

**Agenda for the Special Selectboard Meeting Wednesday, January 24, 2018 at 6:00 PM**  
(Times Are Approximate)

- 1) Call to Order \*\* 6:00 PM \*\*
- 2) Union Contract: Pending Negotiations – executive session may be needed (Discussion Item) 20 minutes  
\*\* The Selectboard plans to return to open session at approximately 6:30 PM \*\*
- 3) Approval of Agenda (Action Item) 5 minutes
- 4) Public Comments (Discussion Item) 15 minutes
- 5) Town Meeting Warning / Sign Warning (Discussion/Action Item) 10 minutes
- 6) Alcohol Policy Waiver Request – Norwich Women’s Club (Discussion/Action Item) 10 minutes
- 7) Selectboard Town Report (Discussion/Action Item) 5 minutes
- 8) Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 9) Town Manager Report (Discussion Item) 10 minutes
- 10) Town Plan: Hearings Follow-Up & Next Steps (Discussion/Action Item) 10 minutes
- 11) Review of Selectboard “Parking Lot” Issues (Discussion/Action Item) 10 minutes
- 12) Correspondence (Discussion/Action Item) 5 minutes
  - a) Will Smith
  - b) Patricia Derrick
  - c) Lynn McCormick & Richard Adams
  - d) Marcia Calloway (2 items)
  - e) John Pepper
  - f) Charlotte Metcalf
  - g) Ernie Ciccotelli
  - h) Chris Moore
  - i) Henry Scheier
  - j) Stuart Richards
  - k) Cheryl Lindberg
  - l) Planning Commission
- 13) Selectboard
  - a) Approval of Minutes: 12/6/2017, 12/13/2017 & 1/10/18 Selectboard meetings (Action Item) 5 minutes
  - b) Review of Next Agendas (Discussion/ Action Item) 10 minutes
- 14) Town Manager Evaluation – executive session may be needed (Discussion/Action Item) 30 minutes
- 15) End of Meeting Debriefing – if needed (Discussion Item) 10 minutes

**Next Meeting – February 14, 2018 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.***

**DRAFT**

**TOWN OF NORWICH, VERMONT AND  
NORWICH TOWN SCHOOL DISTRICT  
WARNING OF ANNUAL MEETING, MARCH 6, 2018**

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The legal voters of the Town of Norwich, Vermont and the Norwich Town School District are hereby notified and warned to meet in Tracy Memorial Hall, Norwich, Vermont at 7:00 pm on Monday, March 5, 2018, to transact business not requiring a vote by Australian ballot. Voting for Town Officers and for all articles on the Warning will be by Australian ballot. The polls will be open Tuesday, March 6, 2018 from 7:00 am to 7:00 pm.

This meeting is called to determine if the Town will:

**Article 1.** Elect a Moderator of the Town and School District meeting for one year.

**Article 2.** Elect Town and School District Officers for terms starting in 2018.

**Article 3.** Hear and act on the reports of the Officers of the Town and Town School District.

**Article 4.** To authorize the Board of School Directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year in accordance with the provisions of 16 VSA § 562(9).

**Article 5.** Shall the voters of the Norwich Town School District determine and fix the salaries of the School Board members in the sum of \$500 each per year in accordance with the provisions of 16 VSA § 562(5)?

**Article 6.** Shall the voters of the Norwich Town School District approve the School Board to expend \$5,570,871, which is the amount the School Board has determined to be necessary for the ensuing fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$18,799 per equalized pupil. This projected spending per equalized pupil is 5.9% higher than spending for the current year.

**Article 7.** To transact any other business that may legally come before the annual meeting of the Norwich Town School District.

**Article 8.** Shall the voters of the Town of Norwich approve a gross spending General Town Budget of \$4,502,386 plus state and federal grants and gifts consistent with budgeted programs for the period July 1, 2018 to June 30, 2019?

**Article 9.** Shall the voters of the Town of Norwich authorize the spending of any remaining funds in the Communications Study Designated Fund for the purpose of reducing the Communications Tower Bond debt service?

**Article 10.** Shall the voters of the Town of Norwich authorize the borrowing of up to \$0,000,000 to be used, as needed, for funding Town roadway and related infrastructure repairs caused by the July 1, 2017 storm with anticipated reimbursement up to 75% by FEMA and up to 12.5% by the Vermont Department of Emergency Management?

**Article 11.** Shall the Town of Norwich provide notice of the availability of the annual Town Report by postcard mailed to all registered voters at least 30 days before the annual Town Meeting, in lieu of mailing or otherwise distributing the report to the voters of the Town of Norwich, pursuant to 24 VSA §1682?

**Article 12.** Shall the voters of the Town of Norwich appropriate \$13,120 to Advance Transit to be used to help cover operating costs and providing matching funds for grants, such amount being reasonably necessary for the support of providing public transportation services?

**Article 13.** Shall the voters of the Town of Norwich appropriate \$3,000 to Good Beginnings to be used for those operating expenses that are reasonably necessary for the support of programs?

**Article 14.** Shall the voters of the Town of Norwich appropriate \$1,693 to the Green Mountain Economic Development Corporation to be used to offer support for new, growing and relocating businesses?

**Article 15.** Shall the voters of the Town of Norwich appropriate \$2,500 to Headrest to be used for the operation of a crisis 24/7 hotline?

**Article 16.** Shall the voters of the Town of Norwich appropriate \$1,500 to the Norwich American Legion, to be used for the Legion's Memorial Day observance?

**Article 17.** Shall the voters of the Town of Norwich appropriate \$15,000 to the Cemetery Commission under 18 VSA § 5361 to supplement the interest from the Perpetual Care Trust Fund for maintenance of the Town Cemeteries?

**Article 18.** Shall the voters of the Town of Norwich appropriate \$4,348 to The Child Care Center of Norwich to be used for income sensitive scholarships to Norwich children?

**Article 19.** Shall the voters of the Town of Norwich appropriate \$8,000 to the Norwich Historical Society and Community Center to support those programs that support the celebration of historic events?

**Article 20.** Shall the voters of the Town of Norwich appropriate \$3,000 to the Norwich Lions Club to be used to underwrite the fireworks for the Norwich Fair in celebration of the 256<sup>th</sup> year of the Town's Charter?

**Article 21.** Shall the voters of the Town of Norwich appropriate \$275,000 to the Norwich Public Library Association, to be used for the operating expenses of the Library?

**Article 22.** Shall the voters of the Town of Norwich appropriate \$3,750 to SEVCA (Southeastern Vermont Community Action) to be used for emergency needs, referral to and assistance with accessing needed services, financial counseling and food and nutrition education?

**Article 23.** Shall the voters of the Town of Norwich appropriate \$6,000 to The Family Place to be used for general program support, such amount being reasonably necessary for the support of programs such as direct service through early intervention, child care

payment assistance, healthy baby visits, reach up, welcome baby, parent education, playgroups and other services?

**Article 24.** Shall the voters of the Town of Norwich appropriate \$2,000 to the Upper Valley Trails Alliance to be used for trail planning and work?

**Article 25.** Shall the voters of the Town of Norwich appropriate \$15,600 to the Visiting Nurse Association & Hospice of VT and NH to help support the home health, maternal and child health and hospice care provided in patients' homes and in community settings?

**Article 26.** Shall the voters of the Town of Norwich appropriate \$5,300 to the White River Council on Aging to be used for home delivered meals, transport and social services?

**Article 27.** Shall the voters of the Town of Norwich appropriate \$1,000 to Windsor County Partners to be used for mentoring youth?

**Article 28.** Shall the voters of the Town of Norwich appropriate \$2,500 to WISE (Women's Information Service) to be used to support WISE's crisis intervention and support services and prevention education?

**Article 29.** Shall the voters of the Town of Norwich appropriate \$3,000 to Youth-In-Action to be used for operating expenses that support our community service efforts?

**Article 30.** Shall the voters of the Town of Norwich appropriate #337 to Public Health Council of the Upper Valley to be used for continuing public health education for Norwich residents particularly in the areas of substance abuse, elder care, oral health, emergency preparedness, and healthy living.

**Article 31.** Shall the voters of the Town of Norwich require that taxes be paid in U.S. funds in two installments? The first installment will be due and accepted at the Town of Norwich Finance Office on or before 4:30 pm August 17, 2018 and the balance will be due at the same location on or before 4:30 pm February 15, 2019. An official United States Post Office postmark/cancellation (not a postage machine date) will determine the payment date for all mailed payments. Interest on overdue taxes will be charged at 1% per month for the first three months and 1½% per month thereafter. All delinquent taxes will be subject to an 8% collection fee in accordance with Vermont Statutes after February 15, 2019.

**Article 32.** To transact any other business that may legally come before the annual Norwich Town Meeting.

**Norwich Selectboard**

Mary Layton, Chair  
John Pepper, Vice-Chair  
Linda Cooke  
Stephen Flanders  
John Langhus

**Norwich School Board**

Thomas Candon, Chair  
Kelley Hersey, Vice-Chair  
James Mackall, Secretary  
Neil Odell  
Lauren Morando Rhim

**Norwich Selectboard**

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Mary Layton, Chair

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John Pepper, Vice-Chair

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Linda Cooke

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Stephen Flanders

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John Langhus

**Norwich School Board**

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Thomas Candon, Chair

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Kelley Hersey, Vice-Chair

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James Mackall, Secretary

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Neil Odell

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Lauren Morando Rhim

FROM: The Norwich Women's Club

January 2, 2018

Re: Request for Waiver from Town Alcohol Policy

The Norwich Women's Club, a non-profit Norwich organization, will be holding its Spring Gala in Tracy Hall on the evening of March 24, 2018. Once again, the event will honor Norwich's Citizen of the Year for his or her Community Service, and will also include silent and live auctions. This event is a fundraiser. The proceeds will fund our annual Norwich community grants. Last year the grants totaled approximately \$30,000.

We are requesting a waiver of the ordinance regulating the possession and consumption of alcohol for that evening in order for us to serve wine and beer. We will probably engage Maple Street Catering to handle our bar. Maple Street has a caterer's permit from the Vermont Liquor Board. We will provide the Town Manager with the "Request to Cater Malt and Vinous beverages and Spirituous Liquors" for submission to the Vermont Liquor Control Board not less than 45 days before March 24<sup>th</sup>. We will be certain that the caterer has a current insurance policy covering catered events, uses trained servers and will name the Town of Norwich as an additional named insured for our event.

Lily Trajman, 2018 Spring Gala Chairperson  
For the Norwich Women's Club

**DRAFT**

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## Norwich Select Board

The Select Board welcomed new members John Pepper and John Langhus this year, and transitioned from working with Interim Town Manager David Ormiston to Town Manager Herb Durfee in July. An ambitious policy agenda was mapped out, including review of Personnel Policies, Codification of Ordinances, the Lister/Assessor relationship, the Town Manager Evaluation Process, Citizen Feedback, Board/Town Manager Communication, and review of Capital Reserve Funds. The Board worked in each area except the last which may become a goal for a future board.

A Vision Statement was crafted by John Pepper and adopted by the Select Board. It reads "Vision: A model of well-functioning, cohesive small-town government in which our thoughtful actions on complex issues and respectful treatment of others bring out the best in ourselves and inspire confidence in the residents of Norwich to become active and engaged participants in the town."

Town roads, culverts, and residential property were severely damaged by a torrential rain storm on July 4<sup>th</sup>. Emergency repairs were made over the next 72 hours, followed by weeks of thorough evaluation of the damage in order to apply for FEMA funds. The current estimate of repairs is \$5,000,000. If FEMA funds are approved the Town will be required to pay 12.5% or an estimated \$625,000. A wind storm in October toppled fifty trees over town roads, which were efficiently cleared away by DPW workers. The timing of the storm prevented DPW from completing work to prepare for laying the foundation for the new addition to the Town Garage before cold weather set in. In other storm related news, the Select Board decided not to move to redevelop the Norwich Pool site. The former pool area has been restored to a natural state and a historic marker has been ordered to commemorate the many happy days spent at the Pool. A severe cold snap in January prompted inquiries about emergency shelter. Citizen preparedness may be essential in the future if severe weather patterns persist.

Construction of the new "Net Zero" Public Safety Building is set to be completed by February. The design was featured in an advertisement for the Vermont Municipal Bond Bank in the VLCT Newsletter of January 2018. Siding color and parking issues were negotiated and resolved with the members of the Norwich Senior Center and other neighbors. The Senior Center granted an easement for a water line over their right of way. Recruitment of volunteer firefighters is up, and the new Training Room provides space for regional meetings for the Fire and Police Departments.

A draft of a new Town Plan was received by the Select Board on November 16th. The Select Board has received public comments on the draft at its regular meetings and through correspondence, has started conducting working sessions for review, and has scheduled the first of two required public hearings. As of this date the Town does not have an approved Town Plan.

Turnpike Road, the Gile Mountain trails, and the Illsley Road area have been subject to heavy use by non-residents of the Town, and are areas that are difficult for supervision by law enforcement. Creative solutions to over use and improper use are needed.

Town Manager Herb Durfee has had to deal with many challenges this year while he settles into his new position. He has done a great job with "customer service," supporting Select Board tasks, the budget, supervising employees, oversight of construction sites, dealing

with natural disasters, developing worker safety protocols, preparing to hire new department heads and to fill empty positions. He held his first "Cracker Barrel" discussion on January 9<sup>th</sup> to solicit input on the Church Street sidewalks project. He has maintained his calm perspective and good sense of humor throughout this eventful year.

Norwich Select Board:

Mary Layton, Chair

John Pepper, Vice Chair

Linda Cook

Stephen Flanders

John Langhus

8

01/19/18  
01:35 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-16 Current Prior Next FY Invoices For Fund (POLICE STATION FUND)  
All Invoices For Check Acct 03 (General) 01/24/18 To 01/24/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOMEDEPOT	12/22/17	HOME DEPOT CREDIT SERVICE PD-MINI - REFRIGERATOR 7891768	10-5-500322.00 POLICE STATION	93.14	5794	01/24/18
HOMEDEPOT	12/21/17	HOME DEPOT CREDIT SERVICE PD-FD-APPLIANCES 8970832	10-5-500322.00 POLICE STATION	411.11	5794	01/24/18
Report Total				504.25		

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 \$ \*\*\*\*\*504.25  
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

01/19/18  
01:35 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-16 Current Prior Next FY Invoices For Fund (POLICE SPEC EQUIP FUND)  
All Invoices For Check Acct 03(General) 01/24/18 To 01/24/18

8

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
MIS1	01/09/18	DONNEGAN SYSTEMS, INC PD-EVIDENCE STORAGE 16832	LOCKER 21-5-500612.00 SPEC EQUIP CAPITAL	6613.80	5800	01/24/18
Report Total				6613.80		

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 \$ \*\*\*\*\*6,613.80  
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

01/19/18

Town of Norwich Accounts Payable

8

01:35 pm

Check Warrant Report # 18-16 Current Prior Next FY Invoices For Fund (FIRE STATION FUND)

RRobinson

All Invoices For Check Acct 03(General) 01/24/18 To 01/24/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOMEDEPOT HOME DEPOT CREDIT SERVICE	12/21/17	PD-FD-APPLIANCES 8970832	25-5-555322.00 FIRE STATION	1239.45	5794	01/24/18
Report Total				1239.45		

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 \$ \*\*\*\*1,239.45  
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

01/19/18  
01:35 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-16 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)  
All Invoices For Check Acct 03(General) 01/24/18 To 01/24/18

8

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
LUCKYS	12/22/17	LUCKY'S LEASE, INC. PD-CONTAINER RENTAL RB31083	47-5-575622.00 CONSTRUCTION COSTS	110.00	5798	01/24/18
Report Total				110.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*\*110.00  
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

01/19/18  
01:35 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-16 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 01/24/18 To 01/24/18

8

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-005123.00 HEALTH INSUR	4225.80	5781	01/24/18
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-100123.00 HEALTH INS	2386.92	5781	01/24/18
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-200123.00 HEALTH INS	-689.24	5781	01/24/18
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-300123.00 HEALTH INS	-413.72	5781	01/24/18
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-350123.00 HEALTH INS	1503.84	5781	01/24/18
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-425123.00 HEALTH INS	607.36	5781	01/24/18
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-704123.00 HEALTH INSURANCE	1583.57	5781	01/24/18
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-500123.00 HEALTH INS	4462.24	5781	01/24/18
BCBS	BLUE CROSS/BLUE SHIELD OF	01/01/18	HEALTH INSURANCE FEB 18 590000873	01-5-703123.00 HEALTH INSUR	9069.04	5781	01/24/18
CANON	CANON SOLUTIONS AMERICA,	01/19/18	GEN ADMIN-COPIER 4 QTR 17 4024651281	01-5-275620.00 PHOTOCOPIER	636.03	5782	01/24/18
CASELLA	CASELLA WASTE SERVICES	01/02/18	TS-DECEMBER RECYCLING 0380998	01-5-705305.00 RECYCLING	3586.75	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	01/02/18	TS-DECEMBER RECYCLING 0380998	01-5-705308.00 FOOD WASTE DISPOSAL	225.16	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	01/02/18	TS-DECEMBER MSW 0380999	01-5-705303.00 MUNICIPAL SOLID WASTE	3420.41	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	01/02/18	TS-DECEMBER MSW 0380999	01-5-705306.00 C & D WASTE DISPOSAL	612.72	-----	--/--/--
CES	COMPETITIVE ENERGY SERVIC	12/18/17	17-18 ENERGY PROCUREMENT 1404802	01-5-475234.00 HEATING	33.63	5783	01/24/18
CES	COMPETITIVE ENERGY SERVIC	12/18/17	17-18 ENERGY PROCUREMENT 1404802	01-5-703503.00 PROPANE	294.69	5783	01/24/18
CES	COMPETITIVE ENERGY SERVIC	12/18/17	17-18 ENERGY PROCUREMENT 1404802	01-5-706103.00 HEATING	163.67	5783	01/24/18
CES	COMPETITIVE ENERGY SERVIC	12/18/17	17-18 ENERGY PROCUREMENT 1404802	01-5-705503.00 PROPANE	18.81	5783	01/24/18
CES	COMPETITIVE ENERGY SERVIC	12/18/17	17-18 ENERGY PROCUREMENT 1404802	01-5-550234.00 HEATING	26.90	5783	01/24/18
CLAY	DANIEL S CLAY	01/01/18	DPW- DEC 17 PLOW & SAND 5893	01-5-703301.00 PLOWING & SANDING	5473.55	5784	01/24/18
COMCAST	COMCAST	01/06/18	GEN ADMIN-JAN FIXED IP 01/06/18TH	01-5-275632.00 SERVER MAINTENANCE	19.95	5785	01/24/18
COMCAST	COMCAST	01/06/18	FD-STATIC IP 01/06/2018	01-5-550235.00 TELEPHONE & INTERNET	34.90	5785	01/24/18
DAVISAUTO	DAVIS AUTO SALES & RECOND	12/04/17	DPW-B&G DECALS 6686	01-5-704403.00 PARTS & SUPPLIES	13.78	5786	01/24/18
DEADRIVER	DEAD RIVER COMPANY	01/03/18	TH-569.3 GALLONS OIL 87529	01-5-706103.00 HEATING	1014.61	5787	01/24/18
DURFEE	HERBERT A DURFEE III	01/15/18	TADMIN-MILEAGE 1/15/18	01-5-005581.00 MILEAGE	103.99	-----	--/--/--

01/19/18  
01:35 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-16 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 01/24/18 To 01/24/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-005531.00 ADMIN TELEPHONE	39.16	5788	01/24/18
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-100531.00 TELEPHONE	39.16	5788	01/24/18
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-200531.00 TELEPHONE	39.17	5788	01/24/18
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-275531.00 TELEPHONE	64.10	5788	01/24/18
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-300531.00 TELEPHONE	39.16	5788	01/24/18
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-350531.00 TELEPHONE	39.16	5788	01/24/18
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-425127.00 TELEPHONE	39.16	5788	01/24/18
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-705505.00 TELEPHONE	35.65	5788	01/24/18
EARTHLINK	01/19/18	EARTHLINK BUSINESS DECEMBER TELEPHONE 136786100101	01-5-703505.00 TELEPHONE	53.28	5788	01/24/18
EVANSMOTO	01/08/18	EVANS GROUP, INC. DPW-201 GAL DIESEL 628347	01-5-703405.00 PETROLEUM PRODUCTS	549.18	-----	--/--/--
EVANSMOTO	01/02/18	EVANS GROUP, INC. DPW- 351 GAL KEROSENE 628367	01-5-703405.00 PETROLEUM PRODUCTS	984.30	-----	--/--/--
EVANSMOTO	01/11/18	EVANS GROUP, INC. PREPAID-655 GAL GASOLINE 628606	01-1-004102.00 PREPAID EXPENSES	1809.62	-----	--/--/--
FAIRPOINT	12/30/17	FAIRPOINT COMMUNICATIONS, FD-DEC PHONE 12/30/2017	01-5-550235.00 TELEPHONE & INTERNET	34.80	5789	01/24/18
FIRETECH	12/31/17	FIRE TECH & SAFETY OF NEW TH-NEW COMPRESSOR 42540	01-5-706113.00 REPAIRS & MAINTENANCE	843.00	-----	--/--/--
FREIGHTNH	01/04/18	FREIGHTLINER OF NEW HAMPS DPW-TENSIONER TRUCK 4 LP268274	01-5-703403.00 PARTS & SUPPLIES	206.20	5790	01/24/18
GATEWAY	12/22/17	GATEWAY MOTORS INC PD-EQ-4 REPAIR 24432	01-5-500306.00 CRUISER MAINT	350.30	5791	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP TS-DECEMBER ELECTRIC 14695DEC	01-5-705501.00 ELECTRICITY	131.17	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP PD-BEAVER MDW SIGN 24966DEC	01-5-500204.00 SPEED SIGNS	19.02	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP TH-DECEMBER ELECTRIC 34966DEC	01-5-706101.00 ELECTRICITY	754.52	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP PD-MAIN STREET SPEED SIGN 45726-DEC	01-5-500204.00 SPEED SIGNS	24.39	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP PD-CHURCH STR SPEED SIGN 55726DEC	01-5-500204.00 SPEED SIGNS	19.66	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP PD-RTE 10A SPEED SIGN 65726DEC	01-5-500204.00 SPEED SIGNS	20.76	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP FD-ELECTRICITY DEC 70966DEC	01-5-550233.00 ELECTRICITY	550.39	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP PD-TURNPIKE SPEED SIGN 75726DEC	01-5-500204.00 SPEED SIGNS	19.51	5792	01/24/18
GMPC	12/26/17	GREEN MOUNTAIN POWER CORP PD-RENTAL ELECTRIC 79766000008	01-5-475233.00 ELECTRICITY	385.48	5792	01/24/18

01/19/18  
01:35 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-16 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 01/24/18 To 01/24/18

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP PD-UNION VILL SPEED SIGN	85726DEC	01-5-500204.00 SPEED SIGNS	19.66	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP TH-EVCS DECEMBER	92150DEC	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	26.01	5792	01/24/18
GMPC	12/29/17	GREEN MOUNTAIN POWER CORP TH-BANDSTAND DECEMBER	95726DEC	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	68.71	5792	01/24/18
GNOMON	01/11/18	GNOMON COPY FIN-REMINDER POSTCARDS	50295	01-5-200550.00 PRINTING	61.00	5793	01/24/18
HARTFORD	01/05/18	TOWN OF HARTFORD PD-OCT/NOV VIERS	8893	01-5-500535.00 VIERS	242.48	-----	--/--/--
HAUN	01/01/18	HAUN WELDING SUPPLY, INC. DPW-CYLINDER RENTAL DECEM	Q067857	01-5-703401.00 OUTSIDE REPAIRS	15.58	-----	--/--/--
HOMEDEPOT	12/19/17	HOME DEPOT CREDIT SERVICE FD-TAPE & SPRAY PAINT	0150508	01-5-550301.00 SUPPLIES	11.85	5794	01/24/18
HOMEDEPOT	01/05/18	HOME DEPOT CREDIT SERVICE FD-SMALL TOOLS	3012182	01-5-555422.00 FIRE TOOLS & EQUIPMENT	29.42	5794	01/24/18
HOMEDEPOT	12/13/17	HOME DEPOT CREDIT SERVICE FD-TOOLS	6025403	01-5-555422.00 FIRE TOOLS & EQUIPMENT	197.97	5794	01/24/18
HOMEDEPOT	01/11/18	HOME DEPOT CREDIT SERVICE TH- PAINT & RUNNERS	7055332	01-5-706113.00 REPAIRS & MAINTENANCE	104.94	5794	01/24/18
HOMEDEPOT	01/11/18	HOME DEPOT CREDIT SERVICE TH- PAINT & RUNNERS	7055332	01-5-706109.00 BUILDING SUPPLIES	142.10	5794	01/24/18
HOMEDEPOT	01/09/18	HOME DEPOT CREDIT SERVICE TH- FLOOR MATS	9043522	01-5-706109.00 BUILDING SUPPLIES	40.91	5794	01/24/18
IRVINGOIL	01/03/18	IRVING ENERGY DISTRIB. & DPW-344.7 GAL PROPANE	154334	01-5-703503.00 PROPANE	417.09	-----	--/--/--
KREMBS	01/19/18	NICK KREMBS CON COMM-WOMENS CLUBGRANT	1/19/2018	01-5-650727.00 WOMENS CLUB GRANT	209.03	5795	01/24/18
LEBFORD	12/15/17	LEBANON FORD DPW-TRUCK 12 PARTS	72432FOW	01-5-703403.00 PARTS & SUPPLIES	67.90	5796	01/24/18
LEBFORD	12/18/17	LEBANON FORD DPW-#12 BRAKE ASSEMBLY	72434FOW	01-5-703403.00 PARTS & SUPPLIES	569.64	5796	01/24/18
LEBFORD	12/19/17	LEBANON FORD DPW-PARTS CREDIT RETURN	CM72432FOW	01-5-703403.00 PARTS & SUPPLIES	-58.26	5796	01/24/18
LEINOFF	01/09/18	STEPHEN LEINOFF FD-BATTERY,HOSE PART	1/9/2018	01-5-555536.00 COMPUTER MAINTENANCE	45.60	-----	--/--/--
LEINOFF	01/09/18	STEPHEN LEINOFF FD-BATTERY,HOSE PART	1/9/2018	01-5-550330.00 REPAIR & MAINTENANCE EXPN	4.39	-----	--/--/--
LEINOFF	01/09/18	STEPHEN LEINOFF FD-BATTERY,HOSE PART	1/9/2018	01-5-555528.00 FIRE TRK R & M	18.49	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB	FEB 2018	01-5-005124.00 DISABILITY/LIFE INSUR	140.21	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB	FEB 2018	01-5-100124.00 DISABILITY/LIFE INS	114.26	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB	FEB 2018	01-5-200124.00 DISABILITY/LIFE INS	97.77	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB	FEB 2018	01-5-300124.00 DISABILITY/LIFE INSURANCE	19.62	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB	FEB 2018	01-5-350124.00 DISABILITY/LIFE INS	62.58	-----	--/--/--

01/19/18  
01:35 pm

Town of Norwich Accounts Payable  
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB 2018	01-5-425124.00 DISABILITY/LIFE INSUR	71.81	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB 2018	01-5-704124.00 DISABILITY/LIFE	94.99	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB 2018	01-5-500124.00 DISABILITY/LIFE INS	246.31	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB 2018	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.91	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB 2018	01-5-703124.00 DISABILITY/LIFE	370.61	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB 2018	01-5-200124.00 DISABILITY/LIFE INS	-43.43	-----	--/--/--
LINCOLN	01/18/18	LINCOLN FINANCIAL GROUP DISABILITY/LIFE INSUR FEB 2018	01-5-300124.00 DISABILITY/LIFE INSURANCE	-8.90	-----	--/--/--
LINDBERG	01/19/18	CHERYL A LINDBERG LIST-DIGITAL VOICE RECORD 1/18/2018	01-5-300611.00 OFFICE EQUIPMENT	129.95	5797	01/24/18
MCNEIL	12/31/17	MCNEIL, LEDDY & SHEAHAN, TADMIN-LEGAL 29860	01-5-005300.00 PROFESS SERV	332.50	5799	01/24/18
MIS2	01/04/18	PAUL FRANK & COLLINS, ATT TADMIN-RESPECT TRAINING 165617	01-5-005300.00 PROFESS SERV	952.19	5801	01/24/18
MORTON	12/26/17	MORTON SALT DPW-SALT 68.02 TON 5401466994	01-5-703201.00 SALT & CHEMICALS	4624.00	5802	01/24/18
MORTON	01/03/18	MORTON SALT DPW-SALT 94.17 TONS 5401474356	01-5-703201.00 SALT & CHEMICALS	6401.68	5802	01/24/18
NEMUNCONS	01/01/18	NEW ENGLAND MUNICIPAL CON ASSESSING-DECEMBER 2018-005	01-5-300300.00 PROFESS SERVICES	3800.00	5803	01/24/18
NORNURSE	01/08/18	NORTHERN NURSERIES TS-ICE MELT 17551	01-5-705403.00 PARTS & SUPPLIES	43.80	5804	01/24/18
NORNURSE	01/10/18	NORTHERN NURSERIES TH-ICE MELT 17558	01-5-706109.00 BUILDING SUPPLIES	87.00	5804	01/24/18
NORTRAX	12/26/17	NORTRAX DPW-LOADER FILTERS 1824343	01-5-703403.00 PARTS & SUPPLIES	194.63	5805	01/24/18
NORTRAX	01/03/18	NORTRAX DPW-FROZEN FUEL LINES 1826964	01-5-703401.00 OUTSIDE REPAIRS	1445.78	5805	01/24/18
NOTT'SEXC	01/12/18	NOTT'S EXCAVATING, INC. FEMA-TURNPIKE RD TURNPIKE#2	01-5-703703.00 FEMA GRANT	41233.29	5806	01/24/18
PETESTIRE	12/28/17	PETE'S TIRE BARNS, INC PD-MOUNTING TIRES #5 252729	01-5-703401.00 OUTSIDE REPAIRS	244.00	-----	--/--/--
PETESTIRE	01/03/18	PETE'S TIRE BARNS, INC PD-SNOW TIRE 252772	01-5-500306.00 CRUISER MAINT	166.02	-----	--/--/--
PIKE	01/02/18	PIKE INDUSTRIES INC DPW-8324 TON WASH STONE 962643	01-5-703203.00 SAND	146.26	-----	--/--/--
PIKE	01/12/18	PIKE INDUSTRIES INC DPW-8.09 TON WASH STONE 963057	01-5-703203.00 SAND	145.62	-----	--/--/--
PIKE	01/12/18	PIKE INDUSTRIES INC DPW-8.18 TON WASH STONE 963065	01-5-703203.00 SAND	147.24	-----	--/--/--
POSEIDON	12/18/17	POSEIDON AIR SYSTEMS FD-AIR TEST 112827	01-5-555636.00 OSHA COMPLIANCE	120.00	5807	01/24/18
RADIO	01/10/18	THE RADIO NORTH GROUP INC FD-MICROPHONE 24139213	01-5-555532.00 RADIO MAINTENANCE	99.00	5808	01/24/18

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
REYNOLDS	01/12/18	REYNOLDS & SON INC DPW-SIGNS 3319118	01-5-703217.00 SIGNS	433.15	-----	--/--/--
RHSCALES	12/26/17	RH SCALES CO., INC DPW-WHEELS, TIRES TRAILER 6-083856	01-5-703403.00 PARTS & SUPPLIES	886.52	5809	01/24/18
RICHARDSO	01/06/18	TAD RICHARDSON GEN ADMIN-SERVER WORK 1514	01-5-275632.00 SERVER MAINTENANCE	600.00	-----	--/--/--
RIVERROAD	01/02/18	RIVER ROAD VETERINARY CLI PD-CAT CARE 326184	01-5-500201.00 ANIMAL CONT/LEASH LAW	282.50	5810	01/24/18
SABIL	10/11/17	SABIL & SONS INC DPW-2001 FORD F550 REPAIR 79536	01-5-703401.00 OUTSIDE REPAIRS	1314.88	5811	01/24/18
SOLAFLECT	01/18/18	SOLAFLECT SOLAR PARK I, L DPW-TH-ELECTRIC JAN 17 JAN 18	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	01/18/18	SOLAFLECT SOLAR PARK I, L DPW-TH-ELECTRIC JAN 17 JAN 18	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
TANGREDI	01/08/18	CHRISTINA TANGREDI REC--YOGA INSTRUCTION 1/8/18	01-5-425200.00 INSTRUCTOR FEE	493.50	5812	01/24/18
TAPCO	12/21/17	TRAFFIC & PARKING CONTROL FD-WIRELESS KEY FOB TRANS I588874	01-5-555422.00 FIRE TOOLS & EQUIPMENT	644.50	5813	01/24/18
TARRANT	12/31/17	TARRANT, GILLIES & RICHA TADMIN-LEGAL DRAKE 10903	01-5-005300.00 PROFESS SERV	210.00	5814	01/24/18
TRUSSELL	12/31/17	BEN TRUSSELL PD & TH NOV DEC MILEAGE NOV/DECMILEA	01-5-704405.00 PETROLEUM PRODUCTS	32.31	5815	01/24/18
TRUSSELL	12/31/17	BEN TRUSSELL PD & TH NOV DEC MILEAGE NOV/DECMILEA	01-5-500580.00 MILEAGE REIMB	25.40	5815	01/24/18
VALLEYNEW	12/10/17	VALLEY NEWS TS-JOB ADVERTISEMENT 01271667	01-5-705515.00 ADMINISTRATION	183.06	5816	01/24/18
VERIZWIRE	01/04/18	VERIZON WIRELESS TM,PD,FIRE,DPW-CELL PHONE 9799289478	01-5-005532.00 T MNGR CELL PHONE	56.34	-----	--/--/--
VERIZWIRE	01/04/18	VERIZON WIRELESS TM,PD,FIRE,DPW-CELL PHONE 9799289478	01-5-475238.00 ADMIN TELEPHONE	56.34	-----	--/--/--
VERIZWIRE	01/04/18	VERIZON WIRELESS TM,PD,FIRE,DPW-CELL PHONE 9799289478	01-5-550235.00 TELEPHONE & INTERNET	66.36	-----	--/--/--
VERIZWIRE	01/04/18	VERIZON WIRELESS TM,PD,FIRE,DPW-CELL PHONE 9799289478	01-5-703505.00 TELEPHONE	149.16	-----	--/--/--
VT CAREER	12/12/17	VERMONT CAREER FIRE CHIEF FD-2018 DUES 2018 DUES	01-5-555342.00 FIRE DUES/MTGS/EDUC	75.00	5817	01/24/18
VT FIREACA	12/31/17	DEPT. OF PUBLIC SAFETY PD-17-18 VIBRS 74869	01-5-500535.00 VIBRS	660.00	5818	01/24/18

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01:35 pm

Town of Norwich Accounts Payable  
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				116305.02		

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 \$ \*\*\*116,305.02  
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



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

To: Herb Durfee, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: December 31, 2017

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

Winter Maintenance

<b>Activity</b>	<b>This month</b>	<b>This season, so far</b>	<b>Last season, as of Nov. 30, 2016</b>
Callout	10	11	12
Plowing	12	12	10
Treating the pavement	13	17	17
Sanding	10	14	18
Sidewalks	18	19	19
Snow removal	3	3	1

From the daily log:

- Fri., Dec. 1: Because of rain overnight, everyone checked all of the gravel roads, sanding as necessary. We finished at 10:30 am.
- Sat., Dec. 9: Hanover Dispatch called at 4:24 pm to say that snow was covering the roads. I called everyone in. We treated all of the pavement. Sonny did the sidewalks. We finished at 9:30 pm.
- Sun., Dec. 10: Adam and Sonny came in at 2:00 am to start plowing. Dan Clay was plowing. Everyone else came in at 4:30. We salted, sanded, and did the sidewalks. Everyone finished at 1:30 pm.
- Tues, Dec. 12: Because of snow, I called everyone in at 5:30 am. We treated the pavement and plowed all of the roads twice. Adam did the sidewalks twice.
- Wed., Dec. 13: Because of continued snow overnight, everyone came in at 3:00 am, except Adam and Sonny who came in at 2:00 am. We plowed twice, treated the pavement, and sanded. Adam did the sidewalks twice.
- Fri., Dec. 15: Mike and Neal got manufactured sand from Pike Industries and re-sanded Tigertown Road so Nott's could continue to work there. Mike hauled 14.94 tons. Neal hauled 7.27 tons.

- Sat., Dec. 16: Hanover Dispatch called at 3:17 pm because the roads were covered with snow. I called everyone in except Adam. Sonny did the sidewalks. Neal, Mike, and Colton treated the paved roads. Everyone finished at 7:00 pm.
- Mon., Dec. 18: Adam did the sidewalks twice. Everyone else treated the pavement, then sanded all of the gravel roads.
- Tues., Dec. 19: Because of snow overnight, I had everyone come in at 5:30 am except Sonny who came in at 6:00. We treated the pavement, sanded all of the gravel roads and Sonny finished the day scraping the shoulders on the paved roads.
- Wed., Dec. 20: Because of sleet and freezing rain overnight, I called in Neal, Mike, and Colton at 4:30 am. We treated all of the paved roads and sanded all of the gravel roads. Adam and Sonny came in at 7:00. Adam treated the Transfer Station and the sidewalks.
- Fri., Dec. 22: Because of snow covering the roads, we treated all of the pavement. We started plowing at 10:00 and plowed three times. The sidewalks were also plowed three times. Everyone finished at 7:30 pm.
- Sat., Dec. 23: Everyone was in at 3:00 am due to snow. We plowed all of the paved and gravel roads. Adam did the sidewalks. We treated the pavement. Because of freezing rain, we sanded all of the gravel roads twice. Everyone finished at 7:00 pm.
- Sun., Dec 24: I called everyone in at 4:15 am. Adam did the sidewalks, and then left at 8:30 am. We treated all of the pavement, then checked and sanded all of the gravel roads, as needed. We finished at a little after 11:00 am.
- Mon., Dec. 25: Because of snow starting early this morning, I called everyone in at 5:30 am. We plowed all of the paved and gravel roads twice. We treated all of the paved roads. Adam did the sidewalks. Everyone finished at 5:00 pm.
- Tues., Dec. 26: Because of snow overnight, we plowed all of the paved and gravel roads. We then treated the pavement and sanded all of the gravel roads. Adam did the sidewalks.
- Wed., Dec. 27: Neal was on the backhoe. Sonny was on Truck #8. Mike was on Truck #10. They picked up snow in the downtown area.
- Thurs., Dec. 28: Neal was on the backhoe. Sonny was on Truck #8. Mike was on Truck #10. They picked up snow in the downtown area.
- Fri., Dec. 29: Neal came in at 1:00 am. Sonny and Mike came in at 2:00 am. Neal was on the backhoe. Sonny was on Truck #8. Mike was on Truck #10. They picked up snow in the downtown area. Because the loader wasn't running, Colton took Truck #5 to Pike Industries to get a load-8.24 tons-of manufactured sand. He sanded Chapel Hill North and South, finishing at 4:30 pm.

#### Tropical Storm Irene Alternate Projects:

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

#### Flash Flood of July 1, 2017

- The work on the large road repair projects on Turnpiked Road and Tigertown Road are ongoing.

#### Transfer Station:

- The recycling rate for November was 55% of all materials collected.

- Tues., Dec. 5: Interstate Refrigerant Recovery removed the Freon from 14 refrigerators, 7 dehumidifiers, and 4 air conditioners.

Training:

- Dec. 6: Colton Grant attended “Municipal Road Management for Decision Makers” in Montpelier.
- Dec. 14: All DPW employees attended Traffic Flagging training
- Dec. 28: All DPW employees attended Trench Excavation training
- We will be scheduling future training in Sexual Harassment Prevention and the use of Personal Protective Equipment.

Pending Projects:

- The balance of the 2017 paving program to be completed in the spring of 2018.
- Screening sand to replenish our sand pile for the winter.

Norwich Select Board  
January 14, 2018  
"Parking Lot" notes  
Mary Layton

Hi All

These are my notes about issues that we talked about putting in the virtual "Parking Lot." This concept was mentioned by John Pepper early in the year. I do not know if my method of keeping track of topics is helpful. I am open to suggestions. The list along with agendas and minutes may be helpful to think about what went well this year and for those who are staying on to start planning for next year. I think process questions or methods are also an appropriate topic for the Organizational Meeting in March.

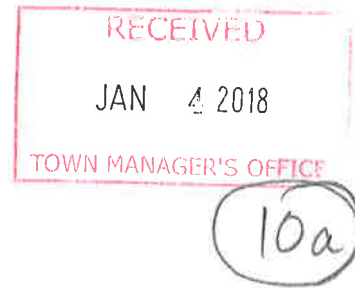
This is the complete list of topics that I have listed since November 15<sup>th</sup>. Before that date I did not try to keep track of the Parking Lot. In taking my hand-written notes I kept agenda items on the left and parking lot items on the right for reference.

Financial Policies  
Personnel Policies  
Two Rivers Ottaquechee Regional Commission input into Town Plan  
Town Plan hearing date  
Illesley Road  
Drake Grievance  
Fire District/Town Merger  
Meet with Prudential Committee regarding hydrants and sidewalks  
Town Manager Evaluation  
Union Negotiations  
Town Plan Survey  
Town Plan Process  
Time frame to schedule Town Plan Second Public Hearing  
Negotiate Hydrant Rental Agreement with Fire District  
Lister/Assessor warrant article  
Town Clerk salary  
Public Comments regarding Town Plan process and content

1445 New Boston Road  
Norwich, VT 05055

January 4, 2018

Phil Dechert  
Town of Norwich  
Planning Department  
300 Main Street  
Norwich, VT 05055



Dear Mr. Dechert:

Pursuant to Vermont's Public Records Act, 1 V.S.A 315-320, I hereby request copies of the following records:

1. A copy (digital preferred) of the current, detailed, rezoning map, showing lot inclusions and exclusions, abutting properties, etc. being considered by your organization for the 350 +/- acres comprising Route 5 South, Route 5 North, River Road, and any other areas under consideration for rezoning as part of the current Town Plan and/or for inclusion in any future version of the Town Plan. This map should show lot-identifying information that can be cross-referenced with a list of said properties.
2. A complete list (with full identifying details) of all properties under rezoning consideration (as described in request #1 above) for the proposed 350 +/- acres comprising Route 5 South, Route 5 North, River Road, and any other areas under consideration for rezoning as part of the current Town Plan and/or for inclusion in any future version of the Town Plan.

I am addressing this request to you in the belief that you are the custodian of such documents. If you are not, I request that you forward my request to the proper custodian of such documents and inform me of who that person is.

I hereby agree to pay reasonable and customary costs for these copies upon delivery provided that you inform me in advance of the cost before incurring the expense.

If the law does not allow me to have access to some of these records, please inform me within three business days, as provided by law, and inform me of the specific exemption that applies to each record or portion of a record being withheld. If an otherwise public record has a portion that is exempt from disclosure, please redact the exempt portion and release a copy of the rest of the document together with a notation of the specific exemption that applies to the redacted portion.

If some, or all, of my request is denied, please tell me the title and name or the person responsible for the denial and, as the law requires, please inform me of the appeal procedures available to me and the name of the person to whom an appeal may be made.

If you have questions about this request, please contact me by e-mail, [wsmith4203@gmail.com](mailto:wsmith4203@gmail.com)

Thank you for your assistance.

Sincerely,

  
Wilfred Smith

cc: Herbert A. Durfee III, Town Manager

**Miranda Bergmeier**

---

**From:** Herb Durfee  
**Sent:** Monday, January 08, 2018 6:35 PM  
**To:** derrickpt@aol.com  
**Cc:** Miranda Bergmeier; Andy Hodgdon; Robinson, Doug  
**Subject:** RE: Illsley Road; January 10,2018 Select Board Meeting

Thanks for the information, Patricia. Any decisions re: Illsley Rd will be done at a future date. I'm only going to provide a brief update on any recent information to make sure the Selectboard is informed. This is a busy time of year for me and the Selectboard, so this issue is being somewhat postponed.

Herb  
Herbert A. Durfee, III  
Town Manager  
Town of Norwich  
PO Box 376  
Norwich, VT 05055  
802-649-1419 ext. 102  
802-698-3000 (cell)  
802-649-0123 (fax)

**From:** [derrickpt@aol.com](mailto:derrickpt@aol.com) [<mailto:derrickpt@aol.com>]  
**Sent:** Saturday, January 06, 2018 10:31 AM  
**To:** David Ormiston; Andy Hodgdon; [doug.robinson@vermont.gov](mailto:doug.robinson@vermont.gov)  
**Subject:** Illsley Road; January 10,2018 Select Board Meeting

Dear Sirs,  
I see that the subject of Illsley Road is on the Select Board agenda for January 10,2018 and received the attachments late yesterday afternoon.

If the Town of Norwich will be considering a petition filed in accordance with Vermont Statutes and Town policy we would look for notice and publication in compliance with that law.

Illsley has been a town road since 1802. Not a trail as reported to Neil Fulton From Phil Dechert dated November 20, 2015 and presented to the select board. He says; "Based on annotation on the Appalachian Trail Survey in 1993, Illsley Road was surveyed and recorded as a 3 rod wide highway in Highway Book #1, Page 77 in September of 1802."

In addition to officers and members of the Hurricane Riders Snowmobile Club, Mr. Newton testified at the December 9,, 2016 meeting that he and family members need to ride into the family cemetery to maintain it. That requires taking the equipment necessary to do so. Mr. and Mrs. Trombley testified that she is now in a wheel chair and they enjoy traveling this road with their ATV or 4 wheel drive vehicle. I testified that I have arthritis and having had both hips replaced can no longer hike the distances I once did. I also testified that our grandson who was born with Down's Syndrome and Cystic Fibrosis is unable to hike very far. He loves taking a ride in Grampie's John Deere Gator. There are many who object to reclassifying this road as a trail and hope to have the opportunity to testify if a petition is considered by the town.

There are many hiking trails in the town of Norwich with many more being planned. None accommodate the aging who have limited mobility and those who are disabled.

It is our hope that the class 4 roads will be open to the use of the public and that over time, can be restored to use by all persons. They would also serve as access by fire fighters in the event of forest fires.

Respectfully,

Patricia A Derrick

10c

1/9/2017

Dear members of the Norwich Selectboard,

We would like to express our support for the Board of Listers continuing to be a directly elected position accountable to the people of the Town of Norwich. Evaluating and assessing property is a complex job, and there is certainly room for contracted work and helpful tools like modeling software. The final decision and cross check for fair and accurate assessments should lie squarely with an elected official who is accountable and transparent to the public.

Software can be very helpful in organizing and correlating a complicated data set, but software, made by people, can often be wrong - it can be inaccurate, biased, incomplete, or simply out of date. Elected officials working with software may be a great strategy for improving the accuracy and fairness of assessments, but only if they are empowered to use their best judgement to continuously scrutinize and improve the analysis provided by any of their tools.

Simply deferring completely to any person, company, or tool without the ability to inspect or validate questionable results does not result in accurate, fair or transparent work. A calculation result where no work is shown does not pass 4th grade math, and it allows for too many hidden mistakes and arbitrary results in property valuations. If a contested result is taken simply because it was calculated by software, there is no way for any further discussion to highlight subjective or inaccurate elements of the underlying formula. If data entered is subjective or incorrectly weighted, this can appear as an objective, calculated result when it is in fact rooted in an individual's opinion. Listers are certainly asked to form opinions and make valuation judgements, but they are elected and their work is transparent and available for review. No contracted company should be freely given this broad authority without ample opportunity for review and scrutiny of it's methods and results.

Personally, we have had the experience of successfully appealing our 2013 property appraisal at the state level. We believe the reason our appeal had to go all the way to that level to be granted was over-reliance on the proprietary software package of NEMC, which rendered the Listers and the BCA unable/unwilling to use their own subjective and more informed sense of the neighborhood values to override the value given to them by the assessor based on the proprietary software. That value was based on a number of subjective data entries by the contracted assessor, who was not elected or accountable to the public. When attempting to justify the assigned value to

the state appraiser without the software but by using comparable sales, the contract assessor was not able to provide a compelling argument, and our appeal was granted. We believe this should have occurred at the Lister level, but because the Listers did not have access to the software and were deferring to it, the appeal had to go all the way to the state level before truly being considered.

Rather than considering removing the Board of Listers, We hope you would instead consider re-negotiating the contract with the contracted assessor such that the Listers are able to gain access to and have a better understanding of the software that is providing the town appraisals. This would allow them to be aware of which data points are subjective and to actually run alternate valuations using their own opinions that come from their unique understanding of the town, which they could then apply when hearing appeals or checking the accuracy of the assessments. If this sort of arrangement is not possible with the current contracted assessor, we would hope that the town would consider options like purchasing alternative software or hiring an assessor that will work with the elected Listers to use their own knowledge of the town to ensure that the valuation process is fair and accurate. Not allowing the Listers to oversee the details of the software being used is inappropriate. Without any Listers performing this important public service of review, we are giving too much unaccountable power and influence to a contracted company and allowing poorly understood, proprietary software to bring a false sense of objectivity to what is a fundamentally subjective process that requires transparency.

Thank you for your consideration in this matter.

Sincerely,

Lynn McCormick and Richard Adams

**TO: Mary Layton, Chair, Norwich Select Board**  
**FROM: Marcia Calloway**  
**DATE: January 17, 2018**  
**RE: Dyke Property**

HANDED  
MARCIA CALLOWAY  
1/17/18 (10d)

Mary,

Can you tell me who, on behalf of the Town of Norwich, commissioned a feasibility study for the Dyke property? Who had the authority for that, and why was it done?

The following statement is in the New York Times real estate section dated from December 13, 2017, complete with ad and photographs and a listing price of \$1.5 million: "The town of Norwich has conducted feasibility studies for possible uses for the land, some of which are available on request." <https://www.nytimes.com/real-estate/usa/vt/norwich/homes-for-sale/00-route-5-south/2836-v69lex> This is also on the Martha Diebold site as of yesterday.

John Pepper said last week that he understood the property had been reduced and was no longer available, and that he did not ascribe to the 'conspiracy' theories about the Planning Commission. This would seem to call both of those opinions into question.

As the Selectboard begins to think about the Town Plan, I would ask you to consider the following:

1. I have spoken with Gregory Boulbol, General Counsel, Vermont Natural Resources Board -- this is pursuant to my letter to Peter Gregory (TRORC) and the Vermont Attorney General, and the AG's subsequent referral to Mr. Boulbol.
2. According to Mr. Boulbol, "The exemption from Act 250 that designated village centers (that are also a designated Neighborhood Development Area) enjoy, generally, is limited to certain types of developments (priority housing projects -- which are defined at 10 VSA 6001(35))."
3. 10 VSA 6001(35) -- A priority housing project is a discrete project located on a single tract or multiple contiguous tracts of land that consists exclusively of mixed income or mixed use within a designated downtown development district, designated new town center, designated growth center, or designated village center that is also a DESIGNATED NEIGHBORHOOD DEVELOPMENT AREA under 24 VSA 76A.
4. The Proposed New Town Plan indicates that Norwich will be re-applying to be a designated village center. Map 11 shows where the Village is located.
5. 24 VSA 76A section 2793e -- DESIGNATED NEIGHBORHOOD DEVELOPMENT AREA should be carefully read by the Selectboard. The purpose of the statute is to encourage new and infill housing "...in the area including and immediately encircling its designated downtown, village center, new town center, or within its designated growth center in order to provide needed housing and to further support the commercial establishments in the designated center." ID. Approval means grants and exemptions from Act 250. Application requires among other things an ADOPTED AND APPROVED town plan and planning process AND MINIMUM NET RESIDENTIAL DENSITIES WITHIN THE NEIGHBORHOOD DEVELOPMENT AREA OF GREATER THAN OR EQUAL TO FOUR SINGLE-FAMILY DETACHED DWELLING UNITS PER ACRE, EXCLUSIVE OF ACCESSORY DWELLING UNITS.

6. Map 11 shows an a separate area immediately abutting the Village Center singled out and designated Routed 5 South/River Road. This lays the path through an approved town plan for new zoning in a SEPARATELY designated area of town which is determined to be distinct from the rest of the town.

The conclusion one has to draw from all of the above is that Norwich is marching steadily toward a road map which meets the statutory criteria for a HUGE development on Route 5 South and more particularly on the Dyke property. Who decided this? State statute requires that the preparation of a town plan include throughout the process the solicitation of citizen participation through work session. 24 VSA 4384(a) The Checklist for Municipal Plan Adoption -- the checklist required for NEW plans -- indicates there were three years of such citizen participation sessions from 11/20/14 to 11/9/17. I am still waiting for the records evidencing that participation which I requested from Herb Durfee over a month ago.

Please answer the citizens of Norwich who are increasingly concerned about what certainly begins to look like an elaborate and coordinated effort with financial profit for certain individuals on a real estate deal which will irreparably change our town.

HANDOUT BY  
 MARCIA  
 1/10/18  
 (10d)



Marcia Calloway <msbcalloway@gmail.com>

## Checklist data

4 messages

**Marcia Calloway** <msbcalloway@gmail.com>  
 To: Herb Durfee <hdurfee@norwich.vt.us>  
 Bcc: msbcalloway <msbcalloway@gmail.com>

Mon, Dec 11, 2017 at 7:05 AM

Dear Herb,

As the Select Board has 'accepted' the town plan presented by the Planning Commission, as of Wednesday, December 6, 2017, I direct this question to your office. With reference to the Checklist for Municipal Plan Adoption: Planning Commission Stage, item number 1, the citizen participation work sessions are stated to have occurred between November 20, 2014 and November 9, 2017, would you please provide the following information:

1. the date of each such meeting
2. how each such meeting was warned or otherwise noticed to the public
3. the names of all town officials who attended
4. the names of all people who attended in their official representation of a Norwich board or commission or committee
5. the names of all Norwich citizens who attended
6. the minutes, notes or other memoranda recording the nature of each such discussion, conclusions and/or recommendations produced at the end of each such meeting.

Thank you.

Marcia

**Herb Durfee** <HDurfee@norwich.vt.us>  
 To: Marcia Calloway <msbcalloway@gmail.com>  
 Cc: Phil Dechert <PDechert@norwich.vt.us>, Pam Mullen <PMullen@norwich.vt.us>, Miranda Bergmeier <MBergmeier@norwich.vt.us>

Mon, Dec 11, 2017 at 6:15 PM

Hi, Marcia. Just seeing your e-mail. Will start whittling away at it.

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

[Quoted text hidden]

**Marcia Calloway** <msbcalloway@gmail.com>  
 To: Herb Durfee <HDurfee@norwich.vt.us>

Mon, Dec 18, 2017 at 1:10 PM

Good afternoon,

I am just following up on the status of this. I presume this information falls in the category of meetings that would be documented because of their purpose, and thus easily found on file.

Marcia

[Quoted text hidden]

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**Marcia Calloway** <msbcalloway@gmail.com>  
To: Herb Durfee <HDurfee@norwich.vt.us>

Tue, Jan 9, 2018 at 1:56 PM

Good afternoon Herb,

Have you been able to find the evidence of these meetings yet? It has been a month since I enquired.

Marcia Calloway

[Quoted text hidden]

January 10, 2018

Handwritten by  
PEPPER 1/10/18  
10e

**Statement to Friends and Neighbors of Norwich:**

I do not support supplanting or replacing the office of Lister at this time.

This past fall, there were legitimate conflicts between the Listers and the professional Assessor for the Town of Norwich.

Thankfully, during a Selectboard meeting this past November, I and others were relieved and even surprised when the Listers and the Assessor showed up and announced they had found a path forward and would work together for the near future. Without the Selectboard's involvement, a solution had been found.

During the holidays, unbeknownst to the majority of the Selectboard, a proposal was in the works to reverse this détente and instead abolish the office of the Lister altogether.

With a number of discussions having taken place these past few days, I strongly support the continuation of the use of a professional Assessor as well as the Lister office as currently structured, for the following reasons:

1. With an agreement to try to make the current structure work only two months old, not nearly enough time has passed to let the parties demonstrate either an effective or ineffective working situation.
2. The results of the Assessor/Lister combination have been strong in past few years. This is not an emergency.
3. To remove the Lister office would essentially abolish a tradition of democratic election by the people of Norwich of a few of their fellow residents to assess the values of properties in Town.
4. Listers are directly answerable to the voters of the Town of Norwich. Without the Listers, the Assessors will not answer to any elected officials, let alone to the townspeople.
5. Listers represent some of the core values of our small town and our small state held most dear by many citizens — governance that is small, local, and responsive. To quote one, "we value that our town is governed by people just like any of us, residents of our town. We value that the people we choose to govern for us also answer to us — in public meetings, on the phone, or at the dump. Once we lose local self-governance, we'll have lost an intangible of great value, one that can't be bought with bureaucrats, experts, and consultants."

Finally, and perhaps most importantly, I vehemently disagree with the tactics and strategy by which this has been brought to the public's and the majority of the Selectboard's attention. While by statute it may be permitted, it does not build trust amongst our own elected officials let alone the trust the public will have in its elected officials.

I look forward to seeing how the Listers and the current or future professional Assessors manage these critical responsibilities, and stand ready to discuss it openly from time-to-time in the coming year and beyond.

John S. Pepper  
Selectboard Member, Norwich, VT



From: Charlotte Metcalf smetcalf@sover.net  
Subject: VILLAGE CENTER DESIGNATION AND WHAT IT MEANS  
Date: January 10, 2018 at 12:48 PM  
To: Charlotte Metcalf smetcalf@sover.net

THE GOAL OF THE NORWICH 2017 TOWN PLAN IN THE WORDS OF THE PC IS :“TO RECOGNIZE THE TOWN'S EFFORTS TO MAINTAIN THE VITALITY AND LIVABILITY OF ITS HISTORIC VILLAGE AND TO PROVIDE PRIORITY CONSIDERATION FOR STATE GRANTS AND OTHER RESOURCES ”

I. THREE THINGS ARE STRIKING ABOUT THIS PLAN:

- 1. TO EXECUTE THE PLAN THE TOWN WILL CERTAINLY REQUIRE REZONING OF A RESIDENTIAL NEIGHBORHOOD TO MIXED USE IN ORDER TO RECEIVE THE " GRANTS" TO WHICH THE PLAN ALLUDES. TO CHOOSE HIGH DENSITY FUTURE DEVELOPMENT OVER THE EXISTING RESIDENTIAL ZONING OF 1, 2 AND 15 ACRE MINIMUMS, IS TO APPROVE AS MANY AS 8 UNITS /ACRE. MAP 11 IN THE PLAN ILLUSTRATES THE 350 ACRE AREA TO BE SO DEVELOPED.
- 2. NO IMPACT STUDIES ACCOMPANY THE PLAN. IF THE SELECT BOARD IS CONSIDERING THIS PLAN IT SHOULD BE ABLE TO TELL US WHAT EFFECT THERE WILL BE ON SERVICES AND TAXES.
- 3. THE PLAN DOES NOT MAKE A CASE FOR ITS APPEAL TO YOUNG FAMILIES WHO ARE EXPECTED TO COME TO NORWICH FOR THE NEW LOW TO MODERATE INCOME HOMES. ON THE CONTRARY THE PLAN SUGGESTS THAT " "RECREATION AND TOURIST SERVICES" WOULD BE THE BEST BUSINESS MODELS FOR ROUTE 5 S/ RIVER RD. WILL FAMILIES WANT TO SEND CHILDREN TO SCHOOL THROUGH A STRING OF TOURIST STOPS?

II.OUR ZONING DIRECTOR, PLANNING COMMISSION, AFFORDABLE HOUSING COMMITTEE AND ENERGY COMMISSION ARE ALL COMMITTED TO CONFORMING TO A TOWN PLAN THAT WOULD BE ACCEPTED BY THE TWIN RIVERS OTTOQUEECHEE REGIONAL COMMISSION (TRORC) AND WOULD ALLOW NORWICH A DESIGNATED VILLAGE CENTER. THERE ARE INDEED GRANTS AVAILABLE TO LANDOWNERS IN THE NEW CENTER, BUT THEY WILL NOT BE AVAILABLE WITHOUT REZONING A LARGE STRETCH OF ROUTE 5 TO ALIGN WITH THE TRORC MAP. ALTHOUGH NORWICH IS CONSIDERABLY SMALLER THAN OTHER MEMBERS OF THE REGION (HARTFORD, LEBANON AND HANOVER FOR EXAMPLE), OUR PLANNING GROUPS BELIEVE THAT IT IS OUR OBLIGATION TO TRY TO CONFORM TO THE GROWTH PATTERN OF THE REGION OVERALL. FOR EXAMPLE, THEY SAY WE SHOULD " Determine Norwich's fair share of the regional housing need for low and moderate income families and coordinate with neighboring towns."

III. BENEFITS FOR AFFORDABLE HOUSING OF HIGH DENSITY DEVELOPMENT UNDER THE REGIONAL PLAN INCLUDE, density bonuses for Planned Unit Development....mixed-use zoning.....inclusionary zoning.... the removal of unnecessary provisions (SUCH AS ACT 250) in land use regulations that may limit affordable housing..... the ability for (builders/owners) to apply for state funds

IV. EXAMPLES OF BENEFITS TO BUSINESSES AND HOMEOWNERS UNDER A REGIONAL PLAN INCLUDE: less restrictive land use regulation than those required under ACT 250.... more prominent signage for businesses than are allowed in our current business district..... various tax credits for owners... priority status for state grants.

V. "THE TOWN INTENDS TO REAPPLY FOR THIS PROGRAM " ( SECTION 12.8 OF THE PLAN) DESIGNATED VILLAGE CENTER, FOR WHICH IT WAS UNABLE TO ACHIEVE TRORC APPROVAL IN 2011.

A. Hamlets or mini developments on the outskirts of town have been removed from the 2011 map for the 2017 map

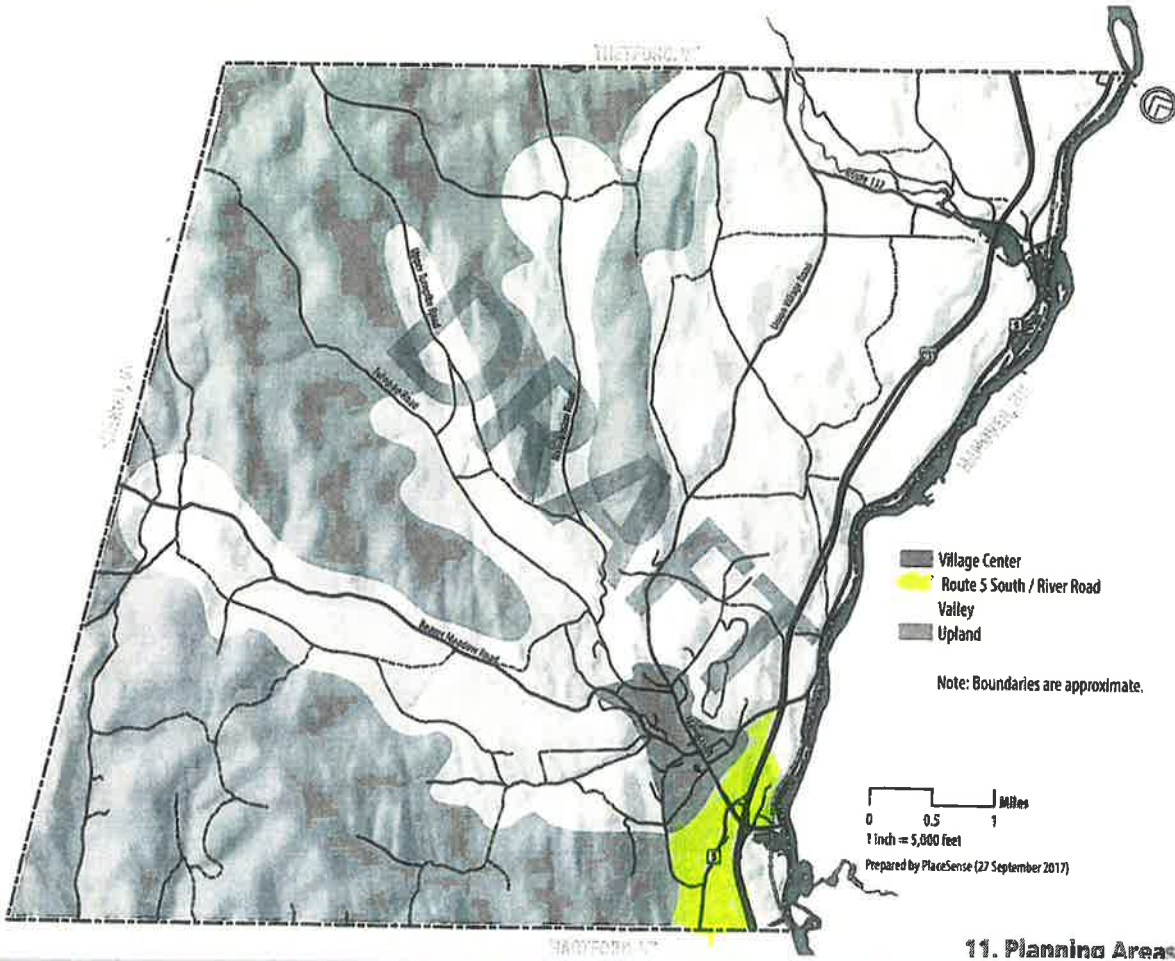
B. Yet Route 5 South/River Rd remains the most appropriate location for planning "a new zoning district" for compact development because:

- 1. They are easily accessible from I91, the school and other amenities. (On July 24 2017, <sup>J. Gredrich</sup> offered the PC his engineering expertise on steps for permitting 150 units on a part of the new Center (the 35 acre property next to Hopson Rd.)
- 2. It would cost less for the town to service the area than some other parts of town \*1
- 3. Wastewater treatment might be available in Hartford to which the Center would extend. \*2

C. Commercial development should be limited to businesses that have low impact on town service. Best fits include:  
1.Recreation  
2.Tourist services \* 3

\* 1 No cost estimates are offered for the additional infrastructure and town services( such as police, fire protection, road maintenance) that even the minimum 150 unit mixed use neighborhood is going to require.  
\* 2 No cost estimates are offered for user fees to Hartford or for the ongoing maintenance required of Norwich of a system serving at least 150 new homes and businesses.  
\* 3 Tourist Services sounds a lot like part of the plan offered by Sammy Sammis to the town Randolph at Exit 4 on route 89 . Route 5 S will be an area which is to attract families but WILL THEY COME??

From: **Charlotte Metcalf** smetcalf@sover.net  
Subject: Fwd: DRAFT MAP  
Date: December 13, 2017 at 11:50 AM  
To:



11. Planning Area

From: **Charlotte Metcalf** smetcalf@sover.net  
Subject: village center grants  
Date: December 28, 2017 at 11:31 AM  
To: Charlotte Metcalf smetcalf@sover.net



## Designated Village Centers

## Benefits

### Program Benefits

The Vermont village center designation program supports local revitalization efforts across the state by providing technical assistance and state funding to help designated municipalities build strong communities. Once designated, the community will be eligible for the following benefits:

#### Downtown and Village Center Tax Credits

##### 10% Historic Tax Credits

- Available as an add-on to approved Federal Historic Tax Credit projects.
- Eligible costs include interior and exterior improvements, code compliance, plumbing and electrical upgrades.

##### 25% Historic Tax Credits

- Eligible facade work up to \$25,000.

##### 50% Code Improvement Tax Credits

- Available for up to \$50,000 each for elevators and sprinkler systems and \$12,000 for lifts.
- Eligible code work includes ADA modifications, electrical or plumbing up to \$25,000.

##### 50% Technology Tax Credits

- Available for up to \$30,000 for installation or improvements made to data and network installations, and HVAC (heating, cooling or ventilation systems) reasonably related to data or network improvements.

#### Priority Consideration for State Grants

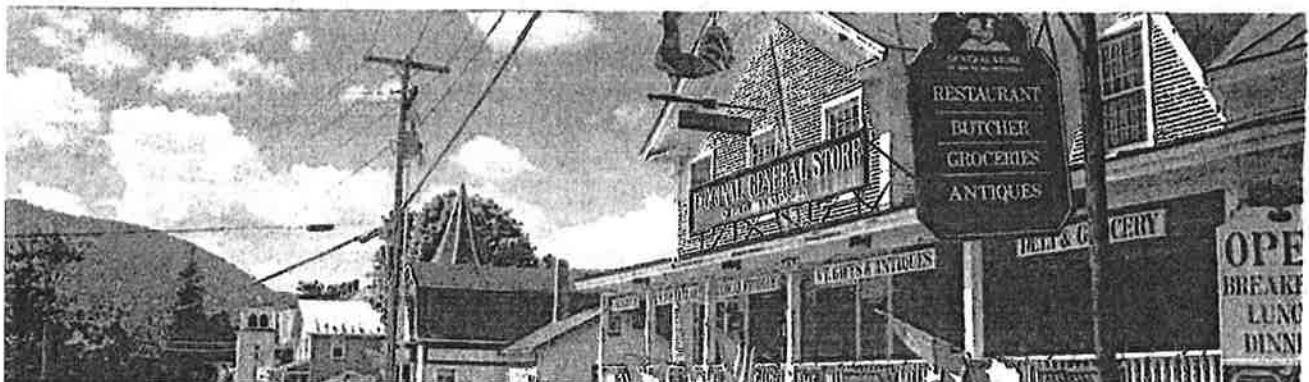
- Priority consideration for various ACCD, VTrans and ANR grants and incentives including, ACCD's Municipal Planning Grants, State Historic Preservation grants, Vermont Community Development Program (VCDP) grants, VTrans Bike/Ped and Transportation Alternatives grants, Northern Border Regional Commission Grants, ANR Water and Wastewater subsidies and loans, and various other state grants and resources.

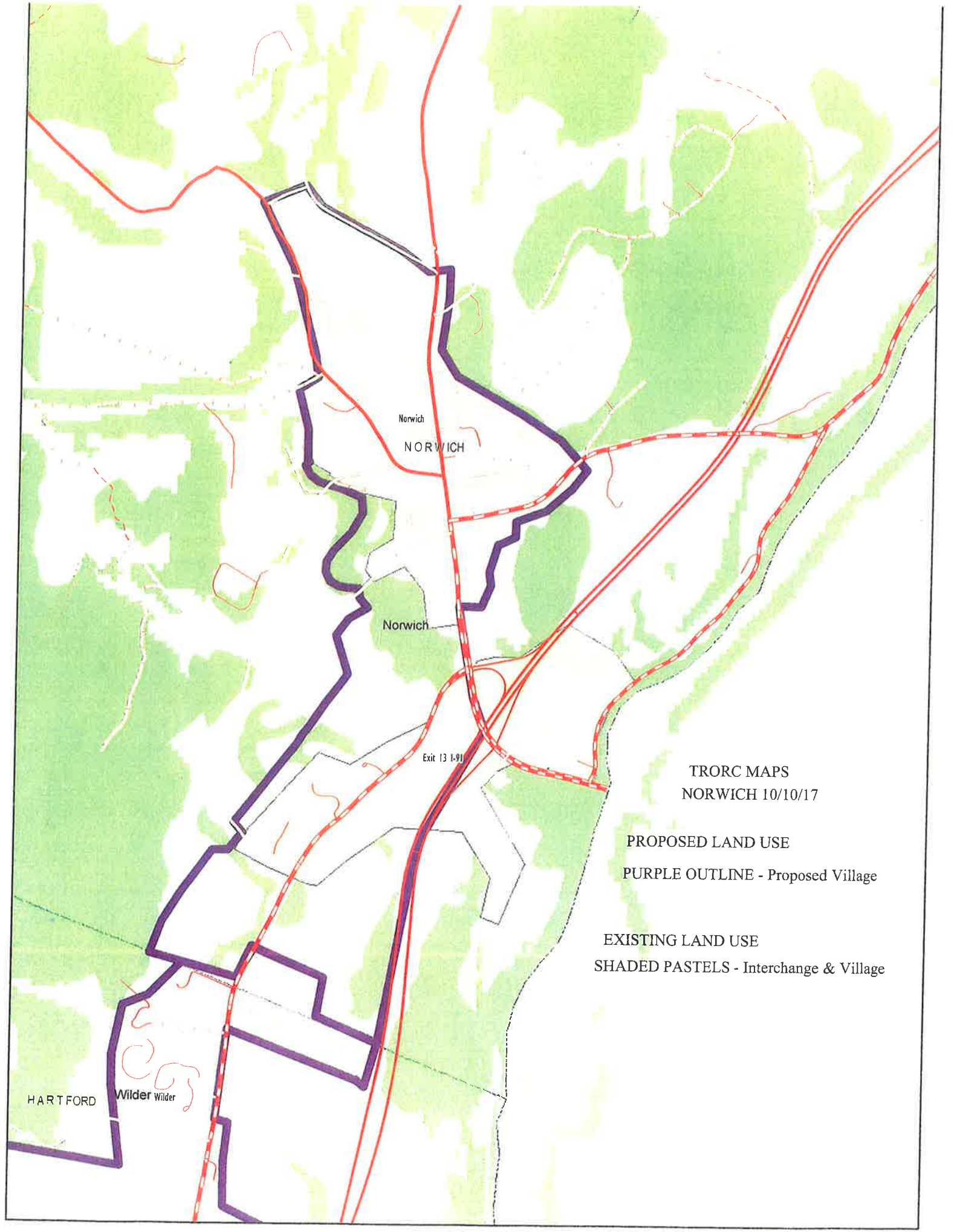
#### Priority Consideration by State Building And General Services (BGS)

- Priority site consideration by the State Building and General Services (BGS) when leasing or constructing buildings.

#### Neighborhood Development Area (NDA) Eligibility

- Communities may also designate Neighborhood Development Areas within 1/4 mile from the designated village center. Qualified projects are:
  - Exempt from Act 250 regulations and the land gains tax.
  - Eligible for, once designated, reduced Agency of Natural Resources review fees.





Norwich  
NORWICH

Norwich

Exit 13 I-91

HARTFORD

Wilder Wilder

TRORC MAPS  
NORWICH 10/10/17

PROPOSED LAND USE  
PURPLE OUTLINE - Proposed Village

EXISTING LAND USE  
SHADED PASTELS - Interchange & Village

log

**Miranda Bergmeier**

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**From:** Ernie <ernieciccotelli@gmail.com>  
**Sent:** Thursday, January 11, 2018 10:37 AM  
**To:** norwich@lists.vitalcommunities.org; Miranda Bergmeier  
**Subject:** Well Done, Norwich Select Board!

To the Norwich Select Board,

Well done! Bravo! Thank you for preserving the principles of democracy/self-government in our town, by declining to eliminate the Listers Office. You stood up to the destructive forces of privatization and so-called professionalization of a governmental function, and you took an important principled stand. That takes courage. Congratulations and thank you.

Ernie Ciccotelli

10h

**Miranda Bergmeier**

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**From:** Chris Moore <splitcane@gmail.com>  
**Sent:** Thursday, January 11, 2018 10:24 AM  
**To:** Miranda Bergmeier  
**Subject:** Norwich TRORC Board Member and all similar positions should be readily available on town website

Dear Selectboard,

For the benefit of all concerned (homesteaders, property owners, business owners, etc.), I hereby make the following requests:

1.) That the town website be amended to make readily available to website users information about the appointed Norwich TRORC Board Member, namely who it is, date of appointment, term and expiration. Please include the relevant method to contact said appointee or elected official.

NOTE: I was able to discover this information only with the help of the tremendous Bonnie Munday, who found it within the minutes from April 12th, 2017. I don't think I would have found it anytime soon, if ever.

2.) That, as in 1.) above, all such similar appointments within the town government also be so identified and made readily available.

3.) That an efficient and effective search function, e.g. Google search, be added to the town website for the benefit of users.

Thank you for your consideration,

Chris Moore  
New Boston Rd

**Herb Durfee**

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**From:** Miranda Bergmeier  
**Sent:** Tuesday, January 16, 2018 5:05 PM  
**To:** Herb Durfee  
**Subject:** FW: Need for Norwich residents to be Listers

See the following...

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

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

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**From:** Henry Scheier [<mailto:hns@FinePlan.net>]  
**Sent:** Saturday, January 13, 2018 2:25 PM  
**To:** Miranda Bergmeier  
**Subject:** Need for Norwich residents to be Listers

I am sorry I could not attend this week's Selectboard meeting, but a conflict in my schedule interfered. I want to express my opinion on this matter, even though it is not clear to me that you will be continuing the discussion.

Having served as an elected Auditor of the town for about 10 years in the not too distant past, I value the opportunity to play a role in town finances as an elected official. I believe that residents playing an important role in the listing process is extremely important since the valuation process lends itself to a great deal of subjectivity. A resident brings a perspective to this process that differs considerably from the professional assessor who is specifically evaluated on the total of the grand list and not much else. The resident lister is an independent participant in the process, which can be noted by the many changes that are made each cycle before the grand list is evaluated. The fact that not as many grievances are fully argued or litigated as in the past is a direct tribute to the listers' independence and saves the taxpayers significant dollars without adding further compensation for the additional process that might otherwise occur. But forgetting the monetary benefits of having people not gain further compensation by allowing arguments to lead to legal process, the presence of residents provides an independent view of valuation by truly hard-working volunteers who have a more reasonable perspective in their conversations with other residents striving to obtain what they believe is a fairer valuation result. My personal experiences with the current process have been confirmed by my feelings in the last two townwide appraisals, and I would be happy to discuss them with you if you feel that would be valuable.

I wish you well in any further consideration of this matter if you do indeed proceed, and I look forward to followup of this email if it is desired.

Henry Scheier  
1422 Union Village Road

10j

**Miranda Bergmeier**

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**From:** Stuart Richards <slrichards50@gmail.com>  
**Sent:** Thursday, January 18, 2018 2:45 PM  
**To:** Mary Layton; Linda Cook; John Pepper; stephen.n.flanders@gmail.com; John Langhus  
**Cc:** Herb Durfee; Miranda Bergmeier  
**Subject:** Mega Developments, Norwich Town Plan

Dear Selectboard Members,

I'm deeply concerned that the proposed Town Plan in its current form is deeply flawed and will serve as the foundation for zoning that will promote excessive, misplaced, residential and commercial growth which will:

1. Increase taxes and drive more lower income people out of Town due to the required increase in services required to serve the increased population. Please read the CoCS study in the proposed Town Plan which acknowledges that more people and more commercial development mean higher taxes and the Vermont Land Trust Study at: <http://www.farmlandinfo.org/sites/default/files/Land Conservation and Property Taxes in Vermont 1.pdf>
2. Enable mixed use (commercial and residential) development especially along Route 5 South. The commercial development likely will end up being strip development which has the potential to harm icons like Dan & Whits. Additional commercial development is unnecessary in Norwich where the unemployment rate is 2.1%
3. Require Municipal Sewage and water which could cost as much as \$20M for the Village and millions for a hook-up to either Hanover or Hartford. What should be emphasized instead are small innovative community systems with either on site disposal or nearby disposal.
4. Allow for unlimited size of developments and unlimited number of units to be built each year. There should be language that says that all residential development should be consistent with the size, scale and number of units in existing developments the largest of which is 24 units and that there be a limit on the number of units that can be built in any one year of 12 (currently the average is 6) with an exception for affordable housing up to 24.
5. Allow for Vermont Village Center designation which would encourage mixed used development outside the Village Center.
6. Change the historic character of Norwich irrevocably.

PLEASE COME TO THE PUBLIC MEETINGS ON SATURDAY JANUARY 20 AT 3:00pm  
AND TUESDAY JANUARY 23 AT 7:00pm, BOTH At TRACY HALL.

See you then,

Stuart L. Richards  
802-649-3928

10K

## Miranda Bergmeier

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**From:** cheryl lindberg <cheryl.lindberg@valley.net>  
**Sent:** Friday, January 19, 2018 8:35 AM  
**To:** marydlayton@gmail.com; Miranda Bergmeier; John Pepper; lcook2825@gmail.com; Stephen Flanders; John Langhus  
**Cc:** Miranda Bergmeier  
**Subject:** Draft Minutes - Jan 10 2018

In reviewing the draft minutes, I noticed that my comments were absent from the discussion of the budget. I came to the microphone between Stuart and Dennis and none of my comments were mentioned. There were two points I discussed with the SB when I came to the microphone:

1. To clarify whether or not there was going to be a budget hearing subsequent to the discussion and the SB voting the budget that night;
2. To clarify with the SB the Listers' view on changing the cycle of the next reappraisal. The Listers believe the current 3-year cycle contracted to be finished in 2019 should be completed because we have spent money for 2 years of work and the data collected in 2017 and 2018 won't be as valuable to the next town-wide reappraisal if delayed for an additional 5 years. Discussion continued on this topic, mentioning the CLA and COD would be measures used to determine if the next re-appraisal is in 3 more years or 5 more years.

I know that not all comments are recorded in the minutes, but this was an important discussion, since the Board of Listers were not at the December 18<sup>th</sup> meeting to provide this perspective and no meetings were held in between the 18<sup>th</sup> and January 10<sup>th</sup>. I also recall Bonnie making some comments on this discussion as well.

Thank you for your consideration of adding these notes to the minutes.

Cheryl

102.

1/16/18

**Amendment to 11-16-17 Draft Town Plan:**

**Compliance with Act 171 related to Forestry**

**Required to address**

The Draft Town Plan as prepared already supports the goals and policies of Act 171 as it relates to municipal plans. Compliance with Act 171 may be accomplished with relatively few changes to the proposed draft.

The attached proposed changes have been prepared by Brandy Saxton of PlaceSense, who assisted the Planning Commission in the preparation the original 2011 Town Plan. She has also assisted several other towns with Act 171 compliance.

\*\*\*\*\*

**Proposed Amendments to Norwich Town Plan Draft (2017-11-16) to Comply with Act 171**

Form  
Form

[The act amends municipal and regional planning goals to encourage management of forestlands to improve forest blocks and habitat connectors and encourage the use of locally grown forest products. The act amends the land use element of regional and municipal plans to require the plan to indicate those areas that are important as forest blocks and habitat connectors and to plan for land development in those areas to minimize forest fragmentation and promote forest health and ecological function.]

**Natural & Historic Resources**

**See attached:**

**Page 11-13 to 11-15 Land Cover, Habitat and Wildlife: Forestland**

**Includes Figure 11-3: Impact of Forest Fragmentation on Wildlife Species**

*Existing language with no changes*

**Page 11-25 Changes - *Added language***

**Objective 1.9.** Conserve significant wildlife habitats, especially the habitats of rare and endangered species, protect core blocks of forest and maintain forest connectivity between blocks.

**Action 1.9.a.** Define, identify, map and document Norwich’s significant wildlife and plant habitats, including forest blocks and habitat connectors.

**Action 1.9.b.** Map larger blocks of contiguous forest land and potential travel corridors between those blocks in Norwich and neighboring towns.

**Action 1.9.c.** Review subdivision and site plans to assess their effects on forest blocks, habitat connectors and significant wildlife habitats in order to encourage their protection.

**Action 1.9.d.** Require new development to be located and configured in a manner that minimizes adverse impacts on forest blocks and critical wildlife habitat, including travel corridors, deer wintering areas and natural areas to the greatest extent feasible.

**Action 1.9.e.** Require buffers between new development and significant wildlife habitats.

**Action 1.9.f.** Use the town's zoning and subdivision regulations to protect the habitats of rare and endangered species.

**Action 1.9.g.** Promote the protection of rare and endangered species, and their habitats, by the town's landowners.

## Land Use

### *Page 12-10 - Added language*

Upland. Forested uplands dominate the western side of Norwich. Beyond the narrow stream valleys that extend up into the hills from the lowlands along the Connecticut River Valley, the terrain is steep and soils are shallow. Few roads bisect these areas with the result being large, unbroken tracts of forestland as shown on Map 10. Their physical character, value as wildlife habitat, fragile ecology and inaccessibility make these lands generally ill-suited for development other than low-impact recreation and sustainable forest uses. The ecological benefits of maintaining large blocks of unfragmented forest and wildlife habitat are discussed in the Natural and Historic Resources chapter of this plan on pages 11-13 through 11-15.

~~Low-density and~~ Low-impact development that has been carefully sited and designed may be appropriate within the town's upland areas, but the overall density of development should remain very low. Impacts to be minimized include tree clearing, disturbance of steep slopes, fragmentation of important wildlife habitat, and increased stormwater runoff and/or decreased water quality in upland streams. Recreational and forestry uses should be supported to the extent that they are undertaken in a sustainable manner that protects environmental quality. Scenic resources, such as views of prominent ridgelines and hillsides from public roads, may be protected by directing development to less visible sites or maintaining an appropriate level of vegetative screening.

See Attached Pages for Original Text

in stream corridors in an attempt to resolve or avoid conflicts between fluvial systems and the built environment. A geomorphic assessment is currently underway on Blood Brook in Norwich and the town is considering limiting development within identified fluvial erosion hazard areas in a manner similar to current regulations within flood hazard areas.

The Blood Brook Watershed Corridor Plan of March 2008 is the result of a three-phase study by the Norwich Conservation Commission, the Two-Rivers Ottauquechee Regional Commission, and the Vermont Agency of Natural Resources, Department of Environmental Conservation, River Management Program. The purpose of that plan is to assess the underlying causes of channel instability and encourage the stream's return to equilibrium conditions. The plan outlines management efforts directed toward long-term solutions that help curb escalating costs and minimize the danger posed or damage caused by storm-swollen streams. Such efforts can help reduce flood and erosion hazards along the river corridor, improve water quality and aquatic habitat, and enhance aesthetic and recreational values of the stream.

### Land Cover, Habitat and Wildlife

#### Forestland

Forest is the most common land cover type in Norwich accounting for nearly 22,000 acres or approximately 76 percent of Norwich's land. Forest resources provide a number of benefits, including an economic return for local landowners, water quality, wildlife habitat, recreation opportunities for town residents and visitors, and an important visual backdrop to the town's scenic views and vistas. Most of Norwich's forestlands are in private ownership, but remain in tracts 50 acres or larger. The largest single forest parcel is the 450 acres along the Appalachian Trail owned by the National Park Service. The Norwich Fire District owns a 330-acre parcel off Beaver Meadow Road.

Forests are a permanently renewable resource if managed properly. Sound forest management results in a stable economic return for landowners, local resources to support local industry, and perhaps most importantly, an incentive for keeping large tracts of land free of development and available to the public for recreation, wildlife and scenic enjoyment. However, poor forest management can result in the degradation of biological diversity and can damage scenic landscapes. Forest management can be accomplished in a manner that does not create erosion or adversely impact scenic areas and wildlife. Generally, a sound forest management plan should be based on a number of objectives, including sustainable timber production, the protection of water quality, maintaining a diversity of wildlife habitat, and aesthetic enhancement. Whatever the objectives of a forest property owner, developing and implementing a forest management plan is the best means of managing a forest parcel for long-term, sustainable forest production.

The majority of the town's forest land is privately owned. While much of the private forest is made up of large parcels associated with single-family residences, many undeveloped parcels under forest management also exist. Of the privately owned forestland in town, more than 11,000 acres are currently enrolled in the state's current use program, and are therefore managed in accordance with a forest management plan approved by the county forester (see Figure 11-4).

#### Wildlife

In addition to its 3,400 human residents, Norwich is home to a variety of animal species. To survive, these animals require substantial acreage, preferably in large, solid blocks interconnected by undisturbed corridors for seasonal movement. The preservation of a diverse array of species requires more than protection of identified deer wintering areas or bird nesting sites. Certain species such as black bear that require large contiguous habitat areas, which also support a variety of other species, serve as

No Change

No Change

NORWICH

indicators of the health and diversity of local wildlife populations.

In Norwich, forested upland areas are home to bear, deer, bobcat, moose and coyote. The Connecticut River and its tributaries support natural and stocked populations of brook, brown and rainbow trout. The Connecticut River is also a major route for bird migration. The marshes and other wetlands along the Connecticut River provide migrating songbirds and raptors with food, water and shelter. Numerous species of waterfowl, including ducks, egrets and blue herons, occur along the river. Non-game small mammals such as beavers and otters that need continuous access to water abound along the river. Wetlands also provide critical habitat for a variety of species such as mink, otter, beaver, black bear, grey fox, moose, ducks, herons, other wading birds and shore birds and other species.

Special natural areas contribute to the quality of life in Norwich, promoting species diversity, aesthetic enjoyment, recreation and education. Natural areas

in Norwich include orchid swamps, peat bogs, vernal pools, , fall-line gorges, estuaries and deer yards. Natural areas can be identified and graded in order of their uniqueness or significance. Such an assessment would provide direction for conservation efforts. Important natural areas can be protected through purchase, through encouraging landowners to seek permanent conservation protection, and through careful review of proposed development.

The main threat to wildlife habitat is fragmentation. Figure 11-3 illustrates the impacts of land subdivision and fragmentation of large tracts of forestland on wildlife populations in northern New England. The left-hand column identifies expected species in large tracts of undeveloped forest, while each subsequent column depicts the species likely to be lost as the land is subdivided into smaller parcels for scattered development.

In order to maintain habitat for animals that have large home ranges, such as bear, bobcat, fisher, and moose, and other animals that are sensitive to human

NORWICH

FIGURE 11-3: Impact of Forest Fragmentation on Wildlife Species

UNDEVELOPED FOREST	BLOCKS 500+ ACRES	BLOCKS 100-499 ACRES	BLOCKS 20 - 99 ACRES	BLOCKS <20 ACRES
Small Rodent, Squirrel, Cottontail, Raccoon, Skunk, Muskrat, Red Fox	Small Rodent, Squirrel, Cottontail, Raccoon, Skunk, Muskrat, Red Fox	Small Rodent, Squirrel, Cottontail, Raccoon, Skunk, Muskrat, Red Fox	Small Rodent, Squirrel, Cottontail, Raccoon, Skunk, Muskrat, Red Fox	Small Rodent, Squirrel, Cottontail, Raccoon, Skunk, Muskrat, Red Fox
Woodchuck, Beaver, Hare, Porcupine, Weasel	Woodchuck, Beaver, Hare, Porcupine, Weasel	Woodchuck, Beaver, Hare, Porcupine, Weasel	Woodchuck, Beaver, Hare, Porcupine, Weasel	
Mink, Deer	Mink, Deer	Mink, Deer		
Moose	Moose			
Fisher, Bobcat, Coyote, Black Bear				
Song Birds	Song Birds	Song Birds	Song Birds	Song Birds
Sharp-Shinned Hawk, Broad Winged Hawk, Cooper's Hawk, Osprey, Turkey Vulture, Horned Owl, Barred Owl	Sharp-Shinned Hawk, Broad Winged Hawk, Cooper's Hawk, Osprey, Turkey Vulture, Horned Owl, Barred Owl	Sharp-Shinned Hawk, Broad Winged Hawk, Cooper's Hawk, Osprey, Turkey Vulture, Horned Owl, Barred Owl		
Red-Tail Hawk, Goshawk, Raven, Bald Eagle	Red-Tail Hawk, Goshawk, Raven, Bald Eagle			
Reptiles, Amphibians	Reptiles, Amphibians	Reptiles, Amphibians	Most Reptiles, Most Amphibians	Most Reptiles, Most Amphibians
Garter Snake, Ring-Neck Snake	Garter Snake, Ring-Neck Snake	Garter Snake, Ring-Neck Snake	Garter Snake, Ring-Neck Snake	
Wood Frog	Wood Frog	Wood Frog		

SOURCE: A Response to Sprawl: Designing Communities to Protect Wildlife Habitat and Accommodate Development and Conserving Wildlife in Maine's Developing Landscape; July 1997.

disturbance, such as wood thrushes, larger blocks of forest or meadowland, or wetland habitat need to be conserved. Blocks up to 20 acres are home to species typical of urban and suburban landscapes (e.g., raccoons, skunks, and squirrels). Moose, bald eagles, goshawks and similar species usually require 500 to 2,500 acres, while blocks of more than 2,500 acres may hold the full complement of species expected to occur in this region of Vermont.

Within Norwich, a number of large, unfragmented blocks of forest remain, including:

- ❑ 2,600 acres between Beaver Meadow and Turnpike Roads, which continues into the Town of Sharon
- ❑ 2,000 acres south of Bragg Hill Road
- ❑ 1,500 acres between Upper Turnpike Road and New Boston Road
- ❑ 1,400 acres between Turnpike Road and Upper Turnpike Road, which continues into the adjoining towns of Sharon, Strafford and Thetford
- ❑ 1,000 acres between New Boston Road & Bradley Hill Road

Maintaining contiguous forested lands within Norwich, as well as between Norwich and neighboring towns, protects wildlife habitats found in core forests and provides corridors that connect larger blocks of forest.

While many residents enjoy hunting, fishing, wildlife viewing and have extensive knowledge of local wildlife and fisheries, the information has not been documented. Most of the town's important wildlife habitats have not been inventoried or mapped. The extent of documented knowledge about wildlife habitat in Norwich is surprisingly limited, in part because of the amount of fieldwork and mapping needed to document local populations. For this reason, site-

specific evaluations may be required to determine the potential impacts to wildlife and important habitat associated with a particular subdivision or development proposal.

### Scenic Resources & Rural Character

Norwich is appreciated by most of its residents as a quiet community for rural living. Commercial development is limited to retail and service establishments on Main Street and Route 5. The many small businesses and offices that residents operate from their homes remain inconspicuous. The green in the center of Norwich village and the historic homes along or near Main Street are a visual reminder of the community's heritage. Abandoned cellar-holes and granite posts mark former homesteads of the town's founding families and their descendants.

Norwich is no longer primarily an agricultural town, but retains a few moderately-sized farms and much rural character. Open country and meandering roads that follow lively brooks between forested slopes lead to small hamlets with names like Beaver Meadow, Union Village, Pompanoosuc and Podunk. The Connecticut River with its tributary, the Ompompanoosuc, open fields and remaining patches of pasture add to the variety and beauty.

Yet, as the town's landscape continues to change, residents recognize that Norwich's rural character is threatened. The views from the roads, fanning like fingers of a hand from Norwich village, are changing as more homes are built, so that passersby are required to look between houses to glimpse the view beyond. This section of the plan describes the main elements of Norwich's rural character – its

FIGURE 11-4: Current Use

YEAR	PARCELS	TOTAL ACRES	TAXES SAVED
1993	83	8,138	
2003	125	11,587	\$679,322
2005	127	11,934	\$306,852
2006	130	12,193	\$300,763
2007	129	12,165	\$378,045
2008	128	12,198	\$394,843
2009	131	12,322	\$415,761
2010	136	12,846	\$469,835
2009	131	12,322	\$415,761
2010	136	12,846	\$469,835
2011	136	12,808	\$476,636
2012	139	12,812	\$488,490
2013	141	12,999	\$695,516
2014	146	13,401	\$765,408
2015	145	13,530	\$775,742
2016	148	13,701	\$759,681

SOURCE: VT Department of Taxes

NO CITATION

NO CHANGE

**Objective 1.8 Preserve the functions and prevent the loss of the town's wetlands.**

- Action 1.8.a Identify and assess the town's wetlands.
- Action 1.8.b Complete the identification and mapping of Norwich's wetlands.
- Action 1.8.c Petition the state to reclassify wetlands that the town considers of national importance to Class I status to ensure a higher level of protection.
- Action 1.8.d Maintain provisions in Norwich's zoning and subdivision regulations to minimize the loss of wetlands to development.
- Action 1.8.e Educate landowners about the function and value of wetlands, including their role in storing water during storm events and reducing the severity of downstream flooding.
- Action 1.8.f Require construction of compensatory flood storage if wetlands that provide flood storage will be lost or adversely affected by proposed development so as to achieve no net loss of the affected wetland's flood storage function.

SEE CHANGES

**Objective 1.9 Conserve significant wildlife habitats, especially the habitats of rare and endangered species, protect core blocks of forest and maintain forest connectivity between blocks.**

- Action 1.9.a Define, identify, map and document Norwich's significant wildlife and plant habitats.
- Action 1.9.b Map larger blocks of contiguous forest land and potential travel corridors between those blocks in Norwich and neighboring towns.
- Action 1.9.c Review subdivision and site plans to assess their effects on significant wildlife habitats in order to encourage their protection.
- Action 1.9.d Require new development to be located and configured in a manner that minimizes adverse impacts on critical wildlife habitat, including travel corridors, deer wintering areas and natural areas to the greatest extent feasible.
- Action 1.9.e Require buffers between new development and significant wildlife habitats.
- Action 1.9.f Use the town's zoning and subdivision regulations to protect the habitats of rare and endangered species.
- Action 1.9.g Promote the protection of rare and endangered species, and their habitats, by the town's landowners.

NO CHANGE

**Objective 1.10 Encourage the conservation of working forestlands and the use of management practices that enhance forest health and long-term productivity.**

- Action 1.10.a Promote landowner participation in the state's current use program for forestlands.
- Action 1.10.b Manage town forests and other forested public land in accordance with best practices in order to conserve and maintain them as a long-term resource.
- Action 1.10.c Require forestry practices that minimize erosion and damage to watercourses.

demand for and value of their property for residential development. Norwich, however, desires to maintain the rural character of its valley lands created through more than two centuries of productive use and retain a base of working farm and forest land for future generations.

The town has recognized that it needs to be creative and consider innovative techniques to achieve these goals. In order to preserve rural character while accommodating reasonable amounts of growth, Norwich should promote use of cluster development on these valley lands; clustering is a development technique that groups allowed development together on smaller lots with a significant amount of the original parcel set aside as open space or productive land.

Even well-planned development on rural lands often requires trade-offs. Is it better to protect scenic views by placing new development within a wooded area or are homes on open fields preferable to protect forested wildlife habitat? Are designs that place homes located near existing roads to minimize the need for costly infrastructure superior to those that place homes at the end of long access drives out of view of travelers on the public roads? The complexity of rural planning is that there is no right or wrong that can be applied town-wide. Each piece of land needs to be considered and assessed individually. The town's land use regulations should provide the flexibility to develop a rural parcel in the manner best suited to that particular piece of land and location.

Commercial development in the rural areas should be limited to businesses that will have a very low impact on town services or infrastructure and will not adversely affect rural character and residential or agricultural use. The level and type of commercial activity should be compatible with existing residential uses and sensitive to natural resources in the area such as the Connecticut River. Businesses oriented towards recreation or tourist amenities may be the best fit for this part of town, as well as those on working farms where operators need to expand

upon traditional agricultural activities so their businesses can remain economically viable.

Upland. Forested uplands dominate the western side of Norwich. Beyond the narrow stream valleys that extend up into the hills from the lowlands along the Connecticut River Valley, the terrain is steep and soils are shallow. Few roads bisect these areas with the result being large, unbroken tracts of forestland. Their physical character, value as wildlife habitat, fragile ecology and inaccessibility make these lands generally ill-suited for development.

Low-density and low-impact development that has been carefully sited and designed may be appropriate within the town's upland areas. Impacts to be minimized include tree clearing, disturbance of steep slopes, fragmentation of important wildlife habitat, and increased stormwater runoff and/or decreased water quality in upland streams. Recreational and forestry uses should be supported to the extent that they are undertaken in a sustainable manner that protects environmental quality. Scenic resources, such as views of prominent ridgelines and hillsides from public roads, may be protected by directing development to less visible sites or maintaining an appropriate level of vegetative screening.

SEE CHANGES

DRAFT Minutes of the Selectboard Meeting of  
Wednesday, January 10, 2018 at 6:30 pm

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

There were about 44 people in the audience.

Also participating: Demo Sofronas, Gary DeGasta, Warren Thayer, Charlotte Metcalf, Corlan Johnson, Jonathan Vincent, Stuart Richards, Linda Cook, Roberta Robinson, Cheryl Lindberg, Dennis Kaufman, Bonnie Munday, Pam Smith, Will Smith, John Carroll, Doug Robinson, Wade Willis, Rick Kenney, Richard Wright, Patricia Derrick, April Andrews, Peter Andrews, Marcia Calloway, Colin Calloway, and Frank Manasek.

Mary Layton opened the meeting at 6:36 pm.

1. Approval of Agenda (Action Item). Layton announced that the town's auditor was not able to attend this meeting, and therefore would not be making a presentation this evening. The Selectboard agreed to proceed with the agenda as drafted.
2. Public Comments (Discussion Item). Demo Sofronas, Gary DeGasta, and Warren Thayer presented a check for \$1,800 from the Norwich Lions Club to the Town of Norwich to contribute to the cost of a flagpole in front of the new Public Safety Building. Charlotte Metcalf asked about the process for getting answers to questions about the Town Plan. Layton said she is hoping to convene a special Selectboard meeting to discuss just the Town Plan and address questions at that time. Corlan Johnson spoke in favor of having paid assessors, and said that the BCA provides for public input into the assessment process. Jonathan Vincent said that close inspection of properties is very important for accuracy, the listers do a large amount of work, and the Board of Listers should not be abolished. Stuart Richards expressed concern about the proposed Town Plan, saying that he feels it is pro-development and pro-growth.
3. Town Auditor Presentation (Discussion Item). Layton reiterated that the auditor would not be joining the meeting. Cook said that she is concerned that the audit won't be completed in time to set the budget. Langhus asked if the yearly audits have usually shown errors, and was told that no, there have been only minor items.
4. FYE 2019 Budget (Discussion/Action Item). Flanders said the Selectboard members did not seem to be in agreement about cutting DPW overtime and sand & gravel. Therefore, Flanders suggested that the Selectboard not cut \$9,000 from those budget lines. Cook wants to restore the listers stipend to \$1,500 each, and therefore add \$3,000 to the proposed budget. Layton agreed, given that the role of the listers is in a transitional stage at present. Flanders **moved** (2<sup>nd</sup> Langhus) to recommend to the voters a FYE 2019 Town budget of \$4,502,386. Cook moved to divide the motion, proposing to remove \$9,000 (for DPW overtime and gravel and sand budget line items) from Flanders's proposed amount. **Motion to divide failed 1 to 4 (yes- Cook)**. In further discussion on Flanders's motion, Pepper said that he is ready to vote on the budget. Stuart Richards asked about the difference between the FYE19 and the FYE18 budget, and was told that the FYE19 budget is \$45,000 or 1% higher than FYE2018. Dennis Kaufman suggested that the Selectboard add funding to the proposed budget to pay for a town-wide reappraisal every three years. Pam Smith, Will Smith, and Stuart Richards spoke in favor of raising the Town Clerk's wage to grade 21. Jonathan Vincent said that the proposed budget correctly shows

\$18,000 as the amount the Fire District is seeking from the Town at present. The Fire District welcomes further discussion with the Town about what is the appropriate payment amount. Flanders's **motion passed 4 to 1 (no- Cook).**

5. Town Meeting Warning (Discussion/Action Item). Durfee said that the intent at this juncture is so introduce a draft of the town meeting warning. The amounts for the school are pending. Durfee summarized for the Selectboard the warning items he had proposed. Bonnie Munday said that, if the article allowing an alternate means of distributing the Town Report passes, the town would look at putting boxes containing copies of the Town Report at the Library and Dan & Whits. Flanders said that he would like to include on the warning an article asking voters whether or not to abolish the Board of Listers, because he feels that it is a question for voters to decide. Cook said she doesn't want to include this question because she doesn't support getting rid of the Board of Listers. Pepper said he doesn't want to put the question to a vote now because the Board of Listers is working with the assessor and we should give that process more time to work out. Bonnie Munday, John Carroll, and Cheryl Lindberg spoke in favor of retaining the Board of Listers and not putting the question to voters at this time.

Flanders **moved** (2<sup>nd</sup> Langhus) to authorize the TM to spend from the Communications Study Designated Fund (current balance = \$28,309) to pay for the purchase and installation of the communications antennae structures at the new public safety building that will house the Norwich Police and Fire Departments. Further moved to include an article on the 2018 March Town Meeting Warning asking voters to authorize spending any remaining funds in the Communications Study Designated Fund for the purpose of reducing the Tower Bond debt service, preferably, the principal amount. Further moved to include an article on the 2018 March Town Meeting Warning asking voters to authorize that the Town provide notice of the Town Report's availability, rather than mailing it to all households; the text of the article would read as follows: *Shall the Town of Norwich provide notice of the availability of the annual Town Report by postcard mailed to all registered voters at least 30 days before the annual Town Meeting, in lieu of mailing or otherwise distributing the report to the voters of the Town of Norwich, pursuant to 24 VSA §1682.* Further moved to include an article on the 2018 March Town Meeting Warning asking voters to authorize borrowing (preferably as short-term as possible), in the form of a line of credit that would serve to help with funding necessary repairs to the Town's roadway and related infrastructure suffering damage from the July 1, 2017 storm. It's anticipated that up to 75% of storm-related expenses would be reimbursed by FEMA and up to 12.5% would be reimbursed by the Vermont Department of Emergency Management; the article would read as follows: *Shall the voters of the Town of Norwich authorize the borrowing of up to [\$AMOUNT] to be used, as needed, for funding Town roadway and related infrastructure repairs caused by the July 1, 2017 storm with anticipated reimbursement up to 75% by FEMA and up to 12.5% by the Vermont Department of Emergency Management.* **Motion passed unanimously.**

6. Board to Sign Accounts Payable/Warrants (Discussion/Action Item). Cook **moved** (2<sup>nd</sup> Langhus) to approve check warrant #18-15 for General Fund in the amount of \$223,116.15; for Highway Garage Fund in the amount of \$17,613.00; and for Public Safety Facility Fund in the amount of \$114,421.25. **Motion passed unanimously.** Flanders **moved** (2<sup>nd</sup> Langhus) to authorize the expenditure of \$7,625 from the Fire Equipment Fund; \$3,625 from the Fire Building Fund; and \$525 from the Police Building Fund. **Motion passed unanimously.**

7. Review Draft Policies from Town Manager (Discussion/Action Item). Cook said the proposed policies will be helpful. Durfee said there are two policies and gave a brief overview of the policies (which were included in the meeting packet). The policies will provide a framework for consistency, and are based on VLCT model policies. Doug Robinson said that the Police

Department already uses Alice Peck Day for job-related health care. The Selectboard were all in favor of the Town Manager continuing to explore how and whether to put proposed policies into place.

8. Town Manager Report (Discussion Item). a) Illsley Road Update. Durfee said that he is in the process of gathering input from all interested parties before bringing any recommendation to the Selectboard. At this point, there seems to be consensus that there should be a permanent bridge. There are remaining questions about the configuration of the bridge, its placement, etc. Durfee clarified that Illsley Road is a Class IV Road – not a trail. Wade Willis and Richard Wright, members of the Hurricane Riders, said that they want to settle these issues as soon as possible and a lot of people are affected. Rich Kenney said that he will be meeting with Durfee soon regarding these issues. Patricia Derrick said that she lives in the area of Illsley Road, and wouldn't want any reclassification of the road without due notice and hearings. b) Report re: Church St. Cracker Barrel Discussion. Durfee said that almost 20 people attended the cracker barrel, which Durfee hopes will be the first in a series. Some attendees spoke in favor of a sidewalk, some against, and some on the fence. There were many suggestions about traffic calming, speed control, speed bumps, better crossings, flashing lights, making a non-ADA-compliant path, placing signage with flashing lights during school hours, and realigning the road curve. Attendees generally supported some kind of a path; ideas included keeping kids off the road by using existing driveways, adding curbing to delineate the road from a walkway. Durfee said that the state (VTrans) would be willing to give the town an extension, but any further study cost would be paid by the town. April Andrews and Peter Andrews expressed concern about the safety of kids walking to school and said that they had not been included in any of the neighborhood meetings that had occurred recently. Peter Andrews said that it makes sense for the town to proceed with building a sidewalk now, while the town has a grant, because it makes sense to have a sidewalk there. Flanders **moved** (2<sup>nd</sup> Langhus) to permit the Town Manager to explore all viable options under the current grant structure that are lower impact than the current design. **Motion passed unanimously.** Durfee said that Steve Leinoff, Norwich Fire Chief, has announced his retirement this spring. Durfee is going to conduct interviews in the next few weeks to fill the position vacated by Jonathan Bynum. Durfee is working on getting the minutes posting issues sorted out by advocating for a legislation change. Durfee is also working on hiring a new police officer as a sergeant, rather than a patrol officer level. Current issues being addressed by Durfee are union grievances, pending union negotiations, and VOSHA issues. The Public Safety Building exterior is completed, the interior is being finished, and they are on track for completion. The DPW garage project has been delayed.

At this point in the meeting, Selectboard members agreed that the hour was too late to address all of the remaining agenda items. They agreed to take up agenda item #10 (Correspondence), but defer other agenda items to future meetings. Selectboard members agreed to schedule a special meeting for 5:30 pm on Wednesday, 1/17/2018 to address two agenda items: Town Plan Process and Town Plan Survey.

10. Correspondence (Discussion/Action Item). Langhus **moved** (2<sup>nd</sup> Flanders) to receive correspondence from Colin Calloway regarding the Town Plan; from the Vermont Division for Historic Preservation regarding the proposed Mid-Century Modern Historic District; from Vermont Department of Taxes regarding 2017 equalization study results; from Stuart Richards regarding Conservation Commission minutes and the Town Plan; from Pam Smith regarding the 2017 Town Plan and electronic attendance at Selectboard meetings; from Bonnie Munday regarding restoration of town records; from Stephen Flanders regarding the Town Plan; from Michael Washington regarding a New York Times article; from Frank Manasek regarding the Town Plan;

and from Charlotte Metcalf regarding the Town Plan. **Motion passed unanimously.**

At 10:57 pm, Flanders **moved** (2<sup>nd</sup> Langhus) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:57 pm.

By Miranda Bergmeier

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

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

Next Special Meeting – January 17, 2018 at 5:30 PM

Next Regular Meeting – January 24, 2018 at 6:30 PM

Other upcoming meetings – Jan. 20 and Jan. 23, 2018 Public Hearing on the Town Plan

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