for cause following procedures required in [VSA-24 Section 4323](#) (for the Planning Board, unless they are elected members) [Section 24 VSA §4460](#) for the (Developmental Review Board), [24 VSA §4448](#) for the Zoning Administrator, [24 VSA §Section 4503](#) (for the Conservation Commission) ~~or by a majority vote of the Selectboard.~~
- E. All other officials appointed by the Selectboard, and not covered by a contract, may be removed by majority vote of the Selectboard [or as may otherwise be dictated by statute.](#)

**Article 8. Exception.** The recusal provisions of Article 6 shall not apply if the legislative body of the municipality determines that an emergency exists and that actions of the public body otherwise could not take place. In such cases, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 5.

**Article 9. Effective Date.** This policy shall become effective immediately upon its adoption by the Town of Norwich Selectboard.

Adopted by Norwich Selectboard 4/28/10

Revised 6/23/10

Revised 7/27/11

[Revised 6/21/17](#)

**Miranda Bergmeier**

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**From:** Mary Layton <marydlayton@gmail.com>  
**Sent:** Monday, June 26, 2017 7:32 AM  
**To:** John Pepper  
**Cc:** Stephen Flanders; John Langhus; Cook Linda; Herb Durfee; Miranda Bergmeier  
**Subject:** Re: List Serve Post

I suggest that we include discussion of this and other feedback from citizens on July 12 under our Town Plan vote agenda item.

Sent from my iPhone

On Jun 26, 2017, at 6:12 AM, John Pepper <[johnpepper91@gmail.com](mailto:johnpepper91@gmail.com)> wrote:

Just saw this and wanted to share in case some of you didn't. I have to say I think there are good arguments for concern on development but some of these posts go too far and exaggerate numbers to create fear and drama. Still hoping we can all find a way to work together on a make sense solution without petitions, squabbles, etc.

John

-----

**21. Growth of Norwich**

**From:** Office <[office@fmanasek.com](mailto:office@fmanasek.com)>  
**Date:** Sun, 25 Jun 2017 17:09:51 -0400

For anyone interested in how the Planning Commission views growth & development of our town I suggest careful reading of Jeff Lubell's very lucid op-ed in Saturday's Valley News.

It's a little unclear just what his desired 100-150 houses would be, but if they are in the "affordable" class then they will represent 25% of total houses built (according to PC documents), or 600 houses. At 2.5 people per dwelling that's 1,500 people added to our town of about 3,200 in one gulp. (And probably at least 1,000 more cars a day crossing Ledyard Bridge getting to where the jobs are)

This fits in with the statement on page 116 of the Town Plan which suggests that Norwich can add 4-5 times the present number of houses!

And while we're at it, the bar graph on page 8

<http://norwich.vt.us/wp-content/uploads/2012/06/Planning-Commission-Overview-vFFFF.pdf>

actually suggests that income distribution in norwich is more uniform and equal today than it was 15 years ago. There's no way adding "affordable" houses is going to shift that curve back to where it was in the past.

As Capt. Marvel would say, "Holy Moly"

Frank

Sent from my iPad

-----

John Pepper  
802-649-7071

LATEST BLOG: **Finding Oscar, Refugees, and Illegal Immigration.** May 2017 -  
<http://bit.ly/2sfesdZ>

Sent from my iPhone

TOWN OF NORWICH  
FINANCE OFFICE  
PO BOX 376  
NORWICH, VERMONT 05055-0376  
rrobinson@norwich.vt.us  
802-649-1419 ext 105

July 6, 2017

TO: Phil Dechert, Acting Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for June

- Delinquent Tax collections through June were \$ 6,448. Delinquent Taxes as of June 30, 2017 are \$ 176,130. Interest collections were \$ 749. and penalty collections were \$516.

- The following is a table showing delinquent taxes as of June 30<sup>th</sup> for the last 9 years:

June 30, 2016	\$ 137,912
June 30, 2015	129,003
June 30, 2014	136,507
June 30, 2013	182,849
June 30, 2012	133,444
June 30, 2011	121,269
June 30, 2010	127,221
June 30, 2009	132,390
June 30, 2008	75,845

- Subsequent to June 30, 2016 we received a tax payment for a bank foreclosure. The amount of delinquent taxes is now \$ 147,814.
- We received a refund from VLCT for Workers Compensation of \$ 943 for all employees except the Fire Department. Our experience modification is 1.4 due to our claim history.

Town of Norwich  
Assessors' Office  
Post Office Box 376 <> Norwich, VT 05055-0376  
(802) 649 1419 x6  
assessing-clerk@norwich.vt.us

### **Monthly Report – June 2017**

- (1) The Listers heard a total of 23 grievances on 9, 10 and 12 June 2017 and performed inspections of properties where deemed necessary over the next few days.
- (2) The Listers deliberated on grievances previously heard on 16 June. The Listers adjusted the assessed value for 19 of the grievances and denied the other 4.
- (3) The Listers met on 19 June. Based on the changes the Listers had made as a result of grievances, the Final Grand List showed a total listed value of \$780,414,000, a reduction of \$876,900 from the Abstract. This yielded a Total Municipal Grand List of \$7,422,521 and a Total Education Grand List of \$7,460,326. The Listers voted 3-0 to approve the 2017 Final Grand List.
- (4) The Office mailed out result of grievance notices by first class mail, certificate of mailing on 19 June 2017.
- (5) The Assessor continued performing interior inspections of properties on Maps 5 and 11. These inspections are part of the 3-year cyclical inspection process that will culminate in the 2019 Townwide reappraisal.

Respectfully submitted,  
Jonathan Bynum  
Assessing Clerk  
On behalf of  
William Krajewski  
Assessor  
Town of Norwich



# NORWICH POLICE DEPARTMENT



CHIEF OF POLICE  
DOUGLAS A. ROBINSON

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

Herb Durfee  
Town Manager  
Tracy Hall // 300 Main St.  
Norwich, Vermont 05055

July 5, 2017

RE: June 2017 Monthly Report

Herb;

As requested, here are some of the monthly stats of the Police Department from the month of June 2017.

Norwich Officers responded to 125 incidents during the month of June, and of those calls four (4) were outside the officers work schedule meaning officers responded four times (4) to calls during off duty hours.

The Norwich Police Department completed the 2017 Memorial Day Holiday "Click It Or Ticket" Campaign which ran for 14 days through June 5. During the campaign Norwich Officers stopped 55 vehicles, issued 19 tickets amounting to \$2,302 in fines. Norwich Officers also cited two operators one for DUI, one for DLS. The next Click It OR Ticket campaign is scheduled for the Labor Day Holiday.

I am sad to say that one of the Norwich officers has resigned his fulltime position to take a full time position with the Thetford Police Department. Officer Scruggs will start with the Thetford police department on July 15 but has asked to remain on the Norwich force as a part time officer. Being part time will allow him to cover shifts during holidays, vacation, sick leave etc..

During the month of June officers met with the class at The Family Place in Norwich and talked about police work and what is required for a career in Law Enforcement or Corrections.

Norwich Officer recently completed training Police Response to Incidents of people in Mental Health Crisis.. The training was at various locations in Vermont and officers were required to attend the training before July 1 as mandated by legislature.

Summer is FINALLY here and the Norwich Police hope that everyone enjoys this special time of year, but we want to also remind parents that there are potential dangers during the summer months, and it's important to be aware of what they are. There are many areas to cover when it comes to summer safety, Please keep in mind that this is a brief list of areas for concern that you should be aware of : TICK BITES, BICYCLE HELMET SAFETY, PEDESTRIAN SAFETY, WATER SAFETY, SUN PROTECTION, GRILLING. Lets all have a safe and happy summer.

## ACTIVITY

<b>CALL TYPES</b>	<b>June 2017</b>	<b>2017 YEAR TO DATE</b>	<b>PREVIOUS YEAR</b>
Burglaries	0	3	9
Vehicles Crashes	4	35	71
Intrusion Alarms	4	34	75
Frauds	2	12	30

- 1. Over Time Hours                    16.25 hours
- 2. Sick Time Hours                    14 hours
- 3. Vac/Hol/Per Time Hours            56 hours
- 4. Part Time Officer Hours            0 hours
- 5. Total #of calls responded to      125 calls
- 6. Training Hours                      11 hours
- 7. Grant Funded Hours                2 hours

Respectfully;

**D.A.R.**

Douglas A. Robinson  
Chief of Police



# Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

[sleinoff@norwich.vt.us](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

To: Herb Durfee III, Town Manager  
 From: Stephen Leinoff, Chief  
 Subject: Fire Department and Emergency Management Monthly Reports  
 Date: June 30, 2017

## Fire and FAST Department

We completed the move from the now demolished police station. The necessary arrangements were made to maintain telephone, plumbing, and fire alarm services. Wright construction disconnected the oil burner and boiler and we are storing it on the apparatus floor. The hot water heater was relocated to the rear of the apparatus bay.

Alex Hoehn and Chris Lewis were appointed as call firefighters. Firefighters Tim Webster and Chris Berthold resigned. Both members did not feel they could meet the time commitment needed to be active members.

## Training

FAST squad training was on wilderness rescues and patient transport. Fire training included "hands on" training in ventilation, overhaul, and fire attack using the police station building. Several members are participating in driver training. Three members completed the Emergency Vehicle Driver Training course offered by the VT Fire Academy. Firefighters Eric Friets and Chris Maeder



Members practicing transitional attack skills at old police station.

Call Types	Month	Year to Date	Prior Year to Date
<b>Structure Fires</b>	1	9	5
<b>Auto Fires</b>	0	0	0
<b>Wildland Fire</b>	0	3	4
<b>Other Fires</b>	0	1	0
<b>Medical</b>	7	42	38
<b>Vehicle Crashes</b>	1	9	14
<b>Hazardous Conditions no fire</b>	4	9	12
<b>Service Calls</b>	2	11	16
<b>Good Intent Calls</b>	2	22	10
<b>False Alarms</b>	2	10	10
<b>Other</b>	0	0	0
<b>Total</b>	<b>19</b>	<b>117</b>	<b>115</b>

completed Firefighter 1 training and are now certified by the Vermont Fire Academy.

### ***Emergency Management***

Routine maintenance and repairs were performed on generators.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

[Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## June 2017 - Monthly Recreation Report

**Recreation Program Update** - I observed many of our Norwich Spring Baseball and Lacrosse teams in action, concluding that I am incredibly fortunate to have such dedicated, quality Volunteer Coaches heading up our youth programs. We had extremely qualified, experienced Instructors and Volunteers leading our Youth Running and Mountain Biking programs, as well. All participants seemed to be enjoying their recreation experiences and there was lots of positive feedback from parents, also.

The summer brochure was completed, posted on-line and handed out to Marion Cross School students. A wonderful summer staff was hired, many of whom are returning seasoned veterans. We have ten varied programs being offered to help keep residents active this summer: 'The Good Life' Day Camp, 2 Sports Camps running weekly throughout the summer, Friday Climbing Adventure, "Challenger" Soccer Camps, Baseball, Fencing, Storrs Pond Afternoon Adventures, as well as Adult Sunrise Yoga and Pa Kua Chang Kung Fu.

**Facilities** - I followed up on contractual rental agreements ending this fiscal year, June 30th, '17 and finalized all summer rentals and reservations going forward as well. Several meetings with our two marvelous Mikes from the Buildings & Grounds crew took place. I gave them the overview of all summer programs and rentals at Huntley Meadow, to coordinate the timing of mowing and lining needs throughout the summer calendar. I met on-site with the crew from 'Advantage Tennis' as they worked on our courts, right on schedule the final week of June. They look great and will be open again in a week, once the paint and surface has cured.

The pavilion at Huntley Meadow as well as the bread/pizza oven area at Barrett Meadow was reserved for all sorts of June end of school events and celebrations. Both Huntley and Barrett Meadow look outstandingly beautiful thanks to Andy and his Buildings & Grounds team. Many thanks to them for their dedication, attention to detail, and hard work.

Wade Masure, VLCT Senior Loss Control Consultant/Safety Inspector came down from Montpelier on June 29th and did a complete safety assessment of Huntley Meadow. We went over and recorded all of his recommendations which I am in the process of following up on. Wade will send an e-mail to Herb, Andy and me so we have an official record of his visit, listing minor issues that need to be dealt with and improved upon.

**Meetings** - We had an interesting outdoor Recreation Council meeting on June 13th, at which we toured the old pool area, Huntley Meadow, Town properties near the Legion and finally, Barrett Meadow. There were lots of good ideas bounced around and we started to assemble a list of items, upgrades, etc. and their priority once we gather more information and potential project costs. Brie Swensen was our Guest once again and she provided us some interesting information about trail bridges.

Recreation Council President, Jill Collins followed up so she, Herb and I did a full tour of our recreation facilities together a couple of days later. It was really beneficial for planning and prioritizing.

I attended our Department Head meeting, where it is always interesting to find out what is going on across all Town Departments. Orientation meetings took place to prepare my summer staff for the season ahead.

I arranged for my Summer Program Coordinators to meet with Lindsay Putnam who is now the overseeing the Milton Frye Nature area. They did a walk-through together to assure that any delicate areas will be avoided. In all of our programs, participants will be taught to be stewards of this precious nature area that we are so fortunate to have abutting the school grounds where the majority of our programs take place.

**Miscellaneous** - I met with Dick Dodds, the Storrs Pond Director and renegotiated discounted Storrs Pond tickets for Norwich residents again this summer. A huge Thank-you goes out to Bonnie and Judy who will be selling the tickets for us.

It has been wonderful to have Herb Durfee as our new Leader/Town Manager. Kudos to the selection committee, as I think you finally found a perfect fit for Norwich!

Respectfully submitted by, Jill Kearney Niles



**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
26 New Boston Road  
Norwich, VT 05055  
802-649-2209 Fax: 802-296-0060  
[Ahodgdon@norwich.vt.us](mailto:Ahodgdon@norwich.vt.us)

To: Herb Durfee, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: June 30, 2017

Part of this month's report will come from an excel program that provides statistics for all Public Works functions.

FEMA Projects:

- The floor plan for the renovations to the Public Works facility has been decided.
- The new 624K John Deere loader arrived on Thursday, June 29<sup>th</sup>.
- The restoration of the pool dam area will begin in July or August.

Personnel:

- The employee who was on medical leave is now back.
- Colton Grant has been hired to fill the open position for equipment operator in Public Works created when the previous operator left in April.
- The Buildings and Grounds Technician will leave his position effective July 24<sup>th</sup>.

Transfer Station:

- The new compactor was installed at the Transfer Station this month. It is being used for Zero Sort.
- The recycling rate for May was 62% of all materials collected.
- Buildings and Grounds built new steps for several locations at the Transfer Station this month to replace old steps that were becoming unsafe.

Out-to-Bid Projects:

- The bid for repairs to Bridge 32 was awarded to Hook Construction. Work has already begun on this project.
- We went out to bid in June for paving, cracksealing, gravel and ledge products, and winter sand. The paving bid was awarded to Blaktop, Inc. The cracksealing bid was awarded to FreshCoat from Barre, VT. Twin State Sand and Gravel won the bid for winter sand.
- The bid for ledge products was split between Pike Industries and Twin State Sand and Gravel. Towle Excavating won the bid for crushed gravel. When purchasing all types of

gravel and ledge products, consideration will be given to availability of the product, the cost and quality of the materials, and the location of our project.

Culvert Inventory:

- In conjunction with Two Rivers-Ottaquechee Regional Commission, we are currently updating our culvert inventory that was last done in 2012.

Guardrail Damage:

- The damage done to the guardrails on the crooked half-mile on New Boston road has been repaired. Since this damage was caused by an automobile accident, we have submitted a claim to Geico Insurance to cover the cost of the repairs.

Pavement Markings:

- Lazer Lines started work on redoing the crosswalks and other pavement markings.

Recreation Department:

- Public Works and Buildings and Grounds refurbished areas #2 and #3 of the Huntley Recreation Field. This included aerating the whole field, slice-seeding areas #2 and #3, and fertilizing the entire area.
- We also hauled two loads of wood chips from Durgin and Crowell in Springfield, NH for the playground at Huntley.

Pending Projects:

- The 2017 paving program and related work.
- We are behind in grading because of the frequent rain during the month of June. We will work on getting caught up in July.
- We will start roadside mowing.
- Out-to-bid to replace Truck #1, according to the equipment replacement plan.

10a

**Herb Durfee**

---

**From:** Stuart Richards <srichards@globalrescue.com>  
**Sent:** Tuesday, June 20, 2017 4:35 PM  
**To:** Phil Dechert; Herb Durfee  
**Subject:** Valley News Letters, Editorial and Op ED  
**Attachments:** Valley News Seibert 6-10-17.pdf; Valley News Not in Norwich 5-28-17.pdf; Valley News Manasek 6-16-17.pdf

Gentlemen:

Please make the attached part of the permanent Planning Commission and Selectboard files under correspondence and give the members of the Selectboard and Planning Commission copies of the attached.

Thank you,

---

Stuart L. Richards, Senior Vice President  
Global Rescue LLC  
Ph: Direct 617-459-4199, Main 617-459-4200  
Fax: 858-712-1295  
<http://www.globalrescue.com-->

# NOT IN NORWICH

## Affordable Housing Conundrum

IT'S HARDLY SURPRISING that the Norwich Planning Commission has, in the face of stiff opposition, shelved a proposal to promote affordable housing by creating a high-density zoning district along Route 5 South and River Road. Even in — perhaps especially in — affluent liberal strongholds such as Norwich, affordable housing is always popular until there is an actual threat that some might get built. In this case, advocates of the zoning change contended, among other things, that building affordable housing would promote economic diversity in Vermont's wealthiest community, where median family income is \$136,500 and the median value of owner-occupied homes is \$423,500. Besides that, they pointed out that affordable housing might well help repopulate the Marion Cross School, where K-6 enrollment has declined over 20 years from 478 to 302. That in turn could drive down per-pupil spending and therefore the school tax rate. Opponents rounded up all the usual suspect arguments: that higher density development would ruin the rural character of the town and overburden town services, while driving up taxes; and that while affordable housing was desirable, the proposed zoning district was the wrong place for it.

Many, if not most, people subscribe to the notion that change is in fact inevitable and that when something is not growing, it is withering away.

For now, the Planning Commission is choosing to focus on updating the town plan, which lapsed last year and now needs immediate attention. What is in many communities an exercise in tedium promises to be much livelier in Norwich, especially given the backdrop of the affordable housing/zoning debate. Town plans are intended to articulate the community's vision for land use and reaching consensus in this case would require reconciliation of some diametrically opposed views.

At a forum on the zoning amendment attended by about 70 residents back in February, Irv Thomae, a resident of Norwich for 25 years, said, "If we are losing people in the middle-income range because they can no longer afford the taxes in this town, this is diminishing all of us. I don't want to live in a museum where all I can see is beautiful houses." While we agreed with Thomae's sentiments, the bit about the museum seemed a little hyperbolic.

Until last week, that is, when staff writer Rob Wolfe reported the emailed comments of Ernie Ciccotelli, a critic of the zoning proposal who suggested that the new town plan should regard growth as "inherently incompatible with sustainability." In fact, he wrote, "Growth should not be assumed to be inevitable, and should be dealt with much more carefully than it is at the present time by the Town of Norwich, not only the boards and commissions, but also by the town's people."

This is remarkable in a couple of respects. We suspect that the idea of freezing in place the status quo is one that has surprisingly broad public appeal beneath the surface (and not only in Norwich), but is rarely articulated for fear of being branded reactionary. The practical effect in this case would be to make the town into the equivalent of a wealthy gated community. Enshrining such a view in an official town plan strikes us as a sharp departure from the norm, if not unique.

The second, and perhaps more interesting, aspect is the idea that growth is not something that happens organically but is rather a choice a community can make or refuse. Many, if not most, people subscribe to the notion that change is in fact inevitable and that when something is not growing, it is withering away. This view was expressed late last year in an interview with Wolfe by Anne Duncan Cooley, executive director of the Upper Valley Housing Coalition: "Change is coming, whether or not we do anything to shape it. . . . The status quo, although it's what we're used to, isn't necessarily the best for the future."

As is often the case in Norwich, this working out of the community will in a very public setting has implications for the entire Upper Valley.

### ABOUT THESE PAGES

The Opinion Pages of the *Valley News* are the sections of the paper devoted to editorials, commentary, letters and political cartoons. The editorials in the left-hand column express the opinions of the *Valley News*; all other features, including the cartoons, are chosen to present a broad range of views and express only the author's opinion.

We encourage our readers to write to the Forum to comment on matters of general public interest. We publish letters regardless of their politics, providing they are in good taste and address a subject of broad concern. To keep the Forum open to all, we request that you keep letters to about 350 words, and that you write no more often than once every two weeks.

All letters are subject to editing.

## FORUM

### AFFORDABLE HOUSING IN NORWICH

To The Editor:

Regarding the May 28 editorial "Not in Norwich": The editorial noted that the Norwich Planning Commission has shelved the proposal to change the designation of zoning districts near the I-91 Hanover/Norwich exits to accommodate affordable housing, commercial development and high-density housing. Shelving, however, does not mean discarding and if such changes were in fact made the consequences would be predictable.

There is no disagreement about the need for affordable housing, but the editorial missed several important points. The question is how to address the problem without making the situation even worse for low- and middle-income families.

■ There are currently an estimated 50 rental apartments on the land under consideration to be changed from Rural/Residential to Mixed Use, which means Commercial/Residential. The affordable rental units would be the first to be displaced by more profitable enterprises.

■ Commercial development on the eastern edge of town would undermine the Norwich business district. Past planning commissions have worked hard to ensure that the core of our town is economically vibrant and merchants have responded to those efforts. Elsewhere, vacant village storefronts as a consequence of peripheral sprawl are a sad commentary on poor planning. The controversies surrounding proposed developments adjacent to I-89 in Randolph and Quechee have resulted in protracted and expensive legal battles. We do not need to repeat those scenarios.

■ The ongoing infrastructure costs for water, sewer and public services required to support development on a large scale would almost certainly result in higher property taxes, making the availability of affordable housing even more problematic. "Enfield Awaits Solutions as Planned Sewer Projects Stall" (*Valley News*, front page May 8), is a cautionary tale concerning pri-

vate development and the public burden.

To go forward, our community should explore a wide spectrum of creative approaches to affordable housing. Large tracts of consolidated units are not the answer for Norwich. In public hearings and forums, the overwhelming preponderance of testimony has been in opposition to that idea. The Norwich Planning Commission should abandon the concept of commercial development in Rural Residential zones. Their reluctance to do so has become a barrier to the adoption of an overdue, updated town plan and further delays begin to compromise our future.

DEAN SEIBERT  
Norwich

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# DON'T BLAME NORWICH FOR SHORTAGE OF AFFORDABLE HOUSING

FRANCIS J. MANASEK  
For the Valley News

6/16/17

**T**HE *Valley News* editorial of May 28, "Not in Norwich," repeated, yet again, the old canard that affluent Norwich is selfish and disingenuous when it comes to "affordable" housing. However, there were several stunning omissions that change the entire story.

The editorial did not report that the Norwich Planning Commission, in public sessions, has said it wants to "significantly impact" a putative 5,000 housing unit deficit in the Upper Valley. The Planning Commission has decided that Norwich, a town of some 3,400, has an obligation to reduce this deficit to a significant degree. Furthermore, the commission said in its February presentation to the public that small, incremental, integrated "affordable" housing projects were not a good alternative to the massive developments that they were proposing because these didn't provide a significant impact on the 5,000-unit deficit.

The commission has ignored several constructive plans and suggestions in favor of its megadevelopment zoning proposal. Is it any wonder that residents are angry? The May 28 editorial ignored these facts and made light of the opposition, ignoring the true reasons for opposing this development.

Instead of developing a new Town Plan (the current one expired in December 2016), the commission worked for more than a year developing the enormous rezoning plan that would create a high-density mixed-use commercial corridor along Route 5, changing the zoning of some 350 acres, many of which already have private homes on them. This plan, permitting eight units per acre, could poten-

tially add hundreds of new houses to the town, 25 percent of which would be "affordable." At an average of 2.5 people per house, that could mean a population increase of 1,000 or more in a town whose current population is about 3,400! This isn't responsible incremental growth, and this is what people are objecting to. And the plan has an obligatory commercial development component. Even if one subtracts areas that are unbuildable, we would still be left with an overwhelming number of new houses and a huge population increase that would change the town of Norwich irrevocably. It would not restore some golden age of 40 years ago. Reason dictates that adding this number of houses in a high-density commercial mixed-use strip exceeds acceptable change anywhere, not just in Norwich. Suggest adding this many houses, people and commercial space to Thetford or Lyme or as a satellite community to Hanover or Lebanon and you would get the same response.

This isn't Norwich vs. "affordable" housing. This discussion should be about the appropriateness of size and scale, not about the desirability of "affordable" housing and diversity. Norwich has always supported this as evidenced by the Star Lake project, the 24 units of senior housing in town, and the change of zoning to facilitate about 28 affordable housing units at the former ABC Dairy.

Environmental concerns are perfectly valid and

**This isn't Norwich vs. "affordable" housing. This discussion should be about the appropriateness of size and scale, not about the desirability of "affordable" housing and diversity.**

must be considered. Under certain circumstances, it is quite possible that the proposed development would be exempt from Vermont's land-transfer tax and that Act 250 might not apply. This would permit serious environmental damage while generating large profits for land speculators and builders.

The siren's song of growth has caused miserable sprawl throughout much of New England, including parts of Vermont. Do we really want to sacrifice Norwich's (or any other town's) greenbelt and replace it with a development like so many others that have irrevocably damaged other small towns? It would be such a shame to lose Norwich's core downtown and core village center and its very essence of small-town Vermont to mega commercial and residential development outside

the core center.

Many studies show that residential development in rural communities around the country costs municipalities more in services than it pays in taxes, while working lands and open space pay more than they require in services. One such study, using the methodology developed by the American Farmland Trust, was completed for Norwich based on the town's 2007 grand list and actual Fiscal Year 2007 budget. Another study was done by the Vermont Land Trust showing much the same. In addition, the negative effects of the commercial development that the planning

commission wants to promote are also highlighted in a Vermont Trust study and the Norwich Town Plan.

Those who call for change the loudest should realize that Norwich and every other town in the region has been changing over the decades and continues to change. They cannot stop demographic reality, turn the clock back 20 or 30 years and recreate a long-gone social environment. Even extreme proposals that have the potential to double a town's size won't restore yesterday. Trying to resurrect a changed demographic is not positive change, it's regressive (and impossible). It is also wrong to equate a changing town with a gated town. Find a community anywhere that doesn't have some sort of "gate" in place. Not everyone is envious of Norwich and most live elsewhere by choice.

It is time to stop name-calling and finger-pointing at Norwich whenever the question of "affordable" housing or income inequality arises. Norwich is not responsible for any housing shortage, real or imagined. Housing in Norwich is not cheap, but it isn't cheap in Hanover, Lyme, Thetford or many other communities. Norwich is not located conveniently to where the jobs are, such as Dartmouth, Centerra or the medical campus. Traffic in and out of Norwich must cross the Ledyard Bridge. One must question the wisdom and environmental impact of adding another several hundred cars to that corridor.

The world, including the Upper Valley, has changed and blaming Norwich or trying to reverse social change with large developments will not reverse progress or bring back yesterday.

*Francis J. Manasek lives in Norwich.*

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**MEMORANDUM**

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**TO:** NORWICH SELECTBOARD  
**FROM:** STEPHEN N. FLANDERS, JOHN LANGHUS  
**SUBJECT:** COMPARISON OF PROPERTY ASSESSMENT MODELS  
**DATE:** JUNE 22, 2017  
**CC:** TOWN MANAGER

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1. *Summary* – The purpose of this inquiry is to identify the best assessing model for Norwich among three alternatives and to identify roles and responsibilities within each model. The three models are: lister only, assessor and lister combined, and assessor only.
  
2. *Assessing fair market value* – 32 V.S.A. § 3481(1) requires that all properties be assessed at the “fair market value” for their “highest and best use”,<sup>1</sup> using one of three means for assessing value, which nominally should yield equivalent results:<sup>2</sup>
  - The *cost* approach – The value of the land plus the cost to construct any improvements, less accumulated depreciation to date. This is the model that the contract assessor uses for residential properties to *compile the grand list*.
  - The *market data* approach – The price paid for the property in a *bona fide* sale (arm’s length with no unusual circumstances). Often determined by using comparable sales of like properties. This is the model that the contract assessor uses for residential properties to *defend appeals*.
  - The *income* approach – The net present value is determined by analysis of the income stream generated by the property. Typically a discounted cash flow analysis based on an assumed discount rate, the basis of which is identified and objectively defensible. This is the model that the contract assessor uses for *commercial properties*.

Each of these three approaches requires technical skill, knowledge and experience.

3. *Background* – The Committee to Review Real Property Assessment Functions gave recommendations in December of 2011 to implement a *four-year* recurring plan to reassess properties, town-wide. It further recommended the hiring of a part-time or contract assessor. It recommended that listers receive a stipend and their role be limited to policy formulation and statutory duties only.<sup>3</sup> Shortly thereafter, the

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<sup>1</sup> <http://tax.vermont.gov/sites/tax/files/documents/listerhandbkstatutes.pdf>

<sup>2</sup> [https://www.sec.state.vt.us/media/258674/tax\\_appeal\\_handbook\\_2007.pdf](https://www.sec.state.vt.us/media/258674/tax_appeal_handbook_2007.pdf)

<sup>3</sup> <http://norwich.vt.us/wp-content/uploads/2012/06/ListerCommitteeReport.pdf>

selectboard opted to budget for the assessor/lister model recommended, but with a *three-year cycle*.<sup>4</sup> The contract assessor began its work in 2012 with its first CLA being registered by the Vermont Department of Taxes in 2014.

4. *Metrics* – The Vermont Commissioner of Taxes compares actual sales with assessments annually on a town-by-town basis and provides metrics of *accuracy*, *uniformity* and *bias* of the assessments. These are Common Level of Appraisal (CLA), Coefficient of Dispersion (COD) and Price-Related Differential (PRD).<sup>5</sup>
- *Common Level of Appraisal* – CLA is a measure of how close a municipality’s local appraisals are to their actual fair market value; it reflects the *accuracy* of the average of assessments. It is the basis for equalizing education taxes statewide with the goal of having properties of equal value pay equal amounts of school taxes.
  - *Coefficient of Dispersion*<sup>6</sup> – COD is a measure of *uniformity* of appraisals for all properties on the Grand List, but not of accuracy. A score of zero indicates that every property is locally appraised at the same percentage of fair market value. The higher the number, the greater the disparity in how properties are assessed with respect to fair market value. Because of market fluctuations, a COD less than 10 is unusual.<sup>7</sup>
  - *Price-Related Differential*<sup>8</sup> – PRD determines the degree to which more valuable or less valuable properties are assessed higher than their fair market values; it is a measure of *bias* towards higher or lower valued properties. A PRD above 1.03 indicates that lower-valued properties are more often assessed above fair market value. A PRD below 0.98 indicates the same for higher-valued properties.

Table 1 chronicles the CLAs announced in the year shown that resulted from the actions of the *assessments of the year before*. It shows that the listers had a good CLA record in their assessments during the years 2006-2008 (reported as 2007-2009 CLAs). In subsequent years, the lister-generated CLAs declined. With the hiring of the contract assessor, CLAs became higher again.

Available records show that the COD and PRD were within bounds for both models, although the PRD showed a slight tendency to over-assess lower-valued properties, both under the listers and with the assessor.

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<sup>4</sup> <http://norwich.vt.us/wp-content/uploads/2012/06/Selectboard20111214.pdf>

<sup>5</sup> <http://tax.vermont.gov/home/tax-learning-center/glossary>

<sup>6</sup> The standard deviation, divided by the mean

<sup>7</sup> Statistically, it is the average absolute deviation of a group of numbers from the mean expressed as a percentage of the median.

<sup>8</sup> A regression index

In 2017 the announced median CLA for Vermont municipalities was 102.37, compared with Norwich's 101.44. The standard deviation of CLAs among towns was 6.30 or 6.15% of the mean. This value has improved since 2012, when the standard deviation was 10.1% of the mean.

**Table 1: Historical CLA, COD and PRD for Norwich<sup>9</sup>**

Model	Year <sup>10</sup>	CLA (%)	COD	PRD
From assessor-generated assessments	2017	101.44	Town-wide appraisal	
	2016	97.82	5.96	1.02
	2015	99.33	5.45	1.01
	2014	99.73	Town-wide appraisal	
From lister-generated assessments	2013	93.30	12.61	1.04
	2012	90.91	11.58	1.06
	2011	91.40	12.29	1.04
	2010	97.07	9.11	1.02
	2009	100.27	9.42	1.02
	2008	104.77	8.89	1.02
	2007			

5. *Analysis* – Using the assessor contract price, adopted in June, 2017 and the grand list and school tax rates reported in the Norwich town report for FY 2016, the tax impact of the contract is now \$5.68 per \$100K of valuation (Table 2), whereas the tax impact of the school budget is \$1909.10 per \$100K of valuation, *assuming a CLA = 1.00* (Table 3). If the CLA is different by 0.01, the education tax impact shifts by approximately \$19 per \$100K of valuation. *This highlights the importance of an accurate assessment process.* It also highlights the value of the assessor contract.

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<sup>9</sup> <http://tax.vermont.gov/property-owners/understanding-property-taxes/education-tax-rates#fy2017>

<sup>10</sup> Year for which the CLA becomes effective, computed on the prior year's sales data.

**Table 2: Tax impact of assessor contract**

FY 18 Assessor Contract <sup>11</sup>	\$42,000
Municipal Grand List	\$7,391,720
Tax impact	\$0.0057
Tax impact per \$100K	\$5.68

**Table 3: Tax impact of change in CLA**  
Education Grand List:<sup>12</sup> \$7,428,870

	<b>Baseline</b>	<b>CLA down</b>	<b>CLA up</b>	<b>Difference</b>	<b>Difference</b>
<b>CLA=</b>	1	0.99	1.01	0.01	-0.01
<b>Tax rate</b>	\$1.9091	\$1.9284	\$1.8902	\$(0.019)	\$0.019
<b>Per \$100K</b>	\$1,909.10	\$1,928.38	\$1,890.20	\$(19.28)	\$18.90

6. *Other criteria* – The effectiveness of the assessing process can be measured in ways other than CLA, COD and PRD. The Committee to Review Real Property Assessment Functions noted that, in 2011, assessment cost were \$85.21 per parcel compared with \$39.69 for Charlotte, Vermont. In FY2018, Norwich assessing costs were budgeted to be \$69.15 per parcel, which has been reduced to \$51.84 with the reduction of the assessor contract.

Another measure of effectiveness is appeals. Table 4 shows that the number of appeals has dropped for non-town-wide reassessment years. The number of appeals that corresponded to the shift from the lister to the assessor model spiked in this reassessment year, as might be expected where the assessments were brought from a CLA of 93.3 to 99.7. In either case, the office was able to hold appeals to the BCA at ten or below.

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<sup>11</sup> Revised contract from 6/7/2017—reduced from \$69,000

<sup>12</sup> Town Report: Fiscal Year 2016

**Table 4. Appeals**

Model	Year	Listers	BCA
Assessor/listers	2016 <sup>13</sup>	76	6
	2015	20	2
	2014	31	2
	2013 <sup>13</sup>	156	9
Listers	2012	28	8
	2011	32	10
	2010	33	10
	2009	51	5
	2008	91	33

The statistics on assessments, cost per parcel and appeals reflect *performance* parameters for assessor effectiveness. The selectboard has received concern that the assessor has not been able to gain access to the interiors of homes, subject to the three-year reassessment cycle. No statistics have been offered on how often substantial changes in value have been encountered, which were not reflected by a building permit.

A *prescriptive* solution for this would be to have more time dedicated to calling property owners to gain entrance and to better inform them of the process and its implications. An *incentive-based* solution to improve response rates would be for the card mailed to property owners to include the statement:

*Most Norwich property owners schedule a time to admit the assessor into their premises. Those who don't, risk receiving an inaccurate assessment, which may prompt an appeal. No appeal is granted without access to the interior of a property.*

7. *Roles and responsibilities* – Roles and responsibilities are clear in an all-lister or an all-assessor model. It's when the two functions coexist that there may be some perceived overlap of roles. Here are the roles, as we understand them:
  - *Town manager* – Manages the assessor contract to ensure timely completion of its provisions. Is *not involved with setting of property values*. Receives input from the listers on drafting the contract and whether it is being properly performed.

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<sup>13</sup> Town-wide reassessment

- *Assessor* – Determines property valuations, as required by state statute and best practice, on a *schedule determined by the contract*. Compiles the grand list for lister approval. Defends the valuations that are appealed at the lister, BCA and state levels.
  - *Listers* – As a body, certify the grand list presented by the assessor, hear appeals of assessments, provide input *to the town manager* on the terms and performance of the assessor contract.
8. *Compensation of listers*– The town’s three listers receive an annual stipend of \$1,500 each. In 2016, they met twelve times and deliberated on the appeal of 76 properties. The selectboard members receive an annual stipend of \$500 each and met 40 times in 2016.
9. *Recommendations* – We recommend that the selectboard decide between the current assessor/lister model and an assessor only model, which would require a town vote. Table 5 summarizes some of the distinctions among the models discussed. Also for consideration is whether a more prescriptive approach to site visits is necessary in light of the town’s CLA record and whether the lister stipend is necessary and appropriate, given the duties of the office.

**Table 5. Comparison among three property assessment approaches**

<b>Topic</b>	<b>Lister Only</b>	<b>Assessor/Lister</b>	<b>Assessor Only</b>
Property inspection and valuation	Individual listers	Individual assessors	Individual assessors
Preparation of grand list	Listers	Assessor	Assessor
Certification of grand list	Listers	Listers	Assessor
Conduct of appeals	Listers	Listers/assessor	Assessor
Presentation to BCA	Listers	Assessor	Assessor
Historical CLA range	93.3–105	97.8–101	N/A
Historical cost per parcel	\$85.21	\$69.15	N/A
Projected cost per parcel	N/A	\$51.84	\$48.96

10. *Next steps* – We plan to contact the ten towns that are on either side of Norwich, in terms of population and determine the following:

- *Model* – Determine whether the town has:  Listers  Contract assessor  Town employee assessor.
- *Assessing budget* – Determine the budget for the Lister/assessor department in a normal year.
- *Number of parcels* – Determine the number of parcels assessed.
- *Frequency of reappraisal* – Determine how frequently the municipality does a town-wide reappraisal.
- *Assessor contracts* – Determine who is responsible for initiating and monitoring performance.

This information would inform a future selectboard about the scope of the next assessor contract, including the budget, duties and frequency of reassessment.

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**Miranda Bergmeier**

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**Subject:** FW: Correspondence  
**Attachments:** Valley News Wolfe 6-20-17.pdf

**From:** Stuart Richards  
**Sent:** Thursday, June 29, 2017 11:43:38 AM (UTC-05:00) Eastern Time (US & Canada)  
**To:** Herb Durfee; Phil Dechert  
**Subject:** Correspondence

Gentlemen:

Please make the below letter and the attachment above part of your correspondence file for the next meeting of the Selectboard and the Planning Commission. I would appreciate your printing out Slide 29 as a part of the letter below and also printing our Marcia Calloway's letter.

Thank you.

Dear Readers,

I've attended many Planning Commission meetings in the last months. The latest was last Thursday. At that meeting during the Public Comments portion of the meeting I asked each member of the Commission to provide their reaction to the 'redlined version' of the draft Town Plan that had been suggested by the Selectboard and submitted to both the Selectboard and Planning Commission on 6/3/17.

I was terribly disappointed by the reaction of the Planners. They either said they hadn't read the redline or that they felt that it was "too restrictive" or that the redline would be considered in the context of other comments that might be made at the 7/13/17 Public Hearing for the new proposed Town Plan. Let's note that school will not be in session and many residents will be away on July 13 which is likely to limit public participation. Not one Planner said that the comments in the redline had merit nor did they expect the comments to be incorporated in the draft of the Town Plan at the Public Hearing. All of which makes me think that the Town's voters should have a chance to decide Norwich's future and what our vision of the future should be for our lovely, small town.

A brief review of how we got to this point may be helpful. For the last year or more the Planning Commission had been working on new zoning regulations and they ignored the Town Plan allowing it to expire December 14, 2016. They now are in a hurry to pass an outdated Town Plan with little change in belated recognition of the fact that Norwich has lost the ability to apply for grant money and for a downtown historical designation. Hard to say what the cost to the Town is but obviously there is a cost.

Many people both at the February meeting for the "hard sell" (one Selectboard Member's term) of the zoning regulations and on the listserv expressed great concern over the Planning Commission's emphasis on mega high density development, commercial development, municipal wastewater, increase in taxes, destruction of natural resources and threat to the character of the Town represented by the proposed zoning. The uproar was such that the Planners have postponed consideration of zoning and that they intend to conduct "small group discussions to get further input on how to best respond to public feedback." This is another misstep by the Planners who should realize that the best way to get feedback is through a large public survey like the one in 2005 that had 990 respondents and through large public meetings.

What the Planners refuse to acknowledge is that the same issues that caused an outcry over zoning are in the Town Plan that they want to ram through. Since the Planners appear to be unwilling to remove the support in the Town Plan for mega high density development, commercial development, municipal wastewater, increase in taxes, destruction of natural resources and threat to the character of the Town, it's likely that there will need to be several elections to convince them that residents' concerns are real and that they need to be addressed. I wonder how many more people need to sign a petition in addition to the 250+ who have already signed before the Planning Commission takes their concerns seriously. It should be recalled that it took 3 public votes before the Selectboard was persuaded that they should redo the public safety buildings for less than half of what the Selectboard majority wanted to spend.

I also wonder how many more suggestions on how to produce affordable housing need to be made before the Planners will listen and incorporate innovative ways to achieve small scale affordable housing that is consistent with Norwich's size of 3,300 people. There is a great deal of support for affordable housing and diversity but when it comes to scale and size the Planners have spoken that it's economies of scale that come from large projects that they want and that a small 15 unit project doesn't address what they think is important. If you don't think this is true look at Slide 29 of their "hard sell"

at: <http://norwich.vt.us/wp-content/uploads/2012/06/Planning-Commission-Overview-vFFFFF.pdf>

And while you're at it take a look at Marcia Calloway's letter to see what's at stake found

at: <http://norwich.vt.us/wp-content/uploads/2017/06/Durfee-SB-Deschert-PC-6-3-17.pdf>

Thanks for reading and I hope to see you at the July 13 meeting and hope to hear from you on the listserv or in the newspaper. If you can't make the meeting you can submit written comments to: [PDechert@norwich.vt.us](mailto:PDechert@norwich.vt.us) within 10 days of the meeting.

All the best,

Stuart Richards

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Stuart L. Richards, Senior Vice President  
Global Rescue LLC  
Ph: Direct 617-459-4199, Main 617-459-4200  
Fax: 858-712-1295  
<http://www.globalrescue.com>

## Why not simply build a 15-unit affordable development and declare victory?

- If this were all we did, we would **NOT**:
  - Reverse the growing income inequality in Norwich
  - Make a dent in affordable housing shortage near jobs
  - Substantially increase housing options in Norwich at different price points to better serve workers, young families, and seniors
- **Planning for a larger number of units close to jobs and infrastructure**, by contrast, does all of these things and helps us:
  - Take advantage of economies of scale to **produce more affordable units without the use of public subsidy**

P. O. Box 1207  
Norwich, Vermont 05055  
June 3, 2017

Herbert Durfee, III, Town Manager and  
On behalf of the Norwich Select Board  
Phil Deschert, Planning Office and  
On behalf of the Norwich Planning Commission  
Residents of Norwich

Re: Town Plan and associated zoning

Dear Sirs/Mesdames:

At the suggestion of the Norwich Select Board a group of concerned residents 'red-lined' a version of the Town Plan. On May 11, 2017, Phil Deschert sent: Stuart Richards and Marcia Calloway the following three documents:

1. a version of the Town Plan titled "TP\_12-14-11PlanText" and
2. a separate, duplicate section of the Town Plan regarding Land Use titled "Land Use\_Final\_MU\_4-25-17MarkUp"
3. Land Use Tables

Although the "final" version of the Town Plan is not yet distributed, it is our understanding that the Planning Commission will soon send their recommended version of the Town Plan to the Select Board and other statutorily-required parties. Given that the statutory clock for the public hearing will then begin to run, time is of the essence. Therefore with the caveat that there may be some further changes as yet undisclosed to us, we offer the enclosed 'red-line' version of those two documents.

To be clear, the 'red-lines' are intended to do two things:

I. Emphasize what the Town Plan states on page 15:

"Those who work elsewhere choose to live in Norwich because of the town's good school and its proximity to Hanover, Dartmouth College, and the Dartmouth-Hitchcock Medical Center. They come here for the kind of life that has disappeared elsewhere and which they perceive can be found here." (Emphasis added.)

The Town Plan goes on to recommend the antithesis of that life. Norwich is not in an urban or suburban area, it is in Vermont. One area cannot be all things to all people. The strength of Norwich is the location of Vermont and all that means and brings with it. High density/mixed growth commercial development will destroy what people cherish about Norwich and Vermont.

II. Eliminate the references and recommendations for "high density" housing and "mixed use" commercial development and "hamlets" for such development.

The Planning Commission frequently assured residents attending their meetings that their intention in the Town Plan was to (a) avoid controversy, (b) omit reference to zoning changes on Route 5 South, and (c) remove references to high density and mixed use.

However there are multiple references in the Town Plan recommending high/higher density; and references to Route 5 South as the best location for such development.

“This plan envisions the Route 5 corridor in Norwich as a suitable location for higher-density or intensity uses, including commercial activities, while recognizing that a lack of wastewater disposal capacity continues to be a limiting factor to development in this area.” See Town Plan page 5.

The Planning Commission worked for some years on a rezoning proposal aimed at realizing the language on page 5. However they apparently ignored two critical facts:

- (1) no zoning regulations can be enacted unless the Town Plan provides the enabling language for the type of zoning proposed<sup>1</sup> and
- (2) the Norwich Town Plan expired in December 2016.

A Town Plan is NOT a mandatory document. “A municipality may have a plan.” 24 VSA 4384(a) (emphasis added). **However if the town chooses to have one, Vermont statutes require:** “At the outset of the planning process and throughout the process, planning commissions shall solicit the participation of local citizens and organizations by holding formal working sessions that suit the needs of local people..” Id. Furthermore, “The data in the plan, the analysis of the issues, and the plan goals, objectives, and policies must provide a clear and logical basis for regulatory steps the community will take.” Id.

Notwithstanding the statutory requirements, the Norwich Planning Commission

- did NOT solicit participation of local citizens and organizations by holding formal working sessions that suit the needs of local people and
- did NOT obtain current data.

Instead, the Planning Commission apparently took up the task of writing a new Town Plan after February 2017 and quickly worked to craft a general facsimile of the expired Town Plan which had been adopted December 14, 2011. Even if the Commission’s process met the statutory requirements, for participation, there has been no meaningful attempt to review the changes that have occurred in this area over the last 6 years.

Rather, in the rush to present a Town Plan for adoption, the Planning Commission points out the need to have a Town Plan which designates a “Village Center.” They warn that delay in approval of a Town Plan will cause the Town to lose valuable tax credits which are only available to Towns with a Plan that designates a Village Center. In fact, there are some tax credits for such a designation. But, what the Planning Commission fails to highlight is that there is also substantial benefit for developers. “The Vermont village center designation program supports local revitalization.... Once designated, the community will be eligible for... (among other things):

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<sup>1</sup> “To adopt or amend zoning regulations, ... Vermont municipalities must have in effect a municipal plan.” Vermont Department of Housing and Community Development, Agency of Commerce and Community Development, “The Municipal Plan: State Planning Manual – Module 1,” April 2017, citing 24 V.S.A. 4401(a):

**"Communities may ... (designate) Neighborhood Development Areas within ¼ mile from the designated village center. Qualified projects are:**

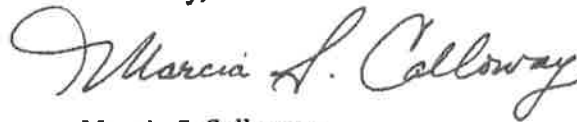
- **Exempt from Act 250 regulations and the land gains tax.**
- **Eligible for ... reduced Agency of Natural Resources review fees."**

See <http://accd.vermont.gov/sites/accdnew/files/documents/CD/CPR/CPR-VC-Designation-Benefits.pdf>

Based on the above, a Town Plan with the enabling language recommending "higher" densities and "mixed use" and "hamlets" for the same, within close proximity to a Designated Village Center, could not only irrevocably change the Norwich landscape but could also remove critical environmental protections afforded us under Act 250.

If the Town of Norwich is going to adopt the type of significant changes proposed in the Planning Commission's version of the Town Plan, then the issue should be put to the residents of the Town for Australian ballot vote. We are prepared to submit a petition to that effect, with the requisite number of signatures.

Sincerely,

A handwritten signature in cursive script that reads "Marcia S. Calloway". The signature is written in dark ink and is positioned above the printed name.

Marcia S. Calloway

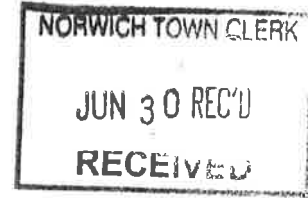
106

June 30, 2017

To: Norwich Selectboard  
Bonnie Munday, Norwich Town Clerk

From: Lee Michaelides, Lister

Subject: Resignation from Board of Listers



Please consider this memo as my formal resignation from the Board of Listers effective July 5, 2017 as I will be moving out of town next month. I appreciated the opportunity to serve in this office.

A handwritten signature in black ink, appearing to be "Lee Michaelides".

Lee Michaelides

10c

**Miranda Bergmeier**

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**From:** David Sargent <dsargentdesign@gmail.com>  
**Sent:** Wednesday, July 05, 2017 12:04 PM  
**To:** Miranda Bergmeier; Miranda Bergmeier; David Ormiston; Assessing-Clerk; Ann Shriver Sargent  
**Cc:** Dwight Sargent; Tom A. Sargent; Tim Briglin; Jim Masland  
**Subject:** Fwd: hoarding condition next to 397 and 360 Campbell Flat Road, at 355 Campbell Flat  
**Attachments:** Welch complaint 4.4.17.pdf; ATT00001.htm

To Whom it May Concern, We have not received one response, except for our listers denial of a tax grievance for both Ann and me, and Jane O. Sargent. Regarding the selectboard, did this get tabled? Regarding the state, no response either. One thing that must be done is for the Town Health officer to visit the site. Please verify when this has been done-

Many Thanks-

David Sargent

Begin forwarded message:

**From:** David Sargent <[dsargentdesign@gmail.com](mailto:dsargentdesign@gmail.com)>  
**Subject:** hoarding condition next to 397 and 360 Campbell Flat Road, at 355 Campbell Flat  
**Date:** May 4, 2017 at 2:43:32 PM EDT  
**To:** Tim Briglin <[tbriglin@leg.state.vt.us](mailto:tbriglin@leg.state.vt.us)>, Jim Masland <[jmasland@leg.state.vt.us](mailto:jmasland@leg.state.vt.us)>  
**Cc:** [Listers@norwich.vt.us](mailto:Listers@norwich.vt.us), [dormiston@norwich.vt.us](mailto:dormiston@norwich.vt.us), [manager-assistant@norwich.vt.us](mailto:manager-assistant@norwich.vt.us), [Selectboard@norwich.vt.us](mailto>Selectboard@norwich.vt.us)

11a

DRAFT Minutes of the Selectboard Meeting of Wednesday, June 21, 2017 at 6:30 pm

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

There were about 9 people in the audience.

Also participating: Irv Thomae, Stuart Richards, Marcia Calloway, Phil Dechert, Dennis Kaufman, and Cheryl Lindberg.

Layton opened the meeting at 6:33 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to approve the agenda as drafted.
2. Public Comments (Discussion Item). Irv Thomae, in his role as town representative to ECFiber, reported that ECFiber currently has approximately 1,772 members, with around 289 of them in Norwich. Construction is happening this summer to expand ECFiber coverage and customers can continue to sign up; more information is available at ECFiber.net. Stuart Richards said that a group of citizens has generated a redlined version of the draft town plan and has submitted that to the Planning Commission. Marcia Calloway said that people should look at the TRORC documents posted online. Linda Cook said that there will be a Planning Commission public forum discussion on July 13<sup>th</sup> at 7:00 pm.
3. Board to sign accounts payable/warrants (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Langhus) to approve Check Warrant Report #17-32 for General Fund in the amount of \$242,995.79; and for the Public Safety Facility Fund in the amount of \$12,932.89. **Motion passed unanimously.**
4. a. Town Manager Goals (Discussion/Action Item). Pepper and Layton have worked with Durfee to develop the Town Manager goals, which are grouped into major categories. After some discussion, Flanders **moved** (2<sup>nd</sup> Pepper) to approve the list of Town Manager goals as presented to the Selectboard in a memorandum from Mary Layton, dated June 12, 2017. **Motion passed unanimously.**  
  
b. Town Manager Evaluation Process (Discussion/Action Item). Langhus and Pepper worked on this project, and propose to use the last adopted method. They also discussed an online evaluation tool that could be tried. After some discussion, Cook **moved** (2<sup>nd</sup> Pepper) to proceed with the Town Manager evaluation process as previously approved by the Selectboard on January 25, 2017. **Motion passed 4 to 1 (No- Flanders)**  
  
c. Property Assessor Functions (Discussion/Action Item). Flanders and Langhus worked on this topic. They are looking into how Vermont towns similar to Norwich handle their assessments in order to compare results and costs, and to assist the Selectboard in deciding how best to proceed.  
  
d.1. Conflict of Interest Policy (Discussion/Action Item). Cook and Langhus have worked on this item, and have submitted to the Selectboard a first draft for discussion.  
  
d.2. Investment Policy (Discussion/Action Item). Cook and Langhus have worked with the

Treasurer, Cheryl Lindberg, on this policy. The Selectboard asked Lindberg if she agreed with the policy as drafted and she indicated that yes, she did. The Selectboard Chair and the Treasurer will be signatories to the final policy. After brief discussion, Flanders **moved** (2<sup>nd</sup> Pepper) that the Selectboard adopt the revised Investment Policy as presented by Cook and Langhus. **Motion passed unanimously.**

5. RFP for Banking Services (Discussion/Action Item). Lindberg put together a draft for the RFP for banking services. After some discussion, Flanders **moved** (2<sup>nd</sup> Langhus) that an RFP for banking services is warranted. **Motion passed unanimously.** Flanders **moved** (2<sup>nd</sup> Langhus) to authorize the Treasurer to draft an RFP for banking and cash management services that has updated data and a signature block that includes the Selectboard and Treasurer. **Motion passed unanimously.**

6. Tax Rate Calculation Method (Discussion Item). Flanders presented an overview of the tax rate calculation method.

7. Unregistered Dogs (Discussion/Action Item). After brief discussion, Cook **moved** (2<sup>nd</sup> Pepper) to direct the Town Manager to assist the Town Clerk in efforts to license dogs as identified on the Delinquent Dog List. **Motion passed unanimously.**

8. Town Committees' Relationship to Selectboard (Discussion/Action Item). After brief discussion, the Selectboard agreed to ask the Town Manager to set up a rotation schedule for town committees and boards to attend Selectboard meetings and provide update reports about their respective activities.

9. Town Manager Report (Discussion/Action Item). Durfee reported that the Public Safety Building water line easement is being finished, and construction will start with demolition next Monday. Langhus stated thanks and commendations to Durfee for his progress on the easement. Durfee reported that a groundbreaking ceremony will be held soon to commemorate the start of construction. After brief discussion, Flanders **moved** (2<sup>nd</sup> Cook) to authorize the Selectboard chair to sign the Culvert Inventory – 2017 Better Back Roads Planning Services Agreement with TRORC. **Motion passed unanimously.** In order to complete a grant application, Flanders **moved** (2<sup>nd</sup> Cook) to authorize the Selectboard chair to sign the draft of a letter in support of Norwich's Small Scale application to install two crosswalk beacons. **Motion passed unanimously.** After brief discussion, Flanders **moved** (2<sup>nd</sup> Langhus) to authorize the Town Manager to accept and sign the Bid Proposal for 2017 Paving Program from BlakTop and to authorize expenditure of up to \$275,000.00 from Designated Fund – Paving and up to \$60,000.00 from the Paving Fund; and to authorize the expenditure of up to \$30,997.00 from the Crack Sealing Fund; and to authorize the expenditure of up to \$61,600.00 from the Sand Fund. **Motion passed unanimously.**

10. Correspondence (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to receive correspondence from Judy Phillips regarding the Route 5 parcel; from the Norwich Senior Housing Board of Directors regarding a thank-you; and from Todd Menees of the Vermont Department of Environmental Conservation regarding the Norwich Pool Dam site. **Motion passed unanimously.**

11a. Approval of Minutes: 6/7/2017 Selectboard Meeting (Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to approve the minutes of the June 7, 2017 Selectboard meeting. **Motion passed**

**unanimously.**

11b. Review of Next Agendas (Discussion/Action Item). The following items were listed for the Selectboard's July 12, 2017 agenda:

Set Tax Rate  
Special Meeting for Town Plan Vote  
RFP for Banking Services  
Conflict of Interest Policy  
Auditor's Contract

At this point, Langhus **moved** (2<sup>nd</sup> Pepper) to adjourn. **Motion passed unanimously.**

by Miranda Bergmeier, Assistant to the Town Manager

Approved by the Selectboard on \_\_\_\_\_.

\_\_\_\_\_  
Mary Layton, Selectboard Chair

Next Meeting –July 12, 2017 at 6:30 PM

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