

Agenda for the Selectboard Meeting Wednesday, February 28, 2018 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 5 minutes
- 2) Public Comments (Discussion Item) 10 minutes
- 3) Fire Chief Resolution (Discussion/Action Item) 5 minutes
- 4) Contract Assessor Discussion (Discussion/Action Item) 10 minutes
- 5) Climate Change & Sustainability Resolution (Discussion/Action Item) 10 minutes
- 6) Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 7) Town Manager Report (Discussion Item) 10 minutes
- 8) Selectboard Budget Presentation for Town Meeting (Discussion/Action Item) 10 minutes
- 9) Town Plan Survey for Town Meeting (Discussion/Action Item) 10 minutes
- 10) Correspondence (Discussion/Action Item) 5 minutes
 - a) Marcia Calloway
 - b) Charlotte Metcalf (4 items)
 - c) Stuart Richards
- 11) Selectboard
 - a) Approval of Minutes: 2/3/2018-2/6/2018 and 2/14/2018 Selectboard meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/ Action Item) 10 minutes
 - c) Town Manager Discussion – possible executive session (Discussion/Action Item) 30 minutes
- 12) End of Meeting Debriefing – if needed (Discussion Item) 10 minutes

Next Meeting – March 7, 2018 at 6:30 PM (Special Organizational Meeting)

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



New England Municipal Consultants, Ltd

Serving New England's Town Government

4

RECEIVED
FEB 13 2018
TOWN MANAGER'S OFFICE

February 7, 2018

Selectboard
Town of Norwich
PO Box 376
Norwich, VT 05055

Dear Board Members:

NEMC's 2017 – 2019 contract with the Town of Norwich provides for a termination clause for the first two years. Notification must occur on or before March 1 of the appropriate year with the contract to end June 30 of that year. I am, through this letter, notifying the Town of our intention to terminate our current contract as of June 30, 2018.

I am issuing this letter early for two reasons. First there has been some discussion that we are behind or supportive of a change to an Assessor form of government. I have not commented in any way on this potential discussion and it would be entirely unethical for me to do so. This is a community decision. With this potential ongoing discussion, it makes sense to me to state clearly that NEMC will not bid nor except any position of assessor should the Town change its process. I believe that by removing NEMC from the discussion the Town can discuss and decide the issue on its merits and not personalities.

This leads to my second point in this early notice. The Town has the expanded opportunity to secure new services in a format you see fit.

NEMC is still committed to serving the Town in the future. When we sell our software to a community we promise an ongoing assistance to that town. We would be available for training, field work and reappraisal work if the town goes out to bid on those services. I have no doubt that we can work with your Board of Listers or Assessor as we do in every other client site. I believe our time there has highlighted our abilities with establishing fair, solid assessments.

Thank you for the opportunity to serve Norwich. It has always been a great community to work in with interesting property and wonderful, kind property owners. It is my hope that a continuing relationship develops in the future.

Sincerely,

William J. Krajewski, President

Cc Board of Listers, Town Manager

P.O. Box 372
Lyndon Center, VT
603-475-9991
E-mail bill@nemcvt.net

02/23/18
01:40 pm


Town of Norwich Accounts Payable
Check Warrant Report # 18-18 Current Prior Next FY Invoices For Fund (RECORDS RESTORATION)
All Invoices For Check Acct 03(General) 02/23/18 To 02/28/18

6

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
COTT	02/19/18	TC-BOOK SCAN 120728	45-5-100341.00 RESTORATION EXPENSE	2580.00	-----	--/--/--
Report Total				2580.00		

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 \$ *****2,580.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: 
~~Herb Durfee III, Town Manager~~
Phil DISCIZIUS, Acting

SELECTBOARD:

John Langhus

Linda Cook

Stephen Flanders

John Pepper

Mary Layton, Chair

02/23/18
01:40 pm

6

Town of Norwich Accounts Payable
Check Warrant Report # 18-18 Current Prior Next FY Invoices For Fund (FIRE EQUIPMENT FUND)
All Invoices For Check Acct 03(General) 02/23/18 To 02/28/18

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
MUNEMER	02/07/18	FD-COATS & PANTS	IN1200709	26-5-555322.00 FIRE EQUIPMENT	5073.00	-----	--/--/--
Report Total					5073.00	=====	

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 \$ *****5,073.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR *Roberta Robinson*
Roberta Robinson

TOWN MANAGER: *Herb Durfee III*
Herb Durfee III, Town Manager
PROCLAMATION

DeSung

SELECTBOARD:

John Langhus

Linda Cook

Stephen Flanders

John Pepper

Mary Layton, Chair

02/23/18

Town of Norwich Accounts Payable

6

01:40 pm

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

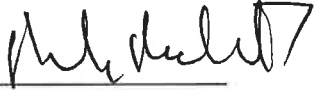
RRobinson

All Invoices For Check Acct 03 (General) 02/23/18 To 02/28/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOMEDEPOT HOME DEPOT CREDIT SERVICE	02/23/18	PUBLIC SAFETY-WINDOWBLIND 9502827	47-5-575622.00 CONSTRUCTION COSTS	971.82	5920	02/28/18
WHITEJAY JAY WHITE, ARCHITECT, PLC	02/13/18	PUBLIC SAFTY FACILITY 2/13/18	47-5-575622.00 CONSTRUCTION COSTS	3897.13	5946	02/28/18
Report Total				4868.95		

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 \$ *****4,868.95
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: 
~~Herb Durlan III, Town Manager~~

April DICKINSON Acty

SELECTBOARD:

- _____
John Langhus
- _____
Linda Cook
- _____
Stephen Flanders
- _____
John Pepper
- _____
Mary Layton, Chair

02/23/18
01:40 pm

Town of Norwich Accounts Payable
Check Warrant Report # 18-18 Current Prior Next FY Invoices For Fund (HIGHWAY EQUIPMENT FUND)
All Invoices For Check Acct 03(General) 02/23/18 To 02/28/18

6


Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
FAIRFIELD HOWARD P FAIRFIELD, LLC	01/30/18	DPW-PLOW,DUMP NEW TRUCK 6075627	07-5-700322.00 HIGHWAY EQUIP. PURCHASES	43571.00	5914	02/28/18
Report Total				43571.00		

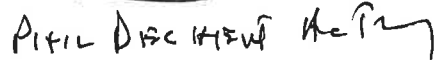
To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****43,571.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


~~Herb Burfee III, Town Manager~~



SELECTBOARD:

John Langhus

Linda Cook

Stephen Flanders

John Pepper

Mary Layton, Chair

02/23/18
01:40 pm

Town of Norwich Accounts Payable
Check Warrant Report # 18-18 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 02/23/18 To 02/28/18

6

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BAYSTATE	02/01/18	BAY STATE ELEVATOR CO. TH-ELEVATOR MAINTENANCE 465987	01-5-706107.00 ELEVATOR MAINTENANCE	252.96	-----	--/--/--
BCBS	02/01/18	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE MARCH18 MARCH 2018	01-5-500123.00 HEALTH INS	4462.24	5907	02/28/18
BCBS	02/01/18	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE MARCH18 MARCH 2018	01-5-703123.00 HEALTH INSUR	9069.04	5907	02/28/18
BCBS	02/01/18	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE MARCH18 MARCH 2018	01-5-704123.00 HEALTH INSURANCE	1583.57	5907	02/28/18
BCBS	02/01/18	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE MARCH18 MARCH 2018	01-5-425123.00 HEALTH INS	607.36	5907	02/28/18
BCBS	02/01/18	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE MARCH18 MARCH 2018	01-5-350123.00 HEALTH INS	1503.84	5907	02/28/18
BCBS	02/01/18	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE MARCH18 MARCH 2018	01-5-005123.00 HEALTH INSUR	4225.80	5907	02/28/18
BCBS	02/01/18	BLUE CROSS/BLUE SHIELD OF HEALTH INSURANCE MARCH18 MARCH 2018	01-5-100123.00 HEALTH INS	2386.92	5907	02/28/18
CASELLA	02/01/18	CASELLA WASTE SERVICES TS-JAN RECYCLING 0387387	01-5-705308.00 FOOD WASTE DISPOSAL	225.16	-----	--/--/--
CASELLA	02/01/18	CASELLA WASTE SERVICES TS-JAN RECYCLING 0387387	01-5-705305.00 RECYCLING	3142.76	-----	--/--/--
CASELLA	02/01/18	CASELLA WASTE SERVICES TS-MSW JANUARY 0387388	01-5-705303.00 MUNICIPAL SOLID WASTE	3538.23	-----	--/--/--
CHILDSUPP	02/22/18	OFFICE OF CHILD SUPPORT CHILD SUPP PPE 2/24/18 PPE2/24/18	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	5908	02/28/18
CINTAS	11/30/17	CINTAS CORPORATION TS-FIRST AID KIT 5009493453	01-5-705515.00 ADMINISTRATION	199.00	5909	02/28/18
COMCAST	02/06/18	COMCAST FD-STATIC IP 02/06/2018	01-5-550235.00 TELEPHONE & INTERNET	34.90	5910	02/28/18
COMCAST	02/01/18	COMCAST PD-CABLE INTERNET VOICE 2/1/2018	01-5-475238.00 ADMIN TELEPHONE	329.70	5910	02/28/18
COTT	03/01/18	COTT SYSTEMS INC TC-MONTHLY HOST 120660	01-5-100613.00 SOFTWARE	241.00	-----	--/--/--
CRYSTAL	01/13/18	CRYSTAL ROCK, LLC DPW-TS-COOLER RENTAL 1/31/18	01-5-705515.00 ADMINISTRATION	12.00	-----	--/--/--
CRYSTAL	01/13/18	CRYSTAL ROCK, LLC DPW-TS-COOLER RENTAL 1/31/18	01-5-703515.00 ADMINISTRATION	12.00	-----	--/--/--
DEADRIVER	01/30/18	DEAD RIVER COMPANY TH- 103.1 GAL #2 FUEL 40822	01-5-706103.00 HEATING	183.74	5911	02/28/18
DEADRIVER	02/07/18	DEAD RIVER COMPANY FD-231.9 GAL #2 93813	01-5-550234.00 HEATING	413.29	5911	02/28/18
DECHERT	02/17/18	PHILIP DECHERT TH-MICROPHONE & CABLE 2/17/18	01-5-706113.00 REPAIRS & MAINTENANCE	244.49	-----	--/--/--
DESMEULES	02/02/18	DESMEULES OLMSTEAD & OSTL TADMIN-LEGAL 61900	01-5-005300.00 PROFESS SERV	225.00	5912	02/28/18
DIMMICK	02/06/18	DIMMICK SERVICES TS-PORT-A-POT MARCH 3772104	01-5-705500.00 PURCHASED SERVICES	92.70	5913	02/28/18
EISENDRAT	02/10/18	JESSIE A. M. EISENDRATH REC-YOGA 2/16/18	01-5-425200.00 INSTRUCTOR FEE	726.60	-----	--/--/--
EVANSMOTO	02/05/18	EVANS GROUP, INC. DPW-385 GAL DIESEL 630268	01-5-703405.00 PETROLEUM PRODUCTS	984.03	-----	--/--/--

02/23/18

01:40 pm

Town of Norwich Accounts Payable
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 All Invoices For Check Acct 03(General) 02/23/18 To 02/28/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EVANSMOTO	02/09/18	EVANS GROUP, INC. PREPAID- 400 GAL PREM GAS 630660	01-1-004102.00 PREPAID EXPENSES	1083.11	-----	--/--/--
EVANSMOTO	02/12/18	EVANS GROUP, INC. DPW-656 GAL DIESEL 630727	01-5-703405.00 PETROLEUM PRODUCTS	1547.31	-----	--/--/--
FAMILY	02/05/18	THE FAMILY PLACE 2ND QTR APPROPRIATION 4667	01-5-800350.00 THE FAMILY PLACE	1500.00	-----	--/--/--
FBI-LEEDA	02/13/18	FBI-LEEDA, INC PD- FBI-LEEDA DUES 42380346-18	01-5-500581.00 DUES/MTGS/EDUC	50.00	5915	02/28/18
FERGUSON	11/29/17	FERGUSON WATERWORKS FEMA-CULVERTS & FABRIC 0789138	01-5-703703.00 FEMA GRANT	4024.80	-----	--/--/--
FERGUSON	11/06/17	FERGUSON WATERWORKS FEMA-CULVERTS 0790612	01-5-703703.00 FEMA GRANT	1839.60	-----	--/--/--
FERGUSON	11/08/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0791173	01-5-703703.00 FEMA GRANT	691.20	-----	--/--/--
FERGUSON	11/14/17	FERGUSON WATERWORKS FEMA-CULVERT 0792295	01-5-703703.00 FEMA GRANT	1533.00	-----	--/--/--
FERGUSON	11/14/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0792350	01-5-703703.00 FEMA GRANT	691.20	-----	--/--/--
FERGUSON	11/16/17	FERGUSON WATERWORKS FEMA-CULVERT 0792963	01-5-703703.00 FEMA GRANT	919.80	-----	--/--/--
FERGUSON	11/22/17	FERGUSON WATERWORKS FEMA-CULVERT 0794180	01-5-703703.00 FEMA GRANT	2452.80	-----	--/--/--
FERGUSON	11/27/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0794259	01-5-703703.00 FEMA GRANT	345.60	-----	--/--/--
FERGUSON	11/27/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0794339	01-5-703703.00 FEMA GRANT	351.74	-----	--/--/--
FERGUSON	11/27/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0794405	01-5-703703.00 FEMA GRANT	345.60	-----	--/--/--
FERGUSON	11/28/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0794696	01-5-703703.00 FEMA GRANT	691.20	-----	--/--/--
FERGUSON	11/28/17	FERGUSON WATERWORKS FEMA-CULVERT 0794819	01-5-703703.00 FEMA GRANT	613.20	-----	--/--/--
FERGUSON	11/30/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0795278	01-5-703703.00 FEMA GRANT	691.20	-----	--/--/--
FERGUSON	12/01/17	FERGUSON WATERWORKS FEMA-CULVERT 0795532	01-5-703703.00 FEMA GRANT	1839.60	-----	--/--/--
FERGUSON	12/04/17	FERGUSON WATERWORKS FEMA-CULVERTS 0795554	01-5-703703.00 FEMA GRANT	1839.60	-----	--/--/--
FERGUSON	12/05/17	FERGUSON WATERWORKS FEMA-CULVERTS 0795554-1	01-5-703703.00 FEMA GRANT	613.20	-----	--/--/--
FERGUSON	12/04/17	FERGUSON WATERWORKS FEMA-CULVERTS 0795752	01-5-703703.00 FEMA GRANT	1453.20	-----	--/--/--
FERGUSON	12/04/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0795890	01-5-703703.00 FEMA GRANT	345.60	-----	--/--/--
FERGUSON	12/04/17	FERGUSON WATERWORKS FEMA-CULVERTS 0795908	01-5-703703.00 FEMA GRANT	613.20	-----	--/--/--
FERGUSON	12/06/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0796394	01-5-703703.00 FEMA GRANT	345.60	-----	--/--/--
FERGUSON	12/06/17	FERGUSON WATERWORKS FEMA-CULVERTS 0796546	01-5-703703.00 FEMA GRANT	1261.40	-----	--/--/--

02/23/18
01:40 pm

Town of Norwich Accounts Payable
Check Warrant Report # 18-18 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 02/23/18 To 02/28/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FERGUSON	12/07/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0796676	01-5-703703.00 FEMA GRANT	691.20		
FERGUSON	12/07/17	FERGUSON WATERWORKS FEMA-CULVERTS 0796697	01-5-703703.00 FEMA GRANT	1839.60		
FERGUSON	12/08/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0796886	01-5-703703.00 FEMA GRANT	357.88		
FERGUSON	12/08/17	FERGUSON WATERWORKS FEMA-CULVERTS 0796972	01-5-703703.00 FEMA GRANT	613.20		
FERGUSON	12/14/17	FERGUSON WATERWORKS FEMA-CULVERTS 0797840	01-5-703703.00 FEMA GRANT	631.20		
FERGUSON	12/14/17	FERGUSON WATERWORKS FEMA-CULVERTS 0797844	01-5-703703.00 FEMA GRANT	919.80		
FERGUSON	12/15/17	FERGUSON WATERWORKS FEMA-CULVERTS 0798065	01-5-703703.00 FEMA GRANT	613.20		
FERGUSON	12/15/17	FERGUSON WATERWORKS FEMA-CULVERT COUPLER 0798070	01-5-703703.00 FEMA GRANT	33.34		
FERGUSON	12/18/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0798236	01-5-703703.00 FEMA GRANT	345.60		
FERGUSON	12/20/17	FERGUSON WATERWORKS FEMA-CULVERTS & COUPLERS 0798734	01-5-703703.00 FEMA GRANT	1299.22		
FERGUSON	12/20/17	FERGUSON WATERWORKS FEMA-FABRIC CLOTH 0798848	01-5-703703.00 FEMA GRANT	365.11		
FERGUSON	01/03/18	FERGUSON WATERWORKS FEMA-CULVERTS 0799792	01-5-703703.00 FEMA GRANT	1120.80		
FERGUSON	01/31/18	FERGUSON WATERWORKS CREDIT MEMO CM066890	01-5-703703.00 FEMA GRANT	-97.07		
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-425127.00 TELEPHONE	7.89	5916	02/28/18
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-705505.00 TELEPHONE	0.30	5916	02/28/18
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-350531.00 TELEPHONE	1.46	5916	02/28/18
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-703505.00 TELEPHONE	10.62	5916	02/28/18
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-005531.00 ADMIN TELEPHONE	10.42	5916	02/28/18
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-300531.00 TELEPHONE	2.70	5916	02/28/18
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-100531.00 TELEPHONE	1.92	5916	02/28/18
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-275531.00 TELEPHONE	0.02	5916	02/28/18
FIRSTLIGH	02/15/18	FIRSTLIGHT FIBER FEBRUARY LONG DISTANCE 3984694	01-5-200531.00 TELEPHONE	2.16	5916	02/28/18
FREIGHTNH	02/10/18	FREIGHTLINER OF NEW HAMPS DPW-MIRROR LP269865	01-5-703403.00 PARTS & SUPPLIES	62.72	5917	02/28/18
FREIGHTNH	02/13/18	FREIGHTLINER OF NEW HAMPS DPW-#4 BRAKE SHOES LP269945	01-5-703403.00 PARTS & SUPPLIES	296.72	5917	02/28/18
FREIGHTNH	02/13/18	FREIGHTLINER OF NEW HAMPS DPW-CORE CHARGE BRAKE SHO LP269946	01-5-703403.00 PARTS & SUPPLIES	800.00	5917	02/28/18

02/23/18

01:40 pm

Town of Norwich Accounts Payable

Check Warrant Report # 18-18 Current Prior Next FY Invoices For Fund (General)

All Invoices For Check Acct 03(General) 02/23/18 To 02/28/18

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
FREIGHTNH	02/14/18	FREIGHTLINER OF NEW HAMPS DPW-CREDIT ON CORE RETURN LP270106	01-5-703403.00 PARTS & SUPPLIES	-800.00	5917	02/28/18
FREIGHTNH	02/15/18	FREIGHTLINER OF NEW HAMPS DPW-HEADLIGHT ASSEMBLY #5 LP270116	01-5-703403.00 PARTS & SUPPLIES	207.87	5917	02/28/18
FREIGHTNH	02/08/18	FREIGHTLINER OF NEW HAMPS FD-REPROGRAM ECM LR36501	01-5-555528.00 FIRE TRK R & M	140.00	5917	02/28/18
GEORGE	02/16/18	MICHELE S. GEORGE REC-M GEORGE YOGA 2/16/18	01-5-425200.00 INSTRUCTOR FEE	1473.50	-----	--/--/--
GIRARD	02/23/18	JOHN GIRARD SR REC-BB OFFICIANT 2/22/2018	01-5-425214.00 REFERREE/UMPIRE	448.00	5918	02/28/18
GMPC	02/16/18	GREEN MOUNTAIN POWER CORP DPW-STREETLIGHTS 051192FEBRUA	01-5-703307.00 STREETLIGHTS	45.34	5919	02/28/18
GMPC	01/23/18	GREEN MOUNTAIN POWER CORP PD-TEMP HOUSING ELECTRIC 79766TEMPD	01-5-475233.00 ELECTRICITY	445.31	5919	02/28/18
GURMAN	02/12/18	GLENN GURMAN REC-KUNG FU 2/12/18	01-5-425200.00 INSTRUCTOR FEE	588.00	-----	--/--/--
HAUN	02/01/18	HAUN WELDING SUPPLY, INC. DPW-CYLINDER RENTAL T110978	01-5-703401.00 OUTSIDE REPAIRS	15.58	-----	--/--/--
HAUN	02/01/18	HAUN WELDING SUPPLY, INC. DPW-ONE YEAR CYL LEASE-8 T128887	01-5-703401.00 OUTSIDE REPAIRS	321.20	-----	--/--/--
HOMEDEPOT	02/06/18	HOME DEPOT CREDIT SERVICE FD-PD-TV WALL MOUNT 1010611	01-5-475301.00 SUPPLIES	93.21	5920	02/28/18
HOMEDEPOT	02/06/18	HOME DEPOT CREDIT SERVICE FD-PD-TV WALL MOUNT 1010611	01-5-555338.00 FIRE EDUC/TRAINING	93.21	5920	02/28/18
HOMEDEPOT	02/12/18	HOME DEPOT CREDIT SERVICE FD-SUPPLIES 5011226	01-5-550301.00 SUPPLIES	48.15	5920	02/28/18
IRVINGOIL	02/09/18	IRVING ENERGY DISTRIB. & DPW-381.4 GAL PROPANE 827621	01-5-703503.00 PROPANE	461.49	-----	--/--/--
JOESEQUIP	02/06/18	JOE'S EQUIPMENT SEV. INC. REC-SNOWMOBILE PART 1-111147	01-5-425322.00 REC FIELD CARE	5.50	-----	--/--/--
MAYO	02/23/18	JIM MAYO REC-BB OFFICIANT 2/22/2018	01-5-425214.00 REFERREE/UMPIRE	476.00	5921	02/28/18
MCNEIL	01/31/18	MCNEIL, LEDDY & SHEAHAN, TADMIN-LEGAL 29985	01-5-005300.00 PROFESS SERV	875.00	5922	02/28/18
MCNEIL	01/31/18	MCNEIL, LEDDY & SHEAHAN, TADMIN-LEGAL 29995	01-5-005300.00 PROFESS SERV	105.00	5922	02/28/18
MIS1	01/03/18	LEGENDARY AUTO WORK PD-TOW VEHICLE 1/3/18	01-5-500306.00 CRUISER MAINT	65.00	5923	02/28/18
MIS10	02/23/18	LARS BLACKMORE REC-HALLOWEEN POSTERS 2/22/2018	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	76.19	5924	02/28/18
MIS2	02/21/18	ANDERS CONWAY TAX OVERPAYMENT 2/13/18	01-2-001148.00 TAX OVERPAYMENTS	3016.43	5925	02/28/18
MIS3	02/21/18	FARHAD MAZDISNIAN TAX OVERPAYMENT 17-18 OVERPA	01-2-001148.00 TAX OVERPAYMENTS	1656.89	5926	02/28/18
MIS4	02/21/18	RILEY HOPEMAN TAX OVERPAYMENT 17-18 OVER	01-2-001148.00 TAX OVERPAYMENTS	231.96	5927	02/28/18
MIS5	02/21/18	PAMELA ALVAREZ TAX OVERPAYMENT TAX OVER	01-2-001148.00 TAX OVERPAYMENTS	20.00	5928	02/28/18
MIS6	02/21/18	ANNE L COOK TAX OVERPAYMENT TAX OVER	01-2-001148.00 TAX OVERPAYMENTS	5.00	5929	02/28/18

02/23/18
01:40 pm

Town of Norwich Accounts Payable
Check Warrant Report # 18-18 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 02/23/18 To 02/28/18

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
MIS7	02/21/18	TAX OVERPAYMENT		01-2-001148.00	13.53	5930	02/28/18
		TAX OVER		TAX OVERPAYMENTS			
MIS8	02/21/18	TAX OVERPAYMENT		01-2-001148.00	1102.46	5931	02/28/18
		TAX OVER		TAX OVERPAYMENTS			
MIS9	02/23/18	REC-BB OFFICIANT		01-5-425214.00	84.00	5932	02/28/18
		2/22/2018		REFERREE/UMPIRE			
MORTON	01/30/18	DPW-33.48 TON SALT		01-5-703201.00	2275.97	5933	02/28/18
		5401507941		SALT & CHEMICALS			
MUNEMER	02/05/18	FD-GASKET		01-5-555422.00	24.00	-----	--/--/--
		IN1199785		FIRE TOOLS & EQUIPMENT			
NEMUNCONS	02/01/18	ASSESSOR JANUARY & CLERK		01-5-300300.00	4300.00	5934	02/28/18
		2018-010		PROFESS SERVICES			
NORNURSE	02/13/18	TS-ICE MELT		01-5-705403.00	95.55	5935	02/28/18
		00017590		PARTS & SUPPLIES			
NORNURSE	02/15/18	FD-ICE MELT		01-5-550301.00	29.00	5935	02/28/18
		00017593		SUPPLIES			
NORSCHOOL	02/15/18	REC-SCHOOL USE		01-5-425219.00	6615.00	5936	02/28/18
		02/15/18		M.CROSS SCHOOL RENTAL FEE			
NORSCHOOL	02/23/18	SCHOOL DISTRICT TAX		01-2-001123.00	2000000.00	5936	02/28/18
		17-18 TAX #5		SCHOOL DISTRICT TAX			
NORTRAX	01/03/18	DPW-START LOADER		01-5-703401.00	913.41	5937	02/28/18
		1826799		OUTSIDE REPAIRS			
PETESTIRE	01/30/18	DPW-#4 NEW TIRES		01-5-703401.00	1366.80	-----	--/--/--
		253044		OUTSIDE REPAIRS			
PIKE	01/26/18	DPW- 8.01 TON SCREEN SAND		01-5-703203.00	144.18	-----	--/--/--
		963556		SAND			
PIKE	02/02/18	DPW-8.9 TON 3/4 STONE		01-5-703207.00	67.20	-----	--/--/--
		964320		GRAVEL & STONE			
PEM	01/26/18	FD,PD-ALARM MONITORING		01-5-475303.00	540.00	5938	02/28/18
		148205		ALARM MONITORING			
PRUDENTIA	02/23/18	FD-REC-DEFERRED COMP		01-2-001116.00	1380.00	5939	02/28/18
		940050-JANUA		DEFERRED COMPENSATION			
PRUDENTIA	02/23/18	FD-REC-DEFERRED COMP		01-2-001116.10	2991.81	5939	02/28/18
		940050-JANUA		ROTH PLAN 457			
PUTTERMAN	02/16/18	TH-GYM FLOOR TAPE		01-5-706109.00	261.80	-----	--/--/--
		0205994-IN		BUILDING SUPPLIES			
REYNOLDS	02/09/18	DPW-SIGN		01-5-703217.00	91.28	-----	--/--/--
		3321155		SIGNS			
ROBINSOND	02/13/18	PD-BLDG SUPPLIES		01-5-500501.00	176.94	5940	02/28/18
		2/13/2018		ADMINISTRATION			
ROGERSFAB	01/31/18	PD-UNIFORM CLEANING		01-5-500583.00	46.00	-----	--/--/--
		JANUARY 2018		UNIFORMS CLEANING			
SIMPLEX	01/31/18	DPW-FIRE EXT INSP		01-5-703515.00	514.60	-----	--/--/--
		84495836		ADMINISTRATION			
SIMPLEX	01/31/18	DPW-EMERG LIGHT INSP		01-5-703515.00	60.00	-----	--/--/--
		84495839		ADMINISTRATION			
SIMPLEX	01/31/18	TS-FIRE EXT INSPECTION		01-5-705515.00	167.00	-----	--/--/--
		84495852		ADMINISTRATION			
SIPLAY	01/01/18	REC-NOV/DEC FEES		01-5-425218.00	270.00	-----	--/--/--
		378254		REGISTRATION FEES			

02/23/18
01:40 pm

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Page 6 of 7
RRobinson

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
SIPLAY	02/01/18	REC-JAN FEES 385973	01-5-425218.00 REGISTRATION FEES	162.50	-----	--/--/--
SOLAFLECT	02/16/18	SOLAFLECT SOLAR PARK I, L TH-TG-ELECTRIC FEB 18	01-5-706101.00 ELECTRICITY	783.60	-----	--/--/--
SOLAFLECT	02/16/18	SOLAFLECT SOLAR PARK I, L TH-TG-ELECTRIC FEB 18	01-5-703501.00 ELECTRICITY	64.53	-----	--/--/--
SUBTEXT	01/31/18	SUBTEXT MEDIA LTD. ANNUAL PROFILE PAGE INV-0642	01-5-005300.00 PROFESS SERV	420.00	5941	02/28/18
TANGREDI	02/12/18	CHRISTINA TANGREDI REC-YOGA 2/12/18	01-5-425200.00 INSTRUCTOR FEE	413.00	5942	02/28/18
TDS LEASE	02/05/18	TDS LEASING INC DPW-WATER COOLER RENT 01064980	01-5-500501.00 ADMINISTRATION	90.00	-----	--/--/--
TRUSSELL	02/22/18	BEN TRUSSELL PD-MILEAGE 2/12/18	01-5-500580.00 MILEAGE REIMB	14.99	-----	--/--/--
TSSAND	01/31/18	TWIN STATE SAND & GRAVEL DPW-819 TONS SAND 83555	01-5-703203.00 SAND	5001.82	5943	02/28/18
VERIZWIRE	02/04/18	VERIZON WIRELESS PD-FD-TMR-DPW-FEB CELL 9801091337	01-5-703505.00 TELEPHONE	149.16	-----	--/--/--
VERIZWIRE	02/04/18	VERIZON WIRELESS PD-FD-TMR-DPW-FEB CELL 9801091337	01-5-550235.00 TELEPHONE & INTERNET	66.36	-----	--/--/--
VERIZWIRE	02/04/18	VERIZON WIRELESS PD-FD-TMR-DPW-FEB CELL 9801091337	01-5-475238.00 ADMIN TELEPHONE	56.34	-----	--/--/--
VERIZWIRE	02/04/18	VERIZON WIRELESS PD-FD-TMR-DPW-FEB CELL 9801091337	01-5-005532.00 T MNGR CELL PHONE	56.34	-----	--/--/--
VITAL	02/06/18	VITAL COMMUNITIES PLAN- TRANSPORTATION MGMT 550	01-5-350322.00 U.V. TRANSPORTATION MGMT	1063.00	5944	02/28/18
VLCTPACIF	01/02/18	VLCT PROP & CASUALTY INTE PRO & CASUALTY NEW TRUCK 26915	01-5-800518.00 PROP & CAS INSURANCE	51.00	5945	02/28/18
VTELEVA	01/23/18	VT ELEVATOR INSPECTION SE TH-ANNUAL INSPECTION 23070	01-5-706113.00 REPAIRS & MAINTENANCE	200.00	-----	--/--/--
WLEBSUPP	02/16/18	WEST LEBANON SUPPLY, INC. DPW-CALC CHL THAW CULVERT 163044	01-5-703201.00 SALT & CHEMICALS	34.18	5947	02/28/18

02/23/18
01:40 pm

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Report Total

2114825.20

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *2,114,825.20
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

Roberta Robinson
Roberta Robinson

TOWN MANAGER:

Herb Durfee III
Herb Durfee III, Town Manager

Patricia Robinson
Patricia Robinson, T.M.

SELECTBOARD:

John Langhus

Linda Cook

Stephen Flanders

John Pepper

Mary Layton, Chair

Town of Norwich

Fiscal Year 2019 Budget

Norwich Selectboard:

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



Monetary Articles

- **Article 9.** Shall the voters of the Town of Norwich approve a gross spending General Town Budget of \$4,502,386 ...?
- **Article 11.** Shall the voters of the Town of Norwich authorize the borrowing of up to \$4,000,000 to be used, as needed, for funding Town roadway and related infrastructure repairs caused by the July 1, 2017 ...?

Article 9

- 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?

Budget Goals

In August 2018 the selectboard requested that the Town Manager:

- Draft an FYE 2019 proposed budget that reflects the *current level of services*.
 - This is the basis for the budget, as presented.
- Identify broad categories of cost reductions that would *achieve a 10% budgetary reduction*.
 - This was an exercise to test the degree to which the budget reflected town priorities in a cost-effective manner.

Budget Summary

	FY 17 Budget	FY17 Actual	FY18 Budget	FY19 Proposed	FY19/FY18 % Change
TOWN ADMINISTRATION	\$ 300,829	\$ 252,790	\$ 265,551	\$ 264,927	-0.23%
BCA/BOA	1,125	688	1,025	900	-12.20%
STATUTORY MEETINGS	7,215	5,489	4,655	6,060	30.18%
TOWN CLERK	159,989	157,463	164,556	170,814	3.80%
FINANCE	130,164	128,872	133,333	135,808	1.86%
GENERAL ADMINISTRATION	18,491	20,524	19,400	19,000	-2.06%
ASSESSOR/LISTER	112,201	108,214	107,871	90,357	-16.24%
PLANNING	132,197	131,084	132,099	135,612	2.66%
RECREATION	239,115	237,106	252,442	253,351	0.36%
PUBLIC SAFETY FACILITY				12,520	
POLICE	575,160	553,673	583,965	588,601	0.79%
FIRE/FAST	365,166	387,144	408,632	410,452	0.45%
EMERGENCY MGMT.	72,222	71,401	44,762	43,857	-2.02%
CONSERVATION COMMISSION	8,950	6,401	7,950	7,550	-5.03%
PUBLIC WORKS	2,065,474	1,955,020	2,062,838	2,038,240	-1.19%
LONG TERM DEBT	-	-	45,000	96,037	113.42%
TAXES	5,000	3,343	5,000	5,000	0.00%
INSURANCES	204,762	218,869	223,300	223,300	0.00%
TOWN TOTAL	\$ 4,398,061	\$ 4,238,281	\$ 4,462,378	\$ 4,502,386	0.90%
OUTSIDE APPROPRIATIONS	\$ 354,858	\$ 354,858	\$ 364,761	\$ 366,648	0.52%
TOTAL	\$ 4,752,919	\$ 4,593,139	\$ 4,827,139	\$ 4,869,034	0.87%

Increases over FY 2018

Increased expenditure item	Increase
Public Safety Facility Bond – Payment of principal + interest	\$51,037
Highway Garage Designated Fund – Equipment	\$45,000
Contracted Services – Recycling	\$24,000
Ambulance Liability – Cost of unreimbursed transfers	\$8,250
Dispatch Services – Hartford dispatch increase	\$6,417
Hydrant Rental Fee – Updated amount	\$6,357
Firefighters’ wages – Increase in active members	\$5,440

Wages/Salaries/Benefits

- Wages, salaries and benefits
 - 43% of budget.
- Increase in the Cost of Living Adjustment
 - Based on estimated 5 year average annual increase in the CPI
 - 1.08% of budget for FY 19
- Annual step increase is 2% of prior salary or wage.

Health Insurance

- 6.3% of budget
- Dealing directly with BC/BS
- Employees receive a defined allotment against a plan.
 - *Fixed* for a given level of plan level selected (bronze, silver, gold, platinum)
 - *Vary* with number of beneficiaries (self, self+1, family)

Reserve Funds

Reserve Fund	FY19 Proposed
General Administration: EQUIPMENT	\$ 5,500
Recreation: Tennis COURTS	\$ 4,500
Police:SPECIAL EQUIP	\$ 2,500
Police: POLICE STATION	\$ 3,500
Police: CRUISER	\$ 10,000
Fire: APPARATUS	\$ 60,000
Fire: EQUIPMENT	\$ 20,610
Emergency Management: GENERATORS	\$ 8,000
DPW: GARAGE	\$ 25,000
DPW: EQUIPMENT	\$ 85,000
DPW: SIDEWALK	\$ 14,000
DPW: PAVING	\$ 275,000
DPW: BRIDGES	\$ 40,000
DPW: EQUIPMENT	\$ 7,000
Transfer Station: EQUIPMENT	\$ 6,500
TRACY HALL	\$ 20,000
Total	\$ 587,110
Less paving	\$ 312,110

Non Property Tax Revenues

Does not include payment from reduction in fund balance

	FY17 ESTIMATE*	FY 17 ACTUAL	FY 18 ESTIMATE *	FY 19 ESTIMATE*	FY19/FY18 % CHANGE
TOTAL PROPERTY TAX REVENUE	\$ 3,863,596	\$ 3,942,942	\$ 3,955,461	\$ 3,981,423	0.66%
TOTAL LICENSE & PERMIT REVENUE	\$ 12,485	\$ 10,242	\$ 12,880	\$ 11,805	-8.35%
TOTAL INTERGOVERNMENTAL REVENUE	\$ 220,424	\$ 222,670	\$ 222,764	\$ 230,132	3.31%
TOTAL SERVICE FEE REVENUE	\$ 337,394	\$ 345,820	\$ 390,175	\$ 363,760	-6.77%
TOTAL OTHER TOWN REVENUES	\$ 37,500	\$ 37,692	\$ 40,500	\$ 51,000	25.93%
TOTAL PUBLIC SAFETY REVENUES	\$ 13,225	\$ 10,740	\$ 10,300	\$ 10,200	-0.97%
TOTAL MISCELLANEOUS REVENUE	\$ 8,000	\$ 2,697	\$ 4,000	\$ 4,000	0.00%
TOTAL FEES & SERVICES	\$ 629,028	\$ 655,584	\$ 680,819	\$ 670,897	-1.43%
TOTAL TOWN REVENUES	\$ 4,760,304	\$ 4,598,526	\$ 4,827,139	\$ 4,969,034	0.87%

Property Tax Impact

TOTAL TAX RATE (Per \$100 of Assessed Value)	FY18 Actual	FY19 Projected	FY19 FY18 % Change
Town Rate without Articles	0.4408	0.4550	3.22%
Town Rate for Articles	0.0492	0.0491	-0.20%
Local Agreement Rate (est. for FY19)	0.0053	0.0053	0.00%
Total Town Rate	0.4953	0.5094	2.85%

Article 10

- 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?
 - Spends down fund against bond payments.
 - **Savings included in Town Expenditure Budget**

Article 11

- Shall the voters of the Town of Norwich authorize the borrowing of up to \$4,000,000 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 Background

- Town needs to carry the full cost of repairs until receiving reimbursement from FEMA and Vermont.
 - Up to \$4,000K of expense.
 - Requires a “bridge loan”
- After receiving reimbursement the town needs to cover 12.5% of the costs.
 - Up to \$500K of expense.
 - Requires a long-term loan.
- **Not included in Town Expenditure Budget.**
 - Estimated tax impact: \$0.01 (\$10/\$100K of valuation)

10a

Submitted
in public comment
Agenda 9 on 2/14/18

TO: Norwich Select Board
FROM: Marcia Calloway
DATE: February 14, 2018

I continue to be concerned about Map 11 "Planning Areas," as it is portrayed in the draft new town plan and as it is re-imagined by Steve Flanders. More particularly, I am concerned that the language in the draft new town plan is too vague and, together with Map 11, will lay the foundation for development which is unanticipated by the majority of Norwich residents. The regulatory processes for such development were not disclosed but are now known.

For purposes of clarity, this is what I understand. The Flanders Map 11 is a hybrid of the 2011 Map 11 and the 2017 Map 11.

- 2011 Map 11 showed a larger "Village Center/Route 5 South" area;
- 2017 Map 11 shows a smaller "Village Center" and an abutting "Route 5 South/River Road" area running from the Hartford town line to River road -- exempting an area which appears to be the Montshire area next to the river and south of Ledyard Bridge;
- Flanders Map 11 retains the "Village Center" of 2017 Map 11 and removes the west side of Route 5 South from the 2017 Map "Route 5 South/River Road" area.

My concerns

- Regardless of how much citizen participation went in to preparation of the 2011 and 2017 plans, it appears that in neither case did anyone in the "public" know about the possibility of setting up a scenario where Act 250 protections would not apply.
- We now know that
 - (1) approval of a town plan (regardless of contents) is enough to apply for Village Center designation
 - (2) that same town plan approval is enough to apply for a designated Neighborhood Development Area, which by definition must be within a certain distance and thus ABUT that Village Center, and
 - (3) once the designated Neighborhood Development Area is in place, a developer can proceed to put in a Priority Housing Project -- requiring at least 4 houses per acre and eliminating Act 250 requirements for that huge development.
- Given the new knowledge, if we approve a "Planning Areas" map (Map 11) showing a Village Center within the distance requirements/DIRECTLY ABUTTING a separate "planning area" (Route 5 South/River Road), then we lay the foundation for the Priority Housing Project and a development which is potentially much larger than the people of Norwich have had time to contemplate.

My recommendation would be to simply carve out a clear space of at least 3/4 mile (a thick "moat" for lack of better description) between the "Village Center" and the "Route 5 South/River Road" or any other proposed "planning areas" so that there is no abutment, so no possibility of getting a

designated Neighborhood Development Area approved, and thus eliminate the unintended possibility of a huge development Priority Housing Project. And, to absolutely underscore the meaning of that map, explain within the body of the plan, in clear and unambiguous language what the map means. E.g. something like -- The issue of land use was not fully or completely discussed with either sufficient citizen participation or research during the preparation of the town plan. However there is active and on-going interest and discussion among a number of residents about land use issues and future development and growth in the town and how those things would affect fiscal, social, environmental and regional interests. To that end Map 11 "Planning Areas" is intended solely to suggest that Norwich has a distinct village and that there is some interest in investigating the impact of allowing development in certain areas. Therefore Map 11 particularly shows a 3/4 mile swath of land area dividing the village area and all other "planning areas" so that no application for a Neighborhood Development Area and no Priority Housing Projects will be possible under this plan.

handout @ 2/14/18 SB mtg.

106

Public Relations: Notes on the Packet for 2/14 /2018 from Charlotte Metcalf

GLOSSARY: REASONABLE= consistent with expectations and values of most Norwich citizens at any given time.

Final May 15 2015 Draft of the town study of Route 5 South/River Road was seen by a total of 35 people during two separate hearings in December 2014. A subsequent survey drew 183 responses and the results are in Appendix A of the study. The vast majority of participants did not want new development beyond cottages (no mixed use) for affordable housing. Nevertheless, the Planning Commission went on to apply for rezoning to mixed used from rural and interchange areas.

Does that meet the definition of REASONABLE? May we tighten up the Glossary so that it has meaning?

Can we please add the definition of a Village Center as it is different from a Designated Village Center?

FAQs: Norwich is the third largest town in the region but its town center is #30 in size for the region. I assume that 3rd largest may mean land mass. Is that how our Town Planning commission gauges "reasonable" or even "fair" growth for their town?

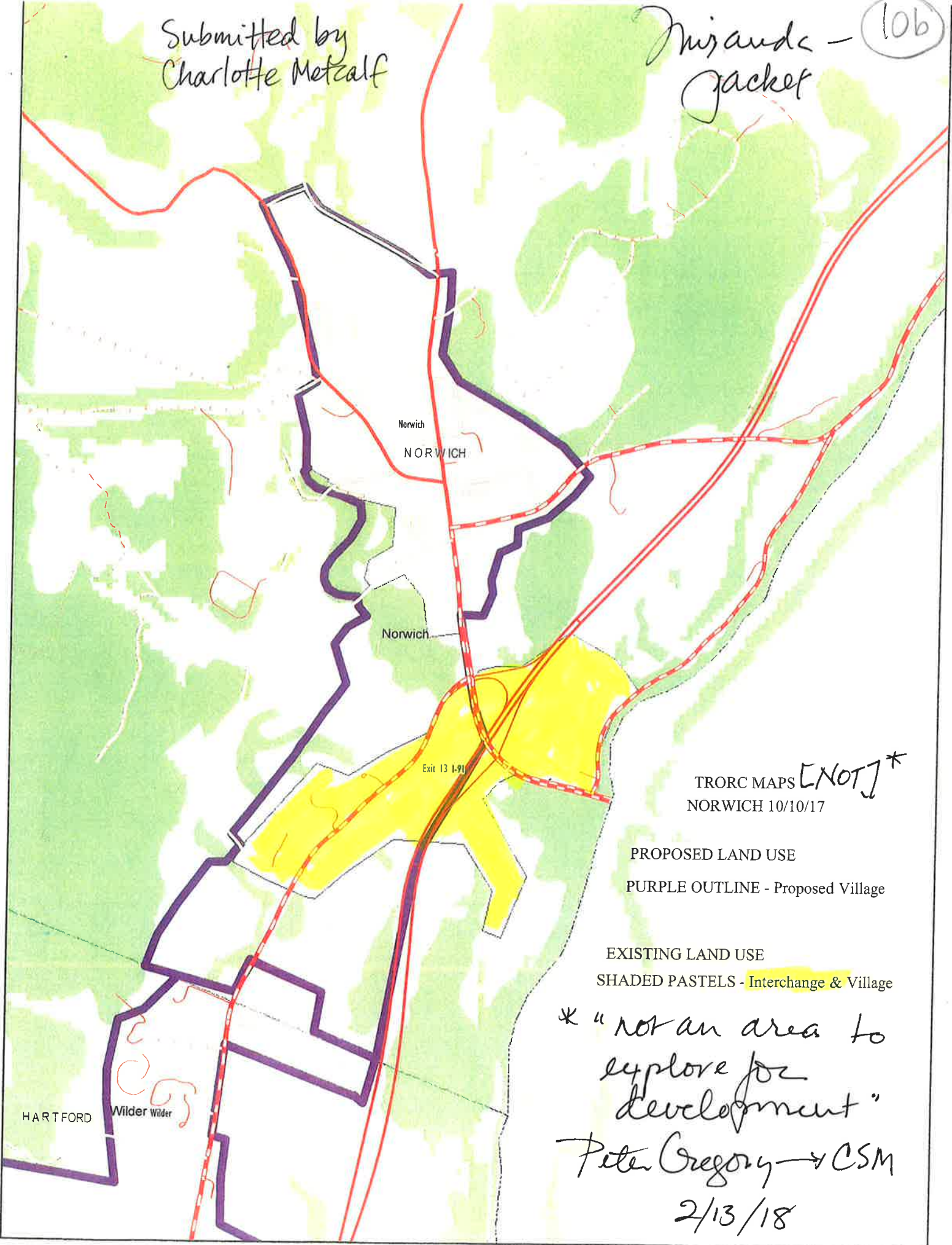
Mary Layton's letter to the board says : "The text and map should mirror each other."

We learned from Peter Gregory at the Feb 6 hearing that the Map 11 2011 and Map 11 2017/18 would allow principal retail development in the interchange zone and beyond if the maps remain as they are. Furthermore we need to take in to account Marcia Calloway's warning that development within half a mile of the village center can be accorded special easements. To be consistent with the town plan as written, the village center should be more than 1/2 a mile from the proposed "study area" in the map 11 that accompanies the plan.

Sincerely
Charlotte Metcalf

Submitted by
Charlotte Metcalf

Misand - 106
Gackel



TRORC MAPS [NOT]*
NORWICH 10/10/17

PROPOSED LAND USE
PURPLE OUTLINE - Proposed Village

EXISTING LAND USE
SHADED PASTELS - Interchange & Village

* "not an area to
explore for
development"
Peter Gregory - CSM
2/13/18

106
CM

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 Program Benefits

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

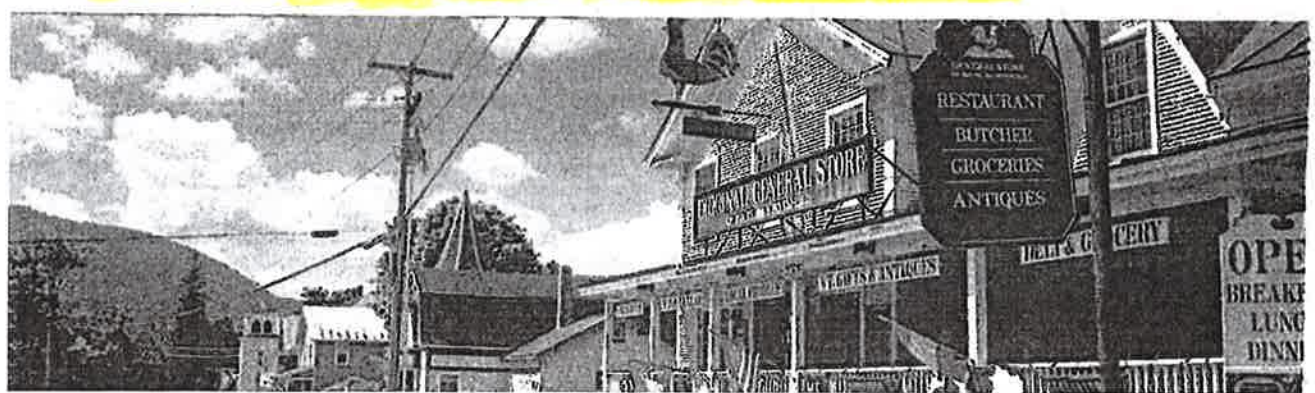
- Priority consideration for various ACCD, VTrans and ANR grants and incentives including, ACCD's Municipal Planning Grants, State Historic Preservation grants, Vermont Community Development Program (VCDP) grants, VTrans Bike/Ped and Transportation Alternatives grants, Northern Border Regional Commission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

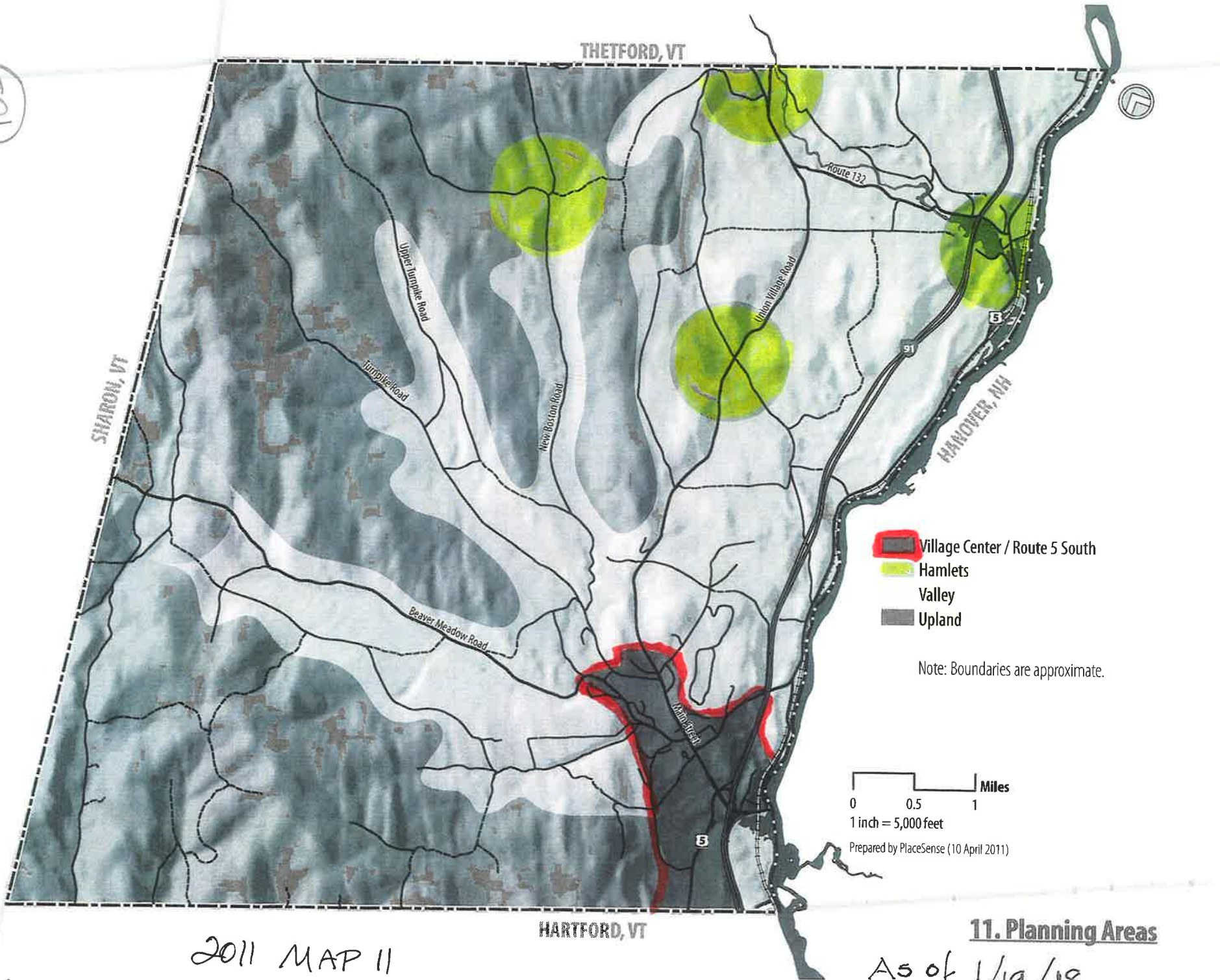
Neighborhood Development Area (NDA) Eligibility

- Communities may also designated 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.



Both 2011 and 2017 MAPs II would allow this
 per Peter Oregon TRORC 2/6/18

106



SHARON, VT

THETFORD, VT

HARLOW, NH

HARTFORD, VT

2011 MAP 11

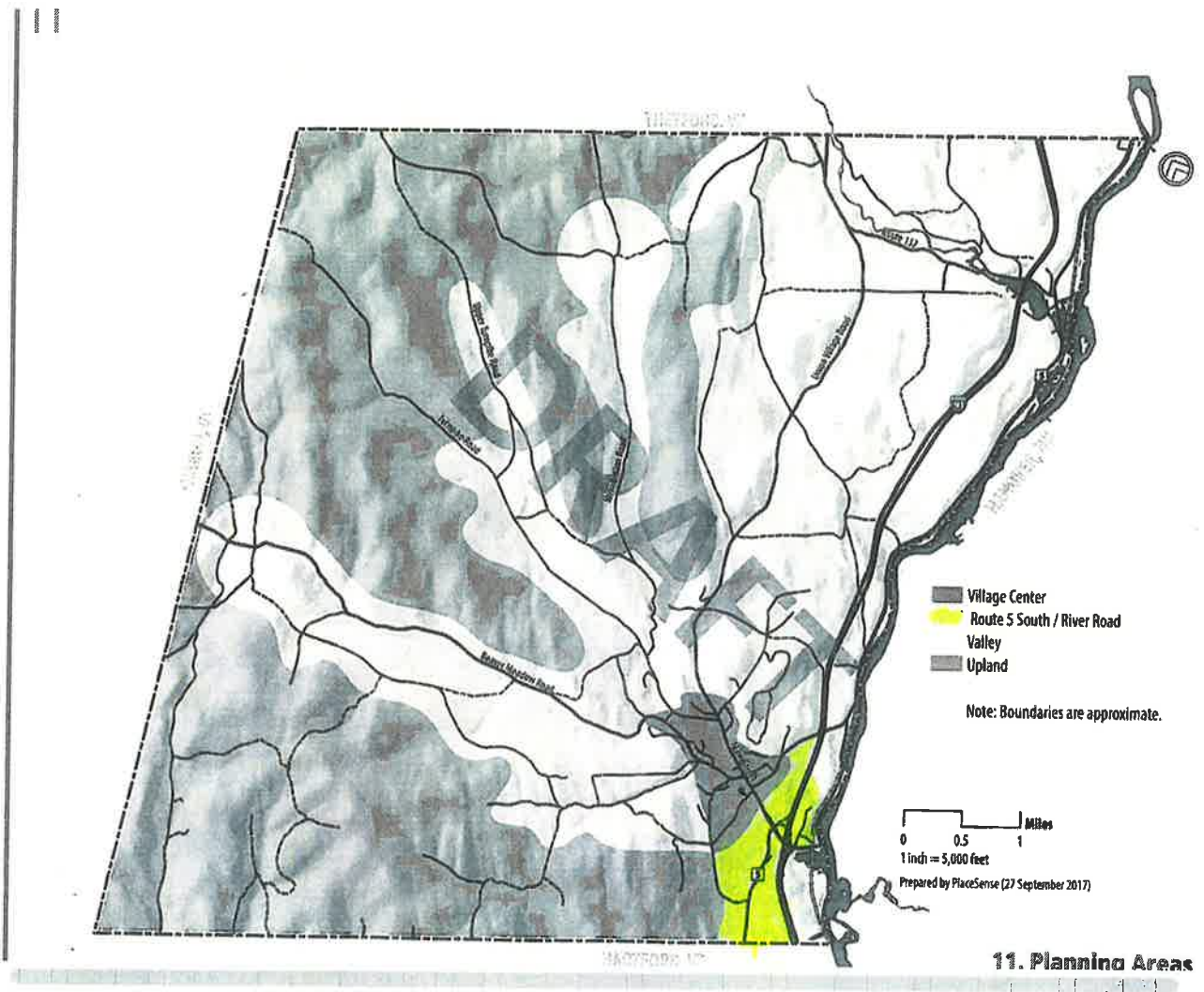
11. Planning Areas

As of 1/19/18

10b

CM

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



2017 MAP 11

106

Miranda Bergmeier

From: Charlotte Metcalf <smetcalf@sover.net>
Sent: Monday, February 19, 2018 4:36 PM
To: Miranda Bergmeier; linda cook; John Langhus; John Pepper; Mary Layton; Stephen Flanders
Subject: tomorrow's packet w. Bonnie

Hi everyone,

I realized that I had wasted time copying a lot of documents if I did not share them in a timely manner. I have been leaving them on the back table at meetings but i do not think they have been part of your focus until Herb helped unearth some maps which i had been asking for.

The first (only 4!) docs is the Map that Phil had presented as the TRORC wishful thinking on 10/10/17. I have marked it to show the portion which Peter Gregory says (in a 2/13/18 email to me) should not be under consideration for development. It includes the entire interchange area.

The second document should help John Langhus come to terms with the Act 250 information we have been talking about. It describes the benefits of having a development with 1/4 mile of a village center exactly as Marcia has tried to explain in the past. This doc was once in section 6 of the 2011 town plan— at least I think that is where I first saw it.

The other two documents with which I am sure you are familiar are the MAPs 11 from the 2011 and 2017 plans. At the Feb 6 meeting Peter Gregory said they both would allow principal retail development in the Route 5 South study area. We think that is something we don't really want, right?

I have tried to keep my remarks to the point at all times and above all not be "emotional" about this plan. On the other hand I think that clinging to a plan when it has been questioned in so many ways is an emotional reaction to an attempt of more than a few of us to make this a transparent process.

When so many people are worried about the prospect of rezoning, it is not helpful for a board member to offer his own opinion on the listserv and at meetings that he hopes the subject will rise again. That might stir a few emotions ! Wittingly or unwittingly it is putting the rest of the board members in an awkward position if they are listening to other participants and have different opinions to offer on the matter themselves. To make for a healthy debate it is important to hear others and not try to direct our discussions toward a prescribed conclusion. I hope we will be successful as a group in having everyone walk away from these discussions "feeling" we have been given a fair chance. Most of us have done our best to enter the fray in a spirit of collaboration. I hope it will continue to a positive result.

Sincerely Charlotte

lob

Miranda Bergmeier

Subject: FW: energy in Norwich--not sure I sent this
Attachments: ENERGY.docx

From: Charlotte Metcalf [<mailto:smetcalf@sover.net>]
Sent: Tuesday, February 13, 2018 2:43 PM
To: Mary Layton; linda cook; John Langhus; John Pepper; Stephen Flanders; Herb Durfee; Miranda Bergmeier
Cc: marysellmann45@gmail.com; chris rimmer; norman miller; Peter M. Silberfarb
Subject: energy in Norwich--not sure I sent this

Several committees in Norwich have signed off on to an energy plan in the new Town Plan. I hope that they are able to explain the plans they have endorsed and how the requirements will affect the infrastructure and costs to Norwich taxpayers.

Sincerely
Charlotte Metcalf

[TEXT OF ATTACHED DOCUMENT FOLLOWS]

ENERGY

I have had solar energy (5 KW) at my farm in Norwich since 1999. I would love to hear more about the energy program being proposed by the Planning Commission. I am excited by the prospect of entering in to a statewide program, but I am also anxious to know what responsibilities will accrue to Norwich if we do. I notice that other towns that have signed on to this program are much larger than Norwich. What entitlements will this involve and what requirements will they involve in return?

c

10c

Miranda Bergmeier

Subject: FW: A Better Town Plan
Attachments: A Better Town Plan 1-24-18.pdf

From: Stuart Richards [<mailto:srichards@globalrescue.com>]
Sent: Monday, February 12, 2018 8:37 PM
To: Miranda Bergmeier
Cc: Deborah L. Nichols; Andrew J. Friedland; Colin.G.Calloway@dartmouth.edu; psmith4203@gmail.com; klemwp6@gmail.com; office@fmanasek.com; David.R.Sargent@valley.net; Marcia.S.Calloway@dartmouth.edu; calliope54@aol.com; cbrochu30@gmail.com; smetcalf@sover.net; ckatucki@outlook.com; John Langhus; dangoulet53@gmail.com; ernie.ciccotelli@gmail.com; jtwister@gmail.com; wsmith4203@gmail.com; miriam.l.richards@gmail.com; Dean.J.Seibert@dartmouth.edu; csittle@gmail.com; nkmccampbell@gmail.com; ecblanchard4@gmail.com; usmcbirthdayball@gmail.com; nhmargolis@gmail.com; onita.connington@gmail.com; stephaniebinvt@hotmail.com; traceykawecki@gmail.com; amgarrigue@alum.vassar.edu; Phil Dechert; Jeff Goodrich; Jeff Lubell; Ralph Hybels; Mary Layton; Linda Cook; John Pepper; Stephen Flanders; John Langhus; Herb Durfee
Subject: A Better Town Plan

Dear Miranda,

John Langhus has suggested that a pdf might makes it easier for you to accurately post as a correction A Better Town Plan along with my two emails – the one dated 2/12/18 at 2:19pm below and the email dated 1/24/18 at 11:20am and this one. Hopefully, those reading the attached pdf will understand that the blue edits and comments are from the Planning Commission and the red and green edits are from a group of concerned citizens.

I understand that Herb was involved in an auto accident. I’ve written to him and I know that everyone’s thoughts and prayers are with him for a speedy recovery.

Many thanks for your help during this difficult period,

Stuart
802-649-3928

On Mon, Feb 12, 2018 at 2:19 PM, Stuart Richards <srichards@globalrescue.com> wrote:
Hello Miranda,

You recently published “A Better Town Plan” as part of the Selectboard package for the 2/14/18 meeting. There appear to be, however, important errors in what you published. The version you published has changed the colors of the attached document so that you can’t differentiate between what the concerned citizens submitted and the changes the Planning Commission made. Please republish the attached document correctly showing the changes made by the Planning Commission in BLUE and the changes made by concerned citizens in RED and GREEN as it was originally sent to you in the above attachment. In addition please show the deletions made by the concerned citizens and those made by the Planning Commission. Lastly some of the concerned citizens comments have been omitted as have some made by the Planning Commission.

Please make this email and the email below a part of Selectboard correspondence and I would appreciate your issuing a special correction acknowledging the error and republishing A Better Town Plan as it is in the attached.

Many thanks,

Stuart L. Richards

DRAFT Minutes of the Special Meeting of the Selectboard
Saturday, February 3, 2018 at 3:00 pm
Tuesday, February 6, 2018 at 7:00pm

First Town Plan Public Hearing 1A

Saturday, February 3, 2018 at 3:00 pm

Members present: Mary Layton, Chair; Linda Cook; Stephen Flanders; John Langhus; John Pepper.

There were about 45 people in the audience.

Layton opened the meeting at 3:06pm.

PUBLIC COMMENT:

1. Irv Thomae worries about affordable housing for those who already live in Norwich. He emphasizes that more school age children will mean less taxes.
2. Stuart Richards discussed the budget and asked about the points that Claudette Brochu had presented in December and January. Pepper responded that while they had not been included in the F2019 budget they were absolutely being used by the Selectboard as instructive to actual spending in the upcoming year.
3. Claudette Brochu mentioned an article in the Valley News "**Gov. Unveils Income Tax Reforms**" and its possible impact on Norwich and taxes. <http://www.vnews.com/Tax-Plan-15304237>

INTRODUCTORY REMARKS:

1. Linda Cook shared concerns about the process leading up to this meeting and the follow-up meeting of Tuesday, February 6. She emphasized the importance of the public having its input be primary focus.
2. John Langhus discussed the FAQs and how they had come to be, noting that the very first one had not yet been seen by any of the other Selectboard members. He explained that this was all work in progress, nothing set in stone.

PUBLIC COMMENTARY:

1. Related to the question: "How does the Town Plan affect Norwich" and the use of the word sustainability, Dean Seibert shared that it was a useless term as it means so many different things to different people.

2. Stuart Richards felt that it is misleading to say the Town Plan is a guide vs. a mandate. When a conflict in zoning arises, it always goes back to what's written in the Town Plan. "It lays the foundation for future rules", to which Langhus agreed.
3. Ernie Ciccotelli shared a more detailed definition of sustainability.
4. Susan Barrett asked for the Selectboard to summarize the process and where we stood in the process? John Langhus summarized.
5. Frank Manasek discussed "sprawl" as another term that requires clear definition in the Town Plan.
6. Related to the question: "Will the Town Plan Increase Taxes?", Alex Turner asked where he could find the plan. The plan is available on the Town website and a hard copy can be printed upon request to the Town Manager's office.
7. Charlotte Metcalf shared her understanding that \$1.00 in new services costs \$1.14 in taxes, implying that leaving land as-is is the fiscal winner... Irv Thomae refuted this and shared that it was not correct and cited examples and sources saying as such. Irv reiterated that a larger school population will lower the tax rate.
8. Jeff Lubell pointed out that the COcS study deals in averages and has limitations in its usefulness.
9. Stuart Richards urged the Selectboard to read the Vermont Land Trust Study. He believes the Town Plan is a "pro-development" document. Mary Layton asked Stuart if he felt the Town Plan should ban any and all development. Stuart discussed caps as opposed to a full ban.
10. Dean Seibert discussed "hamlets" and "neighborhoods". Reminded us that there used to be 20 separate school districts in Norwich alone. He supports some development in those "neighborhoods" that require long drives to get to Norwich Village Center... believes they need anchors, and safe havens.
11. John Langhus took a few minutes to read the part of the previous Town Plan regarding Hamlets that was stricken from the new proposed Town Plan.
12. Charlotte Metcalf supported the concept of hamlets without commercial zoning. She supports a structure that attracts people who want to stay in Norwich.
13. Ernie Ciccotelli believes the Town Plan should include more limits, with consideration for farm land, # acres per lot (used example of 10 acre lots as being useless in many instances).

14. Jeff Lubell and Stuart Richards performed a duet and furthered the hamlet discussion.
15. Frank Manasek offered further comments on the Hamlet concept as described by others.
16. Related to the question of the relationship between the Norwich TP and the TRORC Regional Plan, Marcia Calloway discussed her concerns that “top-down” ideas that impose structure on towns do not stick over time. Her concern about Map 11 is an example of a top-down approach. She further talked about the estimates that Windsor County will grow by 426 households between 2010-2030... and urged us to consider what we want Norwich to look like in the future?
17. Chris Moore recommended that people buy the Vermont Gazetteer for a lot of helpful information. He likes the Hamlet idea as discussed (no commercial). He asked how affordable housing could also retain the character of a rural community.
18. Colin Calloway shared appreciation for some full and frank conversations with members of the Town and Planning Commission. He believes that while the TP may not push development, it does not try to stop it either. He reiterates that there is no good reason for one area to be affordable housing, and the outcomes of segmenting certain parts of town as such are questionable.
19. Irv Thomae discussed the current affordable housing area known as Starlight as a successful example of planned affordable housing. He believes that a Town Plan that excludes development represents “top down imposing” as much as one that supports development. Discussed property values, supply and demand, and what he believes to be exaggerated fears about the Dyke property off of Route 5 as a development target.
20. Ernie Ciccotelli discussed the need for organic affordable housing.
21. Claudette Brochu talked about the National Low Income Housing as a good source for statistics.
22. Jasper Moore said that he likes Norwich like it is, and asked why we don’t leave it like it is?
23. Chris Moore suggested a Dashboard that could be kept updated showing how our Town stats move over time. How much affordable housing is there today, as an example? He also suggested a Glossary in the Town Plan to define terms previously mentioned.
24. Stuart Richards asked how much affordable housing does Norwich “want”? Mentioned that MA/CT strive for 10%.

Steve Flanders departed the meeting at 5:08pm.

25. Jeff Lubell encouraged citizens to attend the Affordable Housing Listening session. He cited that in 2012, 16% of homes in Norwich were "affordable", versus 56% in Windsor County as a whole.
26. Dean Seibert suggested that Affordable Housing for seniors is missing... it has been 30 years since the last senior housing project took place, and he doesn't think he'll be able to wait 30 more years. Also suggested that of the 10 key words in the Town Plan, 3 or 4 of them could be removed.
27. Linda Cook pointed out the two maps that conflict between the TRORC and Norwich Town Plan.
28. Jeff Lubell talked about the inconsistencies between TRORC vs. Norwich and the Selectboard agreed to invite TRORC Director Peter Gregory to Tuesday's meeting as well as the 2/14 Selectboard meeting.

The Special Meeting 1A of the Selectboard was tabled at 5:20pm to be continued at 7:00pm on Tuesday, February 6, 2018.

Special Meeting of the Selectboard Part B

Tuesday, February 6, 2018 at 7:00 pm

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

There were about 45 people in the audience.

Layton opened the meeting at 7:18pm (delay due to technical difficulties)

DISCUSSION BY SPECIAL GUEST, PETER GREGORY, EXECUTIVE DIRECTOR TRORC

1. Peter Gregory ("PG") reviewed the Regional Plan and fielded questions and comments from approximately 15 citizens as well as a number of the Selectboard members.
2. Stuart Richards asked about the possibility of intense building in the Town Plan. PG responded that the Town Plan does not preclude intense building.
3. Jeff Goodrich commented on the housing needs, and PG talked about the 30 towns in his region, on both sides of the river. He discussed a quality of housing issue, as well as the large distances people are commuting to work.
4. PG discussed a Map dated 10/10/2017 that's "been running around" and said that the map was an internal document and has no basis in reality.

5. Marcia Calloway asked why the Zoning Administrator presented the 10/10/17 map as the map that TRORC was insisting upon, to which PG could not provide an answer as he did not know.
6. Frank Manasek asked about the accuracy of the numbers and statistics related to housing needs.
7. John Langhus commented and asked related questions.
8. Ernie Ciccotelli asked where all of the claimed new jobs were coming from to which PG said he was not sure.
9. PG shared his opinion (not necessarily in agreement with other TRORC members, he said) that Town Plans should say what they mean and mean what they say. More description is helpful, especially if Act 250 or Energy "248" is in play. More specificity a plan has the more helpful it is. This is philosophical, he emphasized, not covered in the statutes.
10. Marcia Calloway shared related comments.
11. John Langhus asked about the top priorities of the Regional Plan, to which PG responded:
 - a. Reduce conflicts between State, Regions, and Towns.
 - b. Energy
 - c. Economic Development
12. Charlotte Metcalf asked how we get more people involved? PG said that with 35 people involved at this particular meeting, that was 33 more than most other towns. Usually a conflict was necessary to get people involved. He did not agree with it, but felt it was the unfortunate truth.
13. Stuart Richards asked about the 5,000 housing deficit cited in February 2017 from a "previous study". He asked if there are state or regional mandates ("no") and asked how many affording units a town like Norwich should have. PG felt these were important questions that a future Town Plan should consider better understanding.
14. Marcia Calloway asked about village designation, and PG discussed that, neighborhood designation, and the fact that most areas in the "orange" (near I-91 exit 13) were considered "interchange areas".
15. John Langhus asked questions about Act 250 and when it does not apply. PG explained that only in very narrow situations might that be the case... the policy is all about anti-sprawl.

16. Charlotte Metcalf asked questions that led PG to clarify that a state designated village center is completely separate of what a Town specifies as a Village Center.
17. Chris Moore asked about Caps to which PG said there were not many situations where caps were justified *{personal note: I found this confusing as related to the desire for specifics he had mentioned previously}*
18. Ken R. shared personal stories emphasizing that an affordable housing shortage definitely exists.
19. Ann Seibert asked if the TRORC takes into consideration the affordable housing that already exists. PG said this was a local discussion so TRORC does not. TRORC never touches zoning, only Town Plans. "Principal Retail is a Show Stopper", PG emphasized.

Peter Gregory departed at approximately 8:20pm.

20. Chris Moore asked if an adopted Town Plan means that it has been TRORC approved.

IDEA: If there's a conflict, what plan takes precedence? SB promised to follow up.

Chris also suggested that the maps should have more detail.

21. Phil Dechert explained that grants that might be unavailable to Norwich without a town plan were:
 - a. Fall municipal grants
22. Linda Gray gave an example of the charging stations at Dan & Whit's as an example of a grant Norwich would not currently qualify for.
23. Stuart Richards talked about the \$35M available for affordable housing that we would not be eligible to receive a portion of without a town plan.
24. Charlotte Metcalf supported Linda's comments on energy and worried a town plan passed too soon might take into consideration the current work.
25. Linda Gray said that she did not believe that the TP should wait for an Enhanced Energy Plan. There will be the right to amend the TP appropriately, or add an appendix as necessary.
26. Brian from Farrell Farm asked what grants are really out there.
27. Andy Sheer talked about sewage hookup and the SB emphasized that the TP does not include any plans on hookup to other towns.

28. Ann Seibert said that historically hooking up to another town makes one very vulnerable. Discussed the evolution of septic systems as a possible solution.
29. Stuart Richards and Charlotte Metcalf commented further on sewage.
30. Colin Calloway discussed "Numbers from Nowhere" and "Victims of a Map" and further emphasized the importance of impact studies especially on wildlife... the need to cause no unintended damage.
31. Stuart Richards does not support sewage or its ongoing maintenance.
32. Andy Sheer pointed out that maintaining septic systems is required as well.
33. Brian Tomkins said that he is also a "sewer guy" and offered assistance if necessary.
34. Carolyn Frye reminded the SB and the attendees that Norwich is part of a region and that much of what we value about Norwich is in large part due to being part of the Upper Valley.

The Selectboard concluded by discussing next steps.

John Langhus moved to adjourn at 9:17pm. Steve Flanders second. Motion approved unanimously.

Meeting adjourned at 9:17pm.

Next regularly scheduled Selectboard Meeting is at 6:30pm February 14, 2018.

PLEASE NOTE THAT CATV WILL HAVE RECORDED BOTH SPECIAL MEETINGS OF THE NORWICH SELECTBOARD.

DRAFT Minutes of the Selectboard Meeting of
Wednesday, February 14, 2018 at 6:30 pm

Members present: Mary Layton, Chair; Linda Cook; Stephen Flanders; John Langhus; Phil Dechert, Acting Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 22 people in the audience.

Also participating: Stuart Richards, Charlotte Metcalf, Matt Swett, Jonathan Vincent, Elisabeth Gordon, Linda Gray, Cheryl Lindberg, Marcia Calloway, and Frank Manasek.

Mary Layton opened the meeting at 6:32 pm.

1. Approval of Agenda (Action Item). The Selectboard (SB) agreed to reorder agenda items to address in the order reflected in the minutes, as follows.

2. Public Comments (Discussion Item). Stuart Richards suggested a moment of silence for the Florida shooting victims and for healing thoughts for Town Manager, Herb Durfee. Linda Cook suggested including thoughts for everyone who is having difficulties. Charlotte Metcalf spoke about the Town Plan, reading from a written statement containing suggestions and questions. [The written statement will be included in the next SB meeting packet, as correspondence.] Matt Swett said that Fire Chief Steve Leinoff will be retiring effective March 9, 2018 and the Fire Department will be holding a reception in his honor on that day from 4:30-6:30 pm.

4. Jonathan Vincent asked the SB to appoint Barbara Currier to the Prudential Committee for the Norwich Fire District. He explained that the SB is the appropriate body to make appointments to the Prudential Committee. Cook **moved** (2nd Flanders) to appoint Barbara Currier to the Norwich Fire District Prudential Committee to fill the one-year vacancy created by Jonathan Vincent's resignation. **Motion passed unanimously.**

6. Board to Sign Accounts Payable/Warrants (Discussion/Action Item). Cook asked a question about a particular warrant item and Dechert did not have the answer at that time. Cook will follow up on her question at another time and said she would abstain from voting on the motion. Flanders **moved** (2nd Langhus) to approve check warrant #18-18 for Highway Garage Fund in the amount of \$82,967.48; for Fire Equipment Fund in the amount of \$2,607.44; for Public Safety Facility Fund in the amount of \$99,256.27; for Highway Equipment Fund in the amount of \$98,427.00; and for General Fund in the amount of \$1,843,037.37. **Motion passed 3 – 0 (Cook abstained).**

8. Elisabeth Gordon Request to Present Play at Town Meeting (Discussion/Action Item). Elisabeth Gordon spoke to the SB about her request to stage a reading of a sequel she has written to last year's play read before Town Informational Meeting. SB members said that the play had been well-received by meeting attendees. Flanders **moved** (2nd Cook) to approve the presentation of a play by Elisabeth Gordon prior to the informational meeting on March 5, 2018. **Motion passed unanimously.**

10. Approve and Sign Certificate of Highway Mileage (Discussion/Action Item). SB members asked if there were any significant changes to the mileage certificate from last year. Dechert explained that there were not. The only change is the addition of a very small portion of Rte. 5 alongside Tracy Hall. Flanders **moved** (2nd Cook) to authorize the Acting Town Manager to approve and sign the Certificate of Highway Mileage. **Motion passed unanimously.**

5. Climate Change & Sustainability Resolution (Discussion/Action Item). Linda Gray spoke to the SB and said that the proposed resolution is a symbolic gesture, but it can still carry weight by showing leadership on this issue. Gray said that saying “yes” to the resolution means that the Town would try to track actions taken to limit greenhouse emissions. Norwich is already doing some things, and there are future actions the Town could consider, also. Cook had questions and objections to some of the “strong” language in the resolution. Langhus explained that he submitted a marked-up version of the resolution for SB consideration, wherein he had removed some of the “charged” language. Langhus will work with Cook to craft edits to the resolution and bring back to the next SB meeting. Cheryl Lindberg said that she is concerned that approval of this resolution would cost the Town money by compelling the Town to spend more money in the future. Flanders said that the resolution would merely direct the SB to think differently about energy use, rather than compel any specific expenditure.

9. Town Plan: Process and Next Steps (Discussion/Action Item). Flanders said that he agreed with the tenor of Langhus’s suggested edits to the Town Plan [included in the SB meeting packet]. Cook said that she wants to compare the versions submitted by Flanders, Langhus, and members of the public to come up with the SB version of the Town Plan. Flanders suggested that two SB members take the various versions and input and synthesize them for review. SB members agreed to this approach. Cook and Pepper will do that work. Flanders then suggested that the SB discuss Flanders’s and Langhus’s revisions to see where they contrast and where they agree. Flanders and then Langhus proceeded to discuss their respective edits. Map 11 was discussed and it was suggested to alter the map to show the current zoning areas – to remove the controversial new zone in the proposed Town Plan’s map 11. Layton said the Town Plan needs to be open to a variety of approaches to increase affordable housing. Charlotte Metcalf said that she wants there to be separation between the village center and any proposed development area. Marcia Calloway expressed concern about the possible elimination of Act 250 protections and requirements. She read from a memo she handed to the board – which will be included in the next Selectboard meeting packet as correspondence. Frank Manasek spoke about assumptions being made about housing density. Stuart Richards said the central question is how much growth is the right amount and would like a survey to solicit public input on the issue.

**The Selectboard conducted a minute of silence, as planned.

3. Approval of the minutes of the 12/6/2017, 12/13/2017, 1/10/2018, 1/17/2018, 1/20/18-1/23/2018, 1/24/2018, and 1/29/2018 Selectboard meetings (Discussion/Action Item). SB members agreed to amend the 1/20-1/23 minutes to include Pam Smith’s suggestions and agreed to add Cheryl Lindberg’s suggested language to the 1/10 minutes. SB members also agreed to correct the incorrect or incomplete names in the 1/20-1/23 minutes. Flanders **moved** (2nd Langhus) to approve the minutes of the December 6, 2017, December 13, 2017, January 10, 2018, January 17, 2018, January 20 – 23, 2018, January 24, 2018, and January 29, 2018 Selectboard meetings with amendments put forward and names corrected. **Motion passed unanimously.**

11. Correspondence (Discussion/Action Item). Flanders **moved** (2nd Langhus) to receive correspondence from Tracey Kawecky regarding the Town Plan; from Pam Smith regarding the Town Plan; from Marcia Calloway regarding the Town Plan; from Calli Guion regarding the Town Plan; from Christopher Katucki regarding the Town Plan; from Lindsay Putnam regarding the Town Plan; from Ernie Ciccotelli regarding affordable housing; from Charlotte Metcalf regarding the Town Plan; from Tracey Hayes regarding the Town Plan; from Omer Trajman regarding the Town Plan; from Colin Calloway regarding the Town Plan; from Chris Moore regarding the Town Plan; from Upper Valley Haven regarding donations to the Food Shelf; and from Stuart Richards regarding the Town Plan. **Motion passed unanimously.**

7. Town Manager Report (Discussion Item). Phil Dechert provided a brief report, given Herb Durfee's absence due to a serious car accident. Dechert said that the Public Safety Building is almost done, with a punch list of minor items remaining to be completed. SB members discussed the possibility of holding the 2/28/2018 SB meeting in the meeting/training room at the new building. They decided that they will do so, if the meeting space is ready. Dechert said that the DPW building has had a leak in its roof since 2000, and water has gotten into the insulation and created black mold. During construction, the insulation will need to be removed and replaced. Dechert said that hiring processes are underway for two positions: Administrative Clerk and Fire Chief. Cheryl Lindberg said that the Board of Listers would like to stay involved in the Administrative Clerk process.

12. a. Selectboard – Town Manager Evaluation (Discussion/Action Item). At this point, Flanders **moved** (2nd Langhus) to enter executive session to discuss a personnel matter, pursuant to 1 VSA § 313(a)(3) and to potentially include Phil Dechert and/or Doug Robinson. **Motion passed unanimously.**

At 9:43 pm, the Selectboard moved into executive session.

Flanders **moved** (2nd Langhus) to enter public session. **Motion passed unanimously.**

At 10:22 pm, the Selectboard moved into public session.

Cook will explore options for an Interim Town Manager and bring those to the SB's next meeting for discussion. Langhus **moved** (2nd Flanders) to ratify the appointment of Phil Dechert as Acting Town Manager until further notice. Cook explained that she will abstain from voting because she objects to putting off addressing the issue until this meeting, and had wanted to meet earlier. SB members agreed that, in the future, they should have a standing plan for such events. **Motion passed 3 to 0 (Cook abstained).**

12. b. Selectboard – Review of Next Agendas (Discussion/Action Item). The SB members agreed to the following agenda items for their next meeting:

- Town Plan Survey for Town Meeting
- Fire Chief Resolution
- Interim Town Manager Options
- Climate Change / Sustainability Resolution
- Selectboard Presentation of Budget for Town Meeting

At 10:28 pm, Flanders **moved** (2nd Langhus) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 10:28 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____.

Mary Layton
Selectboard Chair

Next Meeting – February 28, 2018 at 6:30 PM

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