

**Agenda for the Selectboard Meeting Wednesday, October 11, 2017 at 6:30 PM**  
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion Item) 15 minutes
- 3) Energy Committee Vacancies (Discussion/Action Item) 10 minutes
- 4) Conservation Commission 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) 60 minutes
  - a) Codification of Ordinances – Adoption Pursuant to 24 VSA §1971 et seq. (Durfee, Flanders)
  - b) Personnel Policies (Durfee, Cook)
  - c) Financial Policies – update (Cook, Langhus)
  - d) Sidewalk Follow-up (Flanders)
- 7) Review Norwich Interim Energy Strategic Plan (Discussion Item) 10 minutes
- 8) Review Selectboard Code of Conduct / Rules & Procedures (Discussion/Action Item) 10 minutes
- 9) Town Manager Report (Discussion/Action Item) 10 minutes
- 10) Correspondence (Discussion/Action Item) 5 minutes
  - a) Eydie Pines & John Leigh
  - b) Lisa Cadow
  - c) Norwich Technologies
  - d) Courtney Dobyms
  - e) Kathryn Doherty
  - f) James Wilson & Margaret Parsons
  - g) Sandy Bailey (2 items)
  - h) Dana Ireland
  - i) Two Rivers-Ottauquechee Regional Commission
  - j) Ernie Ciccotelli
- 11) Selectboard
  - a) Approval of Minutes: 9/27/2017 Selectboard meetings (Action Item) 5 minutes
  - b) Review of Next Agendas (Discussion/ Action Item) 5 minutes
- 12) End of Meeting Debriefing (Discussion Item) 10 minutes

**Next Meeting – October 25, 2017 at 6:30 PM**

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

**Town of Norwich**  
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: Susan Hardy

Address: 122 Kendall Station Road

Day phone: 802-649-1750

Evening phone: same

E-mail: susan.e.hardy@me.com

Position Applied For: Norwich Energy Committee

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:

Cannot meet Wednesday evenings, or Tuesday and Thursday mornings

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

Attended NEC meetings since last Spring; helped with Solarize Norwich this summer; have had roof solar since 2012; participated in recent Weatherize program; recently bought an electric hybrid car.

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:

Participated in (unofficial) Transportation Committee several years ago.

5. Education and Current Employment

Name of Company: -- retired --

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

BA and MS in Biological Sciences; experience as high school science teacher and science technical writer.

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:

Signature

(signed) Susan E. Hardy

Date

October 3, 2017

**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: Jonathan Teller-Elsberg

Address: 60 Church St, Norwich

Day phone: 802-359-3341

Evening phone: 802-649-1509

E-mail: jelsberg@gmail.com

Position Applied For: Norwich Energy Committee

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

Terms: 1

Years: 2

- 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.

Past experience on committee

Masters of Energy Regulation & Law degree from VLS

Experience as solar sales rep for Solaflect Energy and Norwich Technologies

- 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:

None

5. Education and Current Employment

Name of Company: Vermont Law School

Location: South Royalton, VT

Title: JD student

Describe your work:

6. Pertinent Education and/or Experience:

See above.

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:

However, I have been employed by Solaflect and NT in the past, and the committee sometimes chooses partner solar installers for the annual Solarize Norwich program.

If the board believes this may be a conflict, I would be happy to recuse myself

Comments:

from Solarize activities of the committee if the board believes that would eliminate the conflict.

Signature

(signed) Jonathan Teller-Elsberg

Date

10/1/2017

## Miranda Bergmeier

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**From:** Jonathan Teller-Elsberg <jelsberg@gmail.com>  
**Sent:** Sunday, October 01, 2017 1:21 PM  
**To:** Miranda Bergmeier  
**Cc:** Linda Gray  
**Subject:** Application to join Norwich Energy Committee  
**Attachments:** Norwich energy committee application - Teller-Elsberg.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

To the Selectboard:

I would like to rejoin the NEC. I was a member of the committee from 2012 to 2014. My committee application is attached.

Thank you for your consideration.

Best regards,  
Jonathan Teller-Elsberg  
60 Church St, Norwich  
649-1509

--

"We have changed the world, and we wonder why things won't stay the same." -Les Lanyon

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

Name: *Brie Swenson*

Address: *38 Huntley Street, Norwich VT*

Day phone: *802-649-7297*

Evening phone:

E-mail: *BRIE.LOUISE@HOTMAIL.COM*

Position Applied For: *Conservation Commission*

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

Terms:

Years:

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

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

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

*No*

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

*Leading and teaching outdoor education programs with youth, community organizing.*

- 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 Trails Committee - current*  
*Milton Frye Nature Area Committee - current*  
*Norwich PTO - current*  
*Santa Hadley Family Center*

5. Education and Current Employment

Name of Company: *Svenson Home*  
Title: *Caregiver/Mother*  
Describe your work:

Location:

6. Pertinent Education and/or Experience:

*I have 20+ years experience coaching, leading & teaching programs with youth. I am very passionate about respectfully enjoying our environment and helping others to do so.*

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:

Signature

*Dw Svenson*

Date

*9/21/17*

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: Lynnwood Andrews

Address: 69 Meetinghouse Rd

Day phone: 301-651-3956

Evening phone: 802 649-7073

E-mail: lynnwoodandrews@mac.com

Position Applied For: Conservation Commission

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

Terms:

Years:

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

Evening: (Yes  No  Morning: (Yes  No

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

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

Interest in conservation in general. Knowledge of invasive plants & management. Interest in promotion & preservation of native plants, pollinators & birds, & other animals.

- 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:

Vice President Little Falls Watershed Alliance, Bethesda, MD

Supervising Weed Warrior, Montgomery County Parks & Planning, Bethesda MD.

I held both positions for several years. Approx 2006-2013

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

I am a retired Clinical Child Psychologist.

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:

I am a strong believer in empirically-based evidence supporting practices + policies with an appreciation that science is an ever-evolving process adding new understanding + insights. I do not believe this presents any conflict of interest except, possibly, for institutions that reject science whole sale

Comments:

Signature

Zynnwood B. Andrews

Date

10/5/17

10/06/17

Town of Norwich Accounts Payable

5

10:51 am

Check Warrant Report # 18-9 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)

RRobinson

All Invoices For Check Acct 01(General) 10/11/17 To 10/11/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
LUCKYS	08/17/17	LUCKY'S LEASE, INC. PD--CONTAINER RENTAL	47-5-575622.00	260.00	5062	10/11/17
		RB28341	CONSTRUCTION COSTS			
WRIGHTCON	09/29/17	WRIGHT CONSTRUCTION CO., PUBLIC SAFETY BUILDING	47-5-575622.00	135179.99	5085	10/11/17
		9/29/17	CONSTRUCTION COSTS			
Report Total				135439.99		

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 \$ \*\*\*135,439.99  
 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

10/06/17  
10:51 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-9 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01 (General) 10/11/17 To 10/11/17

5

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADKINS	09/18/17	TC--INDEX CARDS 243728	01-5-100610.00 OFFICE SUPPLIES	40.91	5042	10/11/17
BERGERON	09/14/17	REC--USED PAINT SPRAYER 17508	01-5-425324.00 HNTLY LINE MARKING	750.00	-----	--/--/--
BROWN	09/25/17	B&G--SHARPENING, PARTS 39907	01-5-704401.00 OUTSIDE REPAIRS	22.70	5043	10/11/17
BROWN	09/25/17	B&G--BLOWER PARTS 39972	01-5-704403.00 PARTS & SUPPLIES	66.40	5043	10/11/17
BROWN	09/26/17	B&G--RETURN CREDIT 39977	01-5-704401.00 OUTSIDE REPAIRS	-13.70	5043	10/11/17
BROWN	09/27/17	B&G--BLOWER PARTS 39979	01-5-704403.00 PARTS & SUPPLIES	8.00	5043	10/11/17
BUSINESS	09/11/17	PD--VACUUM CLEANER HEAD 9/11/2017	01-5-475301.00 SUPPLIES	48.35	5044	10/11/17
BUSINESS	09/20/17	CONCOM--TRAIL COUNTER 9/20/17	01-5-650727.00 WOMENS CLUB GRANT	580.00	5044	10/11/17
CASORGAN	09/18/17	REC--COMPOST 61068	01-5-425322.00 REC FIELD CARE	1200.00	5045	10/11/17
CASORGAN	09/25/17	REC--COMPOST 61089	01-5-425322.00 REC FIELD CARE	1200.00	5045	10/11/17
CHIEFSUPP	09/14/17	PD-SAFETY VEST/STOP SIGN 237329	01-5-500423.17 FY17 OP/DUI EQUIPMENT GRA	42.99	5046	10/11/17
CHILDSUPP	10/07/17	CHILD SUPP PPEND 10-7-17 PEND10-7-17	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	5047	10/11/17
CRYSTAL	08/31/17	HWY/SW--COOLER/WATER 8/31/17	01-5-705515.00 ADMINISTRATION	49.00	-----	--/--/--
CRYSTAL	08/31/17	HWY/SW--COOLER/WATER 8/31/17	01-5-703515.00 ADMINISTRATION	26.00	-----	--/--/--
DEADRIVER	09/20/17	TH--4.9 GALS #2 FUEL 84262A	01-5-706103.00 HEATING	8.73	5048	10/11/17
EISENDRAT	09/28/17	REC--YOGA INSTRUCTION 9/28/17	01-5-425200.00 INSTRUCTOR FEE	1101.80	-----	--/--/--
EVANSMOTO	09/25/17	HWY--500.0 GAL BIODIESEL 621158	01-5-703405.00 PETROLEUM PRODUCTS	1040.61	-----	--/--/--
FERGUSON	09/26/17	FEMA--CULVERTS B MEADOW 0780911	01-5-703703.00 FEMA GRANT	2398.40	-----	--/--/--
FERGUSON	09/30/17	SERVICE CHARGE 9/30/17	01-5-703209.00 CULVERTS & ROAD SUPPLIES	19.38	-----	--/--/--
FIRETECHS	09/10/17	TH--SPRINKLER INSPECTION 42077	01-5-706113.00 REPAIRS & MAINTENANCE	450.00	-----	--/--/--
FOGGS	09/13/17	REC--PAINTBRUSH 809160	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	6.99	5049	10/11/17
FOGGS	09/13/17	TH--STAIR PAINT SUPPLIES 809228	01-5-706113.00 REPAIRS & MAINTENANCE	83.53	5049	10/11/17
FOGGS	09/15/17	TH--PAINT THINNER, BULBS 809464	01-5-706113.00 REPAIRS & MAINTENANCE	18.98	5049	10/11/17
FOGGS	09/21/17	CONCOM--HUNTLEY KIOSK 809941	01-5-650727.00 WOMENS CLUB GRANT	197.02	5049	10/11/17
FOGGS	09/25/17	PD-CROSSWALK SIGN REPAIR 810228	01-5-500202.00 COMMUNITY RELATNS	20.62	5049	10/11/17

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
FOGGS	FOGG'S HARDWARE AND BUILD	09/25/17	PD--RETURN CREDIT 810230	01-5-500202.00 COMMUNITY RELATNS	-5.60	5049	10/11/17
FOGGS	FOGG'S HARDWARE AND BUILD	09/26/17	HWY--HERBICIDE 810294	01-5-703209.00 CULVERTS & ROAD SUPPLIES	49.99	5049	10/11/17
FOGGS	FOGG'S HARDWARE AND BUILD	09/27/17	CONCOM--HUNTLEY KIOSK 810462	01-5-650727.00 WOMENS CLUB GRANT	11.47	5049	10/11/17
FRESHCOAT	FRESHCOAT ASPHALT SERVICE	09/27/17	HWY--2017 CRACK SEALING 720	01-5-703317.00 CRACK SEALING	30997.00	5050	10/11/17
GATEKEEP	GATEKEEPER LOCK & SAFE, L	09/22/17	TH--KEY CUTTING 0028410	01-5-706109.00 BUILDING SUPPLIES	16.00	5051	10/11/17
GATEWAY	GATEWAY MOTORS INC	09/25/17	PD--CRUISER LIGHT BRACKET 22142	01-5-500306.00 CRUISER MAINT	244.73	5052	10/11/17
GIRARD	JOHN GIRARD SR	09/27/17	REC--SOCCER OFFICIATING 9/27/17	01-5-425214.00 REFERREE/UMPIRE	280.00	5053	10/11/17
GMPC	GREEN MOUNTAIN POWER CORP	09/19/17	HWY--STREETLIGHTS 05119SEP17	01-5-703307.00 STREETLIGHTS	44.08	5054	10/11/17
GMPC	GREEN MOUNTAIN POWER CORP	09/28/17	HWY--STREETLIGHTS 24926SEP17	01-5-703307.00 STREETLIGHTS	915.31	5054	10/11/17
GMPC	GREEN MOUNTAIN POWER CORP	09/28/17	EMMT--TOWER POWER SEP17 35066SEP17	01-5-575233.00 TOWER POWER	52.11	5054	10/11/17
GREATWEST	GREAT-WEST TRUST COMPANY,	10/03/17	SEP 17 DEFERRED COMP SEP 17	01-2-001116.00 DEFERRED COMPENSATION	920.00	5055	10/11/17
GREATWEST	GREAT-WEST TRUST COMPANY,	10/03/17	SEP 17 DEFERRED COMP SEP 17	01-2-001116.10 ROTH PLAN 457	1994.54	5055	10/11/17
GUVSWMD	GRTR UPPR VLLY SOLID WAST	10/03/17	FY18 STICKER SALES 10/3/17	01-2-001125.10 DUE TO GUVSWMD-STICKERS	904.00	5056	10/11/17
HANIMPROV	HANOVER IMPROVEMENT SOCIE	09/26/17	REC-STORR'S POND TICKETS M513	01-2-003013.00 STORR'S POND FEES	692.00	5057	10/11/17
HANOVER	HANOVER NH AMBULANCE SERV	09/08/17	HANOVER AMBULANCE RUN H17-742	01-5-555903.00 AMBULANCE BILLS	108.59	5058	10/11/17
HARTFORD	TOWN OF HARTFORD	09/15/17	PD--BROADBAND AUG 17 8673	01-5-500535.00 VIBRS	120.35	-----	--/--/--
HOMEDEPOT	HOME DEPOT CREDIT SERVICE	10/02/17	EMMGNT-REFLECTORS, PAINT 8026160	01-5-575610.00 EMERG MNGMT SUPPLIES	39.30	5059	10/11/17
IRVINGOIL	IRVING ENERGY DISTRIB. &	09/06/17	SW--HEATER REPAIR 46253	01-5-705411.00 REPAIRS & MAINTENANCE	162.50	-----	--/--/--
JAS INC.	JAS INC	09/08/17	B&G--TRK#9 REPAIR 34599	01-5-703401.00 OUTSIDE REPAIRS	2842.10	5060	10/11/17
JOESEQUIP	JOE'S EQUIPMENT SEV. INC.	09/25/17	B&G--2 CYCLE OIL 1-109502	01-5-704405.00 PETROLEUM PRODUCTS	9.95	-----	--/--/--
JOESEQUIP	JOE'S EQUIPMENT SEV. INC.	09/20/17	B&G--MOWER BLADES 2-115205	01-5-704403.00 PARTS & SUPPLIES	132.00	-----	--/--/--
KEYCOMM	KEY COMMUNICATIONS INC	09/26/17	PD--SEP 17 TELEPHONE 815348	01-5-475238.00 ADMIN TELEPHONE	103.88	-----	--/--/--
LINDBERG	CHERYL A LINDBERG	09/27/17	ASS--MILEAGE REIMBURSE 9/27/17	01-5-300580.00 MILEAGE REIMB	94.27	5061	10/11/17
MAYER	MAYER & MAYER	10/03/17	SEP 17 JUDGEMENT ORDER SEP 17	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	5063	10/11/17
MIS1	BURGESS LOSS PREVENTION A	10/03/17	INVESTIGATIVE SERVICES 2575	01-5-005300.00 PROFESS SERV	513.80	5064	10/11/17

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
MIS2	09/27/17	REC--SOCCER OFFICIATING	01-5-425214.00	60.00	5065	10/11/17
	9/27/17		REFERREE/UMPIRE			
MIS3	10/05/17	CONCOM--MEETING REIMBURSE	01-5-650615.00	32.64	5066	10/11/17
	9/22/17		DUES/MTGS/EDUC			
NFFA	09/14/17	FD--BANNER, POSTER	01-5-555619.00	95.90	-----	--/--/--
		7075190Y	FIRE PREV BOOKS & MATERIA			
NORLIBRAR	09/29/17	1ST HALF FY18 APPROPR	01-5-800302.00	136475.00	5067	10/11/17
	9/29/17		NORWICH PUBLIC LIBRARY			
NORNURSE	09/29/17	B&G--FERTILIZER	01-5-704201.00	285.00	5068	10/11/17
		16530	GARDEN SUPPLIES & PLANTS			
NORSCHOOL	09/21/17	REC--SAU RENTAL FY18 1/2	01-5-425219.00	6615.00	5069	10/11/17
	9/21/17		M.CROSS SCHOOL RENTAL FEE			
PATHWAYS	08/31/17	FEMA--ENGINEERING SERVICE	01-5-703703.00	23596.51	5070	10/11/17
		20155	FEMA GRANT			
PBA	10/03/17	SEP 2017 UNION DUES	01-2-001117.00	368.00	-----	--/--/--
		SEP 17	UNION DUES PAYABLE			
PETESTIRE	09/28/17	B&G--MOWER TIRE REPAIR	01-5-704401.00	37.00	-----	--/--/--
		251239	OUTSIDE REPAIRS			
PIKE	09/19/17	HWY--10.18T EROS STONE	01-5-703207.00	101.80	-----	--/--/--
		946169	GRAVEL & STONE			
PIONEERMA	10/12/17	REC--LINE MARKING PAINT	01-5-425324.00	1468.00	-----	--/--/--
		INV657834	HNTLY LINE MARKING			
PLACE	10/02/17	PL--TOWN PLAN UPDATE	01-5-350320.00	1392.10	5071	10/11/17
		626	PLANNING SERVICES			
POWELLJUD	09/22/17	PD--TRAINING MILEAGE	01-5-500580.00	51.36	5072	10/11/17
	9/22/17		MILEAGE REIMB			
REYNOLDS	09/19/17	FD--GAS CYLINDER	01-5-555422.00	282.00	-----	--/--/--
		3310877	FIRE TOOLS & EQUIPMENT			
RICHARDSO	10/02/17	GADMIN--SERVER MAINT	01-5-275632.00	150.00	-----	--/--/--
		1470	SERVER MAINTENANCE			
SABIL	09/25/17	HWY--TRK#1 ELECTRICAL REP	01-5-703401.00	256.60	5073	10/11/17
		79314	OUTSIDE REPAIRS			
SABIL	09/18/17	HWY--TRK#13 BRAKE REPAIRS	01-5-703401.00	297.72	5073	10/11/17
		79316	OUTSIDE REPAIRS			
SIPLAY	10/02/17	REC--SEP 17 REG FEES	01-5-425218.00	180.00	-----	--/--/--
		348427	REGISTRATION FEES			
SOVERNET	10/15/17	LONG DISTANCE PHONE	01-5-005531.00	24.75	5074	10/11/17
		3801295	ADMIN TELEPHONE			
SOVERNET	10/15/17	LONG DISTANCE PHONE	01-5-100531.00	0.95	5074	10/11/17
		3801295	TELEPHONE			
SOVERNET	10/15/17	LONG DISTANCE PHONE	01-5-200531.00	1.04	5074	10/11/17
		3801295	TELEPHONE			
SOVERNET	10/15/17	LONG DISTANCE PHONE	01-5-275531.00	0.39	5074	10/11/17
		3801295	TELEPHONE			
SOVERNET	10/15/17	LONG DISTANCE PHONE	01-5-300531.00	1.02	5074	10/11/17
		3801295	TELEPHONE			
SOVERNET	10/15/17	LONG DISTANCE PHONE	01-5-350531.00	2.78	5074	10/11/17
		3801295	TELEPHONE			
SOVERNET	10/15/17	LONG DISTANCE PHONE	01-5-425127.00	5.16	5074	10/11/17
		3801295	TELEPHONE			

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
SOVERNET	SOVERNET COMMUNICATIONS (	10/15/17	LONG DISTANCE PHONE 3801295	01-5-705505.00 TELEPHONE	0.75	5074	10/11/17
SOVERNET	SOVERNET COMMUNICATIONS (	10/15/17	LONG DISTANCE PHONE 3801295	01-5-703505.00 TELEPHONE	7.92	5074	10/11/17
STAPLES.	STAPLES CREDIT PLAN	09/27/17	TH--PAPER TOWELS 6964973001	01-5-706109.00 BUILDING SUPPLIES	74.94	5075	10/11/17
STAPLES.	STAPLES CREDIT PLAN	09/18/17	FIN--RETURN CREDIT 9/18/17	01-5-200610.00 OFFICE SUPPLIES	-44.09	5075	10/11/17
SWISH	SWISH WHITE RIVER, LTD	08/25/17	REC--POLY LINERS W201008	01-5-425322.00 REC FIELD CARE	376.20	5076	10/11/17
TANGREDI	CHRISTINA TANGREDI	10/02/17	REC--YOGA INSTRUCTION 10/2/17	01-5-425200.00 INSTRUCTOR FEE	830.90	5077	10/11/17
TAYLORT	TERRY TAYLOR	09/18/17	HWY--LINE STRIPING 1738	01-5-703319.00 PAVEMENT MARKING	2400.00	5078	10/11/17
UNITED	UNITED COMMUNICATIONS COR	09/27/17	FD--RADIO CASES/CLIPS 3015750	01-5-55532.00 RADIO MAINTENANCE	133.50	5079	10/11/17
USBANK	US BANK	09/15/17	BOND INTEREST 9/15/17	01-5-575105.00 DEBT SERVICE TOWER INTERE	2770.35	5080	10/11/17
USBANK	US BANK	09/15/17	BOND INTEREST 9/15/17	01-5-800235.00 DEBT INTEREST	87575.71	5080	10/11/17
VLCT	VERMONT LEAGUE OF CITIES	09/19/17	TADMIN--TOWN FAIR 2017 2017-18940	01-5-005615.00 DUES/MTS/EDUC	120.00	5081	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-005126.00 VT RETIREMENT	560.91	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-100126.00 VT RETIREMENT	442.58	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-200126.00 VT RETIREMENT	285.00	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-350126.00 VT RETIREMENT	285.00	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-425126.00 VT RETIREMENT	285.00	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-500126.00 VT RETIREMENT	190.08	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-703126.00 RETIREMENT	1487.17	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-704126.00 RETIREMENT	325.71	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-5-500126.00 VT RETIREMENT	1276.53	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-2-001111.00 VEMRS GRP B PAYABLE	3422.65	5082	10/11/17
VMERS	VMERS DB	10/04/17	SEPTEMBER RETIREMENT SEPTEMBER	01-2-001113.00 VEMRS GRP C PAYABLE	1760.75	5082	10/11/17
VTMA	VERMONT TOWN AND CITY MGM	09/26/17	TADMIN--FALL CONFERENCE 9/26/17	01-5-005615.00 DUES/MTS/EDUC	130.00	5083	10/11/17
WEBSTER	WEBSTER & DONOVAN EXCAVAT	09/27/17	FEMA--CULVERT B MEADOW 4910	01-5-703703.00 FEMA GRANT	900.00	5084	10/11/17

10/06/17  
10:51 am

Town of Norwich Accounts Payable  
Check Warrant Report # 18-9 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 01(General) 10/11/17 To 10/11/17

Page 5 of 5  
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				328282.28		

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 \$ \*\*\*328,282.28  
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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TO : NOWICH SELECTBOARD  
FROM : LINDA COOK  
SUBJECT : SUMMARY OF CHANGES TO DRAFT CODIFICATION  
CC : OCTOBER 2, 2017

General changes:

ANIMAL CONTROL

Pg 11- 12.5 Licensing of animals A. 3 Is this consistent with Vermont Statute?

Pg 15- Appendix B should include All dogs kept within the Norwich Fire District AND ON TOWN PROPERTY, ALL TRAILS AND ROADS SHALL BE RESTRAINED.....

NOTE number 2 is gone Swimming Pool (what is this area called now)?

BOARDS AND COMMISSIONS

Pg 15- 20.3 Membership a majority of who reside within the jurisdiction of the Town of Norwich. Change to SHALL RESIDE IN the jurisdiction.....

Pg 16. Has there been any open meeting law changes?

Pg 21- Solid Waste 75.2 with the procedures set forth in 24 V.S.A. 1971 (like in 76.6)

STREETS, TRAILS AND SIDEWALKS

Pg 22- 81.3 what does this include (accepting the construction or altering of highways)?

CULVERTS 81.8 Culverts under 3 feet do not need to meet Vermont Highway Department standards etc ? (should this read VERMONT AGENCY OF TRANSPORTATION)?

Pg. 24- 81.14 Driveways and approaches (what is B-71 added)?

IN GENERAL THERE SHALL BE ONLY ONE TOWN ROAD ACCESS POINT (DRIVEWAY) PER PARCEL UNLESS WAIVED BY THE Town Manager.

Pg 41 VEHICLES AND TRAFFIC

Pg 41 103-3 Speed limits established (in miles per hour). WERE THE NEW ONES DONE WITH A SPEED STUDY?

VT Route 132 – 40 Beginning at the Route 5 intersection extending westerly 0.05 mile to a point 800 feet west of Campbell Flats Road etc.

Pg 46- 103-7 Establishment of “stop intersections”.

THROUGH STREETS; STOP AND YIELD INTERSECTIONS

THERE HAVE BEEN AT LEAST FOUR NEW SIGNS ADDED (NEEDS SELECTBOARD APPROVAL)

**Please identify**

103-6 Designation of throughways NEW BOSTON ROAD ADDED TO THROUGHWAYS

DELETED- Elm Street and Willy Hill Road

Pg 46- 103-8 Establishment of additional “yield right –of-way intersections

**Please identify**

Pg 50-PARKING

DROPEd state highway Regulations Pg 59 & 60 old (do we want to reference this)?

LAND USE REGULATIONS are there any updates?

Pg 96 Zoning Municipal Permits and Approvals changed?

\*\*\*\*\*SCENIC ROADS

Pg 26- 81-24 Maintenance- Was the New A&R standards added?

\* CONSIDER CLASS 4 ROADS ORDINANCE?

Pg 28- MISSING 81.26 A. to D.

PRIVATE ROAD SPECIFICATIONS

**81.38- NEW (Drainage ditches shall be parabolic (wide "u" shaped) ditches when constructing new..... either a structural (rock) or vegetative filtering area.**

(bc)

## SELECTBOARD FINANCIAL POLICY #1: BUDGET MANAGEMENT TOWN OF NORWICH

### 1. PURPOSE

1.1 The purpose of this policy is to establish a clear delineation of responsibility and authority for managing the Town of Norwich expenditure budget.

### 2. BUDGETING

2.1 Title 24 V.S.A. §1233 provides, in part, that; "In all matters he [Town Manager] shall be subject to the direction and supervision and shall hold office at the will of such selectmen... ." Section 1236 provides in part that "... ~~the~~ [the Town Manager] shall not prepare tax bills, sign orders on the general fund of the town ... ." The Selectboard signs orders on the General Fund of the Town and therefore has responsibility and authority to oversee the budget. Section 1236 further provides that the Town Manager shall "... be the general purchasing agent of the town and purchase all supplies for every department thereof; but purchases of supplies for departments over which such manager is not given control, and of the town school district shall be made according to requisition therefor by such departments or school directors."

2.2 The Town Manager, at the request of the Selectboard, develops a draft budget for review by the Selectboard. The Selectboard reviews the draft budget and makes changes to reflect the priorities and policies of the Selectboard and recommends the proposed budget to Town Meeting for approval. The Town Meeting has the authority to adopt or reject the budget in accordance with 17 V.S.A. §2664. If adopted, the Town Meeting has appropriated the funds set forth in the budget for the Town for that fiscal year. The approved budget therefore, which sets the maximum gross ~~spending~~ expenditure level, not including excluding any unanticipated state and federal grants and gifts consistent with the budgeted programs, that the Town may spend for the Town for that fiscal year. In adopting the budget, the Town Meeting is concurring with the priorities and policies of the Selectboard as represented in the gross spending budget, including the allocations within the budget to departments and line items.

2.3 ~~The~~ Where any budget adopted by Town Meeting includes line items referred to as designated funds, such line items. These are intended to be reserve funds in accordance under with 24 V.S.A. §2804 and as such shall be available for spending over a multi-year period. The approval of the budget by Town Meeting includes the appropriation of these funds as reserve funds. Any expenditure of these funds in any amount requires first the recommendation of the Town Manager and second, the prior approval of the Selectboard.

### 3. BUDGET AND SPENDING POLICIES

3.1 The Town Manager, after review by the Selectboard, may adopt financial policies consistent with ~~or more restrictive than~~ this policy. Unless specifically permitted by the Selectboard, the Town Manager shall adopt no policies that are more permissive than this policy.

3.2 The gross spending general Town budget, plus unanticipated state and federal grants and gifts consistent with the budgeted programs adopted by the Town Meeting, shall not be exceeded in a fiscal year except with the approval of a regular or special Town Meeting.

3.3 Monies set aside in designated/reserve funds can only be expended for the purposes approved by the Town Meeting and cannot be borrowed against to make up a shortfall in the general Town budget. Any spending from a designated/reserve fund shall be first approved by the Selectboard.

3.4 A department shall not spend more monies than were included in the approved departmental budget. When authorizing, or requesting authorization of, any department expenditure, a department head is representing that sufficient funds are available within the approved department budget to cover the cost of the expenditure. The Selectboard, on the recommendation of the Town Manager, may reallocate funds between departments to cover an emergency expenditure. In making the recommendation to the Selectboard, the Town Manager shall indicate the nature of the emergency, which line item the additional funds will come from and describe the impact of the reallocation of funds on the departments or functions that will have their spending authority reduced. ~~As provided above~~ in such an emergency, the Town Manager may reallocate funds between departments not exceeding a yearly aggregate of 10% of the department budget or \$5,000 whichever is less without receiving Selectboard approval, but with written notice to the Selectboard including which line item the additional funds will come from and the impact of the reallocation of funds on the departments or functions that will have their spending authority reduced.

3.5 All expenditures shall be appropriately allocated to a line item in the approved budget. Any spending for an item that is not included in an approved line item shall require the approval of the Town Manager and the concurrence of the Selectboard.

~~3.6 Competitive prices for any purchase of goods or services that exceeds \$10,000 shall be obtained before the purchase is approved by the Town Manager. The Selectboard may waive this requirement upon a showing that a specific exception is in the best interest of the Town. All purchases of goods or services by the Town shall be made in strict accordance with the Purchasing Policy.~~

3.7 The Selectboard must approve any expenditure for a purchase that exceeds \$25,000 or a purchase that requires a written contract, or where the product will not be received or service completed within the fiscal year, prior to any commitment being made by the Town for the purchase.

3.8 Any transfer of funds from a non-wage line item to a wage line item shall first be approved by the Selectboard.

3.9 Any transfer of funds from a wage line item to purchased services shall first be approved by the Selectboard.

#### 4. BUDGET REPORTS

4.1 The Town Manager shall provide monthly reports to the Selectboard that show expenditures to date for each line item in the approved budget and the revenues received. After the end of each quarter and for each month in the last quarter of the fiscal year, the Town Manager shall provide the Selectboard with a report that shows expenditures and revenues to

date, as well as all encumbrances and estimates of revenues and expenditures through the end of the fiscal year.

Adopted by the Norwich Selectboard on August 24, 2005.

Revised on September 23, 2009.

Revised on March 10, 2010

Revised on [DATE], 2017

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For the Norwich Selectboard:

Roger Blake Mary Layton, Chair

Acknowledged by the Town Manager and Finance Director:

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Herb Durfee

Roberta Robinson

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**SELECTBOARD FINANCIAL POLICY #2:  
UNDESIGNATED FUND BALANCE TOWN OF NORWICH**

**1. PURPOSE**

1.1 The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to insure that adequate reserves are maintained in the general fund for the following purposes:

1.1.1 To fund operations by providing sufficient working capital for adequate cash flow, tax rate stabilization and as protection against uncollected taxes, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, errors in financial forecasting, natural disasters and cutbacks in distributions from the state government.

1.1.2 To reduce the cost of long-term borrowing by maintaining an appropriate level of undesignated general fund balance, which is reviewed as part of the evaluation of a municipality's creditworthiness by bond-rating agencies.

**2. DEFINITION**

2.1 Undesignated fund balance - The portion of the general fund balance that is not reserved or designated for a specific use that exists at the end of the fiscal year.

2.2 Operating expenditures - All charges included in the Gross Spending General Town Budget.

**3. RATIONALE**

3.1 The National Advisory Council on State and Local Budgeting (NACSLB) encourages local governments to establish a policy on maintaining an appropriate level of Unreserved Fund Balance in the general fund (Recommended Practice 4.1).

3.2 The Government Finance Officers Association (GFOA) recommends that, "at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures."

3.3 GFOA also notes that "Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any onetime."

**4. POLICY**

4.1 The Town should budget for current year general fund revenues including property tax revenues to be sufficient to finance current year expenditures.

4.2 Consistent with the recommendations of GFOA, an undesignated general fund

balance of between 10 and 20 percent of general fund operating expenditures should be maintained.

4.3 As part of setting the Town tax rate the Selectboard will review and discuss the undesignated general fund balance.

4.4 If the general fund balance falls outside of the above parameters, budgeted revenues should be either increased or decreased in subsequent years to maintain the general fund balance as described in section 4.2.

Adopted by the Norwich Selectboard on October 25, 2006. Amended on January 26, 2011 and readopted without change on October [XX], 2017.

For the Norwich Selectboard:

~~Roger Blake~~ Mary Layton, Chair



**TOWN OF NORWICH  
PURCHASING POLICY**

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**1. GENERAL INFORMATION AND ADMINISTRATION**

1.1 This policy shall supersede and replace any and all previously adopted policies pertaining to municipal purchases that may have been in effect prior to the effective date of this policy. ~~This policy may be waived by the Town Manager.~~

1.2 In the event that any portion of this policy is found to be in violation of federal or state law or inconsistent with any provision applicable thereto, the remainder of this policy shall remain in full force and effect.

1.3 The Town shall not discriminate in its selection of vendors on the basis of race, gender, political affiliation, family relations, friendship or business affiliation. ~~No employee of the Town may have an interest in a person or entity submitting a bid to the Town without disclosing such relationship to the Town Manager in writing prior to such.~~ ~~Employees and elected officials must publicly disclose all potential purchase conflicts prior to any purchasing decisions being made.~~

1.4 The Town shall seek the best quality products and/or services at the lowest possible price in the most convenient manner under all circumstances.

1.5 No employee shall make a purchase without first obtaining approval of the Department Head.

~~1.6 Any expenditure from a Reserve Fund in any amount requires a Purchase Order to be submitted to the Town Manager, and if approved by the Town Manager, the Town Manager must submit to the Selectboard for approval.~~

~~1.7 Any unbudgeted expenditure requires prior Selectboard approval.~~

~~1.8 In so much as possible, all bulk purchases for office supplies and commonly used materials shall be acquired through the Finance Department, which shall attempt to coordinate departmental acquisitions in a manner that is most advantageous to the Town. Supplies that need to be purchased that are department specific, shall be purchased by that department following all applicable guidelines in this policy.~~

~~1.9 Examples: Land Record Books, mapping materials, recreation equipment.~~

## Purchasing Policies

Page 3 of 8

All invoices and Purchase Orders turned into the Finance Department will indicate the account to be charged, the amount to be paid, authorizing signature by the Department Head, and the date of the approval. ~~It is recommended that p~~Packing slips, (i.e., proof of actually receiving the goods) should be turned into the Finance Department either attached to the invoice at the time of submission or at a later date.

### 2. PURCHASE ORDER PROCEDURES

~~2.1~~ Department Heads shall submit a Purchase Order (signed by them and the Town Manager) to the Finance Department before they purchase any item or services in which the total amount to be paid to a vendor exceeds \$2,500. Excluded from these requirements are utilities, fuel, wages and employee benefits, ~~insurances, appropriations, and dues.~~

~~Any purchase from a Reserve Fund requires a Purchase Order to be submitted to the Town Manager, and if approved by the Town Manager, the Town Manager will submit to the Selectboard for approval.~~

### 3. BID REQUIREMENTS

~~3.1~~ Expenditures exceeding \$2,500 to \$10,000: With the exception of those items exempted in Section 2.1, Department Heads shall obtain at least three price quotes (written, oral, phone or catalog or on- line prices are acceptable) provided they are documented and presented with the Purchase Order). Quotes must be in the form of sealed bids for any expenditures exceeding \$10,000.

~~3.1~~ Department Heads shall solicit written sealed bids or proposals for any expenditure ~~over~~ \$10,000.

3.2 Bid Specifications shall include:

3.2.1 Bid name.

3.2.2 Bid submission deadline.

3.2.3 Date, location, and time of bid opening.

3.2.4 Specifications for the project or services including quantity, design, and performance features.

3.2.5 Bond and/or insurance requirements.

3.2.6 Any special requirements unique to the purchase.

3.2.7 Delivery or completion date.

3.2.8 All bids shall include the following statement; "The Town of Norwich has the right to reject any or all bids if doing so is in the best interest of the Town."

3.3 Bid specifications must be approved in writing by the Town Manager prior to being advertised. Solicitations shall be sought by newspaper advertisement and any other appropriate media. Pre-bid or proposal meetings shall be held for complex purchases or projects unless waived by the Town Manager. Once a request for bids or proposals has been issued, the specifications will be available for inspection at the Town Manager's Office.

3.4 Bid submission. All bids or proposals must be submitted in sealed envelopes, addressed to the Town in care of the Town Manager and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for

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## Purchasing Policies

~~Page 2 of 8~~

the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.

3.5 Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

3.6 Bid opening: All bid openings will be at the Town Managers Office at the prescribed time. Every bid received prior to the deadline will be publicly opened and read aloud by the Town Manager or designated representative. The bid opening will include the name and address of the bidder; for lump sum contracts, the lump sum base bid and the bid for each alternate; for unit price contracts, the unit price for each item and the total, if stated; and the nature and the amount of security furnished with the bid if required.

3.7 The Director of Public Works shall annually solicit bids for the procurement of materials that are regularly purchased in bulk quantities such as sand, salt, chemicals, fuel, bituminous concrete.

~~3.7~~

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#### 4. CONTRACTS FOR LABOR SERVICES

4.1 The procurement of outside services with a value of \$2,500 or more per project or anticipated to be over \$5,000 per year shall require a written agreement between the Town and the service provider. The agreement shall be approved by and signed by the Town Manager. Copies of agreements shall be furnished to the Town Manager and Finance Department in addition to a Purchase Order.

4.1.1 Examples:

4.1.1.1 Subcontractor hired to perform roadwork which includes labor and materials.

4.1.1.2 Subcontractor hired to clean carpeting in Tracy Hall.

4.2 It shall be the responsibility of the Department Head to work with and ensure that the Finance Department has been provided with a duly executed W-9 Form upon the procurement of services. If there is no W-9 on file with the Finance Department, then no payment will be made.

4.3 As a condition to performing contracted services for the Town, all contractors, subcontractors and persons other than Town employees who perform services for the Town shall be required in writing to indemnify and hold harmless the Town of Norwich for damages, claims and liabilities which may arise as a result of the work to be performed.

4.4 All contractors and subcontractors who perform labor services for the Town within a fiscal year that will be paid \$5,000 or more shall maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, it is the responsibility of the Department Head to make certain that the Finance Department has been furnished with an insurance certificate as proof that coverage is in place. Certificates shall be kept on file with the Finance Department. NOTE: Nothing in this Section shall be deemed to prohibit the Town Manager from requiring coverage amounts at a higher level, or imposing additional types of coverage up to the value of the entire project as may be in the best interest of the Town.

4.4.1 General Liability \$1,000,000 per occurrence

4.4.2 Property Damage \$1,000,000 per occurrence

4.4.3 Personal Injury \$1,000,000 per occurrence

4.4.4 Automotive Liability \$500,000 per occurrence

4.4.5 Workers' Compensation (Statutory Requirement)

4.5 Any Sole Proprietor hired (no employees) shall be required to sign a Non-Employee Work

Purchasing Policies

Page 2 of 8

Agreement, and will be required to sign a ~~n Indemnity Liability Hold Harmless Agreement~~ and provide a

certificate of insurance for Workers' Compensation. Contractors with employees will need to provide a Certificate of Workers' Compensation Insurance.

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5. CONTRACTS FOR PROFESSIONAL SERVICES

5.1 The procurement of professional services with a value of \$2,500 or more per project or more than \$5,000 in a fiscal year shall require a written agreement between the Town and the service provider. The agreement shall be approved by and signed by the Town Manager. Copies of agreements shall be furnished to the Town Manager and Finance Department ~~in addition together with~~ a Purchase Order. Department Heads, with the approval of the Town Manager, may informally solicit professional services below a value of \$10,000 ~~per calendar year~~, provided three comparable proposals are obtained (except Recreation Instructors) using qualifications, scope of services and price estimates as a basis for selection. All Recreation Instructors will be required to sign a Non-Employee Work Agreement and an ~~Liability Hold Harmless~~ Indemnity Agreement.

5.2 Examples:

- 5.2.1 Subcontractors who perform recreational activities and programs.
- 5.2.2 Subcontractors who are providing engineering services.
- 5.2.3 Subcontractors who will perform planning services.
- 5.2.4 Subcontractors working on a temporary basis in administrative or professional capacity.

5.3 ~~The Any~~ professional service provider shall be required to provide proof of insurance coverage adequate to the for the professional services being provided in an amount equal to the total cost of the project, as determined subject to whatever limitations are approved by the Town Manager.

6. SUMMARY OF PURCHASING POLICIES

PURCHASE POLICY SUMMARY TABLE  
Materials and Equipment

Amount	PO Required	TM Approval Required	SB Approval Required	W9	3 Quotes Required	Sealed Bids Required
\$600 to \$2,500			If Reserve Funds	Yes	No (But Preferred)	No
\$2,500 to \$10,000	Yes	Yes	If Reserve Funds	Yes	Yes	No (But Preferred)
> \$10,000 to \$25,000	Yes	Yes	If Reserve Funds	Yes	N/A	Yes
> \$25,000	Yes	Yes	<del>If Reserve Funds</del> <u>Yes</u>	Yes	N/A	Yes

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**CONTRACT POLICY SUMMARY TABLE**  
**Contract Labor and Materials & Professional Services**  
**(In Addition to above Table Requirements)**

Amount	Non-Employee Work Agreement or Contract & PO Required	Town Manager Approval	W9	Certificate of Insurance	Workers' Compensation	Liability Hold-Harmless Indemnity Agreement
<\$2,500	Non-Employee Work Agreement	No	Yes	No	Yes-If has employees	Yes-If Sole Proprietor
>\$2,500	Yes	Yes	Yes	No	Yes-If has Employees	Yes-If Sole Proprietor
>\$5,000	Yes	Yes	Yes	Yes (minimum of \$500,000) or-if-- Professional-Service-in-an-amount-equal-to-project-cost	Yes-If has Employees	Yes-If Sole Proprietor

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**7. LEASE PURCHASES**

7.1 ~~Leases and~~ Lease-Purchases are not the preferred method for ~~purchasing-acquiring~~ equipment, vehicles or materials. If the purchase or lease of any equipment, vehicles or materials, require periodic payments over a course of one year or more, ~~then the full contract value shall be the basis for determining which of these policies apply to such purchasing decision they shall be subject to all applicable provisions of this policy in accordance with the dollar values set forth herein.~~

7.2 Prior approval of the Town Manager is required before the solicitation of any lease-purchase agreement.

7.3 All lease-purchase agreements shall be approved by the Selectboard.

**8. LEGAL SERVICES**

8.1 The Town Manager, and the Selectboard in a matter involving the Town Manager, is the only agent of the Town with the authority to select legal representation, solicit legal opinions, contract for legal services, initiate judicial or quasi-judicial proceedings, defend against a legal action or otherwise obligate resources for legal purposes on behalf of the Town.

8.2 The Town Manager shall have the ultimate authority for deciding whether any other Town official, elected or appointed, shall be allowed to seek a legal opinion at the expense of the Town. ~~The Town Manager may authorize an agent of the Town to engage an attorney at Town expense.~~

8.3 Written and oral communications with an attorney may be considered confidential as provided for in 1 V.S.A. Chapter 5, but may be released to the public ~~at the discretion by-of~~ the Town Manager in consultation with the Selectboard.

## 9. EXEMPTIONS AND WAIVERS

9.1 In the event of an emergency, a Department Head, with the prior approval of the Town Manager, may procure items and services without adhering to the procedures of this policy provided that he/she submits a written explanation to the Town Manager within 48 hours of the transaction detailing the nature of the emergency, the services procured and the cost. If the Town Manager is not available, the Acting Town Manager may authorize the purchase. An emergency situation shall be defined as one which threatens the lives or health of the people, the property of the Town or its citizens, or the delivery of necessary services to the citizens of Norwich. Every effort should be made to avoid making emergency purchases.

9.2 During long term emergency situations, the Town Manager shall approve all requests for emergency purchases. In the event that the Town Manager is unavailable, the Acting Town Manager may approve essential purchases.

9.3 It is understood that pre-approved purchase orders and multiple price quote requirements will not always be feasible when it comes to repairs to Town-owned vehicles and specialized equipment. Under these circumstances, the Town Manager may authorize that such policies be waived on a one-off basis, and preference shall then be given to dealers approved by a manufacturer or vendors with a satisfactory history of fair pricing and superior work quality.

~~9.4 The Town Manager may waive any and all purchasing requirements set forth herein as he/she may deem to be in the best interest of the Town. Examples of situations whereby the Town Manager encourages Department Heads to seek waivers are: use of Vermont State Purchasing Department procurements, "piggy-backs" onto bid awards issued by other government agencies and instances where significant discounts may be obtained by prompt action.~~

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## 10. VEHICLE ACQUISITION AND REPLACEMENT

### 10.1 Purpose

10.2 The purpose of this policy is to establish policies and procedures for cost efficient and effective decisions on vehicle acquisitions and replacements of existing vehicles.

### 10.3 Background

10.4 Considerations for expanding the fleet by purchasing an additional vehicle include:

10.4.1 Proposed use of the vehicle

10.4.2 Options other than purchase, e.g. existing vehicle, lease or contracted services

10.4.3 First cost and life cycle costs

10.4.4 Impact on other costs of fleet expansion

10.4.5 Efficiency gained to offset added costs

10.4.6 Future impact on Reserve Funds for vehicle replacements

10.4.7 Considerations determining the most cost-effective time to replace a vehicle include:

10.4.8 Economic life – Life cycle cost and equivalent annual cost

10.4.9 Reliability or impact of failure

10.4.10 Replacement parts availability

10.4.11 Technological and functional obsolescence

10.4.12 New technologies that may reduce fuel use and/or emissions or improve productivity

10.5 Considering economic life, the best time to replace a vehicle is when the combined cost of owning and operating the vehicle is near its minimum, as illustrated in Figure 1. Note that the decision to replace may be delayed after the minimum with a slowly increasing penalty.

10.6 The “Annualized Cost” line in Figure 1 illustrates what the total cost might be for a light duty truck with an initial purchase cost of \$50,000. This example considers depreciation, maintenance, replacement cost increase, and downtime costs. In this example, the most cost-effective time to replace the vehicle is in the range of 10 to 11 years. If the purchase is going to be a lease-purchase, an additional interest cost curve would need to be added.

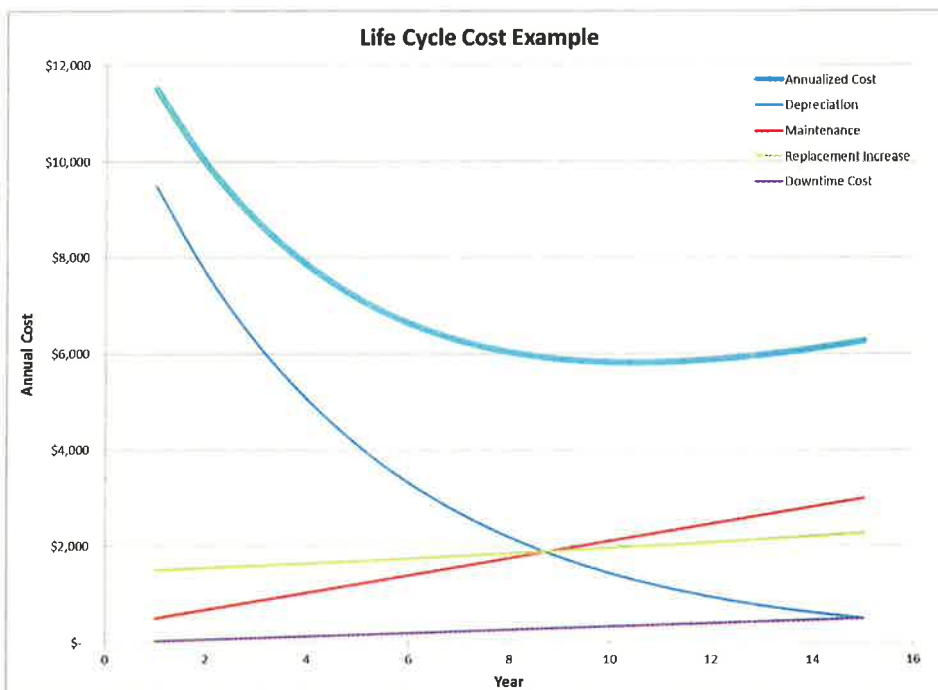


Figure 1: Sample graph of life-cycle costs.

### 10.7 Policy

1071 This policy outlines procedures for adding a vehicle to an existing fleet or replacing an existing vehicle. If the ~~acquisition or~~ replacement cost is less than \$25,000 Town Manager approval is required. If the purchase will involve Reserve Funds or the acquisition of an additional vehicle or replacement cost is \$25,000 or more, Selectboard approval is required. In both cases a **two-step approval process** is required, as described below:

1072 **Step 1** identifies the most cost-effective approach for vehicle acquisition or replacement to obtain permission to proceed from the Town Manager and/or the Selectboard, as applicable. Step one typically requires an analysis of the items detailed in this section, supported with the Vehicle Equipment Evaluation Form and Vehicle/Equipment Acquisition Form, as appropriate,

Purchasing Policies

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as follows:

10.73 Options for replacing the equipment or using other methods to achieve the same-objective

10.74 Alternatives including refurbishing, leasing, lease-purchase and purchasing a replacement vehicle or acquiring a new vehicle

10.75 Lifecycle cost analysis for the existing vehicle and the proposed new vehicle to - determine the most cost-effective and efficient times for replacement

10.76 Availability of funds for the proposed vehicle acquisition or replacement

10.77 A written recommendation, including the above analysis, that identifies the alternative or option to follow for the acquisition, together with a proposed bid document for each recommended option

10.8 **Step 2** follows Town Manager (and/or the Selectboard approval, where required) to proceed and constitutes:

10.81 Solicitation of bids in accordance with this policy. A reputable vehicle broker who will be soliciting at least as many quotes as is required by this policy may be engaged in lieu of soliciting such quotes directly.

10.82 A written analysis of the bids to determine the cost efficient, cost-effective and lifecycle cost

10.83 A written recommendation to the Town Manager which includes the analysis required by this section.

10.84 Final approval – If the purchase involves a lease-purchase, use of Reserve Funds or any expenditure of \$25,000 or more or will add a vehicle to the town fleet, the Town Manager will make a recommendation to the Selectboard for final approval including the documentation by this section.

10.85 Completion of the purchase

10.9 Vehicle acceptance requires the Department Head to compare the vehicle received with the specifications in the bid document to ensure that the specifications are met and that all systems are operational and to advise the Town Manager in writing that the vehicle has been accepted.

**11. FORMS**

11.1 The following forms are available from the Finance Department:

11.1.1 Non-Employee Work Agreement

11.1.2 ~~Liability Hold Harmless~~ Indemnity Agreement

11.1.3 W-9

11.1.4 Vehicle Acquisition and Replacement Forms

Approved: \_\_\_\_\_



Effective Date: October [XX], 2017

Chair, Selectboard

Acknowledged: \_\_\_\_\_

Effective Date: April 22 October

[XX], 2017

Purchasing Policies

Page 11 of 8

2013-Town Manager

Acknowledged: \_\_\_\_\_ Effective Date: October [XX], 2017

Finance Director

6c

TOWN OF NORWICH  
GENERAL FINANCIAL POLICIES AND PROCEDURES

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1. GRANT APPLICATIONS AND ADMINISTRATION

1.1 No town employee, official or committee shall apply for a grant on behalf of the Town of Norwich without first obtaining written approval from the Town Manager. The Department Head, official or committee needs to submit a request in writing to the Town Manager. After receiving approval, the grant may be applied for. When the Grant has been awarded, all Grant Award paperwork, including copies of the original request, shall be submitted to the Finance Department for review and comment prior to signing. These documents shall state exactly how much was awarded and exactly what the grant funds will be spent on further; the Finance Department must be advised of all grant amendments. A new revenue and expenditure account will be created by the Finance Department if applicable. All other purchasing procedures shall be followed. Consideration must be given before applying for a grant of whether matching funds will be required or whether there are any other financial costs attendant to the award of the grant. The value of any such potential costs should be considered with the Town's Purchasing Policy to determine what approvals are required before accepting a grant award. All grant awards for unbudgeted projects shall be approved by the Selectboard prior to signing.

2. ENCUMBRANCES AND YEAR END PURCHASING

2.1 Encumbrances represent a monetary commitment related to contracts or goods not yet performed or received that will lapse into another fiscal year. Encumbrances are not the result of a last minute budget surplus. For monies to be encumbered they shall be for a specific vendor, specific deliverable and specific cost. Purchase Orders or contracts that are anticipated to not be completed at the end of a fiscal year must be approved by the Town Manager as outstanding encumbrances. All purchases from June 1 to the end of the fiscal year in excess of \$500.00 shall require a purchase order authorization by the Town Manager. Encumbrances not spent within 90 days will be retired. Encumbrances will be represented on the balance sheet as Fund Balance and expensed in the year in which the funds are released, according to accounting standards.

3. DEPARTMENT REVENUES

~~3.1~~ 3.1 The Town Clerk or Assistant Town Clerk will record all their departmental revenues upon receipt directly into the Cash Receipts module of NEMRC in the computer on the Town Clerk's counter. At the end of each day a daily receipts report will be run from the computer and reconciled with the checks and cash in the drawer.

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~~3.2~~ 3.2 All other departments will deliver cash and checks to the Finance Department at least on a monthly basis. Responsibility for cash remains with the department until turned over

Linda Cook/John Langhus draft for Oct 11 SB meeting

to the Finance Department. All checks will be endorsed as received to reduce the risk for fraud.  
A transmittal form should accompany the monies indicating which General Ledger accounts are  
to

be credited. A copy of the transmittal should be kept by each department. The Finance Department will record these revenues in the Cash Receipts module of NEMRC.

33 3.3 The Finance Department will recount and confirm cash and checks received against the daily cash receipts journal and will be responsible for depositing all daily receipts in the bank.

34 3.4 No Town Employee or Department shall extend credit for services rendered without the written approval of the Town Manager.

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#### 4. VOIDED CHECKS

41 If a check is voided after approval by the Selectboard and the check is to be reissued, it will be reissued and included on a subsequent warrant.

#### 5. ACCOUNTS PAYABLE AND INTERIM CHECKS

51 In order for invoices to be included on an Accounts Payable Warrant, they must be to the Finance Department by 1:00 pm on the Thursday preceding the next Selectboard Meeting.

52 Checks that need to be written that do not coincide with the approval of Accounts Payable Warrants, shall receive approval for payment from the Town Manager and the authorized member of the Selectboard. These interim checks will be included on the warrant provided to the Selectboard at their next regular meeting.

53 Examples: payroll related bills, postage, and payments that must meet a specific deadline and fall outside of the regular Selectboard meeting schedule.

#### 6. CREDIT CARD USE

61 The Town has one credit card, and two business charge cards: Staples and Home Depot.

62 No individual, including Department Heads, has the authority to open a credit card account in the Town's name.

63 The Town credit card may be used with approval of the Town Manager, and only for official Town purposes. No personal use or purchases of a personal nature shall be allowed, regardless of payback intentions.

64 Within five business days of each credit card transaction the Department Head shall furnish the Finance Department a signed itemized receipt and purchase record detailing exactly what was purchased and to what account it should be charged. The purpose for this is to prepay when possible to avoid finance and late charges. All other purchasing procedures as set forth in this policy also apply.

#### 7. EMPLOYEE REIMBURSEMENT

71 It is not recommended or encouraged that employees make purchases using personal funds on behalf of the town. However if this does occur, the Town will reimburse employees through semi-weekly accounts payable runs done in accordance with scheduled Selectboard meetings. The employee shall complete an Employee Reimbursement Form attaching an itemized receipt for goods or services purchased, and indicating the account to be charged. This will be signed by the Department Head and a Department Head Reimbursement Form, by the Town Manager. All other purchasing procedures set forth in this policy shall also apply.


**8. PETTY CASH**

81 Petty Cash Accounts are currently established for Town Clerk (Tracy Hall), the Police Department, the Recreation Department and the Transfer Station. These accounts are intended for small purchases (such as postage and supplies). A Petty Cash Reimbursement Sheet will be used when funds are depleted, with appropriate account numbers for the expenses, and must balance with the remaining cash on hand. (Purchases should not be made at Dan & Whit's with petty cash, as sales tax will be charged and the Town is not subject to sales tax.) This form will have attached to it itemized receipts for the purchases, and be signed by the Department Head. The Town Manager shall set limits for each Department on the amount of petty cash that may be maintained by each Department, in accordance with their particular needs.

**9. FORMS**

91 The following forms are available from the Finance Department:

- 9.1.1 Expense Reimbursement Form
- 9.1.2 Petty Cash Reimbursement Form

Approved:  Effective Date: October [XX], 2017  
Mary Layton  
Chair, Selectboard

Acknowledged: \_\_\_\_\_ Effective Date: October [XX], 2017  
Herb Durfee  
Town Manager

Acknowledged: \_\_\_\_\_ Effective Date: October [XX], 2017  
Roberta Robinson  
Finance Director

Approved: \_\_\_\_\_ Effective Date: April 22, 2013 Town  
Manager

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**SELECTBOARD FINANCIAL POLICY #2:  
UNDESIGNATED FUND BALANCE TOWN OF NORWICH**

**1. PURPOSE**

1.1 The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to insure that adequate reserves are maintained in the general fund for the following purposes:

1.1.1 To fund operations by providing sufficient working capital for adequate cash flow, tax rate stabilization and as protection against uncollected taxes, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, errors in financial forecasting, natural disasters and cutbacks in distributions from the state government.

1.1.2 To reduce the cost of long-term borrowing by maintaining an appropriate level of undesignated general fund balance, which is reviewed as part of the evaluation of a municipality's creditworthiness by bond-rating agencies.

**2. DEFINITION**

2.1 Undesignated fund balance - The portion of the general fund balance that is not reserved or designated for a specific use that exists at the end of the fiscal year.

2.2 Operating expenditures - All charges included in the Gross Spending General Town Budget.

**3. RATIONALE**

3.1 The National Advisory Council on State and Local Budgeting (NACSLB) encourages local governments to establish a policy on maintaining an appropriate level of Unreserved Fund Balance in the general fund (Recommended Practice 4.1).

3.2 The Government Finance Officers Association (GFOA) recommends that, "at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures."

3.3 GFOA also notes that "Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any onetime."

**4. POLICY**

4.1 The Town should budget for current year general fund revenues including property tax revenues to be sufficient to finance current year expenditures.

4.2 Consistent with the recommendations of GFOA, an undesignated general fund

balance of between 10 and 20 percent of general fund operating expenditures should be maintained.

4.3 As part of setting the Town tax rate the Selectboard will review and discuss the undesignated general fund balance.

4.4 If the general fund balance falls outside of the above parameters, budgeted revenues should be either increased or decreased in subsequent years to maintain the general fund balance as described in section 4.2.

Adopted by the Norwich Selectboard on October 25, 2006. Amended on January 26, 2011 and readopted without change on October [XX], 2017.

For the Norwich Selectboard:

~~Roger Blake~~ Mary Layton, Chair

# Norwich, Vermont Strategic Plan

## Section IV: Future of the Norwich Community

### Town Facilities and Operations—Greenhouse Gas Emissions

#### *Energy efficiency of Facilities, Transportation and Processes and Their Fuel Sources*

##### **What We Have**

*Overview* – The Intergovernmental Panel on Climate Change (IPCC), a scientific body under the auspices of the United Nations, has published several warnings about the effect of human-generated greenhouse gases (GHGs) from fossil fuels and other sources on global climate change.

The municipality of Norwich, Vermont consumes energy for three separate purposes: facilities, transportation and processes. In 2011, it consumed approximately 5% of its total energy in the form of electricity; the rest is in fossil fuels. In the same year, the fossil fuels were applied to the following uses:

- Heating of buildings: 34% of fossil fuels
- Transportation (primarily police vehicles): 12% of fossil fuels
- Process energy (road machinery): 58% of fossil fuels

Note that municipally contracted services, such as paving, are not included in these totals.

As of 2014, the Town had adopted the use of biofuel blends in its DPW fleet, had acquired a fleet of more fuel-efficient police vehicles, was using solar heat for wash water at its public works facility, and had implemented a net-metering solar energy program.

*Electricity* – As of 2011, Norwich facilities used approximately 134,000 kilowatt-hours of electricity, annually. Table 1 shows the evolution in the energy sources from the town’s electricity utility, Green Mountain Power.

**Table 1. Green Mountain Power Energy Sources**

Source	2006 <sup>1</sup>	2014 <sup>2</sup>
Hydro	50.4%	46.9%
Nuclear	43.0%	7.0%
From the grid	0.0%	30.5%
Wood	4.3%	4.9%
Methane/Oil	2.2%	1.0%
Wind	0.1%	8.1%
Other	0.0%	1.6%

<sup>1</sup> <http://news.greenmountainpower.com/manual-releases/2007/GREEN-MOUNTAIN-POWER-GENERATING-SOURCES-AMONG-LOWE?feed=d51ec270-a483-4f6c-a55e-8e5fbe2238c2>

<sup>2</sup> <http://www.greenmountainpower.com/fuel-mix/>

This represented a very small carbon footprint in 2005, but with Vermont Yankee ceasing operation in 2014, the nuclear component of GMP's portfolio will be replaced by other sources. After GMP's merger with CVPS, its energy portfolio has changed, substantially to approximately 30% energy from the grid.

By the end of 2014, 90% of Norwich's electricity will come from photovoltaic arrays, using a net-metering arrangement.

*Heating of buildings* – The municipality uses two types of fuel for heat: fuel oil and propane. The estimated CO<sub>2</sub> contribution of fuel oil is 10.2 kg/gallon or 73.2 kg/10<sup>6</sup> Btu. The estimated CO<sub>2</sub> contribution of propane is 5.8 kg/gallon or 63.1 kg/10<sup>6</sup> Btu.<sup>3</sup> So, in 2011, the municipal contribution to CO<sub>2</sub> from heating was 98,000 kg.

*Transportation* – The town's primary use of energy is for the police fleet<sup>4</sup>—the public works director has a diesel-powered pickup and the fire chief has a gasoline-powered SUV. The estimated CO<sub>2</sub> contribution of gasoline oil is 8.9 kg/gallon or 71.3 kg/10<sup>6</sup> Btu.<sup>5</sup> So, in 2011, the municipal contribution to CO<sub>2</sub> from transportation was 35,000 kg.

*Process energy* – The town's road machinery are the primary consumers of diesel fuel in the course of repairing roadways and plowing snow.<sup>6</sup> The fire department's vehicles also consume diesel fuel—also process energy for fighting fires. The estimated CO<sub>2</sub> contribution of diesel fuel is 10.2 kg/gallon or 73.2 kg/10<sup>6</sup> Btu. So, in 2011, the municipal contribution to CO<sub>2</sub> from process energy was 187,000 kg.

### ***What We Want***

The Town of Norwich will reduce annual net greenhouse gas emissions from energy consumption by all municipal sources relative to the 2012 baseline, contingent on no more than 10% additional life-cycle cost over conventional options, by:

- 25% by 2026
- 50% by 2038
- 75% by 2050

### ***SWOT Analysis***

The "SWOT" analysis, shown in Table 2, weighs favorable and unfavorable influences that come from our own abilities and outside forces, and helps understanding of the above goal as:

- *Strengths* – The town tracks municipal energy use; it has used expert engineering consultants for advice; it is considering renewing or replacing aging facilities.

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<sup>3</sup> US Energy Information Administration— Carbon Dioxide Emissions Coefficients: [http://www.eia.gov/environment/emissions/co2\\_vol\\_mass.cfm](http://www.eia.gov/environment/emissions/co2_vol_mass.cfm)

<sup>4</sup> 4 vehicles

<sup>5</sup> Ibid.

<sup>6</sup> Diesel – 5 dump trucks, 2 graders, 1 backhoe, 1 loader and sidewalk plow.  
Gasoline – various utility vehicles and maintenance equipment.

- *Weaknesses* – Much of the town’s energy use is from processes; first-cost versus life-cycle costing can be difficult to assess; voters may not opt for facility renewal.
- *Opportunities* – New technologies are becoming more affordable and available, both in the near and long term..
- *Threats* – Each promising technology has substantial drawbacks.

### ***Implementation Plan***

*Means* – The town will draw on an engineering analysis to identify paths for GHG reduction in its energy use. The analysis will include strategies to be followed, plus engineering economics tools, such as spreadsheets to assess further options, as they become available over time. The town will assess the degree to which planning for energy efficiency can be built into its construction projects and equipment capital replacements. Identify and record a GHG-reduction “glide path” for each type of equipment and each facility.

*Implementation Team* – The implementation team will comprise future selectboards supported by the town manager and any engineering experts that he/she may hire.

*Metrics* – Use town records to track fuel and electricity usage. Use current U.S. Energy Information Agency statistics on CO<sub>2</sub> content of fuels to assess goals.<sup>7</sup> It’s beyond the capability of Norwich to assess the upstream generation of CO<sub>2</sub>. Instead, Norwich must rely on national policy and its implementation by the energy sector to address its own CO<sub>2</sub> generation issues.

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<sup>7</sup> US Energy Information Administration— Carbon Dioxide Emissions Coefficients:  
[http://www.eia.gov/environment/emissions/co2\\_vol\\_mass.cfm](http://www.eia.gov/environment/emissions/co2_vol_mass.cfm)

**Table 2. SWOT analysis for municipal energy goal.**

**Abilities:** Things that we may do for ourselves.

<i>Positive</i>	<i>Negative</i>
<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>Norwich has been tracking the municipality's energy use, since 2004.</li> <li>The town uses expert engineering consultants to advise on practical options.</li> <li>Replacing aging facilities with new offers the prospect of improved energy use.</li> </ul>	<ul style="list-style-type: none"> <li>Process energy cannot be reduced below the intrinsic energy requirement of the task to be completed.</li> <li>Capital investments may require higher initial costs in order to lower life-cycle costs.</li> <li>Life-cycle costs are less certain than initial costs.</li> <li>Tracy Hall may be difficult to upgrade economically.</li> <li>The voters may opt not to upgrade aging facilities.</li> </ul>

**Trends:** Things that others may do to/for us.

<i>Positive</i>	<i>Negative</i>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>Natural gas production offers the prospect of reducing CO<sub>2</sub> production from combustion in the near term.</li> <li>Improved heat pump technologies offer the prospect of capturing ambient energy for building HVAC.</li> <li>Lowering costs of photovoltaic cells offer the prospect of supplying heat pumps with solar energy.</li> <li>Increasing use of hybrid technology offers the prospect of more efficient transportation power.</li> <li>Other technologies may become more affordable as climate change becomes a more compelling issue.</li> </ul>	<ul style="list-style-type: none"> <li>New energy-saving technologies may be too expensive or unavailable.</li> <li>Natural gas production offers problems with collateral GHG emissions in production, which are hard to compare with petroleum oil production.</li> <li>Hydro-Québec hydro power has negative land impact, power lines</li> <li>Solar energy: requires a large area per unit energy harvested; not continuously available.</li> <li>Wind energy: projects face local opposition; not continuously available.</li> <li>Biofuels are not yet sustainable and can have cold-weather issues.</li> <li>National policy may be too little, too late in facilitating the economic implementation of GHG reduction technologies.</li> </ul>

*Strategies and Tasks* – Table 3 shows the individual steps and timeframes to achieve the municipal greenhouse reduction goals, using 2012 as a baseline. Most of them are for future town managers to investigate and for future selectboards to recommend as part of the town budget.

**Table 3 Strategies and Tasks**

	<b>2011</b>	<b>2026</b>	<b>2038</b>	<b>2050</b>
Reduction goal	0%	25%	50%	75%
Total CO2 (kg)	299,170	224,377	149,585	74,792
<b>End Use</b>	<b>Potential Strategies</b>			
Heating	Envelope tightening, propane heating	New facilities, Natural gas, woodchips, heat pumps	Energy conservation retrofit of Tracy Hall with solar heat pump	Solar heat pump for all facilities with fuel backup.
Transportation	Smaller police vehicles	Hybrid plug-in vehicles	Automated traffic monitoring to reduce vehicle use.	Remote surveillance of main routes to minimize vehicle use.
Process	Biodiesel, solar heated water	CNG conversion	Possible hybrid vehicles	Possible plug-in hybrid vehicles
Electricity	Sustainable	Solar	Solar	Solar

*Obstacles* – Employ a public information campaign, using all available media and citizen participation to highlight the importance of GHG mitigation and Norwich’s options for addressing it. Employ the town’s representatives at the state and national levels to advocate for needed policy changes and pertinent funding.

*Budget* – Scoping budget to estimate cost of implementation. Budgeting of implementation.

**Impact on the Future of Norwich**

The execution of a plan to mitigate municipal GHG emissions will likely affect levels of taxation, which may have the following effects on growth, demographics, and other factors

- *Growth* – Any added tax burden from implementation of GHG mitigation technologies will make Norwich less affordable than localities that do not take these measures, and thereby impede population growth. At the same time, the

implementation of GHG mitigation may make the community more attractive for supporters of ecological responsibility.

- *Demographics* – Any added tax burden from implementation of GHG mitigation technologies will make Norwich less affordable than localities that do not take these measures, and thereby retain and attract residents with higher incomes than elsewhere, who are more committed to GHG reduction than people residing elsewhere.
- *Other* – Norwich has the potential to become a noted leader in New England for implementing GHG mitigation.

## Section IV: Future of the Norwich Community

### Energy Efficiency and Sustainability

*Sustainable Development: higher density, energy-efficient development; energy-efficient transportation; energy efficient new buildings; upgrade older buildings for energy efficiency; small-scale energy generation.*

#### **What We Have**

Climate change and the cost of fuels, both fossil and renewable, are driving factors inducing greater energy efficiency and sustainability. The scientific consensus is that current climate change is primarily driven by human activities. Generations to come will feel the effects of this change.

A report prepared for the Vermont Director of the Air Pollution Control Division suggests that:<sup>8</sup>

If current high emissions continue, Vermont's summer climate by 2080 will feel similar to the climate of northwest Georgia for the period 1961-1990. However, if emissions are greatly reduced, the climate of Vermont will more closely resemble the climate of southeastern Ohio.

The report suggested a series of effects that include, a late arrival of winter with milder temperatures and precipitation that trends more towards ice and rain than snow, a greater tendency of flooding year-round, more frequent and prolonged droughts, hotter summers, and more frequent heavy precipitation events. According to sources cited in the *New York Times*, severe storms are becoming more frequent.<sup>9</sup>

Vermont's Comprehensive Energy Plan sets a goal of obtaining 90% of our energy needs from renewable sources by 2050.<sup>10</sup> It is based on the following strategy to virtually eliminate Vermont's reliance upon oil by mid-century:

- Increase efficiency measures
- Greater use of clean, renewable sources for electricity, heating, and transportation, and electric vehicle adoption
- Increasing use of natural gas and biofuel blends where nonrenewable fuels remain necessary

The Town of Norwich and certain enterprising residents have embarked on residential and community-scale building efficiency and solar energy projects. In addition, Norwich has become a Property Assessed Clean Energy (PACE) district. PACE is a method of financing energy improvements, which allows homeowners to

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<sup>8</sup> Betts, Alan K. "Climate Change in Vermont". June 2011

<sup>9</sup> Wald, Matthew L. and Schwartz, John. "Weather Extremes Leave Parts of U.S. Grid Buckling". *New York Times*: July 25, 2012.

<sup>10</sup> Vermont Department of Public Service, December 2011, Comprehensive Energy Plan 2011—Vermont's Energy Future, [http://publicservice.vermont.gov/publications/energy\\_plan](http://publicservice.vermont.gov/publications/energy_plan), P. 3

invest in efficiency or renewable energy improvements to their homes through on a special assessment tied to the property.<sup>11</sup>

Another aspect of sustainability is solid waste. Vermont's solid waste law, Universal Recycling (Act 148), encourages the diversion of recyclables and organic waste material from landfills into sustainable options, including re-use and composting.<sup>12</sup>

### ***What We Want***

Residents and property owners of the Town of Norwich will reduce annual net greenhouse gas emissions from energy consumption by all municipal sources relative to the 2012 baseline, within the economic constraints of individual residents and property owners, by:

- 25% by 2026
- 50% by 2038
- 75% by 2050

Note that meeting 90% of Norwich's overall energy needs from renewable sources by 2050 is a strategy endorsed by the Vermont Energy Plan.<sup>13</sup>

### ***SWOT Analysis***

The "SWOT" analysis, shown in Table 4, weighs favorable and unfavorable influences that come from our own abilities and outside forces, and helps understanding of the above goal as:

- *Strengths* – The town has an active energy committee, drawn from its well-educated and relatively affluent population, supported by its Town Plan and PACE funding.
- *Weaknesses* – To date property owners have shown no widespread tendency to implement energy upgrades, nor is there a centralized means for tracking their efforts.
- *Opportunities* – New technologies are becoming more affordable and available, both in the near and long term. Norwich has multiple sources of expertise to draw upon from local support agencies.
- *Threats* – Subsidies and incentives for energy conservation have expiration dates and action at the national level to provide new ones is uncertain; energy saving technologies may be too expensive to reach the later goals.

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<sup>11</sup> Efficiency Vermont, 2014, Resources for PACE Town Administrators, <https://www.encyvermont.com/for-our-partners/PACE-For-Town-Administrators/General-Info/Overview>

<sup>12</sup> Vermont Department of Environmental Conservation, Act 148, Vermont's Universal Recycling Law, <http://www.anr.state.vt.us/dec/wastediv/solid/Act148.htm>

<sup>13</sup> Vermont Department of Public Service, December 2011, Comprehensive Energy Plan 2011—Vermont's Energy Future, [http://publicservice.vermont.gov/publications/energy\\_plan](http://publicservice.vermont.gov/publications/energy_plan), P. 3

**Table 4. SWOT analysis for municipal energy goal.**

**Abilities:** Things that we may do for ourselves. (See also Table 2.)

<i>Positive</i>	<i>Negative</i>
<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• Educated, comparatively affluent population.</li> <li>• Norwich has an active citizen-based energy committee that can tap support from expertise from residents and other groups.</li> <li>• Town Plan supports energy conservation and efficiency.</li> <li>• PACE funding is available in Norwich.</li> <li>• Active public transit service from downtown to other area towns.</li> <li>• Campaigns for energy conservation and solar energy are increasing participation by building owners.</li> </ul>	<ul style="list-style-type: none"> <li>• There is no centralized capability for tracking energy consumption in the community.</li> <li>• Energy may not be a high priority for personal spending among property owners.</li> <li>• Citizen energy activism can have only limited scope and impact by itself.</li> <li>• Town institutions have been slow to make energy a priority.</li> <li>• Spread-out nature of town diminishes economics of public transit.</li> </ul>

**Trends:** Things that others may do to/for us.

<i>Positive</i>	<i>Negative</i>
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• Energy service providers may be able to provide data for the 05055 footprint.</li> <li>• Norwich can avail itself of technologies from local energy companies.</li> <li>• Norwich’s electrical energy utility has supported energy conservation, renewables and efficiency.</li> <li>• Natural gas production offers the prospect of reducing CO<sub>2</sub> production from combustion in the near term.</li> <li>• Improved heat pump technologies for building HVAC and lowering costs of photovoltaic cells offer synergy.</li> <li>• Increasing use of hybrid technology offers the prospect of more efficient transportation power.</li> <li>• Multiple support agencies are available regionally.</li> </ul>	<ul style="list-style-type: none"> <li>• Subsidies on Electric Vehicles and solar installations to expire at the end of 2016.</li> <li>• New energy-saving technologies may be too expensive or unavailable.</li> <li>• With the merger of Vermont’s electric utilities the provenance of its electricity supply may become difficult to characterize for GHG content</li> <li>• National policy may be too little, too late in providing incentives for the implementation of GHG reduction technologies.</li> <li>• Vermont statute does not support energy conservation in the manner that it supports solar energy.</li> </ul>

### ***Implementation Plan***

*Means* – Town volunteers, town commissions and boards, and contracted subject matter experts will draw on best practices to identify pathways for GHG reduction in its energy use. The pathways will encompass sustainable development, energy-efficient buildings and small-scale energy generation. Identify and record a GHG-reduction “glide path” for each pathway.

*Implementation Team* – The implementation team will comprise the Norwich Energy Committee, the Norwich Planning Commission, the Design Review Board and contracted subject-matter experts, supported by town policies and funding for local advisory agencies, provided by Norwich voters.

*Metrics* – The most direct method for acquiring building energy use data would be to request of those electrical and fuel vendors, serving Norwich. They may be able to provide current and historical data for the 05055 footprint.

If the first approach doesn’t succeed, use estimation techniques to compare future states with 2012. Use the database from the town grand list data to create an energy use model. Use traffic counts and a profile of vehicles using the town roads to create an estimate of vehicular energy consumed.

Use current U.S. Energy Information Agency statistics on CO<sub>2</sub> content of fuels to assess goals.<sup>14</sup> It’s beyond the capability of Norwich to assess the upstream generation of CO<sub>2</sub>. Instead, Norwich must rely on national policy and its implementation by the energy sector to address its own CO<sub>2</sub> generation issues.

*Strategies and Tasks* – The Norwich Town Plan addresses sustainable development with higher density settlement patterns, improving the building stock with energy efficient new buildings the upgrading of older buildings for energy efficiency, the use of small-scale energy generation and promotion of energy-efficient transportation;

- *Sustainable development* – Assemble information on sustainable development best practices with an emphasis on energy conservation for developers to use when drafting proposals. Identify areas that would support sustainable development. Provide information to realtors and developers.
- *Energy-efficient buildings* – Identify technologies and corresponding funding mechanisms that can be applied to upgrading the energy efficiency of Norwich’s current private building stock and also for new buildings in town.
  - Appropriate funds for, competitively bid and contract for an energy auditing service that delivers audits to property owners, based on the value of the property. Develop a database that provides a record for each participating property owner.
  - Provide equivalent temporary tax exemption for energy improvements to new and existing properties on the documented cost for the energy retrofit or a flat fee for types of upgrade over existing practice per unit of installation.

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<sup>14</sup> US Energy Information Administration— Carbon Dioxide Emissions Coefficients: [http://www.eia.gov/environment/emissions/co2\\_vol\\_mass.cfm](http://www.eia.gov/environment/emissions/co2_vol_mass.cfm)

- Beneficiaries participate in the centralized database for the properties involved. This would require a change in Vermont statute.
- For existing buildings, develop an outreach program that harvests the information gained in assessments to alert property owners to the potential for voluntary energy efficiency improvement of each property. Identify and record a GHG-reduction “glide path” for each building. Identify 2012 datum for each.
  - For designers and builders of new buildings, assemble information on best practices to use when developing projects. Prepare companion information for prospect new building owners.
  - Mobilize the Norwich Energy Committee and other community resources to provide outreach on building energy efficiency through list server postings, workshops, information tables, informal discussions, and other means.
  - *Small-scale energy generation* – As provenance of electricity difficult to identify as being from non-GHG sources, identify sites for off-property solar installations, zone accordingly, and provide temporary tax exemption for installations.

Table 5 shows the individual steps and timeframes to achieve the municipal greenhouse reduction goals. Most of them are for future town managers to investigate and for future selectboards to recommend as part of the town budget.

**Table 5 Strategies and Tasks**

	<b>2012</b>	<b>2026</b>	<b>2038</b>	<b>2050</b>
Reduction goal	0%	25%	50%	75%
Total CO2 (kg)	Per property, data to be estimated, then collected for database.	Use database: 25% of buildings	Use database: 50% of buildings	Use database: 75% of buildings
<b>End Use</b>	<b>Potential Strategies</b>			
Building energy	Primarily fuel oil and propane	Energy conservation emphasis. Conversions to natural gas, woodchips, heat pumps	New construction using sustainable practices with incentives	New construction using net zero practices with incentives
Transportation	Prevalent use of gasoline, individual vehicles with high traffic volume at rush hours.	Plug-ins for electric vehicles. Expanded bicycle routes in town and beyond.	Prototype public transit routes and parking for commuters.	Expanded public transit network and parking for commuters.
Sustainable development	Individual projects	Identification of favorable sites	Development uses sustainable practices	Development uses net zero practices tied to public transportation
Electricity	Sustainable	Sustainable	Sustainable	Sustainable

- *Energy-efficient transportation* – Develop strategies to minimize commuting trips with a ride-sharing, public transit, or synergy with school transportation for traffic at peak times. Incorporate park-and-ride lots for commuters coming from outlying communities. Enhance pedestrian and bicycle routes.

*Obstacles* – Employ a public information campaign, using all available media and citizen participation to highlight the importance of GHG mitigation and Norwich’s options for addressing it.

Employ temporary tax exemption incentives for energy upgrades of individual properties. Employ voter-approved appropriations to co-fund energy conservation assessment services for: 1) properties in town and 2) public transportation options.

Employ the town's representatives at the state and national levels to advocate for needed policy changes and pertinent funding. Allowing temporary tax exemption for energy upgrades to real property should receive statutory support.

*Budget* – Scoping budget to estimate cost of implementation. Budgeting of implementation.

### **Impact on the Future of Norwich**

The execution of a plan to mitigate community-wide GHG emissions may affect levels of taxation, owing to additional engineering and construction costs for infrastructure; the added livability of the town could make it more attractive; each of which may have the following effects on growth, demographics, and other factors:

- *Growth* – Any added cost applied to development of new sustainably designed building stock is likely to suppress growth of new buildings. Any added tax burden from implementation of GHG mitigation technologies will make Norwich less affordable than localities that do not take these measures, and thereby impede population growth.
- *Demographics* – The improvement of the building stock will make Norwich more desirable than communities that do not take these measures and therefore more valuable, driving up prices. Any added tax burden from implementation of GHG mitigation technologies will make Norwich less affordable than localities that do not take these measures, and thereby retain and attract residents with higher incomes than elsewhere, who are more committed to GHG reduction than people residing elsewhere.
- *Other* – Reduction of downtown traffic at rush hour and other times will make the village of Norwich a more attractive place to enjoy.

**Miranda Bergmeier**

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**Subject:** Rules of Conduct Agenda Item Memo for Packet

Memorandum:  
To: Norwich Selectboard  
CC: Herb Durfee, Miranda Bergmeier  
Date: October 3, 2017  
Subject: Agenda Creation Process

Hi All,

I think there are some actions that we can take as a team that will make formation of the agenda run smoothly and with input from all members.

I would like to include with the packet the rules of conduct that we adopted on March 8, 2017. Later in this memo I will propose edits to these rules that I think will lead to significant improvements in forming our agendas.

I think the issues we need to deal with are how, why, and when to incorporate additions or deletions to particular agendas. This was expressed by Linda at the last meeting. In addition, it is clear from talking to Herb and Miranda that in terms of timing and production of the agenda, that the time frame for input and the time needed for formatting, production, copying, and posting of the agenda and packets needs to happen much earlier in the “production week.”

In terms of improving the “turnaround time”, it would first be helpful to state at the end of each meeting which items should be on the agenda for the next meeting, including ongoing topics such as our Select Board goals. This will give us a basic idea of what we are dealing with.

If there are additional topics to bring up, please email the topic and whether it is “discussion or discussion/action” to me, copied to all SB members, and to the TM and Miranda, by Monday evening of the “agenda formation week.” This allows four days for preliminary input. In making your suggestions it would be helpful if we all could think about whether the topic is discussion or discussion/action. In particular it would be helpful to define the action with a draft motion. An example is Town Plan. Would the motion be for the Select Board to write a letter to the Planning Commission urging them to come up with a timely draft? In contrast, if we have received a draft then the motion might be to set up public hearings, warn a special advisory meeting, to amend the draft, or to adopt the draft as a new Town Plan. We are relying quite a bit on Miranda and Herb to create the motion sheet. For routine matters such as accepting the minutes this is fine, but for other matters creation of motions may help us have better discussions and to make wiser decisions.

I have a regular check in with Herb on Monday afternoons to talk about current topics. This conversation plus SB input will be followed by a draft agenda which comes out Tuesday for review by the SB.

The Selectboard gives input about the draft agenda by noon on Wednesday. I will approve the agenda Wednesday night. Miranda will start formatting the agenda and gathering the materials for the packet on Thursday. The agenda and packet go out Friday.

Another other area which I think could use improvement has to do with the available time at the meeting (three hours maximum based on observation of when Board members “wear out”). We have a commitment to let

members of the public speak about the issues that they care about. This is immensely valuable and also uses time. We have agreed to have a three minute limit. We might also think about a practice of spreading topics of high interest to the public over different meetings so that we don't use up our working time. To have added another high interest topic to the last meeting in addition to the Safe Sidewalks to School topic would have been very unworkable, as I think we would have run out of time and energy to deal with regular business and our Selectboard goals.

I am hoping to preserve the prerogative of the Chair to help put together agendas in a way that helps us meet our goals and incorporates all of our voices, as well as to try to move the meetings along in a reasonable way so that we do not wear out. This is a matter of judgement as to when in the calendar to incorporate certain items, balancing our valuable decision-making time with receiving public input, and recognizing that some topics are outside of our authority and need to be addressed by another entity. I am doing my best and hoping for feedback.

Keeping the above thoughts in mind, here is a motion:

To adopt the following edits to the Rules of Conduct adopted on March 8, 2017:

#### Section 4.

4.1. Board members and the town manager may propose agenda items at a prior meeting or by email on or before Monday evening of the week before a Selectboard meeting, subject to the approval of two other members. Proposed items should define the topic as (Discussion) or (Discussion/Action), and may in the latter case include proposed motions.

4.2 Members should submit supporting information for inclusion in the packet on or before noon, five business days before a meeting (Wednesday), where practical.

4.3 The Chair finalizes the content and order of the agenda by the evening of the fifth business day (Wednesday). Production of the agenda and packet occur on the sixth business day (Thursday), posting of agenda and packet occur on the seventh business day (Friday) by 5pm. The Chair will reasonably balance items based on available time, the Selectboard calendar and goals, and whether the Selectboard is the appropriate venue for the agenda item.

I hope you will take these suggestions to heart. I look forward to your input.

Mary Layton

**Town of Norwich Selectboard  
Rules for Conduct of Regular and Special Meetings**

Whereas, the Selectboard is the governing body of the Town; and  
Whereas, the Selectboard is charged by law with the general supervision of the affairs of the Town;  
and Whereas, the Selectboard is required by law to make decisions in public, unless statutorily  
exempted; and Whereas, the public is entitled to a reasonable opportunity to express its opinion on  
matters considered by the Selectboard so long as order is maintained; and  
Whereas, the Open Meeting Law provides that public comment shall be subject to reasonable rules  
established by the Chair; the Norwich Selectboard hereby adopts the following rules and procedures:

1. Meetings shall be chaired by the Chair of the Selectboard, duly elected at the Selectboard's organizational meeting, or in his or her absence, by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be chaired by a chair pro tempore, to be selected by the Selectboard.
2. A majority of the Selectboard shall constitute a quorum. Absent a quorum the only action, which may be considered, is a motion for a recess or adjournment.
3. At each meeting, there shall be reasonable time reserved for public comment concerning items not on the agenda.
4. Each meeting shall have an agenda:
  - 4.1. Board members and the town manager may propose agenda items at a prior meeting or by email, subject to the approval of two other members.
  - 4.2. Members should submit supporting information for inclusion in the packet by 9 am three business days before a meeting, where practical.
  - 4.3. The Chair finalizes the order of the agenda by noon three business days before a meeting, when practical.
  - 4.4. Changes may be made by consensus or by a vote of the Board at the beginning of regular meetings.
  - 4.5. Material introduced after the packet has been finalized shall be included in a subsequent packet for the record.
  - 4.6. Appointments and hearings may be allotted specific times.
  - 4.7. The Selectboard may invite members of the public, other local officials, or those who have business with the Town to join them at a regular or special meeting.
  - 4.8. Those who wish to be added to the agenda shall contact the Town Manager in advance to arrange for a time to be approved by a majority of the board.
  - 4.9. At special meetings, only those items on the agenda may be discussed.
5. All business shall be conducted in the same order as it may appear on the agenda, except that by majority consent, the Chair may alter the order of items to be considered and/or the time allotted.
6. Public comment on issues discussed by the Selectboard may be offered during the meeting with the permission of the Chair. The Selectboard shall apply consistent time limits to all whom they recognize to speak.
7. The Chair shall rule on all questions of order or procedure. A majority of the board may overrule the chair as a point of order.
8. Meetings may be recessed to a time and place certain.
9. The Chair shall enforce these rules as required by 1 V.S.A. § 312(h).
10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings. It shall be the responsibility of individual Selectboard members to provide written revisions of draft condensed Selectboard minutes to the Town Manager's Office by close of business on the day before the meeting in which those minutes are expected to be approved. These revisions will be copied and distributed to Selectboard members for the meeting.
11. These rules may be amended by majority vote of the Selectboard, and such rules must be adopted annually at the organizational meeting.

Adopted by Selectboard March 8, 2017

# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

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

9

## September 2017 - Recreation Report

### 33rd Annual Labor Day Road Race:

On Monday, September 4th, we had 122 runners on a beautiful day (see photos in attachment). Runners chose from 2 race distances: 2.2 miles or our certified 10K. 'Omer & Bob's Sports' donated four gift cards for the top male & female runner in each race and 8 running related products and Susan Zak from Bakewell Bakery donated chocolate chip cookies for prizes which folks loved, also. The Swenson family kindly contributed a number of ibex wearable prizes. Todd from 'Stone Arch Bakery' in Lebanon generously sponsored the food end of the event. Over two dozen volunteers helped make the race possible, and ensured that the runners were safe and hydrated. It could not have happened without the extra support from the Recreation Council, the Legion, 'Youth In Action' and the Norwich Police Department/Anna; all instrumental in the success of the race once again this year. Thanks to our awesome sponsors & volunteers!

**Recreation Program Update:** There are over 140 children participating in our Fall Soccer program, with 18 volunteers coaching. Both of Jane LeMasurier's Youth Biking Programs filled, with 32 children now participating. Fifteen are involved in Fall Fencing. Youth Yoga is gaining momentum with 9 now signed up for the early fall session.

I've enjoyed getting out to observe a number of our fall programs, soccer games & practices. The process of lining up basketball coaches for the upcoming season is underway, also.

For Adults, Fall Yoga, Table Tennis, Fitness, Fencing and Kung Fu all continue successfully. Ten Women tried our new evening Women's Mt. Biking Clinic.

I updated Independent Contract Agreements and met with instructors who are sub-contractors, as needed.

**Facilities:** It was just a year ago that the community came together to install the original bicycle pump track at Huntley Meadow. The new loop has added many diverse options for residents and once again we thank all those who donated time, materials and funding to make this happen. It was all made possible from private support / funding and philanthropic organizations and individuals. There has been incredibly positive feedback and it is being thoroughly enjoyed by a wide range of ages. The first person to try it out was former Select Board member, Liz Blum who hooted and hollered with pure joy on her first loop!

The Tracy Hall Gym floor which was re-finished the first week in September, looks fabulous.

After our industrious B & G crew corrected any questionable items/areas at Huntley Meadow, I did a final walk through. I'm please to say that Huntley has never been in such good shape. It is well appreciated with hundreds of residents (and some visiting teams) enjoying the area every single day.

### **Meetings, Clinics & Professional Development:**

Thank-you to the Select Board for welcoming our new interim Council member, Rob Johnson. Our monthly Recreation Council meeting hit on a number of topics: from a summer recap to reviewing the Labor Day Road Race, as well as discussion regarding fall soccer, yoga & biking. We hit the whole range of seasons discussing spring baseball and potential for a K - 2nd grade Nordic Skiing program.

Our Department Head meeting on 9/19 provided us information on presenting and formatting our Budgets this year, followed by updates on goings-on in other departments.

Respectfully submitted by,  
Jill Kearney Niles

2017 Labor Day Race





**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: Public Works Monthly Report  
Date: September 30, 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 Alternate Projects:

- The renovations to the Public Works facility started in September.

Flash Flood of July 1, 2017

- After meeting with FEMA officials this month, the large repair projects from the July 1<sup>st</sup> flash flood have gone out to bid.

Transfer Station:

- The recycling rate for August was 58% of all materials collected.
- Clean Harbors picked up 4,800 lbs. of paint for recycling.

Crack Sealing:

- The crack sealing of our paved roads that are not in the flood damaged areas has now been completed.

Roadside Mowing:

- Roadside mowing has now been completed for the year.

Gym Floor:

- Danaher Floor Restoration completed the yearly maintenance of the gym floor at Tracy Hall during the first week of September.

Salt Prices:

I received the following price quotes for bulk road salt for the 2017/2018 winter season:

- Morton Salt: \$67.98/ton
- American Rock Salt: \$73.89
- Cargill: \$72.33

We will purchase salt from Morton Salt whenever possible.

Pending Projects:

- The 2017 paving program and related work.
- Screening sand to replenish our sand pile for the winter of 2017/2018

# TOWN OF NORWICH ZONING & PLANNING

October 4, 2017

## August-September 2017 Monthly Report – Director of Planning & Zoning

### 1. Planning Commission

- Town Plan Update - --
  - Commission continued reviewing comments from the July 13<sup>th</sup> Public Hearing and from participants at the regular meetings. Many of the charts and tables have been updated where data is available. Plans for the Route 5 South/River Road Mixed Use District with affordable housing have been deferred and will be revisited for a future plan.
  - It is anticipated the updated plan will be sent to the Selectboard in October for review, hearing, and adoption process.

### 2. Development Review Board (DRB)

- There were two hearings in August. A variance hearing for a shed within a setback area and a conditional use hearing for creating access to a dock on the Connecticut River.
- The DRB is looking for another Alternate DRB Member. Please contact any DRB member or the Planning Director for more information.

### 3. Zoning Administrator – Activities included:

- Meetings with landowners on future development plans, permits, and hearings.
- Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.

### 4. Historic Preservation Commission

- Mid-Century Modern and Goodrich Four Corners historic district nomination documents for the National Register are being submitted to the State.
- The Norwich Historic Preservation Commission is known as a Certified Local Government (CLG) by the National Park Service which makes us eligible to receive federal grants for historic preservation projects. We had a five-year compliance review in August with the Vermont coordinator which went well.
- Request for Proposals for the four CLG17 projects were sent to 16 consultants. Proposals were received September 22 and consultants were selected for three of the projects: Brigham Hill Historic District National Register Nomination, Maple Hill Farm National Register Nomination, and Archeological Resources Assessment of the potential Pompanoosuc & Pattersonville Archeological & Historic District.

### 5. Other Activities:

- The Director of Planning, continued in August to be involved in the recovery from the July 1<sup>st</sup> Storm providing support to the DPW Director and Town Manager.

Phil Dechert

10a

**Miranda Bergmeier**

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**From:** Eydie Pines & John Leigh <johnandeydie@gmail.com>  
**Sent:** Wednesday, September 27, 2017 2:18 PM  
**To:** Miranda Bergmeier; David Ormiston  
**Subject:** Magnificent Elm

Dear Norwich Selectboard and Mr. Durfee,

We would like to weigh in on the sidewalk conversation. We are for sidewalks in the center of town. However, we are not in favor of sidewalks at the expense of the big, beautiful elm tree on 31 Church Street. We feel that this particular elm is more important to the streetscape than a sidewalk. There are alternative routes that could be explored for students to get to Marion Cross safely without disturbing the elm tree.

Please think long and hard before disturbing this magnificent tree.

Thank you,

Eydie Pines and John Leigh  
318 Hopson Road

106

**Miranda Bergmeier**

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**From:** lisa cadow <lisa.cadow@gmail.com>  
**Sent:** Wednesday, September 27, 2017 2:20 PM  
**To:** Miranda Bergmeier; David Ormiston  
**Subject:** Norwich Elm

To the Norwich Selectboard and the Norwich Town Manager,

I am writing to express my hope that the proposed sidewalk project is reconsidered in a way that would save the Norwich Elm.

Thank you for your work and careful planning,

Lisa Cadow  
261 Route 132  
Norwich, Vermont

10c

RECEIVED  
SEP 27 2017  
TOWN MANAGER'S OFFICE



Norwich Fire District  
Norwich, VT 05055

August 10, 2017

RE: Letter of Intent for Norwich Fire District Solar Project

Dear Norwich Fire District Prudential Committee,

We are pleased to provide this Term Sheet as our indication of intention to build and operate a 500 kW-AC solar project (the "Project" or "System") located on land owned by the Norwich Fire District ("NFD"). In particular, NFD will enter into a lease agreement to host the Project in return for solar lease payments described below. These lease terms are those we expect to be included in the definitive Solar Lease Agreements ("Solar Lease") to be fully negotiated following signing of this term sheet.

Additionally, NFD will also receive solar net metering credits from approximately 45 kW-DC of the solar array and purchase these solar net metering (NM) credits at a discounted rate as described below. The solar NM purchase terms are those we expect to be included in the definitive Solar Services Agreement ("SSA") to be fully negotiated between NFD and the Project Investor following signing of this term sheet.

*Project, Pricing, and Key Assumptions:*

**Solar Lease for 500 kW-AC solar array on approximately 3.5 acres of Norwich Fire District Land located on Route 5 as presented in the attached site plan.** NFD signs a 25 year lease for hosting this solar array with a newly purpose formed Project Company (e.g. NFD Community Solar, LLC) owned by Norwich Technologies and the Solar Investor.

Compensation for the lease entails:

1. \$10,000 to be paid at time of lease signing.
2. \$65,000 additional to be paid at time of project commercial operation.

**Solar Services Agreement "SSA" for approximately 45 kW-DC portion of solar.** NFD signs a 25-year SSA agreement for NFD to buy solar net metering (NM) credits from a portion of the 500 kW-AC solar array. NFD will save money on their electricity costs based on the discounted solar NM credits. Details include:

1. Value of Year One NM credits is estimated at \$8450 (average of \$787/month).
2. NFD agrees in SSA to purchase solar NM credits at 90% of their value (10% discount)

- The Solar Lease and SSA will have a term of [25] years, running from the Commercial Operation Date (to be defined in the Solar Lease and SSA).

**52 Bridge Street,  
White River Junction, VT 05001  
802-281-3213  
www.norwichtchnologies.com**

- The Solar Lease will include an easement to approximately 3.5 acres of the NFD Route 5 property as highlighted in the attached site plan. In addition to the site plan, the approximately 3.5 acres will be described by metes and bounds within the Solar Lease Agreement, and that description will require approval of the NFD prior to execution.
- The Solar Lease will include a decommissioning provision wherein the Tenant shall procure and maintain throughout the Term an irrevocable standby letter of credit or other appropriate A-rated financial security, which names NFD as third party beneficiary and carries a face value of no less than \$50,000.
- The Solar Lease will include an access provision wherein Tenant will coordinate all installation and maintenance activities that require the usage of potentially hazardous operational fluids (gasoline, hydraulic fluid) with the advance notice and approval of NFD.
- NT will reimburse NFD up to \$2,500 in legal expenses for review of the Solar Lease Agreement. NFD will provide NT with copies of the original invoices from legal firm which include itemization of the legal work sufficient to indicate that the legal work was related to this solar Project.
- NT will commence 45-day notice and permitting process (at NT's sole expense) following signing of this Letter of Intent.
- The Solar Lease and SSA will be subject to customary conditions precedent including the following:
  - Signed lease agreements for the Project between the Project Company and NFD.
  - Receipt of an Interconnection Agreement from Green Mountain Power.
  - Receipt of all necessary discretionary and non-discretionary permits and regulatory approvals included but not limited to: planning and zoning board approvals, wetlands determination, satisfactory evidence that no endangered species or wildlife exists at each site, and all additional permits and environmental diligence pertaining to each site as is required by Norwich Technologies and the Project Investor. The cost of such permits and approvals will be paid by Norwich Technologies or the Project Investor.

Norwich Technologies, Inc.:

BY:



NAME: Joel Stettenheim

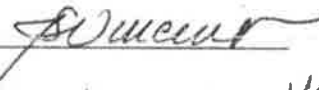
TITLE: President

DATE:

9/25/17

Norwich Fire District:

BY:



NAME: JONATHAN VINCENT

TITLE: CHAIR, NORWICH F.D. PRUDENTIAL COM.

DATE:

9/21/17

52 Bridge Street,  
White River Junction, VT 05001  
802-281-3213  
[www.norwichtchnologies.com](http://www.norwichtchnologies.com)

10d

**Miranda Bergmeier**

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**From:** Courtney Dobyms <cdobyms1@myfairpoint.net>  
**Sent:** Wednesday, September 27, 2017 3:54 PM  
**To:** Miranda Bergmeier; David Ormiston  
**Subject:** Correction: ELM TREE

I said that Kristin and Stuart have paid to care for this tree for 10 years. I meant to say 20 Years!!  
Thank you for reading Cal Felicitti's letter (Chippers) Again, Courtney Dobyms

- >
- >
- > To the Selectboard and Town Manager:
- >
- > I am writing in reference to the Elm Tree on the Close/Brown property on Church St.
- > Please do not put a sidewalk on this side of the street. It would maybe even kill the tree according to Chippers.
- > It is a very special tree and worth making sure that it stays healthy. Kristin and Stuart have done a remarkable and honorable job maintaining it for 10 years!
- > I have spent many hours in the shad of this tree as I am the garden designer and maintainer of these gardens at 31 Church St.
- > Thank you,
- > Courtney Dobyms

10e

**Miranda Bergmeier**

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**From:** Kathryn Doherty <kathryn.l.doherty@gmail.com>  
**Sent:** Wednesday, September 27, 2017 4:23 PM  
**To:** Miranda Bergmeier; David Ormiston  
**Subject:** Sidewalk vs. Elm tree on Church St.

Dear Mr. Durfee and Selectboard members,

I like the idea of a walkable and bikeable town. So, I understand why the town is considering putting a sidewalk along Church Street.

However, it would be a shame to jeopardize the health of the beautiful old Elm tree at 31 Church St. I hope the town considers this when making a decision about the sidewalk. A sidewalk going around the tree will still destroy some of the root system, and may end up killing the tree.

Perhaps there is a way to have both a walkable Church Street and the beautiful Elm tree. Is walking along Church Street fine just the way it is? If not, what about a gravel path instead of a sidewalk where a sidewalk would have gone?

Something else to keep in mind is that some of the children from the families who live on the MCS side of the street sometimes walk to school on the trails in the Milt Frye area.

Thanks for your consideration,

Kathryn Doherty  
Norwich

**James H, Wilson & Margaret Parsons  
23 Church St.  
Norwich, Vt. 05055**

To whom it may concern:

Re: Proposed sidewalk along the NW side of Church St.

We recently (May 2017) bought the house at 23 Church St. Last fall, when looking for homes near the center of Norwich, one of the major attractions to this house was (and is) the privacy. Despite being close to major highway (Church St.), we were attracted by the fact that there was no sidewalk, hence no obvious entry to the house from the road. The "front" door was rarely used by the previous owner, never by us. There existed and exists today a very pleasant sense of privacy in our side yard. We value this greatly.

In addition, while the distance and space between the house and the road is quite small, there are several old and large trees there that act not only as a buffer between the road and the house, but also to enhance the beauty of the street and the neighborhood. This is a benefit to everyone in town as well as those passing through on Route 5

If a sidewalk were constructed, as proposed, it would radically change the whole nature of the residence and the neighborhood, reducing, at least in our view, the value of the property. Furthermore, arborists say that the large trees and roots there would not withstand the construction necessary to create a sidewalk. This would have a serious and negative impact on both the attractiveness and the value of the property.

While we know others have spoken against the need for such a sidewalk, we also believe that there is no evidence that safety, particularly of the children, is in any way jeopardized under the present setting. And the persons serving as crossing guards do a terrific job, not only shepherding young folks across the street but also adding a friendly and human atmosphere.

Respectfully.

  
James Wilson

  
Margaret Parsons

9-19-17

109

**Miranda Bergmeier**

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**From:** Sandy Bailey <bsbaileyvt@aol.com>  
**Sent:** Wednesday, September 27, 2017 4:58 PM  
**To:** Miranda Bergmeier  
**Subject:** Tree

Dear Norwich Selectboard,

As a taxpayer and former resident on Church Street, I am opposed to the plan to install a sidewalk on Church Street that will be detrimental to one of New Englands oldest and healthiest living elm trees.

My children and I walked to and from school for many years with no problems.

Thanks,  
Sandy Bailey

Sent from my iPhone

109

**Miranda Bergmeier**

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**From:** Sandy Bailey <bsbaileyvt@aol.com>  
**Sent:** Wednesday, September 27, 2017 5:02 PM  
**To:** Miranda Bergmeier  
**Subject:** Transfer Station Passes

Dear Norwich Selectboard,

As our taxes have continued to increase, please consider giving all households who receive state payments to help offset our ever increasing taxes...free pass to the transfer station.

Sandy Bailey  
1411 Union Village Rd

Sent from my iPhone

10h

## Miranda Bergmeier

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**From:** Dana Ireland <dana.s.ireland@gmail.com>  
**Sent:** Thursday, September 28, 2017 1:21 PM  
**To:** Miranda Bergmeier  
**Subject:** Sidewalk agenda item

Hello selectboard, I hope this gets to all of you. I would like to thank you for listening and hearing the many sides of the sidewalk issue. I felt regarded, taken seriously, and the essence of my own concerns; the lack of consideration or even civil conversation from Tracy Hall, was addressed, as well as the quiet march of monies spent. I am happy to be part of a neighborhood conversation and am thankful for the motion made by John L that gives us time to brainstorm.

Dana Ireland

Sent from my iPhone



MEMO

TO: Selectboard Chairs  
FROM: Dee Gish, Finance Manager  
DATE: September 28, 2017  
RE: TRORC Determination of Energy Compliance

Dear TRORC member towns:

Yesterday TRORC received a Determination of Energy Compliance from the Vermont Department of Public Service. Enclosed please find copies of the Certificate of Compliance and a companion document that records the procedural history, discusses public comments, and offers observations on the TRORC Regional Energy Implementation Plan that was adopted by the TRORC in July. These documents can be found on the TRORC website:

<http://www.trorc.org/programs/energy/regional-energy-plan>. The Determination, in accordance with 24 V.S.A. §4352(a) affirms that the TRORC Energy Implementation Plan and Regional Plan comply with the requirements for enhanced energy planning.

Now that TRORC has received a Determination, TRORC is expected to evaluate municipal plans that have undertaken enhanced energy planning, have completed the municipal determination standards application, and would like to receive a municipal Determination of Energy Compliance. Towns receiving an affirmative Determination will be afforded **substantial deference** in the Section 248 process for energy generating facilities. Town plans must be approved by TRORC in order to be eligible for an affirmative Determination. Please remember that conducting enhanced energy planning for obtaining the Determination is voluntary. Towns may engage in enhanced energy planning either as an amendment to their currently approved Town Plan, or as part of the scheduled Town Plan review process.

TRORC appreciates, as always, public comments and participation in the planning process. If you have any questions, please contact Dee Gish or Chris Damiani at 802-457-3188.

Thank you.

128 King Farm Rd.  
Woodstock, VT 05091  
802-457-3188  
trorc.org

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

STATE OF VERMONT  
PUBLIC SERVICE DEPARTMENT

24 V.S.A. § 4352 Determination No. 4

CERTIFICATE OF ENERGY COMPLIANCE

On this 27<sup>th</sup> day of September 2017, I affirmatively determined that the Two Rivers-Ottauquechee Regional Plan duly adopted on July 26, 2017, and the Two Rivers-Ottauquechee Regional Energy Implementation Plan duly adopted on July 26, 2017, comply with the energy planning requirements set forth in 24 V.S.A. § 4352.



Riley Allen  
Deputy Commissioner  
Vermont Public Service Department

*Pursuant to 24 V.S.A. § 4352, a regional planning commission aggrieved by an act or decision of the Commissioner of Public Service may appeal to the Natural Resources Board established under 10 V.S.A. chapter 151 within 30 days of the act or decision.*

**STATE OF VERMONT  
PUBLIC SERVICE DEPARTMENT**

**24 V.S.A. § 4352 Determination No. 4**

**DETERMINATION OF ENERGY PLANNING COMPLIANCE PURSUANT TO  
24 V.S.A. § 4352 FOR TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION'S  
REGIONAL PLAN AND ENERGY IMPLEMENTATION PLAN**

**I. INTRODUCTION**

Today, in my capacity as the Deputy Commissioner of the Vermont Public Service Department (“Department”)<sup>1</sup>, I have issued the attached certificate memorializing my affirmative determination pursuant to 24 V.S.A. § 4352(a) that the Two Rivers-Ottauquechee Regional Energy Implementation Plan (“TROREIP”) and the Two Rivers-Ottauquechee Regional Plan (“TRORP”) comply with the requirements of 24 V.S.A. § 4352 for enhanced energy planning.<sup>2</sup> This determination is made solely as to whether the TROREIP and TRORP comply with the statutory planning requirements of 24 V.S.A. § 4352. This determination does not mean that the Department endorses the substantive policy judgments contemplated or promoted in these plans. Additionally, I hereby record the procedural history leading to the compliance determination, as well as a report of the public comments the Department received. Finally, some observations are offered that may prove helpful to other regional planning commissions and municipalities that choose to seek an enhanced energy planning compliance determination under 24 V.S.A. § 4352.

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<sup>1</sup> Commissioner June. E. Tierney recused herself in order to avoid any appearance of a conflict of interest as she is a resident of the area served by the Two Rivers-Ottauquechee Regional Commission.

<sup>2</sup> The TRORP and TROREIP were duly adopted on July 26, 2017.

## II. PROCEDURAL HISTORY

On July 27, 2017, the Two Rivers-Ottawaquechee Regional Commission (“TRORC”) submitted the TROREIP and TRORP (collectively the “Plans”) for a determination of compliance with the enhanced energy planning standards set forth in 24 V.S.A. § 4352.

On August 21, 2017, notice of a public hearing scheduled for September 5, 2017 was posted on the Department’s website.

On August 21, 2017, notice of a public hearing scheduled for September 5, 2017 was mailed directly to the TRORC.

On August 22, 2017, notice of a public hearing scheduled for September 5, 2017 was published in the Valley News.

On August 24, 2017, notice of the September 5, 2017 public hearing was published in the Herald of Randolph and the Vermont Standard.

On July 28, 2017, the Department solicited recommendations from the Secretaries of Agriculture, Food, and Markets; Commerce and Community Development; Natural Resources; and Transportation as to whether TRORC's Plans should be certified as compliant with the requirements of 24 V.S.A. § 4352. The Department received responses from the Agencies of Agriculture, Food, and Markets (“AAFM”), Natural Resources (“ANR”), and Transportation (“AOT”).

On September 5, 2017, the Department convened a public hearing in the Chase Community Center at Vermont Law School in South Royalton, Vermont.

### III. AGENCY COMMENTS

#### *Agency of Transportation*

AOT stated that it did not have any recommendations for changes to the plan.

#### *Agency of Natural Resources*

ANR stated that it did not object to certification of the plan, and provided several comments regarding mapping, woody biomass, preferred locations, and municipal assistance. ANR noted two differences in the mapping methodology employed by TRORC: 1) areas identified as “unsuitable” by the TRORC were removed from the energy potential maps, and 2) known and possible constraints were combined into a single constraints layer. However, ANR did not object to the mapping methodologies used by the TRORC. ANR stated support for the Plans’ consideration of sustainable woody biomass management in the TRORC region, inclusion of guidance for municipalities, commitment to helping its member municipalities implement Act 174, and its encouragement of municipal identification of preferred locations.

#### *Agency of Agriculture, Food, and Markets*

AAFAM requested that future plans consider on-farm methane digesters as a potential source of renewable energy. As AAFAM provided this recommendation for consideration in a future regional plan it did not form part of the compliance determination that was made today. That said, TRORC is encouraged to coordinate with AAFAM regarding this issue in future planning activities.

#### IV. PUBLIC COMMENTS

I thank the members of the public who took the time to provide me with feedback on the Plans and this review process, whether in writing or by speaking at the September 5<sup>th</sup> public hearing. It has been both my duty and privilege to listen to and consider these public comments. This determination decision I am statutorily charged with making affects the lives of the citizens of the Two Rivers-Ottauquechee Regional Commission's service area and I have not undertaken it lightly. What follows is a summary description of the comments the Department received:

Members of the public expressed concerns regarding the sale of renewable energy credits, decommissioning projects, whether land in current use can be used to host a solar array, and whether the transportation section of the plan addresses heavy duty vehicles.

While most of these comments were not strictly related to the determination I must make today, they highlight the importance of these issues to the residents of the area served by the TRORC. I appreciate and welcome the engagement in both regional and local energy planning.

#### IV. DEPARTMENT OBSERVATIONS

Act 174 created a new energy planning process in Vermont for regional planning commissions and municipal planning bodies. Pursuant to this process, a regional planning commission has the option of submitting its duly-adopted regional plan to the Commissioner of the Public Service Department for an affirmative determination of compliance with the statutory standards of 24 V.S.A. § 4352. When a regional plan has received an affirmative compliance determination under Section 4352, the Vermont Public Utility Commission is required to afford substantial deference in Section 248 proceedings to the land conservation measures and specific

policies contained in such a duly-adopted regional plan when reviewing any proposed electric generation facility in the region covered by that plan.

While a regional plan that has received an affirmative determination of energy planning compliance must be given substantial deference by the Public Utility Commission when reviewing the siting impact of a project, such as under the “orderly development” criterion of Section 248(b)(1), that does not mean that the regional plan automatically or ultimately decides whether a project will receive a Section 248 permit. Rather, a regional plan that has been determined to comply with 24 V.S.A. § 4352 will only serve, as warranted, to inform the several statutory criteria the Commission must apply when considering whether a proposed project should receive a Section 248 permit.

Pursuant to 24 V.S.A. § 4348b(a), regional plans must be amended or updated and adopted or readopted every 8 years. In turn, every six years, the Department is required to adopt a Vermont Comprehensive Energy Plan (CEP),<sup>3</sup> which must include recommendations for regional and municipal energy planning and standards for issuing a determination of energy compliance.<sup>4</sup> During these intervals of time new statutes, rules, technologies, and policies may be adopted that could substantially affect the standards and the goals in the CEP. The analysis, targets, and goals presented by the TRORC to meet the planning standards developed by the Department pursuant to Section 9 of Act 174 represent one potential path for achieving energy goals; this potential path is not a directive or a prescription for what must be done or where specific resources must be located. The specific targets and measures should be viewed as aspirational and should not be interpreted as mandatory requirements. For example, a specific area that is marked on a regional planning map as “prime solar” does not mean that the entire

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<sup>3</sup> 30 V.S.A. § 202b(c)

<sup>4</sup> 24 V.S.A. § 4352(d)(1)

area will be filled in with solar panels; rather it simply indicates an absence of specific restrictions such as vernal pools or agricultural soils. Any proposed solar project will still need to be reviewed by the Public Utility Commission and affected neighbors and communities will still have the opportunity to provide comments on any proposal and to explain why they do or do not support the proposed construction or siting of that particular project.

The TRORC has developed regional and municipal targets for renewable energy generation; these are included in Appendix C of the TROREIP. These regional and municipal targets are not mandatory for the TRORC's member municipalities. In other words, to the extent that individual municipalities wish to develop enhanced energy plans, these targets developed by the TRORC may serve as tools or guides, but they in no way restrict how individual municipalities develop their own targets for energy planning purposes.

The TRORC conducted a campaign to provide the public with notice and an opportunity to participate in the planning activities that produced the Plans. It is very important that the public is afforded ample opportunities to participate in the planning process. A brief overview of their process is included below.

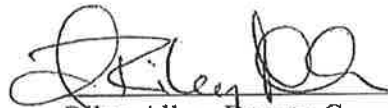
- The TRORC held three public comment forums on September 27, 2016, September 29, 2016, and October 5, 2016.
- The TRORC held two public hearings on April 12, 2017 and April 13, 2017.

Finally, the TRORC included a number of recommended action items directed towards this Department. For example, Action #7 on page 15 of the TROREIP states, "DPS should work with fuel dealers to encourage them to become energy service providers." While it is important for the TRORC to consider action items beyond their direct control as such actions can have an

impact upon planning for their region's energy future, these action items are not binding upon the Department.

Dated at Montpelier, Vermont this 27th day of September 2017.

VERMONT PUBLIC SERVICE DEPARTMENT

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

Riley Allen, Deputy Commissioner  
Vermont Public Service Department

10j

**Miranda Bergmeier**

**From:** Ernie <ernieciccotelli@gmail.com>  
**Sent:** Thursday, October 05, 2017 11:55 PM  
**To:** Miranda Bergmeier  
**Subject:** Letter to the Select Board  
**Attachments:** Letter to the Select Board and Planning Commission.doc

49 Tigertown Road  
Norwich, Vermont 05055  
[Ernie.Ciccotelli@gmail.com](mailto:Ernie.Ciccotelli@gmail.com)

October 5, 2017

To the Norwich Select Board, and  
To the Norwich Planning Commission:

The most commonly quoted definition of sustainability comes from the 1987 United Nations Report called "Our Common Future", also referred to as "The Brundtland Report". The definition is located in Our Common Future at Chapter 2, paragraph 1, and states:

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs. It contains within it two key concepts:

- the concept of needs, in particular the essential needs of the world's poor, to which overriding priority should be given; and
- the idea of limitations imposed by the state of technology and social organization on the environment's ability to meet present and future needs."

Sustainability is a quality applied to our endeavors that is not a luxury or amenity, but at the current point in history, is an inescapable requirement of how we as individuals and together as communities and society must behave toward our planet. We have no alternative but to plan for the sustainable use of our resources, unless we want to believe that the planet and its resources are infinite, or other flat earth beliefs, such as that there is no such thing as anthropogenic aspects of climate change.

The Norwich Town Plans, and any development guided by them, must incorporate the principles of sustainability as it pertains to development as we go forward into the future. The word "sustainable" is sprinkled throughout the publicly available drafts of the proposed Town Plan which is supposed to be released by the Planning Commission in the near future. However, review of the drafts shows that the principles of sustainability, particularly as they pertain to development, are either not well understood and articulated by the Planning Commission, or they are mentioned only as a means of implying attention to those principles so as to mollify those citizens likely to oppose the upcoming Town Plan if it does not include sustainable principles.

On page 1-8, the latest draft of the Town Plan states "Sustainability **can** be defined as meeting our needs in the present without compromising the ability of future generation to meet their needs". (Emphasis added.) There are two problems with this basic statement:

1. Sustainability is not something that can or cannot be defined. It is has been clearly defined by a number of academic and political parties, none of which are more qualified than the UN commission that recognized the definition set forth at the beginning of this letter. Sustainability **is** defined, and the Town Plan must recognize and include that fact.
2. The use of the permissive language, "can" creates a false ambiguity as to what sustainability and sustainable development constitute. The Planning Commission and the Select Board have received comments regarding the many instances of such ambiguous language in Planning documents, and the fact that such ambiguous language and the ambiguities created by it weaken the Town's planning regulations, often to the point of uselessness, and permit parties with

nefarious or greedy inclinations to game the regulations to their own short term benefit, and to the Town's long term detriment.

Sustainable Development – that is, development that incorporates the principles of Sustainability – is not the same as so-called “Smart Development”, the dogma of which is cited in the Town Plan as guiding development in the future. As stated on page 1-8 of the proposed Town Plan: “Central to achieving a sustainable future is the need to change our land use development practices and patterns. Smart growth describes a pattern of land development that uses land efficiently, reinforces community vitality and protects natural resources. Smart growth is about ensuring that development is good for the economy, community and the environment.” The discussion of “Smart Growth” goes on to list specific results of the Smart Growth dogma, but nowhere does the concept of limits to resources get raised. This is important because the principles of Sustainability in all cases incorporates the common sense idea that everything has limits, and those limits must be taken into account.

The Smart Growth language ignores the idea of limits. No doubt its advocates will argue that the notion of limitation is inherent in the Smart Growth language. But such arguments ignore the fact that in government, regulation, and politics, language is everything, and lack of express or explicit language of any sort inherently and logically leads either to ambiguity or to permission to take action that is not specifically prohibited.

The Town Plan must unambiguously include the definition and the principles of sustainability in the Town Plan and all its planning regulations and definitions. Without complete incorporation the principles of Sustainability in the Town Plan and planning regulations, the Town Plan and planning regulations will simply be politicized, Flat-Earth gibberish out of step with scientific, environmental, and social realities.

Thank you.

ErnieCiccotelli

DRAFT Minutes of the Selectboard Meeting of Wednesday, September 27, 2017 at 6:30 pm

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

There were about 22 people in the audience.

Also participating: Cheryl Lindberg, Phil Dechert, Elaine Waterman, Brian Lucas, Kristin Braun Close, Dana Ireland, Jen Shepherd, Nancy Turkington, Jenn Roby, Jim Wilson, Elissa Close, Bill Scavone, Claudette Brochu, Sean Ogle, George Clark, Brie Swenson and Andy Hodgdon.

Layton opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). Selectboard agreed to add the item "Road & Bridge Standards" to the agenda just after #7 Correspondence.
2. Public Comments (Discussion Item). Cheryl Lindberg notified the board that she had recently attended a conference in Maine, and listed some topics she had learned about. Lindberg told the board that there will be an Open Meeting Law training available for members to attend.
3. Board to Sign Accounts Payable/Warrants (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Langhus) to approve Check Warrant Report #18-8 for General Fund in the amount of \$101,006.76; and for the Public Safety Facility Fund in the amount of \$7,643.75. **Motion passed unanimously.**
4. Town Treasurer – Quarterly Investment Report (Discussion/Action Item). Cheryl Lindberg offered to answer any questions regarding her quarterly Town Treasurer report, previously provided to the Selectboard. The board thanked her for the report, and did not have questions.
5. Selectboard Vision/Goals (Discussion/Action Item).
  - a. Sidewalks – Safe Routes to Schools. Phil Dechert, Planning & Zoning Director, gave a synopsis of the timeline for the Safe Routes to School project, starting in 2007 with the work of the Transportation Committee and continuing through the present. Layton asked how much money has been spent by the town thus far. Dechert said that the town has not spent any money. If the town does not follow through with the project, the town will be responsible for paying approximately \$66,000.00. If the town does follow through, there will be no costs to the town. Several residents offered input about the project, some expressing support for the need for sidewalks, and some expressing opposition to installing sidewalks. Many residents spoke about the need to protect the health of trees on site, especially an elm tree. Many residents also said that they want to think creatively about a solution that would ensure children’s safety while also protecting the trees. After discussion, Langhus **moved** (2<sup>nd</sup> Pepper) to suspend any further spending in furtherance of the Safe Routes to Schools project and further moved that the Town Manager is requested to convene through the Planning Commission public meetings of property owners, neighbors and other concerned citizens for the purpose of exploring alternatives for ensuring both safe paths for pedestrians and respect for property owners along the Church Street corridor. **Motion passed, 3 to 2 (yes- Cook, Langhus, Pepper; no- Flanders, Layton).**
  - b. Sidewalks – Proposed Acquisition of Fire District Sidewalks. Selectboard members

agreed to move this topic after agenda item 5c (Trails).

c. Trails – Status Report & Future Plans. Flanders briefly summarized the memo included in the packet that addressed goals for town trails. Flanders and Pepper were on the Ballard Trail recently talking to Trails Committee members about trails. Layton expressed concern about the connectivity of trails and being aware of the needs of wildlife. Cook expressed concern that the needs of all trail users be balanced to allow for access but not overuse. George Clark and Brie Swenson, members of the Trails Committee, talked about Trails Committee efforts, including mapping trails, making minimally-invasive small connective trails, and trail maintenance work. Other community members offered input about trail usage.

b. Sidewalks – Proposed Acquisition of Fire District Sidewalks. This item was moved from earlier in the meeting (per Selectboard discussion). After brief discussion, Flanders **moved** (2<sup>nd</sup> Pepper) to ask the Town Manager to approach the Prudential Committee with the idea of acquiring the Fire District sidewalks, “as is”. **Motion passed 4 to 1 (no- Cook).**

d,e,f Selectboard members agreed to move agenda items 5d, 5e, and 5f (Codification of Ordinances; Personnel Policies; and Financial Policies, respectively) to the October 11, 2017 Selectboard meeting.

6. Town Manager Report (Discussion/Action Item). Durfee said that the Public Safety Building is progressing, and pictures of the project taken on 9-27-2017 are posted on the Multipurpose Room bulletin board in Tracy Hall. On 9-26-2017, excavation was started on the DPW garage addition. Regarding July 1<sup>st</sup> storm damage, FEMA is very pleased with Norwich’s progress; we are going out to bid for the repair work by the end of this week. Durfee also said that the Selectboard needs to update the Town’s annual filing regarding road and bridge standards, so that Norwich will be in compliance with State of Vermont requirements. Flanders **moved** (2<sup>nd</sup> Langhus) to readopt the March 13, 2013 “*Town Road and Bridge Standards, Town of Norwich, Vermont*”, as is, and to authorize the Town Manager to certify to the Vermont Agency of Transportation that the Norwich Selectboard readopted said road and bridge standards. **Motion passed unanimously.**

7. Correspondence (Discussion/Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to receive correspondence from Elaine Waterman regarding sidewalks; from Christopher Katucki regarding property assessment; and from Vermont Land Trust regarding Polashenski Farm. **Motion passed unanimously.**

8. a. Approval of the minutes of the 9/13/2017 Selectboard meeting (Action Item). Flanders **moved** (2<sup>nd</sup> Pepper) to approve the minutes of the September 13, 2017 Selectboard meeting, with revisions put forward. **Motion passed unanimously.**

b. Review of Next Agendas. The Selectboard agreed on the following items for the October 11, 2017 agenda:

- Codification of Ordinances
- Personnel Policies
- Financial Policies
- Vacancy on Conservation Commission
- Town Plan – if a draft has been submitted
- Norwich Farms – Pat Moulton, VTC President
- Review Code of Conduct / Rules and Procedures
- Meeting Debrief Discussion

At 10:00 pm, Flanders **moved** (2<sup>nd</sup> Pepper) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:00 pm.

by Miranda Bergmeier, Assistant to the Town Manager

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

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

Next Meeting –October 11, 2017 at 6:30 PM

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

Memo to: Herb Durfee, Town Manager  
From: Miranda Bergmeier  
Date: October 3, 2017  
Re: Correction to Selectboard minutes for 9/27/2017

It has been brought to my attention an error in the minutes from September 27, 2017. Namely, the minutes omitted a motion under agenda item #4 regarding the Town Treasurer's Quarterly Report. Following is the current version and the suggested correction/addition:

Current version:

4. Town Treasurer – Quarterly Investment Report (Discussion/Action Item). Cheryl Lindberg offered to answer any questions regarding her quarterly Town Treasurer report, previously provided to the Selectboard. The board thanked her for the report, and did not have questions.

Suggested correction (add underlined text):

4. Town Treasurer – Quarterly Investment Report (Discussion/Action Item). Cheryl Lindberg offered to answer any questions regarding her quarterly Town Treasurer report, previously provided to the Selectboard. The board thanked her for the report, and did not have questions. Flanders moved (2<sup>nd</sup> Langhus) to accept the Town Treasurer's Quarterly Investment Report. Motion passed unanimously.

## Miranda Bergmeier

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**From:** John Langhus <johnlanghus@gmail.com>  
**Sent:** Tuesday, October 03, 2017 8:47 AM  
**To:** Miranda Bergmeier  
**Cc:** Mary Layton (marydayton@gmail.com); John Pepper; Linda Cook (lcook2825@gmail.com); Steve Flanders  
**Subject:** Re: Selectboard Minutes from 9-27-2017

Hi Miranda.

Sorry I didn't see these come across in draft but there is a mistake in my motion. It should read as follows:

"After discussion, Langhus moved (2nd Pepper) to suspend any further spending in furtherance of the Safe Routes to Schools project and further moved that the Town Manager is requested to convene **himself or** through **his staff** public meetings of property owners, neighbors and other concerned citizens for the purpose of exploring alternatives for ensuring both safe paths for pedestrians and respect for property owners along the Church Street corridor."

I had some notes on my motion that I handed Herb about doing it through Phil as Planning Commissioner that didn't end up being part of the motion. Thanks

John Langhus  
(802) 369-4415 (cell)

On Mon, Oct 2, 2017 at 4:10 PM, Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)> wrote:

The Selectboard minutes from September 27, 2017 have been posted on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2017/10/draft-minutes-092717.pdf>

Miranda Bergmeier

Assistant to the Town Manager

Town of Norwich

P.O. Box 376

Norwich, VT 05055

[802-649-1419 x101](tel:802-649-1419)