

**Agenda for the Selectboard Meeting Wednesday, September 13, 2017 at 6:30 PM**  
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion Item) 15 minutes
- 3) Recreation Council Vacancy (Discussion/Action Item) 10 minutes
- 4) Lister Vacancy (Discussion/Action Item) 10 minutes
- 5) Board to Sign Accounts Payable/Warrants (Discussion/Action Item) 5 minutes
- 6) Selectboard Vision/Goals (Discussion/Action Item) 15 minutes
  - a) Property Assessment: Memos dated 8/7 & 8/31 (Flanders, Langhus)
  - b) Codification of Ordinances status (Durfee, Flanders)
  - c) Capital Facilities Improvement; Equipment Replacement Funds (Cook, Durfee)
  - d) Negotiated Agreement (Flanders, Cook) and Personnel Policies (Durfee, Cook)  
– Executive Session may be required
- 7) Town Manager Report (Discussion/Action Item) 10 minutes
  - a) DPW Garage Addition Status
  - b) DPW Purchase Request – 2017 Ford F-550
  - c) Personnel – Executive Session may be required
- 8) Correspondence (Discussion/Action Item) 5 minutes
  - a) David Sargent
  - b) Claudette Brochu
  - c) John Carroll
  - d) Ernie Ciccotelli
- 9) Pepper's "End of Meeting Debriefing" (Discussion Item) 10 minutes
- 10) Selectboard
  - a) Approval of Minutes: 8/23/2017 Selectboard meetings (Action Item) 5 minutes
  - b) Review of Next Agendas (Discussion/ Action Item) 5 minutes

**Next Meeting – September 27, 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.***

RECEIVED  
AUG 11 2017  
TOWN MANAGER'S OFFICE

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

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

Name: Robert Johnson

Address: 487 Hawk Pine Road Norwich, VT 05055

Day phone: 603-252-7956

Evening phone: 802-649-7111

E-mail: robjohnson78@gmail.com

Position Applied For: Recreation Council Member

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

Terms: N/A

Years:

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

Evening: (Yes  No  Morning: (Yes  No

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

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

Great with kids! (coached Kindergarten soccer). If playing soccer, basketball,

Mountain and Road bike rider count I am overly qualified for the position :)

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

Norwich Pool Committee

5. Education and Current Employment

Name of Company: Baystate Financial

Location: Colchester, VT

Title: Financial Advisor

Describe your work:

Advise Individuals and businesses in Wealth Management including Life/Long Term

Care/Disability insurances. Comprehensive Financial planning

6. Pertinent Education and/or Experience:

BA from Gettysburg College (Political Science/Int'l Affairs)

Americorps VISTA volunteer,

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

Comments:

I am active in the community. Coached Kindergarten soccer and am coaching 1st/2nd grade boys Soccer this fall. Strong belief in getting our kids outdoors in all capacities.

Looking to become more involved in the community. I would be a good fit on the team.

Signature

Robert Johnson

Date

08/11/17

RECEIVED  
AUG 18 2017  
TOWN MANAGER'S OFFICE

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

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

Name: *Kris Clement*  
Address: *Waterman Hill*  
Day phone: *449-2117* Evening phone: *same*  
E-mail: *kclmwp6@gmail*  
Position Applied For: *lister*

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

Terms: \_\_\_\_\_ Years: \_\_\_\_\_

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

Evening: (Yes  No  Morning: (Yes  No

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

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

*- long term resident familiar with properties in the town of Norwich*

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

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

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

Comments:

Signature

A handwritten signature in black ink, appearing to read "Clement", written over a horizontal line.

Date

8-18-17

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09/08/17  
09:37 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-7 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 09/07/17 To 09/13/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BAYSTATE	07/01/17	TH--ELEVATOR MAINT. 449353	01-5-706107.00 ELEVATOR MAINTENANCE	244.93	-----	--/--/--
BROWN	08/25/17	B&G--MOWER REPAIR 2785900	01-5-704401.00 OUTSIDE REPAIRS	295.26	4940	09/13/17
BROWN	08/25/17	HWY--CHAIN SHARPENING 39774	01-5-703401.00 OUTSIDE REPAIRS	27.00	4940	09/13/17
BROWN	09/01/17	HWY--SHARPENING, CAP 39809	01-5-703403.00 PARTS & SUPPLIES	23.38	4940	09/13/17
CHIEFSUPP	09/07/17	PD--SAFETY VESTS 224051	01-5-500423.17 FY17 OP/DUI EQUIPMENT GRA	52.92	4941	09/13/17
CHILDSUPP	09/06/17	CHILD SUPP PPEND 9-9-17 PEND9-9-17	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	4942	09/13/17
DESMEULES	09/05/17	TADMIN-LEGAL SENIOR HOUSI 61481	01-5-005300.00 PROFESS SERV	60.00	4944	09/13/17
DIMMICK	08/26/17	SW--AUG PORT A POT 3619044	01-5-705500.00 PURCHASED SERVICES	90.00	4945	09/13/17
DINGEE	08/24/17	FD--GOVERNOR REPLACE 7417	01-5-555528.00 FIRE TRK R & M	3464.00	4946	09/13/17
DINGEE	08/24/17	FD--WATER GAUGE 7418	01-5-555528.00 FIRE TRK R & M	336.06	4946	09/13/17
DINGEE	08/24/17	FD--REPAIR PARTS 7419	01-5-555528.00 FIRE TRK R & M	48.97	4946	09/13/17
ECONO	08/14/17	HWY--SIGNS, SIGN POSTS 10-939262	01-5-703217.00 SIGNS	1656.46	4947	09/13/17
EVANSMOTO	08/25/17	HWY--629.0 GAL BIODIESEL 618846	01-5-703405.00 PETROLEUM PRODUCTS	1182.80	-----	--/--/--
EYEMED	08/21/17	SEP 17 VISION INSURANCE 163253023	01-2-001126.00 VISION SERV PLAN-PAYROLL	202.92	4948	09/13/17
FAIRPOINT	08/30/17	FD--TELEPHONE 8/30/17	01-5-550235.00 TELEPHONE & INTERNET	34.52	4949	09/13/17
FERGUSON	07/24/17	FEMA-CULVERTS BRADLEY 0763191-1	01-5-703703.00 FEMA GRANT	102.20	-----	--/--/--
FERGUSON	07/17/17	FEMA-CULVERTS PODUNK 0764250	01-5-703703.00 FEMA GRANT	408.40	-----	--/--/--
FERGUSON	07/17/17	FEMA-CULVERTS SUGARTOP 0764255	01-5-703703.00 FEMA GRANT	612.60	-----	--/--/--
FERGUSON	07/17/17	FEMA-CULVERTS NEEDHAM 0764258	01-5-703703.00 FEMA GRANT	204.20	-----	--/--/--
FIFIELD	08/22/17	TH--ALARM REPAIR 194	01-5-706113.00 REPAIRS & MAINTENANCE	85.00	4950	09/13/17
GMPC	08/30/17	DPW--STREETLIGHTS 24926AUG17	01-5-703307.00 STREETLIGHTS	917.25	4951	09/13/17
GMPC	08/29/17	EMMT--TOWER POWER AUG17 35066AUG17	01-5-575233.00 TOWER POWER	59.88	4951	09/13/17
GRAINGER	08/29/17	PD--ROAD FLARES 9542119467	01-5-500423.17 FY17 OP/DUI EQUIPMENT GRA	1471.26	4952	09/13/17
GREATWEST	09/06/17	AUG 17 DEFERRED COMP AUG 17	01-2-001116.00 DEFERRED COMPENSATION	1430.00	4953	09/13/17
GREATWEST	09/06/17	AUG 17 DEFERRED COMP AUG 17	01-2-001116.10 ROTH PLAN 457	2991.81	4953	09/13/17

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
HANIMPROV	HANOVER IMPROVEMENT SOCIE	08/23/17	REC-SPORTS CAMP	STORR' S 01-2-003013.00	96.00	4954	09/13/17
			M505	STORR'S POND FEES			
HANOVER	HANOVER NH AMBULANCE SERV	07/21/17	HANOVER AMBULANCE RUN	01-5-555903.00	996.00	4955	09/13/17
			H17-217	AMBULANCE BILLS			
HANOVER	HANOVER NH AMBULANCE SERV	07/14/17	HANOVER AMBULANCE RUN	01-5-555903.00	1004.00	4955	09/13/17
			H17-631	AMBULANCE BILLS			
HANOVER	HANOVER NH AMBULANCE SERV	07/21/17	HANOVER AMBULANCE RUN	01-5-555903.00	1056.00	4955	09/13/17
			H17-731	AMBULANCE BILLS			
HARTFORD	TOWN OF HARTFORD	07/28/17	PD--BROADBAND JUN 17	01-5-500535.00	120.35		--/--/--
			8471	VIBRS			
HARTFORD	TOWN OF HARTFORD	08/18/17	PD--BROADBAND JUL 17	01-5-500535.00	120.35		--/--/--
			8600	VIBRS			
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	08/30/17	HWY--BOXES	01-5-703507.00	56.16	4956	09/13/17
			1016252	SUPPLIES			
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	08/18/17	REC--WATERSEAL, TAPE	01-5-425322.00	73.85	4956	09/13/17
			3025067	REC FIELD CARE			
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	08/24/17	REC--HANDRAIL BRACKETS	01-5-425330.00	103.48	4956	09/13/17
			7026019	REPAIRS & MAINT			
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	08/23/17	HWY--BOXES, PADLOCK	01-5-703507.00	85.92	4956	09/13/17
			8025931	SUPPLIES			
JOESEQUIP	JOE'S EQUIPMENT SEV. INC.	08/21/17	HWY--STOCK PARTS	01-5-703403.00	13.60		--/--/--
			1-108882	PARTS & SUPPLIES			
JORDAN	JORDAN EQUIPMENT CO.	08/29/17	HWY--SCARIFIER TEETH	01-5-703403.00	246.87	4957	09/13/17
			P26180	PARTS & SUPPLIES			
K&R	K & R PORTABLE RESTROOM S	08/01/17	REC-PORT A POT HUNTLEY	01-5-425326.00	155.00	4958	09/13/17
			9559	PORTABLE TOILET			
KEYCOMM	KEY COMMUNICATIONS INC	08/26/17	PD--AUG 17 TELEPHONE	01-5-475238.00	102.06		--/--/--
			792278	ADMIN TELEPHONE			
LAMONTAGN	JAMES LAMONTAGNE LANDSCAP	08/26/17	B&G--WEEDING, PLANTING	01-5-704301.00	210.00	4959	09/13/17
			1849	FOLEY PARK & MEDIANS			
LAVALLEYS	LAVALLEY'S BUILDING SUPPL	08/18/17	REC--HUNTLEY RAILING	01-5-425330.00	437.08		--/--/--
			WL3926439-01	REPAIRS & MAINT			
LAVALLEYS	LAVALLEY'S BUILDING SUPPL	08/23/17	REC--HUNTLEY RAILING	01-5-425330.00	80.08		--/--/--
			WL3928271-01	REPAIRS & MAINT			
LOWELL	LOWELL MCLEODS, INC.	08/25/17	HWY--TRK#10 ALIGNMENT	01-5-703403.00	330.71	4960	09/13/17
			W10751	PARTS & SUPPLIES			
LUCKYS	LUCKY'S LEASE, INC.	08/15/17	HWY--CONTAINER RENTAL	01-5-703511.00	285.00	4961	09/13/17
			RB28310	REPAIRS & MAINTENANCE			
LUCKYS	LUCKY'S LEASE, INC.	08/15/17	HWY--CONTAINER RENTAL	01-5-703511.00	285.00	4961	09/13/17
			RB28311	REPAIRS & MAINTENANCE			
MAYER	MAYER & MAYER	09/06/17	AUG 17 JUDGEMENT ORDER	01-2-001120.00	75.00	4962	09/13/17
			AUG 17	EMPLOYEE JUDGEMENT ORDER			
MIS2	JAY FAUCI	09/07/17	REC-TRAIL SNACKS	01-5-425220.00	59.74	4964	09/13/17
			8/7/17	SPECIAL EVENTS /SUPPLIES			
NEMUNCONS	NEW ENGLAND MUNICIPAL CON	09/03/17	ASSESSING FOR AUGUST	01-5-300300.00	3500.00	4965	09/13/17
			2017-080	PROFESS SERVICES			
NETTC	NEW ENGLAND TRUCK TIRE CE	08/22/17	HWY--TRK#9 TIRES	01-5-703403.00	788.00		--/--/--
			049731-07	PARTS & SUPPLIES			
NORNURSE	NORTHERN NURSERIES	08/25/17	B&G--FOLEY PLANTINGS	01-5-704301.00	234.63	4966	09/13/17
			15714	FOLEY PARK & MEDIANS			

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
NORSCHOOL	NORWICH SCHOOL DISTRICT	09/07/17	17-18 SCHOOL TAX	01-2-001123.00	2000000.00	4967	09/13/17
	17-18 TAX #2			SCHOOL DISTRICT TAX			
PBA	NEW ENGLAND PBA, INC	09/07/17	AUG 2017 UNION DUES	01-2-001117.00	575.00	-----	--/--/--
	AUG 2017			UNION DUES PAYABLE			
PETWASTE	PET WASTE ELIMINATOR	08/11/17	REC--WASTE BAGS	01-5-425322.00	150.99	4968	09/13/17
	4338823			REC FIELD CARE			
PIKE	PIKE INDUSTRIES INC	08/25/17	HWY--65.58T CRSHD STN	01-5-703207.00	796.73	-----	--/--/--
	941854			GRAVEL & STONE			
PITNEY	PITNEY BOWES	09/01/17	GADMIN--Q'LY POST METER	01-5-275536.00	171.21	4969	09/13/17
	3304283831			POSTAGE METER RENTAL			
RICHARDSO	TAD RICHARDSON	09/02/17	GADMIN--SERVER MAINT	01-5-275632.00	168.75	-----	--/--/--
	1456			SERVER MAINTENANCE			
SABIL	SABIL & SONS INC	08/29/17	FD--TANKER#1 REPAIR	01-5-555528.00	6265.58	4970	09/13/17
	79068			FIRE TRK R & M			
SIPLAY	SI PLAY LLC	09/07/17	REC-AUGUST REGISTRATIONS	01-5-425218.00	583.00	-----	--/--/--
	341339			REGISTRATION FEES			
SOUTHWORT	SOUTHWORTH-MILTON, INC.	08/23/17	HWY--CAT BACKHOE FILTERS	01-5-703403.00	622.28	4971	09/13/17
	INV1053234			PARTS & SUPPLIES			
STAPLELNK	STAPLES BUSINESS ADVANTAG	07/22/17	TH/PD/FD/FIN--SUPPLIES	01-5-706109.00	202.39	4972	09/13/17
	8045537594			BUILDING SUPPLIES			
STAPLELNK	STAPLES BUSINESS ADVANTAG	07/22/17	TH/PD/FD/FIN--SUPPLIES	01-5-300610.00	18.20	4972	09/13/17
	8045537594			OFFICE SUPPLIES			
STAPLELNK	STAPLES BUSINESS ADVANTAG	07/22/17	TH/PD/FD/FIN--SUPPLIES	01-5-500501.00	77.94	4972	09/13/17
	8045537594			ADMINISTRATION			
STAPLELNK	STAPLES BUSINESS ADVANTAG	07/22/17	TH/PD/FD/FIN--SUPPLIES	01-5-550301.00	92.98	4972	09/13/17
	8045537594			SUPPLIES			
SWISH	SWISH WHITE RIVER, LTD	08/18/17	REC--TRASH BAGS	01-5-425330.00	379.20	4973	09/13/17
	W199771/S			REPAIRS & MAINT			
TASCO	TASCO SECURITY INC	09/01/17	PD-ALARM MONITORING	01-5-475303.00	36.00	-----	--/--/--
	118364			ALARM MONITORING			
TOTALTREE	TOTALLY TREES	09/30/17	HWY--TREE CUTTING	01-5-703309.00	1620.00	-----	--/--/--
	8/30/17			TREE CUTTING & REMOVAL			
TSSAND	TWIN STATE SAND & GRAVEL	08/15/17	HWY--9.11T EROS STONE	01-5-703207.00	109.32	4974	09/13/17
	81158			GRAVEL & STONE			
UVTRAILS	UPPER VALLEY TRAILS ALLIA	08/29/17	FY18 APPROPRIATION	01-5-800382.00	2000.00	4975	09/13/17
	FY18 APPROP			U.V. TRAILS ALLIANCE			
VALLEYNEW	VALLEY NEWS	08/17/17	FIN--CLASSIFIED	01-5-200540.00	88.00	4976	09/13/17
	640216			ADVERTISING			
VMERS	VMERS DB	09/06/17	AUG 17 RETIREMENT	01-5-005126.00	841.37	4977	09/13/17
	AUGUST 2017			VT RETIREMENT			
VMERS	VMERS DB	09/06/17	AUG 17 RETIREMENT	01-5-100126.00	663.88	4977	09/13/17
	AUGUST 2017			VT RETIREMENT			
VMERS	VMERS DB	09/06/17	AUG 17 RETIREMENT	01-5-200126.00	427.51	4977	09/13/17
	AUGUST 2017			VT RETIREMENT			
VMERS	VMERS DB	09/06/17	AUG 17 RETIREMENT	01-5-350126.00	438.91	4977	09/13/17
	AUGUST 2017			VT RETIREMENT			
VMERS	VMERS DB	09/06/17	AUG 17 RETIREMENT	01-5-425126.00	427.51	4977	09/13/17
	AUGUST 2017			VT RETIREMENT			
VMERS	VMERS DB	09/06/17	AUG 17 RETIREMENT	01-5-500126.00	282.53	4977	09/13/17
	AUGUST 2017			VT RETIREMENT			

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VMERS	09/06/17	VMERS DB AUG 17 RETIREMENT AUGUST 2017	01-5-703126.00 RETIREMENT	2225.54	4977	09/13/17
VMERS	09/06/17	VMERS DB AUG 17 RETIREMENT AUGUST 2017	01-5-704126.00 RETIREMENT	435.55	4977	09/13/17
VMERS	09/06/17	VMERS DB AUG 17 RETIREMENT AUGUST 2017	01-5-500126.00 VT RETIREMENT	2101.27	4977	09/13/17
VMERS	09/06/17	VMERS DB AUG 17 RETIREMENT AUGUST 2017	01-2-001111.00 VEMRS GRP B PAYABLE	5090.18	4977	09/13/17
VMERS	09/06/17	VMERS DB AUG 17 RETIREMENT AUGUST 2017	01-2-001113.00 VEMRS GRP C PAYABLE	2898.32	4977	09/13/17
VT-UST	08/18/17	STATE OF VERMONT HWY--UST ASSESSMENT 8/18/17	01-5-703405.00 PETROLEUM PRODUCTS	50.00	4978	09/13/17
VT-UST	08/18/17	STATE OF VERMONT EMNGMT--UST ASSESSMENT 8/18/17 #2	01-5-575600.00 EMERG MAN ADMIN	50.00	4978	09/13/17
WBMASON	08/28/17	W.B. MASON CO., INC. PD/FIN--OFFICE SUPPLIES I47184374	01-5-200610.00 OFFICE SUPPLIES	43.22	-----	---/---/---
WBMASON	08/28/17	W.B. MASON CO., INC. PD/FIN--OFFICE SUPPLIES I47184374	01-5-500501.00 ADMINISTRATION	45.22	-----	---/---/---
WEBSTER	08/30/17	WEBSTER & DONOVAN EXCAVAT FEMA--NEW BOSTON 4892	01-5-703703.00 FEMA GRANT	3200.00	4979	09/13/17
Report Total				2059940.20		

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 \$ \*2,059,940.20  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER: \_\_\_\_\_  
Herb Durfee III, Town Manager

SELECTBOARD:

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

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09/08/17  
09:37 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-7 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)  
All Invoices For Check Acct 01(General) 09/07/17 To 09/13/17

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
COMCAST	08/10/17	PD-TEMP LOCATION INTERNET	47-5-575622.00	105.75	4943	09/13/17
	8/10/17		CONSTRUCTION COSTS			
MIS1	07/06/17	OIL UST SITE ASSESSMENT	47-5-575622.00	1145.00	4963	09/13/17
	3118		CONSTRUCTION COSTS			
WHITEJAY	09/01/17	PUBLIC SAFETY BUILDING	47-5-575622.00	14640.06	4980	09/13/17
	9/1/2017		CONSTRUCTION COSTS			
WRIGHTCON	07/31/17	PUBLIC SAFETY BUILDING	47-5-575622.00	72245.09	4981	09/13/17
	7/31/2017		CONSTRUCTION COSTS			
WRIGHTCON	08/31/17	PUBLIC SAFETY BUILDING	47-5-575622.00	266120.42	4981	09/13/17
	8/31/2017		CONSTRUCTION COSTS			
Report Total				354256.32		

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 \$ \*\*\*354,256.32  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER: \_\_\_\_\_  
Herb Durfee III, Town Manager

SELECTBOARD:

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

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**MEMORANDUM**

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**TO:** NORWICH SELECTBOARD  
**FROM:** STEPHEN N. FLANDERS, JOHN LANGHUS  
**SUBJECT:** PROPERTY ASSESSMENT FINDINGS AND RECOMMENDATIONS  
**DATE:** AUGUST 7, 2017  
**CC:** TOWN MANAGER

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**Part 1: Introduction**

1. *Summary* – We offer the Selectboard an opportunity to choose among three property assessment functions, consistent with the board’s budgetary responsibility. Until 2013, Norwich’s elected listers performed the entire function; the period leading up to that date was characterized by high per-parcel assessment costs, costly lawsuits and sagging performance statistics. Thereafter, the Selectboard budgeted for and approved a contract for assessors to prepare the grand list for approval of the Board of Listers and to help represent the town during the appeal process; this resulted in lower costs and better performance statistics, but has caused confusion about roles and responsibilities. A third model is for the town to vote to eliminate the Board of Listers and adopt an assessor-only approach to property assessment.
2. *Survey of assessment models* – Pursuant to our June 21<sup>st</sup> report to the Selectboard and our memorandum, titled, “Comparison of property assessment models” wherein we reported our proposed methodology, we surveyed 22 Vermont towns with broadly similar populations to Norwich to identify current practices and to compare those to the property assessment model used in Norwich. The survey showed that some other Vermont towns, like Norwich, use a contract assessor to help develop the grand list. However, Norwich’s per-parcel assessment costs are double the median of the municipalities surveyed, suggesting that Norwich may have a more expensive scope of services in its contract.
3. *Recommendation* – We recommend that the Selectboard choose between the current lister/assessor model and the assessor-only model as the appropriate alternatives for balancing effectiveness and its budgeting responsibility. If the board opts to retain the lister/assessor model, we recommend it adopt a policy to clarify the roles of Board of Listers, the assessor, the town manager and the selectboard in light of Vermont statutes and best practices. If the board opts to transition to an assessor-only model, it will need to place an article for voter approval in the March 2018 Town Meeting warrant, as this is not ultimately a selectboard decision.

We do not recommend a return to the lister-only model, because the assessment

function strongly affects the fairness and accuracy of property valuations and requires a degree of professional skill that is difficult to achieve with non-expert volunteers.

## **Part 2: Findings and analysis of survey**

1. *Methodology* – We surveyed the Twenty-two Vermont towns shown in **Appendix A**, having a range of populations bracketing that of Norwich. Each received an e-mail survey that read as follows:
  - **Officials**—Please reply Y/N (yes/no) to whether your town has the following officials:
    - Listers—
    - Contract assessor(s)—
    - Town employee assessor(s)—
  - **Budget**—Please enter the annual budget for all property assessment functions:
  - **Parcels**—Please enter the number of parcels assessed under the Grand List:
  - **Frequency**—Please enter the number of years it takes for all properties to be assessed and create a town-wide reassessment:
  - **Oversight**—If there is a contract assessor (otherwise enter N/A), please describe what town officers are responsible for:
    - Initiating the contract—
    - Monitoring its performance—
  - **Commercial property**—What town official(s) perform assessments on commercial properties:
2. *Replies* – Nine towns replied by e-mail, twelve towns replied when contacted by telephone, and one town’s data were acquired through sources published by the State of Vermont. The results are tabulated in **Appendix A**, Tables A-1 to A-3.
3. *Cost analysis* – We first calculated Norwich’s cost per parcel and cost per unit of valuation and compared those costs with the median costs of each for each of the towns surveyed (excluding Norwich). The *cost per parcel* for each town was calculated as the assessing budget (with labor overhead burdens, where known), divided by the total number of parcels. The *cost per unit of valuation* was calculated as the assessment budget, divided by the town grand list. The *cost per unit of valuation* reflects the fact that a town consisting of mostly built lots would cost more to assess than one containing mostly open space.
4. *Results* – The clear result of the survey is that Norwich spends twice as much to assess a given parcel than the median town in the survey, although it spends less per unit of valuation than the median. Twelve of thirteen towns with a town manager had its assessors report to the town manager. Fourteen of 22 towns don’t have a town-wide reappraisal schedule. The median town-wide reappraisal schedule for towns that have a schedule is five years, compared with Norwich’s schedule of three years. The

median Common Level of Appraisal (“CLA”) for the towns surveyed was 101.41, versus 101.44 for Norwich<sup>1</sup>—all close to ideal.

- *Assessment model* – Eighteen towns have elected listers, nine have or have used a contract assessor, and four towns have one or more town-employee assessors.
- *Assessing budget and cost per unit* – Table 1 summarizes the findings and the calculations that derive from them.

Three towns have contract assessors only and have per-parcel costs of \$18.68 (Colchester), \$20.58 (Brandon) and \$25.00 (Johnson). Five towns, other than Norwich, had a per-parcel cost of \$50 or more. It was beyond the scope of this study to identify the causes of this range of values.

**Table 1. Summary of collected and calculated assessment cost and frequency data.**

	Norwich	Median	Minimum	Maximum
Budget	\$80,871	\$43,850	\$13,500	\$122,613
Number of Parcels	1560	1706	1300	3138
Cost per Parcel	\$51.84	\$25.70	\$9.19	\$66.82
Equalized Grand List	\$7,433,266	\$3,451,617	\$1,440,500	\$11,774,574
Cost per unit of Valuation	\$0.011	\$0.012	\$0.007	\$0.051
Reappraisal Schedule	3	5	1.5	10

- *Frequency of reappraisal* – Of the seven towns (excluding Norwich) that schedule a reassessment, the median interval was 5 years versus a three-year interval for Norwich. The intervals ranged from 1.5 years to 10 years. Most towns had no fixed reassessment schedule.
- *Assessor contracts* – Thirteen of the 22 towns surveyed have town managers. Of those with assessors (contractor or employee), only one was not under the supervision of the town manager.
- *Commercial* – Five towns with listers hire assessors for commercial property.

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<sup>1</sup> Source: <http://tax.vermont.gov/research-and-reports/reports/pvr-annual-reports/supplemental-reports-2017>.

### Part 3: Recommendations

1. *Overview* – We recommend that the Selectboard choose between two assessment models for budget planning, clarify the roles and responsibilities of the Selectboard, town manager, assessor and Board of Listers under the current assessment model and adjust the lister stipend in line with that paid selectboard members.

We recommend that the next iteration of the assessor contract incorporate adjustments in scope that reduce costs, while maintaining excellent performance statistics. We recognize the responsibilities of the Board of Listers in certifying the Grand List and encourage members to work under the current contract until an opportunity arises for the Board of Listers to draft a new contract, as long as the town retains the lister/assessor model.

2. *Assessment model* – If the Selectboard decides to continue budgeting for the lister/assessor model, all parties should recognize that the Board of Listers has the following rights and responsibilities under 32 V.S.A. § 4041: “On April 1, the listers shall proceed to take up such inventories and make such personal examination of the property which they are required to appraise as will enable them to appraise it at its fair market value. When a board of listers is of the opinion that expert advice or assistance is needed in making any appraisal required by law, it may, with approval of selectboard or by vote of the town, employ such assistance.” Retaining the Board of Listers supports the concept of citizen participation in the property valuation and appeals process, further augmented by the Board of Civil Authority, however the model has resulted in tensions among the parties involved.

Otherwise, we recommend that the Selectboard ask the voters to approve an assessor-only model per 17 V.S.A. § 2651c. In this model, “A town may vote by ballot at an annual meeting to eliminate the office of lister. If a town votes to eliminate the office of lister, the selectboard shall contract with or employ a professionally qualified assessor, who need not be a resident of the town. The assessor shall have the same powers, discharge the same duties, proceed in the discharge thereof in the same manner, and be subject to the same liabilities as are prescribed for listers or the board of listers under the provisions of Title 32.” This model supports the concept of professional expertise in property valuation and the appeals process, augmented by citizen participation in appeals by the Board of Civil Authority. It eliminates the potential for friction between the listers and assessors.

3. *Roles and responsibilities* – Until such time that an assessor-only model is adopted we recommend a Selectboard policy that clarifies the roles and responsibilities of the parties involved, a *draft* of which is in **Appendix B**. The pertinent statutes for the parties are as follow:
  - *Selectboard* – 24 V.S.A. § 872 (a): “The selectboard shall have the general supervision of the affairs of the town and shall cause to be performed all duties

required of towns and town school districts not committed by law to the care of any particular officer.”

- *Town manager* – 24 V.S.A. § 1236: “The manager shall have authority and it shall be his or her duty:... (3) To be the general purchasing agent of the town....”
  - *Assessor* – Per contract and (if applicable) 17 V.S.A. § 2651c.
  - *Board of Listers* –32 V.S.A. § 4041, cited above.
4. *Compensation of listers* – Taking into account that the listers and selectboard members are town volunteers, we recommend that their stipends should be consistent with one another. Given the time requirements of the office, the lister stipend should be set at \$500 per annum, subject to the Selectboard’s annual budget review process.
5. *Assessor contract* – Having found that Norwich’s assessment cost per parcel is double that of the median of those towns surveyed, we recommend that the Town Manager work with the assessor to identify the disparity and its causes. One difference between Norwich and most towns, which may affect cost, is the frequency of town-wide reassessment. The Town Manager could then recommend possible options to the Board of Listers for improved price per performance in a future contract.

The next assessor contract might have a performance incentive that provides an award for diligent, professional, and lawful execution of the contract in a manner that achieves good CLA, COD and PRD statistics and avoids appeals or lawsuits.

We suggest that the Board of Listers or assessor include the following text in notices to property owners to achieve better cooperation:

*Although not required, 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.*

6. *Lister’s oath* – From time to time one or more listers has expressed unwillingness to certify the grand list, which requires the swearing of an oath under penalty of perjury.<sup>2</sup> The unwillingness appears to have stemmed from distrust of either the methodology by which the assessment data were obtained or in the software that computes the resulting values under the terms and conditions of the existing assessor contract.

Whether the issue has been about methodology or software, the validity of the

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<sup>2</sup> 32 V.S.A. § 4151:

“I do solemnly swear (or affirm) that according to my best knowledge, information and belief the foregoing list contains a true statement of the listed valuation of all real estate and taxable personal estate, within the town of Norwich.”

contract assessor's results has been consistently evident in the CLA, COD and PRD statistics, which have been achieved using widely validated and accepted methods.

Any lister, who is uncomfortable with whether the assessor is fulfilling its contract to update the grand list, should discuss the issue with the Board of Listers. The Board should agree on an issue by vote and then bring its concerns about contract compliance to the town manager. The town manager should report such issues and their potential resolution to the Selectboard.

Any lister, who is not comfortable with the above process or its outcome, should consider resigning promptly if such lister feels unable to certify the Grand List as a result, to allow the Selectboard to appoint a successor.

If a majority of the Board of Listers finds on or before February 15 that the draft grand list is defective, it is incumbent on the listers to make any needed corrections, per 32 V.S.A. § 4262. If a majority of the Board of Listers fails to certify a grand list on time, it remains the listers' responsibility to develop a grand list per 32 V.S.A. § 4265. Ultimately, the Listers are the only body responsible for the establishment of the Grand List, so in a dispute regarding value, methodology, etc., the decision on such matters will be made by a majority vote of the Board of Listers.

**Appendix A: Tabulated results of survey**

**Table A1: Assessor/lister model**

<b>Town</b>	<b>Population</b>	<b>Has Listers</b>	<b>Contract Assessor</b>	<b>Employee Assessor</b>
Manchester	4,180			1
Richmond	4,090		1	
Rutland Twn	4,038	1		
Brandon	3,917		1	
Bristol	3,788	1		
Shaftsbury	3,767	1	1	
Fairfax	3,765	1		
Windsor	3,756	1		1
Poultney	3,633	1		
Charlotte	3,569	1	1	
Pownal	3,560	1		
<b>Norwich</b>	<b>3,544</b>	<b>1</b>	<b>1</b>	
Highgate	3,397	1		
Johnson	3,274		1	
Woodstock	3,232	1		
Williamstown	3,225	1		
Hartland	3,223	1		1
Westminster	3,210	1	1	
Cambridge	3,186	1	1	
Hardwick	3,174	1		
Pittsford	3,140	1		
Chester	3,044			1
Underhill	2,980	1	1	
<b>Totals</b>		<b>18</b>	<b>9</b>	<b>4</b>

**Table A2: Costs**

Town	Population	Budget <sup>3</sup>	No. Parcels	Cost/Parcel	2017	Cost/GL
					Equalized Grand List	
Manchester	4,180	\$99,689	3,138	\$31.77	\$11,774,574	\$0.00847
Richmond	4,090	\$31,350	1,678	\$18.68	\$4,537,391	\$0.00691
Rutland Twn	4,038	\$98,910	1,896	\$52.17	\$6,134,076	\$0.00966
Brandon	3,917	\$39,760	1,932	\$20.58	\$3,286,110	\$0.01210
Bristol	3,788	\$29,917	1,561	\$19.17	\$2,909,149	\$0.01028
Shaftsbury	3,767	\$30,000	1,835	\$16.35	\$3,451,617	\$0.00869
Fairfax	3,765	\$96,314	1,835	\$52.49	\$4,289,646	\$0.02245
Windsor	3,756	\$72,823	1,360	\$53.55	\$1,440,500	\$0.05055
Poultney	3,633	\$26,150	1,696	\$15.42	\$3,231,844	\$0.00809
Charlotte	3,569	\$68,047	1,759	\$38.69	\$9,172,036	\$0.00742
Pownal	3,560	\$43,850	1,706	\$25.70	\$2,645,800	\$0.01657
<b>Norwich</b>	<b>3,544</b>	<b>\$80,871</b>	<b>1,560</b>	<b>\$51.84</b>	<b>\$7,433,266</b>	<b>\$0.01088</b>
Highgate	3,397	\$46,904	1,689	\$27.77	\$3,955,121	\$0.01186
Johnson	3,274	\$32,500	1,300	\$25.00	\$2,148,171	\$0.01513
Woodstock	3,232	\$104,125	1,883	\$55.30	\$8,991,470	\$0.01158
Williamstown	3,225	\$22,500	1,571	\$14.32	\$2,881,928	\$0.00781
Hartland	3,223	\$100,050	1,563	\$64.01	\$4,081,370	\$0.02451
Westminster	3,210	\$40,750	1,751	\$23.27	\$2,825,342	\$0.01442
Cambridge	3,186	\$44,500	1,941	\$22.93	\$5,372,422	\$0.00828
Hardwick	3,174	\$13,500	1,469	\$9.19	\$1,835,554	\$0.00735
Pittsford	3,140	\$44,090	1,481	\$29.77	\$3,176,344	\$0.01388
Chester	3,044	\$37,600	1,816	\$20.70	\$4,168,679	\$0.00902
Underhill	2,980	\$43,160	1,310	\$32.95	\$3,878,517	\$0.01113
<b>Median without Norwich</b>		<b>\$43,850</b>	<b>1,706</b>	<b>\$25.70</b>	<b>\$3,451,617</b>	<b>\$0.01158</b>

**Table A3: Reappraisal schedule and oversight of assessor**


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<sup>3</sup> Reflects fully burdened labor costs, where evident in town report. Where unavailable, the value shown may be 30 to 40 % higher, when the benefit burden is taken into account.

Town	Population	Reappraisal schedule	TM Oversight of Assessor	Other Oversight of Assessor	Commercial- other?	Has Town Manager
Manchester	4,180		1			1
Richmond	4,090		1			1
Rutland Twn	4,038					
Brandon	3,917	10	1			1
Bristol	3,788			1	1	
Shaftsbury	3,767	1.5		1	1	
Fairfax	3,765				1	
Windsor	3,756		1			1
Poultney	3,633					1
Charlotte	3,569	4		1	1	
Pownal	3,560			1		
<b>Norwich</b>	<b>3,544</b>	<b>3</b>	<b>1</b>			<b>1</b>
Highgate	3,397					
Johnson	3,274	6	1			
Woodstock	3,232					1
Williamstown	3,225					1
Hartland	3,223		1			1
Westminster	3,210	5	1			1
Cambridge	3,186	2		1	1	
Hardwick	3,174					1
Pittsford	3,140	3		1		1
Chester	3,044		1			1
Underhill	2,980			1		
<b>Totals</b>			<b>9</b>	<b>7</b>	<b>5</b>	<b>13</b>
<b>Median <i>without</i> Norwich</b>		<b>5</b>				

## **Appendix B: DRAFT Selectboard policy**

### TOWN OF NORWICH SELECTBOARD PROPERTY ASSESSMENT ROLES AND RESPONSIBILITIES POLICY

Whereas the Norwich Selectboard has received and acted upon the recommendations of the Committee to Review Real Property Assessment Functions 2011 report;<sup>4</sup>

Whereas the Norwich Selectboard has surveyed 22 Vermont towns in 2017, regarding property assessment practices, and reported the results;

The Norwich Selectboard adopts the following policy regarding property assessment roles and responsibilities:

1. The Selectboard shall budget annually for a contract for all property assessments in the Town of Norwich that is reviewed and put to bid periodically.
2. Upon request of the Board of Listers under 32 V.S.A. § 4041, the Town Manager per 24 V.S.A. § 1236 (3) shall draft provisions for an assessor contract, as specified and approved by the Board of Listers, prior to submitting the draft contract to the Selectboard for approval. The town manager shall manage the contract to ensure timely, full and competent performance of the obligations under the contract. The Town Manager shall not be directly involved with setting of property values. The Town Manager shall act on reports from the Board of Listers, regarding whether the contract is being properly performed.
3. If called upon to do so by contract pursuant to 32 V.S.A. § 4041, the assessor shall determine property valuations, using best practices on a schedule determined by the contract. The assessor shall compile the grand list for approval by the Board of Listers, per 32 V.S.A. § 4151. The assessor may defend the valuations that are appealed at the lister level per 32 V.S.A. § 4222, BCA level per 32 V.S.A. § 4404, and state level. The assessor shall report to and receive direction from the town manager, regarding performance of the contract per 24 V.S.A. § 1236 (3).
4. The Board of Listers shall review the grand list per 32 V.S.A. § 4151, whether prepared by the assessor or by the Board of Listers, shall certify the grand list after making any warranted amendments, and shall hear appeals of assessments per 32 V.S.A. § 4222. The Board of Listers may exercise the provisions of 32 V.S.A. § 4041 and specify to the town manager the terms of an assessor contract and report to the town manager on the contractor's performance.
5. In the event of vacancies on the Board of Listers, the Selectboard shall appoint one or more members, per 24 V.S.A. § 963 or 17 V.S.A. § 2651c (a). In the event that

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

insufficient candidates become available to maintain a quorum of the Board of Listers, the Selectboard shall place an article on the Town Meeting warrant to abolish the office, per 17 V.S.A. § 2651c (b)(1).

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**MEMORANDUM**

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**TO:** NORWICH SELECTBOARD  
**FROM:** STEPHEN N. FLANDERS, JOHN LANGHUS  
**SUBJECT:** ASSESSOR CONTRACT HISTORY  
**DATE:** AUGUST 31, 2017  
**CC:** TOWN MANAGER

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1. *Summary* – Upon review of Board of Lister minutes from 2012 to the present, we find that the current assessor contract satisfies the statutory requirement that the Board of Listers may request and the Selectboard may approve seeking expert advice in the form of assessment services in a manner consistent with the voter-approved budgets over the period.
2. *References* – Our August 7 memo, entitled “Property assessment Findings And Recommendations” and John Carroll’s August 16 letter to Mary Layton, subject “Comparison of Property Assessment Models”, which expresses concern about the legal basis for the assessor contract. Select Board of Lister minutes (copies available for inspection at the Town Manager’s office).
3. *Statutory basis for assessor services* – In our memo, we reported that 32 V.S.A. § 4041 states, “... When a board of listers is of the opinion that expert advice or assistance is needed in making any appraisal required by law, it may, with approval of selectboard or by vote of the town, employ such assistance.”
4. *Statutory basis for the current assessor contract* – We reviewed Board of Lister minutes from April 2012 to the present to determine whether the genesis of the current contract conformed to statute. We found that:
  - On April 2, 2012, “The Board of Listers voted unanimously to accept NEMC’s proposal and award the contract to NEMC.”
  - The contract was a three-year agreement, which came up for re-approval in 2015, when on October 15 the Board of Listers reviewed the “NEMC Proposal to Provide Assessing Services FY17 to FY 19”. The town manager discussed the proposed scope of the contract renewal with the board, which took no position on renewal as individual members asked questions and made suggestions.
  - On March 13, 2017, the Board of Listers considered a proposed change of scope of the contract to reduce office hours by the contractor, but took no position on the proposal.

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**MEMORANDUM**

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**TO:** NORWICH SELECTBOARD  
**FROM:** STEPHEN N. FLANDERS  
**SUBJECT:** SUMMARY OF CHANGES TO DRAFT CODIFICATION  
**DATE:** AUGUST 31, 2017  
**CC:** TOWN MANAGER

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The codification document in the Selectboard packet for 20 September includes the following updates to the original individual ordinances, compared with the version last seen by the Selectboard:

**General changes:**

- Ordinance citations are in the form of 24 V.S.A. § 1971 (for example).
- Selectmen => Selectboard.
- References to the Town Manager are substituted for Selectboard, where appropriate.
- Highway administrator => Director of Public Works
- Dates of previous versions have been deleted.
- History of previous versions have been deleted.
- Vermont Highway Department => Vermont Agency of Transportation
- Formatting of tables.
- Cleaned up extra spaces.

**Streets, Trails and Sidewalks**

- References for design have been updated.
- Streets have been renamed, since original code and some speed limits changed.
- Scenic roads remains unchanged.

**Vehicles and Traffic**

- Speed limit zones are updated.
- Designated throughways have been trimmed to reflect state statute. They are now Beaver Meadow Road, Main Street, New Boston Road, Turnpike Road, and Union Village Road. Gone are Elm Street, Meadowbrook Road, and Willey Hill Road. Throughways may have an expedited process for receiving stop signs.
- Stop Intersections, now include Elm Street.

- Yield intersections includes only Bradely Hill Road. Gone are Huntley, Mechanic, and Turnpike intersections.

### **Land Use Regulations**

- Unchanged.

### **Zoning**

- Unchanged.



**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: August 31, 2017

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

Tropical Storm Irene FEMA Projects:

- The new 624 K John Deere loader arrived on Thursday, June 29<sup>th</sup>.
- The restoration of the pool dam area has been completed.
- In preparation for the renovations to the Public Works facility, we have started moving things out of the mezzanine in the Public Works building into storage trailers.

Personnel:

- The new Buildings and Grounds Technician started work on August 14<sup>th</sup>. Public Works is now fully staffed.

Flash Flood of July 1<sup>st</sup>:

The flash flood of July 1<sup>st</sup> caused significant damage to roads in town. DPW staff continued to work on some of the road repairs during the month of August to restore roads to their original condition.

We are working with Pathways Consulting and FEMA officials to put several large projects out to bid and to apply for FEMA reimbursement.

Transfer Station:

- Good Point Recycling picked up 4,990 lbs. of electronic waste from the Transfer Station.
- Interstate Refrigerant recovered the CFC's from 8 refrigerators, 20 dehumidifiers, and 9 air conditioners.
- DPW employees built new stairs and safety railings for the platforms to the Zero Sort and trash compactors at the Transfer Station.
- The recycling rate for July was 58% of all materials collected

Culvert Inventory:

- The culvert inventory that we were working on with the Two Rivers-Ottawaquechee Regional Commission is now on hold because of the flash flood.

### Pavement Markings:

- Lazer Lines continues working on pavement markings on areas that are not storm damaged.

### Crack Sealing:

- Crack sealing on our paved roads that are not in the damaged areas is now in process.

### Buildings and Grounds:

Buildings and Grounds and Highway staff worked together to complete almost all (excluding work to be done to the bleachers) of the safety improvements at Huntley Rec. Field that were listed in the PACIF Loss Control Report prepared by Wade Masure from VLCT. These safety improvements included:

- Removal of low-hanging branches along the walkway and tennis courts.
- Repair of uneven surfaces on the lawn and surrounding areas at the entrance to the tennis courts.
- Repairs to fencing
- Repairs to playground equipment
- Installation of handrails on the stairs from the upper parking lot to the lower field.
- Redoing the stair treads leading to the lower field
- Spreading wood chips on the playground.

They also planted irises and cone flowers that were donated by the Women's Club at Foley Park.

### Roadside Mowing:

Roadside mowing is ongoing.

### Out-to-Bid Projects:

- The bids are in for the replacement of Truck #1. Gateway Motors won the bid for the truck. H. P. Fairfield won the bid for the dump body and snowplow package.

### Pending Projects:

- I'm currently receiving price quotes for salt for the winter of 2017/2018.
- The 2017 paving program and related work.
- We will soon be screening sand to replenish our sand pile for the winter of 2017/2018.
- The gym floor at Tracy Hall is scheduled for yearly maintenance by Danaher Floor Restoration during the first week of September.

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

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

## August 2017 - Recreation Report

**Recreation Program Update:** Our second Circus Camp was very successful and finished up with another impressive final show on 8/4. Other camps running in August were: The Good Life Camp, Challenger Soccer, Storrs Pond Afternoon Adventures and multiple weeks of our Sports Program. Fencing and two Adult programs also continued: Fitness Boot Camp and Pa Kua Chang Kung Fu. Fall program details were finalized after meeting with instructors, recruiting volunteer coaches and setting up our fall youth soccer practice and field schedules. Fall Recreation programs were confirmed and set up for on-line registration. The fall brochure was completed and posted on-line and a flyer was sent home with all the Marion Cross School (MCS) students. The complete fall brochure is now distributed electronically to all MCS families. Youth soccer games were scheduled and officials lined up.

**Facilities:** A heartfelt THANK-you goes out to Jack & Terry Lyons for donating new pet clean-up stations at our Recreation facilities and to Webster & Donovan Excavating, the Norwich Women's Club and the Upper Valley Mountain Bike Association for their generous donations toward our new Bike Trail around Huntley Meadow. A special thanks to Gered Dunne & Kristin Fauci for their tireless efforts spent orchestrating this wonderful addition to our Town Recreation facilities. Included in this was running an entire volunteer work weekend to bring the project to fruition. What an amazing, supportive community! Upon our request Wade Masure (VLCT Safety Rep.) visited Huntley and provided us a list of suggested improvements. Our diligent B & G crew worked hard bringing everything up to code. They also prepared Huntley Meadow and the Green for fall soccer for our seven Recreation teams. Welcome to Adam Moore, now part of our B & G crew, who has already proven himself to be a wonderful person to have on board. Arrangements were made with Hanover High School and Lightning Soccer, both of whom are renting fields again this autumn at Huntley Meadow.

**Event Planning:** Work was done planning our 33rd Annual Labor Day Road Race, scheduled for Monday, September 4th. Sponsors and volunteers were confirmed and prizes were tallied and picked up, as needed. Further organizing, in cooperation with the police department continued to ensure a successful event next week.

**Meetings:** At our monthly Recreation Council meeting, we focused on planning out the details for the bike path around Huntley Meadow. I held a Fall Soccer Coaches' Orientation and equipment distribution meeting on 8/29 and am excited about our line-up of volunteer coaches.

**Miscellaneous:** The discounted 'Storrs Pond' tickets for Norwich residents proved to be very popular again this summer. Many thanks to Bonnie & Judy for taking the time to sell them, above and beyond all of their regular duties. Residents really appreciated it.

Respectfully submitted by,

Jill Kearney Niles - Norwich Recreation Director



**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: Herbert Durfee, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: New truck plus dump body and snowplow equipment  
Date: August 27, 2017

We received the following price quotes for a new truck to replace Truck #1, the 2007 Chevrolet 5500.

Gateway Motors, White River Jct., VT:  
Make and Manufacturer of vehicle: Ford, Ford Motor Co.  
Model Bid: F-550 (F5H)  
Model Year: 2017  
Bid price for 2017 conventional 4x4 cab and chassis with 145" wheelbase and accessories, complete: **\$48,250.00.**

We received the following quotes for the dump body and snowplow equipment:

H.P. Fairfield, Morrisville, VT: **\$43,071.00**

The total cost of the truck, dump body, and snowplow equipment is \$91,321. The bid came in within budget as per the the Public Works Equipment Replacement Plan for 2017-2018.

This truck will replace the 2007 Chevrolet 5500. As we discussed last year at budget time, the 2007 Chevrolet 5500 will be traded to the Fire Department for their current 2000 Ford Forestry Truck. The 2007 Chevrolet will be their new Forestry Truck and their 2000 Ford will replace our 1985 Chevrolet pickup, which will advertised and sold to the highest bidder.

I recommend that we purchase the truck as well as the dump body and snowplow. I am submitting a purchase order in the amount of \$48,250 for Gateway Motors and one for \$43,071 for H. P. Fairfield for approval.



**VERMONT**  
 85 Old Creamery Rd  
 Morrisville, VT 05561  
 P: (802) 888-2092  
 F: (802) 888-1203

## Sales Quote

**IMPORTANT:** All invoices are due and payable in U.S. Dollars in Guadalupe County, Texas, or where indicated below. No goods to be returned without our written permission. Goods must be returned transportation charges pre-paid. A handling charge will be made on all returned goods.  
**LATE CHARGE:** A late charge of 1.5% of any past due balance of the dealers account as of the last day of the month will be billed as of the 15th day of the following month if payment has not been received by that date.

<b>CUSTOMER NO</b>	827131	<b>TERRITORY</b>	394	<b>PAGE 1 of 1</b>
<b>ORDER DATE</b>	08/14/2017	<b>CUSTOMER PO</b>	79358PERRIGO	
<b>QUOTE DATE</b>	08/14/2017	<b>SHIPPED VIA</b>		
<b>SALES ORDER</b>	4667785 - SQ	<b>FREIGHT TERMS</b>	FCA FACTORY- FRT ARRANGED & PREPAID, TRANSFER AT ORIGIN	
<b>PAYMENT TERMS</b>	Net 30 Days(Override)/Invoice		<b>CODE</b>	002
<b>DELIVERY INSTRUCTIONS:</b>				
			<b>REQUESTED SHIP DATE</b>	08/14/2017

**SOLD TO:**  
 TOWN OF NORWICH CHP  
 PO BOX 376  
 NORWICH VT 05055  
 USA  
 PHONE: 802-649-1419

**SHIP TO:**  
 TOWN OF NORWICH CHP  
 PO BOX 376  
 NORWICH VT 05055  
 PHONE: 802-649-1419

DESCRIPTION/REMARKS																
<p>MG SIDE DUMP COMBINATION SPREADER BODY 8'            3/16" floor and conveyor cover , inner body design for safest possible operation,with 15" sides and 28" tailgate,3" diameter floor cylinders with oil flow divider,15" cab shield,poly spinner,every other flighting on conveyor chain,central lube,grease tensioner, and single acting telescopic hoist.</p> <p>EVEREST F-550 front plow hitch with Boss LED heated plow lights</p> <p>Everest VRL120S2737SH reversible vortec plow with compression spring arm trip</p> <p>HYDRAULIC PUMP MOUNTED ON THE TRANSMISSION WITH HOT SHIFT PTO VALVING TO RUN ALL FUNCTIONS, FRAME MOUNTED HYDRAULIC TANK,REPLACEABLE FILTER, SIGHT GAUGE AND SHUT OFF VALVE,CAB MOUNTED CONTROLS WITH 5/16" STAINLESS STEEL CONTROL CABLES            ELECTRIC SPREADER CONTROL WITH STAINLESS STEEL LINES TO THE REAR FOR THE SANDER FUNCTIONS.</p> <p>STOP , TURN AND TAILLIGHT IN REAR POST,INSTALL(4)WORK LIGHTS SUPPLIED BY CUSTOMER,(3)LIGHT STROBE SYSTEM WITH CAB LIGHT BAR AND (2) IN THE REAR POSTS,(2) SETS OF MUD FLAPS AND BACKUP ALARM,1/2" PINTLE PLATE WITH A COMBO HOOK,REAR FENDERS,TIMBREN RUBBER SPRINGS FRONT AND REAR,INSTALLED AND PAINTED GRAY</p> <p>1 YEAR WARRANTY ON INSTALLED EQUIPMENT WARRANTY REPAIR TO BE COMPLETED IN MORRISVILLE,VT.</p>																
<table border="1"> <thead> <tr> <th>ITEM NUMBER</th> <th>BRANCH</th> <th>DESCRIPTION</th> <th>PICK SLIP# LOT/SERIAL</th> <th>QUANTITY SHIPPED</th> <th>LIST PRICE</th> <th>DISC%</th> <th>EXTENDED AMOUNT</th> </tr> </thead> <tbody> <tr> <td>INSTALLHPF</td> <td>9964</td> <td>NORWICH</td> <td></td> <td>1</td> <td>43,071.00</td> <td></td> <td>43,071.00</td> </tr> </tbody> </table>	ITEM NUMBER	BRANCH	DESCRIPTION	PICK SLIP# LOT/SERIAL	QUANTITY SHIPPED	LIST PRICE	DISC%	EXTENDED AMOUNT	INSTALLHPF	9964	NORWICH		1	43,071.00		43,071.00
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INSTALLHPF	9964	NORWICH		1	43,071.00		43,071.00									

*Michael Perrigo*

<b>REMARKS</b>	<b>NET DUE</b>	<b>SUB-TOTAL</b>	43,071.00
	43,071.00	<b>SALES TAX</b>	0.00
		<b>TOTAL(USD)</b>	43,071.00
		<b>PREPAID AMOUNT</b>	

**IMPORTANT:** Alamo Group or affiliates (Alamo Group) shall not be liable to any person for any claim for injuries or damages which claim for injuries or damages arises out of or which results from the repair of this product by a person or firm other than Alamo Group. Repair parts are intended for use only on equipment manufactured or sold by Alamo Group.

**TOWN OF NORWICH**  
**BID FOR ~~2015~~ CONVENTIONAL TRUCK PLUS ACCESSORIES**

Make and Manufacturer of vehicle Ford, Ford Motor Co.  
MODEL BID F-550 (F5H) MODEL YEAR 2017

Bid price for 2017-2018 conventional 4x4 cab and chassis with 145" wheelbase and accessories, complete. \$ 48,250.00

Price should reflect the State of Vermont bid price or better for 2017/2018.

We guarantee that delivery of this vehicle shall be made in accordance with the Specifications, being the basis of this bid, and delivery will be made within ± 60 calendar days from the issuing of a Purchase Order.

We understand that the Town of Norwich reserves the right to accept or reject any or all bids, to waive any irregularity in any or all bids, and to make a vendor selection which is in the best interest of the Town.

Signed Name Lee Post  
Company Gateway Motors Inc.  
Address 267 Center Rd  
Date 16 Aug 2017  
Telephone 800-295-3124

Return to: Town of Norwich  
Town Manager's Office  
300 Main Street  
PO Box 376  
Norwich, VT 05055

Submissions envelope to be marked:  
"Norwich Department of Public Works: New Truck Bid"

Deadline for submission: Friday, August 18, 2017 at 12:00 pm noon.

If there are any exceptions to the specifications stated herein, please list on an attached sheet; if none, please write the word "None" below.

\_\_\_\_\_

==>

Dealer: F11516

2017 F-SERIES SD

Page: 1 of 2

Order No: 0100 Priority: Ord FIN: QS046 Order Type: 5B Price Level: 755

Ord PEP: 660A Cust/Flt Name: VERMONT PO Number:

RETAIL

RETAIL

F5H F550 4X4 CHAS/C \$41570

90L PWR EQUIP GROUP \$915

145" WHEELBASE

TELE TT MIR-PWR

A: W7515G B: C:

JOB #2 BUILD

A VNYL 40/20/40

18A UPFIT INTER MOD 295

S MEDIUM EARTH GR

18B PLAT RUNNING BD 320

660A PREF EQUIP PKG

LESS TPMS

.XL TRIM

572 .AIR CONDITIONER NC

TOTAL BASE AND OPTIONS 56875

.AM/FM STER/CLK

TOTAL DSO/SPO OPTIONS 643

99T 6.7L V8 DIESEL 8685

TOTAL 57518

44W 6-SPEED AUTO NC

\*THIS IS NOT AN INVOICE\*

TGB 225 MAX TRAC 215

\*TOTAL PRICE INCLUDES SPO/DSO

X8L 4.88 LTD SLIP 360

41A RAPID HEAT NC

\* MORE ORDER INFO NEXT PAGE \*

68M PAYLD PLUS UPGR 1155

F8=Next

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S006 - MORE DATA IS AVAILABLE.

QC09022

==>

Dealer: F11516

2017 F-SERIES SD

Page: 2 of 2

Order No: 0100 Priority: Ord FIN: QS046 Order Type: 5B Price Level: 755

Ord PEP: 660A Cust/Flt Name: VERMONT PO Number:

RETAIL

RETAIL

19500# GVWR PKG			SP DLR ACCT ADJ	
41H ENG BLK HEATER	NC		SP FLT ACCT CR	
425 50 STATE EMISS	NC		FUEL CHARGE	
473 SNOW PLOW PKG	85	B4A	NET INV FLT OPT	NC
512 SPARE TIRE/WHL2	350		DEST AND DELIV	1295
52B BRAKE CONTROLLR	270			
535 HI CAP TRLR TOW	1080		TOTAL BASE AND OPTIONS	56875
61J JACK	NC		TOTAL DSO/SPO OPTIONS	643
62R TRANS PTO PROV	280		TOTAL	57518
63B CLN IDLE DECAL	NC		*THIS IS NOT AN INVOICE*	
65Z AFT AXLE TANK	NC		*TOTAL PRICE INCLUDES SPO/DSO	
67B DUAL XTR HD ALT	NC			
931 LOC/ST ORD DEV	NC			

DSO/SPO OPTIONS

SP101 PAINT CHARGE 643

F7=Prev

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC09022



## *Gateway Motors, Inc.*

190 Sykes Mountain Avenue  
White River Junction, Vermont 05001



 LINCOLN



Mercury 

**STERLING**  
TRUCKS

### Town of Norwich , Vermont

#### “Exceptions to Bid Conditions and Specifications”

1. A workshop manual is NOT available from Ford. This includes parts book, technical manual for electrical, mechanical, and hydraulics manual.
2. “Master disconnect Switch” NOT recommended by Ford.
3. 62 mph road speed limitation is not achievable, but we can do 65 mph road speed limit.

HANDOUT  
SELECT BOARD  
8/23/17  
8a

## Regulating Outdoor Storage Of Junk And Junk Vehicles Town of Bradford, Vermont

**SECTION 1. AUTHORITY.** This ordinance is adopted by the Selectboard of the Town of Bradford under the authority granted in 24 V.S.A. §§ 1971, *et seq.*, 2246 AND 2291, the powers to adopt, amend, repeal, and enforce ordinances, and to manage and regulate outdoor storage of junk and junk motor vehicles within its boundaries.

**SECTION 2. PURPOSE.** The purpose of this ordinance is to protect the public health, safety and well being, and to promote the responsible use of resources and protection of the environment, the Selectboard of the Town of Bradford hereby adopts this ordinance to regulate outdoor storage of junk and junk motor vehicles.

**SECTION 3. DEFINITIONS.** For purposes of this ordinance the following words and/or phrases shall apply:

- A. "Abandon" means to leave without claimed ownership for 30 days or more.
- B. "Abutting property owner" means any person or persons, corporation or other entity that owns, leases, or in any other way uses or controls the real property abutting any portion of the property of another.
- C. "Enforcement Officer" means any constable, police officer, health officer etc. appointed by the selectboard to enforce the provisions of this ordinance.
- D. "Highway" means any highway, road, street or other public way, regardless of classification.
- E. "Household appliance" means any range, stove, refrigerator, washing machine, clothes dryer, water pump, power tool and the like.
- F. "Junk" means old or discarded scrap copper, brass, iron, steel or other metals, or materials including but not limited to tires, household appliances, furniture, rope, rags, batteries, glass, rubber debris, waste, trash, construction debris, manufactured wood debris, plumbing fixtures, or any discarded, dismantled, wrecked, scrapped, or ruined motor vehicle or parts thereof. Any of the above items used in a bona fide agricultural operation are excluded from this definition.
- G. "Junkyard" means any place of outdoor storage or deposit that is maintained, operated or used in connection with a business for storing, keeping, processing, buying or selling junk, as defined above, or as a scrap metal processing facility. "Junkyard" also means any place of outdoor storage or deposit, not in connection with a business, which is maintained or used for the storing or keeping of four or more junk motor vehicles which are visible from any portion of a public highway. However, the term does not include a private garbage dump or a sanitary landfill that is in compliance with 24 V.S.A. §§ 2201 *et seq.* and any applicable state

Submitted to Selectboard.  
on 8/23/2017 by David Sargent

## **Regulating Outdoor Storage Of Junk And Junk Vehicles Town of Bradford, Vermont**

regulations. It does not mean a garage where wrecked or disabled motor vehicles are stored for less than 90 days for inspection or repairs.

- H. "Junk motor vehicle" means a discarded, dismantled, wrecked, scrapped or ruined motor vehicle or parts thereof, an unregistered motor home not connected to water and/or sewer, or a vehicle other than an on-premise utility vehicle which is allowed to remain unregistered for a period of 90 days from the date of discovery.
- I. "Motor vehicle" means any vehicle propelled or drawn by power other than muscular power, including trailers. Functional vehicles and equipment used for agricultural and construction operations are excluded from this definition.
- J. "Traveled way" means that portion of a public highway designed for the movement of a motor vehicle, shoulders, and roadside parking, rest, observation areas, and other areas immediately adjacent and contiguous to the traveled portion of the roadway.

### **SECTION 4. REQUIREMENTS.**

- A. It shall be unlawful to place, discard or abandon as junk four or more junk motor vehicles in a place where any such item is visible from the traveled way of a highway or town road, or visible to an abutting landowner from that portion of the abutter's land used on a regular basis. Any such item so placed, discarded or abandoned is hereby declared to be a public nuisance.
- B. It shall be unlawful to place, discard or abandon as junk a motor vehicle upon the land of another without the consent of the owner. Any such item so placed, discarded or abandoned is hereby declared to be a public nuisance.
- C. It shall be unlawful to place, discard or abandon as junk four or more junk motor vehicles upon the land of another with the consent of the owner, when any such item is visible from the traveled way of a highway or town road, or visible to an abutting landowner from that portion of the abutter's land used on a regular basis. Any such item so placed, discarded or abandoned is hereby declared to be a public nuisance.
- D. A person who wishes to operate a junkyard within the Town of Bradford is required to:
  - obtain a certificate of approval for the location of the junkyard, and
  - obtain a license to operate, establish or maintain a junkyard from the State of Vermont.
- 1. Certificate of Approved Location. Application for a certificate of approved location shall be made in writing to the Selectboard of the Town of Bradford. The application shall contain a description of the land to be included within the junkyard, which description shall be by reference to so-called permanent boundary markers. The procedures to be

## **Regulating Outdoor Storage Of Junk And Junk Vehicles Town of Bradford, Vermont**

followed after an application has been made are those specified in 24 V.S.A. §§ 2252-2256, as from time to time amended.

NOTE: Additional wording for municipalities having a zoning ordinance and a zoning board of adjustment or development review board established under 24 V.S.A. Chapter 117: *"The application shall be accompanied by a certificate from the ZBA or DRB that the proposed location is not within an established district restricted against such uses or otherwise contrary to such zoning ordinance."*

2. State Junkyard License. The procedures for obtaining a junkyard license from the State of Vermont are those specified in 24 V.S.A. §§ 2261-2264, as from time to time amended.
- F. All junkyards, scrap yards, and places of outdoor storage of junk shall be effectively screened from public view by a fence or vegetation at least eight feet in height. Any fence shall be of sound construction and of solid vertical board or 'stockade' type construction, and shall be maintained neatly and in good repair. Such a fence shall not be used for advertising signs or other displays which are visible from the traveled way of a highway. Any vegetation used for screening shall be of sufficient density so that it effectively screens the area from view. Failure to provide screening as required herein shall be considered a violation of this ordinance.

### **SECTION 5. ENFORCEMENT AND PENALTIES.**

- A. Upon receiving written notice from the Selectboard to do so, the owner of any junk or junk motor vehicle discovered in violation of Section 4 of this ordinance shall remove or screen the item(s) or vehicle(s) from the view of the traveled way of the highway or town road. Such items shall also be screened from the view of an abutting landowner as seen from that portion of the abutter's land used on a regular basis. If the owner of the junk or junk motor vehicle(s) does not remove or screen the items from view within 30 days from the date of mailing of the written notice by the Selectboard, the Selectboard may notify the appropriate state agency.
- B. Additional Provisions for Junk Motor Vehicles.
1. If the owner of the land on which a junk motor vehicle is discovered in violation of Section 4 of this ordinance does not hold title or disclaims title to the vehicle, and the true owner of the vehicle is known or can be ascertained, the true owner shall move, screen or dispose of the vehicle upon receiving written notice from the Selectboard.
  2. If the last known registered owner fails or refuses to reclaim the vehicle upon receiving said written notice, or if after an investigation the owner of the vehicle cannot be ascertained, the Selectboard may notify the appropriate state agency.
  3. Further procedures by the state agency are specified in 24 V.S.A. § 2272.

## Regulating Outdoor Storage Of Junk And Junk Vehicles Town of Bradford, Vermont

- C. A violation of this ordinance shall be a civil matter which may be enforced in the Vermont Judicial Bureau or in the Orange County Superior Court, at the election of the legislative body.
1. Violations enforced in the Judicial Bureau shall be in accordance with the provisions of 24 V.S.A. §§ 1974a and 1977 *et seq.* A civil penalty of not more than \$500 per violation may be imposed for violation of this ordinance.
    - a. A municipal ticket will be issued 30 days after written notification of violation is mailed by the Selectboard if the violation has not been corrected in accordance with this ordinance. Each day that the violation continues shall constitute a separate violation of this ordinance.
    - b. For purposes of enforcement in the Judicial Bureau, the town constable, police officer, health officer and municipal attorney shall be the designated enforcement officer(s). Said designee(s) shall issue tickets and may be the appearing officer at any hearing.
  2. Violations enforced in the Superior Court shall be in accordance with the Vermont Rules of Civil Procedure. The legislative body may pursue all appropriate injunctive relief. In addition, a civil penalty of not more than \$500 per violation may be imposed for violation of this ordinance. A civil action may be initiated within 30 days after written notification of violation is mailed by the selectboard if the violation has not been corrected in accordance with this ordinance. Each day that the violation continues shall constitute a separate violation of this ordinance.

**SECTION 6. SEVERABILITY.** If any section of this ordinance is held by a court of competent jurisdiction to be invalid, such finding shall not invalidate any other part of this ordinance.

**SECTION 7. EFFECTIVE DATE.** This ordinance shall become effective 60 days after its adoption by the Town of Bradford Selectboard and a 30 day period of public comment. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

Dated: April 14, 2011

/s/ Robert D. Miller, Chair

/s/ Thomas E. Unkles, Vice Chair

/s/ Richard Bolander

/s/ Carole P. Taylor

/s/ Brian Schlager

Handout  
Self Boards  
8/23/17





**Miranda Bergmeier**

---

**From:** claudette brochou <cbrochu30@gmail.com>  
**Sent:** Friday, August 18, 2017 10:43 PM  
**To:** norwich@lists.vitalcommunities.org; Miranda Bergmeier  
**Subject:** Major issues facing our town, please be informed

Unfortunately, summer is winding down but town issues are heating up. I have just finished reading the info packet for the upcoming Selectboard (SB) meeting. I want to encourage everyone to look at the information and to attend the meeting. Points of interest to me (and hopefully others):

1. Included in the packet is a contract concerning extending the sidewalk on Church Street. Back in March, one of the homeowners impacted by this project (which has been years in the making but has moved at a snails pace) presented the new SB with the issues related to the project, including but not limited to, the impact on septic systems and tree removal. From what I read in the SB packet the right of way issues have still not been addressed by the powers that be but a contract has been signed. I wonder how this could have happened without SB approval.

2. Investigation by Flanders and Langhus re: property assessment revealed that Norwich is paying significantly more for assessor services than other towns in the state and that our re-assessment schedule is aggressive. While I am not at all an expert on property assessment, it seems we are paying way more for these services than needed. Also included in the packet is a letter from John Carroll concerning the proposed changes suggested by Flanders and Langhus and the legality of the proposed changes.

3. The budgeting season will soon be upon us. I urge the SB and the TM to critically assess any increase(s) in budget requests. I URGE the TM to critically evaluate the condition of all town equipment and replacement schedules with the potential to decrease designated fund appropriations. I find it hard to believe (as I mentioned last year) that equipment that is rarely used needs an aggressive replacement schedule especially if the equipment is in good working order and replacement parts are available.

The TM has the opportunity to re-negotiate employee contracts, especially benefits such as health care, that will put Norwich more in line with area businesses and towns. I want to remind everyone that Norwich HAS BEEN PAYING 100% (and more when FSA's are included) in HEALTH CARE BENEFITS FOR A MAJORITY OF TOWN EMPLOYEES. This is unheard of in this day. Coverage for family members who are eligible for their own employee sponsored health care is also rare but Norwich has been doing so.

Sorry for the length of this post.

Claudette Brochu

8c

7 September 2017

Re: Choosing among "Property Assessment Models"

Dear Members of the Selectboard,

First, I thank you, each of you, for your service to our Town. I admire and appreciate the hard work you do.

In writing to you on the question of "choosing among property assessment models", I wish to emphasize that I am speaking and acting only for myself. Although I am a member of the Board of Civil Authority, none of my views in this matter purport to represent the BCA nor any other public body upon which I serve.

The 7 August report by Steve Flanders and John Langhus intends to "offer the Selectboard an opportunity to choose among three property assessment functions".

In fact, you have only two choices. You have only two choices because one of the three "models" advocated by Flanders and Langhus -- the Town's present arrangement for assessing property -- is not a valid option.

The Town's present arrangement -- where a professional assessor on long-term-contract, reporting to the Town Manager, does most of the Lister's work -- was adopted four years ago under a previous town manager. This arrangement is inconsistent with Vermont law (in your previous meeting one of you used the term "illegitimate"), and it is expensive. Moreover, the present arrangement marginalizes elected officers of the Town (the Listers), and it creates confusion and disruption.

The Flanders and Langhus report might lead the reader to think that many communities with town managers put them in charge of contract assessors, as if Norwich's current arrangement is common. It is not common. The truth is that most towns in Vermont rely on their Listers to be in charge of property assessment, and if contract assessors are needed, they report to the Listers.

When Norwich's current arrangement for property assessment was described recently to an attorney at the Vermont League of Cities and Towns, she responded:

*"I was surprised to read that Norwich has had contracted assessors for 5 years and was curious about why you have continued to do so and also to retain the office of elected lister.*

*"Generally a contracted assessor is brought in to fill a specific and non-reoccurring need, such as during a town-wide reappraisal. Alternatively, a contracted assessor is brought in when the*

*town votes to eliminate the office of elected lister. Having both contracted assessors and elected listers is a set up for inevitable conflict and confusion over roles.*

*"Statutorily-speaking, however, unless the office of elected lister is eliminated (by vote of the voters), the listers are the only town officers decision-making authority over the values set into the grand list, entries on lister cards, decisions made in lister grievances, etc."*

As explained by the VLCT attorney, state law gives Norwich two choices:

*either* have elected Listers who are in charge of property assessment in Town (and may contract with professional assessors as needed);

*or*, by vote of the townspeople, eliminate the office of Lister and put the Town Manager in charge of property assessment.

The Town's present arrangement is an awkward hybrid of these two alternatives. This hybrid arrangement is not permitted by Vermont law, and it should be scrapped as soon as practicable.

That leaves you with a choice between:

>> restoring Norwich's traditional system of property assessment under the direction of townspeople who are elected as Listers; *or*

>> asking the voters to eliminate the elected office of Lister and install a new property assessment system under the control of the Town Manager.

Each approach has its advantages and its disadvantages, its advocates and its opponents.

It seems to me that the choice you face has important meaning beyond the simple question of how best to do property assessments. In fact, the choice you face is between preserving local governance that is still "*of, by, and for the people*" -- or moving the Town further toward government by managers, contractors, and consultants.

Before you make this important decision, I hope you'll take time to solicit the views of the people of Norwich.

Thanks for giving these thoughts your attention.

Yours sincerely,

John Carroll  
345 Campbell Flat Road  
Norwich, Vermont

8d

49 Tigertown Road  
P.O. Box 562  
Norwich, Vermont 05055

September 7, 2017

Norwich Select Board  
Norwich, Vermont

RE: The Elimination of the Norwich Office of Listers

To the Members of the Norwich Select Board:

It has come to my attention that some members of the Select Board intend to begin the process of eliminating the Office of the Listers. This is a situation that should raise the alarm that our small town's system of government is under direct attack.

The Listers are elected officers of the Town. They are responsible for assuring that the valuations of the townspeople's properties are as fair and equitable as possible. They are also responsible for assuring that the Grand List of property valuations in the Town is accurate and calculated in compliance with Vermont Law. Without the Listers, there is no one answerable directly to the people of the Town to assure that taxes are fairly and equitably apportioned among the townspeople of Norwich.

The Listers are not responsible for setting the tax rate, nor do they set the Town's budget. The Listers are not responsible for the taxes paid by property owners. Those are the responsibilities of the residents of the Town, themselves, through their elected members of the Select Board.

Election of officials is the basis of the democratic process. The elimination of elected officials decreases citizens' self-determination and participation in the governing of their community. It also allows the growth of authoritarian aspects of the community's government.

It is stunning to me that anyone who has experienced democracy can think that eliminating an elective office is good for a town or society. We here in Norwich have already given up a huge chunk of self-government when we chose to substitute the autocratic and minimally accountable town manager regime for the wisdom of the elected select board who is directly accountable to the voters.

It should be noted that the authoritarian nature of the town manager regime is particularly true in the manner that Vermont has chosen to regulate the office of town manager. Under Vermont law the town manager takes direction from the elected Select Board members only in a few specific circumstances set forth by statute. Otherwise, the town manager accepts Select Board input as merely advisory. Moreover, the town manager's rule is almost unfettered, because the ability of the Select Board to terminate a town manager's service is very circumscribed, and difficult, by statute.

If the Office of the Listers is eliminated, and replaced solely by a hired assessor, valuations of townspeople's properties will have to become the responsibility of the Town Manager, since the Select Board is forbidden by statute to interfere with the assessment of property, and in Norwich, the Town Manager has supervisory capacity over the Assessor. Under such circumstances, the valuation process will not be in the hands of elected officials directly answerable to the voters. The undesirability of elimination of elected officials directly answerable to the voters should be self-evident, especially in a society where the democratic process is supposedly held in the highest esteem.

Currently, Norwich has an Office of the Listers and a hired Assessor. Supervision of the Assessor, whether under contract or a Town employee, is supposed to be the responsibility of the Listers, since the Listers are responsible for the production and accuracy of the Grand List that is assembled by the Assessor.

The Listers, being elected, are answerable to the citizens of the Town in a way that private employees are not. Also, the Listers make policies that relate to the assessment of the taxpayers properties, and because the Listers are democratically elected, the policies perform must reflect the will of the citizens of the Town, not that of the Town Manager.

The Town has already experienced the negative aspects of an employee solely under the supervision of the Town Manager: our Zoning Administrator has caused several expensive losses, due to lawsuits and neighborhood controversies, because he is granted extensive independence in the performance of his job for the Town, and has not been held accountable for his errors in the manner an employee in, for instance, a private enterprise would be. Instead, he has been awarded a sinecure by a prior town manager.

Having been a Norwich Lister, and having had something to do with the choice of the Assessor the Town hired, I am very pleased with the Assessor's performance. Because of our Assessor's scrupulous compliance with the laws while engaged in work that inherently includes a good deal of subjectivity, the Office of the Listers has succeeded in avoiding having the usual torrent of appeals of property valuations this year, with only one appeal for the Board of Civil Authority, rather than the 20 to 50 appeals of past years.

Someone may argue that getting rid of the Listers is simply a means of controlling the Town's budget. This is a specious argument. It sounds good, but is deliberately misleading. It's clear that the motive for eliminating the Listers Office is not saving taxpayers' money. The annual stipend for all the listers is less than the cost of one of the several expensive standup mowing machines Norwich uses to trim the few grassy areas under the Town's purview.

Not that the Town of Norwich has ever shied away from paying for frivolous and extravagant expenses. Returning to the Town Manager's office, Charlotte, VT, the other "wealthiest" town in Vermont, which has a population very similar in size and well as substance, has a budget of approximately \$ \$3,013,563, versus Norwich's budget of \$4,840,000, a difference of about \$1,800,000. One part of Charlotte's success at controlling its budget is that it has a Town Administrator, who is completely answerable to the Select Board, and whose salary is considerably less. It is easy to guess that the good citizens of Charlotte are much more circumspect where frivolities and extravagances in the budget are concerned.

Elimination of the Office of the Listers is a huge mistake, and, to put it bluntly, a means to disenfranchise the residents of Norwich, denying them the ability and right to have a say, and participate in an important part of their municipal governance.

Thank you.

Sincerely,  
Ernie Ciccotelli

10a

**Miranda Bergmeier**

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**From:** Stephen Flanders <stephen.n.flanders@gmail.com>  
**Sent:** Monday, August 28, 2017 7:11 PM  
**To:** Herb Durfee  
**Cc:** Miranda Bergmeier; Cook Linda; Layton Mary; Langhus John; John Pepper  
**Subject:** Fwd: Draft Selectboard Minutes for 8-23-2017 -- Corrections to 6a and d. -- not "Special SB Meeting", not on Tuesday

Herb and Miranda,

Some motions were omitted from the minutes for the regularly scheduled **Selectboard Meeting** (not the *Special* Selectboard Meeting), which were for **Wednesday**, 23 August, (not *Tuesday*).

The following entries that say:

6. Selectboard Vision/Goals (Discussion/Action Item).

a. Budgetary Guidance. Durfee requested guidance from the Selectboard for drafting a proposed budget for FYE 2019. Langhus said that he would like to see a couple of options for the overall budget; what would a decreased budget look like, and what would a "keep steady" budget look like? This would be a helpful discussion starting point, with concrete examples. Claudette Brochu and John Carroll each offered comments about the budget process, emphasizing the importance of gathering as much information as possible while developing the budget.

....

d. Conflict of Interest Policy. Langhus explained that the policy in this week's Selectboard packet is the clean copy of the policy discussed at a prior meeting after incorporating those prior comments.

Should read (**additions in bold**):

6. Selectboard Vision/Goals (Discussion/Action Item).

a. Budgetary Guidance. Durfee requested guidance from the Selectboard for drafting a proposed budget for FYE 2019. Langhus said that he would like to see a couple of options for the overall budget; what would a decreased budget look like, and what would a "keep steady" budget look like? This would be a helpful discussion starting point, with concrete examples. Claudette Brochu and John Carroll each offered comments about the budget process, emphasizing the importance of gathering as much information as possible while developing the budget. **Flanders moved (2nd Langhus) to request that the Town Manager draft an FYE 2019 proposed budget that reflects the current level of services, but that he identify broad categories of cost reductions that would achieve a 10% budgetary reduction. Motion passed 4 to 0 (Pepper absent).**

....

d. Conflict of Interest Policy. Langhus explained that the policy in this week's Selectboard packet is the clean copy of the policy discussed at a prior meeting after incorporating those prior

comments. **Flanders moved (2nd Layton) to adopt the Conflict of Interest Policy, as presented at the Selectboard meeting on August 23, 2017. Motion passed 4 to 0 (Pepper absent).**

Sincerely, Steve F.

Stephen Flanders, Member of the Norwich Selectboard  
317 Hopson Road  
Norwich, Vermont 05055

802-649-1134 (Home)

Any response or reply to this electronic message may be subject to the Vermont Public Records Act. Any views expressed in this e-mail are mine and may not reflect those of the board. Vermont statutes confer no special powers to individual selectboard members. Statutory selectboard powers arise from actions of the body at warned, public meetings with a few exceptions.

Begin forwarded message:

**From:** Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)>  
**Subject:** Draft Selectboard Minutes for 8-23-2017  
**Date:** August 28, 2017 at 4:28:50 PM EDT  
**To:** "[norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)" <[norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)>

The Selectboard minutes from August 23, 2017 have been posted on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2017/08/draft-minutes-082317.pdf>

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

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

DRAFT Minutes of the Special Selectboard Meeting of Tuesday, August 23, 2017 at 6:30 pm

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

Members absent: John Pepper

There were about 11 people in the audience.

Also participating: David Sargent, Stuart Richards, Colin Calloway, Marcia Calloway, Claudette Brochu, John Carroll, and Kris Clement.

Layton opened the meeting at 6:40 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to proceed with the agenda after omitting item 3 (Board to Sign Accounts Payable/Warrants), as there were no warrants to be signed.

2. Public Comments (Discussion Item). David Sargent expressed concern about the condition of a property in his neighborhood; he handed Selectboard members a copy of Bradford, Vermont's ordinance regarding junkyards. Stuart Richards asked for an update on the discussion of a possible town wide vote for the new Town Plan. Colin Calloway said that he wants to be sure that the Selectboard will proceed properly – without collusion – regarding the Town Plan process. Marcia Calloway expressed concern that the town is rushing forward with the Town Plan and not following Vermont state law properly.

4. DPW Garage Addition (Discussion/Action Item). Durfee gave an update on the town garage project. There is an increase in building costs resulting from some contract additions, some of which were required by the permit process. The Selectboard discussed options to minimize costs on the project, and also discussed the impending FEMA deadline and Norwich's request for an extension. The Selectboard asked Durfee to follow up again with FEMA personnel regarding the extension request. After some discussion, Flanders **moved** (2<sup>nd</sup> Langhus) to authorize the Town Manager to sign an AIA construction contract with Wright Construction for the DPW garage addition in an amount up to \$463,299.00, subject to the availability of funds. **Motion passed 4 to 0 (Pepper absent).** Flanders then **moved** (2<sup>nd</sup> Langhus) to authorize the Town Manager to sign an AIA contract with Wright Construction for additional items in the DPW garage addition up to \$37,438, subject to the availability of funds. **Motion passed 4 to 0 (Pepper absent).**

5. NRCS Program Approval Re: Storm Damage (Discussion/Action Item). Durfee said that Norwich is getting FEMA reimbursement for public property work, but there is no coverage for private owners. The NRCS program may help private owners, and Durfee wanted to keep the Selectboard in the loop about his efforts to pursue this possible option for helping private owners. Part of this project would hopefully be to clear out debris in streambeds. After some discussion, Flanders **moved** (2<sup>nd</sup> Cook) to authorize the Town Manager to request Emergency Watershed Protection (EWP) Assistance. **Motion passed 4 to 0 (Pepper absent).**

6. Selectboard Vision/Goals (Discussion/Action Item).  
a. Budgetary Guidance. Durfee requested guidance from the Selectboard for drafting

a proposed budget for FYE 2019. Langhus said that he would like to see a couple of options for the overall budget; what would a decreased budget look like, and what would a “keep steady” budget look like? This would be a helpful discussion starting point, with concrete examples. Claudette Brochu and John Carroll each offered comments about the budget process, emphasizing the importance of gathering as much information as possible while developing the budget.

b. Property Assessment, Introduction of Memo. Flanders summarized the finding from a survey conducted of other Vermont towns. The Selectboard will discuss the memo in further detail at a future meeting.

c. Personnel Policies. Durfee handed out confidential copies of the draft policies to Selectboard members. Durfee recommended that the Selectboard have a work session about this topic in executive session at a future date, and not adopt policies until after union negotiations are complete.

d. Conflict of Interest Policy. Langhus explained that the policy in this week’s Selectboard packet is the clean copy of the policy discussed at a prior meeting after incorporating those prior comments.

7. Appoint VLCT Annual Meeting Voting Delegate (Discussion/Action Item). Cook **moved** (2<sup>nd</sup> Flanders) to appoint the Town Manager as delegate to the VLCT 2017 Annual Meeting. **Motion passed 4 to 0 (Pepper absent).**

8. Lister Vacancy Status (Discussion/Action Item). The Lister vacancy will be considered at the next Selectboard meeting. Kris Clement has submitted her application, but it was not received in time for inclusion in this meeting’s information packet. The Selectboard will take up the matter at their next meeting.

9. Request to consider “Local Option Tax” (Discussion/Action Item). After brief discussion, Selectboard members agreed that this was not a desirable option for Norwich, and decline to take action to enact a tax.

10. July 1 Storm Event Status Report (Discussion/Action Item). Durfee stated that FEMA is being very particular with this event and the Town has to use different procedure and process that it did after Hurricane Irene. Town staff will attend a mandatory FEMA training regarding the submission process. School buses have checked out all routes and all roads are passable by bus for school purposes.

11. Request for Transfer Station Sticker Fee Waivers (Discussion/Action Item). The Selectboard agreed to ask the Town Service Officer to look into any situations where a waiver would be appropriate.

12. Town Manager Report (Discussion/Action Item). Durfee summarized some highlights from his written report (included in Selectboard packet). The Mackenna road analysis has been published; the furniture bid for the Public Service Building has gone out to the involved parties; Pat Moulton, President of Vermont Technical College will attend the October 11<sup>th</sup> Selectboard meeting.

13. Request to Address Properties with Excessive Outdoor Storage (Discussion/Action Item). Durfee said that has spoken with the aggrieved neighbors and suggested that an ordinance is one option for a possible next step. Also, the Norwich Police Chief has spoken with the

homeowners. The Selectboard asked that the Town Manager continue to pursue the matter to seek resolution.

14. Correspondence (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Cook) to receive correspondence from Southeastern Vermont Community Action regarding a thank-you; from Frank Manasek regarding the town plan; from Jonathan Frishtick and Holly Glick regarding storm damage; from Stuart Richards (two items) regarding the town plan; from Marcia and Colin Calloway regarding the town plan; from Charlotte Metcalf regarding the town plan; from Rusty Sachs regarding the town plan; from Ann Marie Smith regarding the public safety building; from John Carroll regarding property assessment models; and from Cheryl Lindberg, Town Treasurer, regarding a quarterly investment report. **Motion passed 4 to 0 (Pepper absent).**

15. Pepper's "End of Meeting Debriefing" (Discussion Item). Selectboard members offered ideas and thoughts about what had worked well in the meeting and suggestions for moving forward.

16. Selectboard (Discussion/Action Item).

a. Approval of Minutes: 7-12-2017 and 8-15-2017 Selectboard meetings. Cook **moved** (2<sup>nd</sup> Flanders) to approve the minutes of the July 12, 2017 Selectboard meeting as amended, and the minutes of the August 15, 2017 Selectboard meeting. **Motion passed 4 to 0 (Pepper absent).**

b. Review of Next Agendas. The Selectboard agreed on the following items for the September 13, 2017 agenda:

DPW Highway Garage Addition Status (and Possible Action)

Lister Vacancy (Possible Appointment)

Selectboard Vision/Goals – Lister/Assessor Memo

Capital Facilities Improvement; Equipment Replacement Funds

Negotiated Agreement (Union Contract)

Meeting Debrief Discussion

At 9:45 pm, Cook **moved** (2<sup>nd</sup> Flanders) to adjourn. **Motion passed 4 to 0 (Pepper absent).**

Meeting adjourned at 9:45 pm.

by Miranda Bergmeier, Assistant to the Town Manager

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

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

Next Meeting –September 13, 2017 at 6:30 PM

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