

## **Agenda for the Selectboard Meeting Wednesday, March 28, 2018 at 6:30 PM**

- 1) Liquor Licenses\* (Discussion/Action Item) \*convene as Liquor Control Board
- 2) Approval of Agenda\*\* (Action Item) \*\*convene as Selectboard
- 3) Approval of Minutes: 3/7/2018 & 3/14/2018 Selectboard meetings (Action Item)
- 4) Correspondence (Discussion/Action Item)
  - a) John Farrell
  - b) Tony & Liz Gemignani
  - c) John Langhus / Charlotte Metcalf
  - d) Jennifer Shepherd
  - e) Elissa Bradley
  - f) Bruce & Stephanie Andrus
  - g) Andrew Scherer
  - h) John Saroyan
  - i) Betty Barba
  - j) Fiona Palm
  - k) Alexander Huld & Shoshana Hort
  - l) Bill Scavone & Miriam Horowitz
  - m) Jeff Goodrich
  - n) Linda Gray
- 5) Public Comments (Discussion Item)
- 6) Applicants for Open Positions (Discussion/Action Item)
- 7) Sign Accounts Payable/Warrants (Discussion/Action Item)
  - a) Request for Expenditure from Tracy Hall Designated Fund
- 8) Board of Listers RFP for Appraisal Services (Discussion Item)
- 9) Selectboard Goals (Discussion/Action Item)
- 10) Finance Committee Project Update (Discussion/Action Item)
- 11) Town Manager Report w/Financial Report (Discussion Item)
- 12) Treasurer Quarterly Report (Discussion Item)
- 13) Selectboard Calendar of Meetings (Discussion/Action Item)
- 14) Review of Next Agendas (Discussion/Action Item)
- 15) End of Meeting Debrief – if needed (Discussion Item)

**Next Meeting – April 28, 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.***

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**Miranda Bergmeier**

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**From:** John Langhus <johnlanghus@gmail.com>  
**Sent:** Monday, March 12, 2018 4:53 PM  
**To:** Miranda Bergmeier  
**Subject:** Re: language for SB motion re: rules of conduct of SB mtgs

3/7/2018 Minutes

Hi Miranda. Sorry to be just getting this back to you.

The motion read:

"I move that the Norwich Selectboard adopt the Rules for conduct of Regular and Special Meetings, as presented, with the amendment of a new paragraph No. 4.10 reading 'Following conclusion of each Agenda item, the Chair shall summarize any action decided, including who is responsible for such action and on what timeframe.'"

Thanks

On Mon, Mar 12, 2018 at 12:19 PM, Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)> wrote:

Hi, John,

I'm writing and posting the draft minutes today. Do you have the language you used in your motion regarding the Rules of Conduct of Regular and Special Meetings? I have the beginning of the motion, but there was a lengthy amendment you crafted that I'd like to include in the draft. Worst case scenario, of course, is that you can always amend the motion/minutes if I have to post before you can respond.

Thanks for your help! ☺

Best,

Miranda

Miranda Bergmeier

Assistant to the Town Manager

Town of Norwich

P.O. Box 376

DRAFT Minutes of the Special Organizational Selectboard Meeting of  
Wednesday, March 7, 2018 at 6:30 pm

Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Linda Cook; John Langhus; Mary Layton; Phil Dechert, Acting Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 7 people in the audience.

Also participating: Cheryl Lindberg, Dennis Kaufman, Demo Sofronas, Jay Whitehair, and Matt Swett.

Phil Dechert opened the meeting at 6:30 pm.

1. Nominations and Election of Chair (Action Item). Langhus **nominated** (2<sup>nd</sup> Layton) Pepper as Selectboard Chair. After brief discussion, Pepper was elected Selectboard Chair by unanimous vote.

2. Nominations and Election of Vice Chair (Action Item). Brochu **nominated** (2<sup>nd</sup> Langhus) Cook as Vice Chair. After brief discussion, Cook did not receive the necessary three votes. Langhus then **nominated** (2<sup>nd</sup> Pepper) Brochu as Vice Chair. After brief discussion, Brochu was elected Selectboard Vice Chair by unanimous vote.

Dechert passed leadership of the meeting to the newly-elected Chair, John Pepper.

3. Approval of Agenda (Action Item). The Selectboard (SB) agreed to proceed with the agenda mostly as drafted, but to move Public Comment to just before Review of Next Agenda. Brochu asked why does SB put approval of the minutes at the end of the meetings. SB discussed other possibilities for how to address minutes approval.

4. Choose Official Town Newspaper (Action Item). Layton **moved** (2<sup>nd</sup> Langhus) that the Valley News be the official paper of the Town of Norwich. **Motion passed unanimously.**

5. Set Selectboard Regular Meeting Schedule. SB members discussed possible days other than Wednesdays to hold regular meetings. Dennis Kaufman said that SB meetings should be convenient to the public because the SB serves the public. Demo Sofronas said that CATV8 has set their schedule for other towns on other days, so moving Norwich's SB meetings might present some challenge for CATV8. Cheryl Lindberg said that the SB meeting night would affect the accounts payable schedule. Langhus **moved** (2<sup>nd</sup> Brochu) to set the Selectboard's regularly scheduled meetings for the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month at 6:30 pm, contingent on availability of the meeting room, starting April 12, except as modified by the Selectboard or meeting calendar. **Motion passed 3 to 2 (yes- Brochu, Langhus, Pepper; no- Cook, Layton).**

6. Open Positions (Discussion/Action Item). Langhus asked about the status of the finance committee. Cheryl Lindberg provided some information about the origins of the finance committee and said that she would serve on the finance committee. Lindberg suggested that it might be a good idea to simplify the finance committee so it's less complicated. Brochu asked if it would be possible to mail a list of open positions to all Norwich households. Langhus **moved** (2<sup>nd</sup> Pepper) to approve the advertisements for open positions, advertise them in the usual manner and look into advertising via mail, as well. **Motion passed unanimously.**

7. Authorize Chair or Vice Chair to Sign Payroll Warrants (Discussion/Action Item). Cook said that sometimes both the Chair and Vice Chair are unavailable, so provision should be made for that

situation. Langhus **moved** (2<sup>nd</sup> Pepper) to authorize the Chair or the Vice Chair, or the Chair's designee, to examine and sign the payroll warrant. **Motion passed unanimously.**

8. Authorize Chair or Vice Chair to Sign Accounts Payable (Discussion/Action Item). Langhus **moved** (2<sup>nd</sup> Brochu) to authorize the Chair or Vice Chair, or the Chair's designee, to examine and sign warrants against the Town when approval of the warrant is for expenditures that are within the purchasing authority of the Town Manager and are necessary to be drawn between regular Selectboard meetings or when the time between regular Selectboard meetings exceeds two weeks, provided that the warrant will be included in the Selectboard packet for the next regular Selectboard meeting. **Motion passed unanimously.**

9. Adopt Procedure for Receipt of Correspondence (Discussion/Action Item). Pepper said the SB has not been following its written policy on correspondence. The written policy is to summarize and respond to the correspondence. Pepper suggested the correspondence be moved up to earlier in meetings – closer to public comment. Pepper suggested that SB members contact people who send in correspondence to get a fuller picture of the situation. Brochu asked about getting correspondence posted on the website. Dennis Kaufman thanked the SB for looking at addressing correspondence in a new way. Layton **moved** (2<sup>nd</sup> Langhus) that the Norwich Selectboard adopt the Procedure for Receipt of Correspondence as presented. **Motion passed unanimously.**

10. Adopt Rules for Conduct of Regular and Special Selectboard Meetings (Discussion/Action Item). Brochu said she wants the SB Chair to summarize any decisions made and make a statement of any next steps to be taken on each agenda item. Brochu proposed amendment language. Pepper asked about the SB vision. Brochu proposed putting the vision on the next agenda. Langhus **moved** (2<sup>nd</sup> Layton) that the Norwich Selectboard adopt the Rules for Conduct of Regular and Special Meetings as presented and amended. **Motion passed unanimously.**

11. VLCT Spring Selectboard Institute 3/24/2018 (Discussion Item). Pepper and other SB members expressed interest in attending the Selectboard Institute. Pepper will email the names to the Town Manager's office for completion of registration.

12. Public Comment (Discussion Item). Jay Whitehair spoke regarding the Norwich Fire Chief job search panel. Whitehair said he thinks that local Norwich firehouse people were overlooked in forming the panel, and more should be added. Dechert explained that right now there are four people identified for the hiring advisory panel, and Dechert will be adding two more people. Whitehair said he thought it would be good to add two more people, as Dechert has proposed. Matt Swett, Assistant Fire Chief, said the last time a new fire chief was hired, the Fire Department members had more direct involvement, and this time is a new process, so people are reacting to that. Cook said that the new Town Manager is in the process of hiring three positions and the SB needs to give the TM the leeway to hire his employees. Cook believes that the TM will listen to the input provided from various people. Pepper said it sounds like the process will take into account local input and expert input.

13. Review of Next Agenda (Discussion/Action Item). Selectboard members agreed to the following agenda items for their next meeting:

- Finance Committee
- Review & Adopt Vision & Guiding Principles
- Coalition for Climate Change & Sustainability Resolution Press Release
- Norwich Farm Creamery
- Posting of Open Positions – Update from Brochu
- Selectboard Calendar of Meetings
- Selectboard Goals for the Year

14. Town Manager Discussion – executive session may be needed (Discussion/Action Item).  
Langhus moved (2<sup>nd</sup> Brochu) to enter executive session to discuss the Town Manager’s status,  
pursuant to 1 VSA §313(a)(3). **Motion passed unanimously.**  
At 9:15 pm, the Selectboard moved into executive session.

Langhus moved (2<sup>nd</sup> Brochu) to enter public session. **Motion passed unanimously.**  
At 9:50 pm, the Selectboard moved into public session.

Langhus moved (2<sup>nd</sup> Brochu) to delegate to Claudette Brochu, Linda Cook, and John Pepper the  
authority to correspond and interact with our town staff and Town Manager regarding the Town  
Manager’s absence. **Motion passed unanimously.**

At 9:52 pm, Langhus moved (2<sup>nd</sup> Brochu) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:52 pm.

By Miranda Bergmeier

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

\_\_\_\_\_  
John Pepper  
Selectboard Chair

Next Meeting – March 14, 2018 at 6:30 PM

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

3

**Miranda Bergmeier**

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**From:** 2wheelannie <2wheelannie@gmail.com>  
**Sent:** Wednesday, March 21, 2018 8:36 PM  
**To:** Miranda Bergmeier  
**Subject:** Correction to selectboard minutes 3/14/18

Hello Miranda,

I would like to submit a correction to the draft minutes of the selectboard meeting of March 14, 2018.

Item 5 Norwich Farm and Creamery:

"Jay mead, Anne Foley and Kate Barlow each spoke in support of dairy operations continuing ag Norwich Farm."

Anne Foley did not speak in support of dairy operations. I said that Vermont small dairy farms ( both conventional and organic) are suffering. I said that Josh Swift and family had worked hard to revive Norwich Farm but last March VTC refused to renew his contract and the barns have been empty since. I said I have faith in the Upper Valley Land Trust to be good stewards of the entire property.

I know you like concise minutes. If you delete me from the "support" sentence and only say,

"Anne Foley spoke of the difficulties facing small farms and said she has faith in the Upper Valley Land Trust to be good stewards of the entire property,"

I will be satisfied.

Thank you.

Anne Foley

Sent from Samsung tablet

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**Miranda Bergmeier**

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**From:** Mary Layton <marydlayton@gmail.com>  
**Sent:** Tuesday, March 20, 2018 6:26 PM  
**To:** Miranda Bergmeier  
**Cc:** norwich@lists.vitalcommunities.org  
**Subject:** Re: Selectboard Draft Minutes for 3-14-2018

Hi All

My amendments are these. There is a typo on item 11 where John Langhus' name is not spelled correctly.

In number six, climate change resolution, I believe it was Linda Cook who noted that since the press release was from the Town Manager's office, we did not need to vote on it.

Mary Layton

Sent from my iPhone

On Mar 20, 2018, at 4:09 PM, Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)> wrote:

The Selectboard draft minutes for March 14, 2018 have been posted on the Norwich website at <http://norwich.vt.us/wp-content/uploads/2018/03/draft-minutes-031418.pdf>

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

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

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

Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Linda Cook; John Langhus (via videoconference); Mary Layton; Phil Dechert, Acting Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

There were about 40 people in the audience.

Also participating: Cheryl Lindberg, Dennis Kaufman, Charlotte Metcalf, Doug Robinson, Jennifer Frank, Jay Mead, Anne Foley, Kate Barlow, Jeanie McIntyre, Chris Gray, Andy Sherer, Nancy Phillips, Miriam Horowitz, Gabe Zoerheidt, Betty Barba, Jenny Barba, Carolyn Frye, and Milton Frye.

John Pepper opened the meeting at 6:34 pm.

1. Approval of Agenda (Action Item). Selectboard members agreed to add an item for "Town Manager Report" with possible executive session, and also to move agenda item 12a regarding accounts payable to earlier in the meeting.

2. Approval of Minutes: 2/28/2018 Selectboard Meeting (Action Item). Brochu moved (2<sup>nd</sup> Layton) to approve the minutes of the February 28, 2018 Selectboard meeting. **Motion passed unanimously.**

12 a. Selectboard to Sign Accounts Payable/Warrants (Action Item). Pepper moved (2<sup>nd</sup> Layton) to approve check warrant #18-19 for Public Safety Facility Fund in the amount of \$15,292.49; for Highway Garage Fund in the amount of \$32,657.45; and for General Fund in the amount of \$1,131,238.09. **Motion passed unanimously.**

3. Correspondence (Action Item). After brief discussion, Layton moved (2<sup>nd</sup> Brochu) to receive correspondence from Cheryl Lindberg, Town Treasurer, regarding the quarterly investment report; Stuart Richards regarding affordable housing; from Jay Mead regarding the Norwich Farm; from Kate Barlow regarding the Norwich Farm; from Jay Whitehair regarding the Norwich Fire Department; and from Chris Moore regarding the Norwich Fire Department. **Motion passed unanimously.**

4. Public Comment (Discussion Item). Doug Robinson, Norwich Police Chief, introduced a new department officer, Sergeant Jennifer Frank. Frank addressed the meeting, saying that she is very interested in community events and asked that people contact her so that she can become involved.

5. Norwich Farm & Creamery (Discussion/Action Item). Pepper opened the discussion by saying that the Selectboard is not in a position to take any action, other than to provide a public forum for discussion and to hear what everyone has to say. Jay Mead, Anne Foley, and Kate Barlow each spoke in support of dairy operations continuing at Norwich Farm. Jeanie McIntyre, of the Upper Valley Land Trust (UVLT) spoke and gave a synopsis of events to date regarding the Norwich Farm property. The UVLT hopes that this property can continue as a viable agricultural business. Chris Gray, owner of the Norwich Farm dairy operation, spoke about his background in the dairy business and the history of his involvement in Norwich Farm. Gray said he wants to work things out so that Norwich Farm can continue farming/dairy operations and remain a working landscape. Andy Sheier said the elements for Norwich Farm's success are in place and it would be a shame for the farm not to continue. Charlotte Metcalf raised the question of whether the farm property would be taxable if it changes to private ownership, and was told that yes, it will be subject to property tax. Miriam Horowitz spoke in support of the Norwich Farm continuing dairy operations. Gabe Zoerheidt,

Executive Director for Willing Hands, said that Willing Hands wants to work together as part of the community to make the situation successful. Betty Barba and Jenny Barba spoke in support of Norwich Farm. Jeanie McIntyre and Kate Barlow said they would each work to facilitate further communication among interested parties. Pepper urged all parties to get together soon to try to work things out together, and thanked everyone for attending the meeting.

6. Climate Change & Sustainability Press Release (Discussion/Action Item). Langhus said there was an error in the press release and suggested edits. Layton said the Selectboard didn't need to vote on the press release because it wasn't the Selectboard's press release. Dechert said that the Town Manager's office could send out the press release, with edits discussed. Selectboard members agreed with this approach.

7. Review and Adopt Vision & Guiding Principles (Discussion/Action Item). Pepper read aloud the Selectboard Vision. Layton said she thinks it still works and should continue to apply to the Board's work. Pepper read aloud the guiding principles. Brochu said Selectboard members should hold members of the public and fellow Selectboard members accountable to the principles. Langhus said it might be hard to hold members of the public accountable, but easier to hold Selectboard members to the principles. Pepper said tonight's discussion about Norwich Farm was a good example of respectful dialogue. Layton **moved** (2<sup>nd</sup> Brochu) to adopt the Selectboard Vision & Guiding Principles. **Motion passed unanimously.**

8. Selectboard Goals for the Year (Discussion/Action Item). Layton said the list in the Selectboard packet was a rough document to spur discussion. Layton would like to look at budgeted funds. Selectboard members agreed that the Town Plan is the biggest item looming for action by the Selectboard. Brochu suggested a method to identify the group's goals. Selectboard members agreed that Brochu will put together a solid proposal for the process of selecting goals and submit that for inclusion in the March 28<sup>th</sup> packet.

9. Finance Committee (Discussion/Action Item). Pepper said the Selectboard could consider changing the Finance Committee charge. Layton asked if the required skill set – as currently configured – is reasonable. Cook suggested the Selectboard communicate with the School Board to discuss the committee. After further discussion, Selectboard members agreed that Langhus will work with Cheryl Lindberg to draft a new Finance Committee charge and communicate with the School Board.

10. Posting of Open Positions – w/Update from Brochu (Discussion/Action Item). Brochu reported that it would cost \$360 to mail postcards to all Norwich taxpayers/property owners. To mail to all postal addresses would be \$747. Another option is to put a sandwich board at the dump advertising open positions. After some discussion, Selectboard members agreed they would put a large poster on a sandwich board, to be posted at the town dump and possibly other locations.

11. Selectboard Calendar of Meetings (Discussion/Action Item). Pepper said that a number of conflicts exist with moving the Selectboard meetings to Thursdays and, under the circumstances, the Selectboard should stick with Wednesdays. This would be with the understanding that sometimes Laghus and/or Pepper will need to attend meetings electronically. Pepper said that the Selectboard is committed to sticking with Wednesdays. Brochu **moved** (2<sup>nd</sup> Layton) to rescind the action taken by the Selectboard on March 7, 2018 which shifted Selectboard meetings and return to the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, except as amended by Selectboard vote. **Motion passed unanimously.**

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

- Selectboard Goals for the Year
- Public Safety Building Project Financial Update
- Applicants for Open Positions
- Liquor Licenses
- Finance Committee Project Update
- Treasurer Quarterly Report
- Town Manager Report
- Financial / Budget Report

c. Town Manager Report (Discussion Item). Dechert said the Public Safety Building is very nearly done and three events have been held there already. Dechert has put together a 6-member Fire Chief hiring review panel with 3 Norwich Fire Department people, plus the fire chiefs from Hanover and Lebanon, and the Thetford Assistant Chief. Dechert is estimating that it could be a month before a new chief is hired, but that depends on what happens with the review process. Dechert is starting to work on the position ad for Planning Director, as well. Pepper asked Dechert to provide a building project financial update for the 3/28/2018 Selectboard meeting, if possible.

Pepper **moved** (2<sup>nd</sup> Brochu) to enter executive session to discuss the Town Manager's status per 1 VSA §313(a)(3). **Motion passed unanimously.**

The Selectboard entered executive session at 9:30 pm.

Pepper moved (2<sup>nd</sup> Layton) to enter public session. **Motion passed unanimously (4 to 0; Langhus not present).** The Selectboard entered public session at 9:52 pm.

At 9:52 pm, Cook **moved** (2<sup>nd</sup> Layton) to adjourn. **Motion passed unanimously (4 to 0; Langhus not present).**

Meeting adjourned at 9:52 pm.

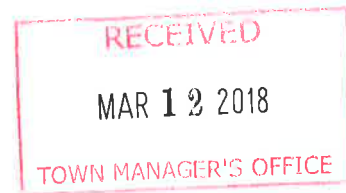
By Miranda Bergmeier

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

\_\_\_\_\_  
John Pepper  
Selectboard Chair

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

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



4a

March 11, 2018

To: Miranda Bergmeier, Assistant to the Norwich Town Manager

From: John M Farrell

Subject: Norwich Farms and Norwich Farms Creamery (NFC)

Miranda:

Please add this letter as an agenda item to the March 14, 2018

Select board meeting.

It has come to my attention that a few members of the Norwich community have submitted letters of support for the NFC. I would like to add my own personal perspective regarding the situation. Any information or perspectives I give are my own and based upon letters, discussions or documents publicly available

First, let me state that the only reason Norwich Farms and NFC exist is through the generosity of Mr. Andrew Sigler and just as important the Upper Valley Land Trust (UVLT) who raised the necessary capital to purchase the land. Vermont Technical College (VTC) did not have the necessary funds to maintain so large a property.

Second, in its generosity UVLT generated a contract with VTC that allowed VTC to operate an off campus teaching dairy facility utilizing the UVLT pasture land. In that contract was an agreement that if VTC decided to terminate the agreement then UVLT had first right of refusal

to purchase the buildings and small amount of land for a pre determined price.

Third, VTC applied for and received grants to purchase pasteurizing equipment used by NFC and based upon VTC maintaining an ongoing teaching facility at the farm.

Fourth, after just one semester VTC refused to renew their contract with the herd manager, Josh Swift, and the barns have stood empty for a year. In October of 2017 VTC announced that it was going to exercise its option to sell the buildings and land to UVLT. UVLT formed a special committee for the purpose of investigating and presenting ideas for viable uses of the farm. UVLT is securing the necessary funds to purchase the above property and buildings.

Fifth, letters from both Mr. Mead and Mrs. Barlow indicate that VTC supports all plans related to NFC. If VTC truly supported NFC they would not have terminated their dairy training facility and left the NFC in the position in which it now finds itself.

Sixth, in my view perhaps the best option is for VTC to move the NFC operation to their Randolph campus where they can oversee the day to day operations and better manage the facility.

One final thought; my understanding is that the these letters sent to the Norwich Select Board are, in effect, asking them as a governing body to state that they support the NFC. I am wondering if this has any legal implications when a town Select Board goes on record supporting one business NFC, and by doing so implicitly does not support another (UVLT). As individuals I am sure you have your personal opinions

regarding the situation but as Select Board members perhaps you should not openly take sides.

Respectfully,

A handwritten signature in black ink, appearing to read 'J. M. Farrell', written over the printed name.

John M Farrell

Norwich, Vermont

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**Miranda Bergmeier**

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**From:** Anthony Gemignani [<mailto:agemignani@gmail.com>]  
**Sent:** Monday, March 12, 2018 11:13 PM  
**To:** [jeanie.mcintyre@uvlt.org](mailto:jeanie.mcintyre@uvlt.org); Miranda Bergmeier  
**Subject:** Norwich Farm Creamery

Dear Ms. McIntyre,

We're writing to you to express our concern regarding the recently publicized plan by the Upper Valley Land Trust, to purchase and condo-ize the property associated with Norwich Farm. As you well know that site is presently occupied by Norwich Farm Creamery, a business that we support on a regular basis, and that over the past few years has become a staple in our community.

The Creamery, to us, represents an invaluable local resource for both nourishment and education. We are a young family and there is nothing better than for children to see where their food comes from. Bringing our girls to see the cows that give them their milk and visit the chickens that give us our eggs has been a gift over the past few years.

We see Norwich Farm and the Creamery as the single best opportunity for there to be a functioning *value-added* dairy in our community. Since "supporting and promoting healthy local food and opportunities for those who grow it" has been a stated goal of your organization it would seem to us that finding a way to allow a valuable local agricultural business to thrive in a community that supports it would be an obvious win-win situation for both the UVLT and the people of Norwich.

This issue is slated to be discussed at the selectboard meeting in Norwich this coming Wednesday. We intend to attend the meeting to show our support for the Creamery. We ask that you also attend this meeting in order to explain to our community your perspective and allow us to seek a more complete understanding of the rationale for pursuing the UVLT's current plan. We look forward to seeing you there.

Most Sincerely,

Tony and Liz Gemignani

450 New Boston Rd, Norwich

4c

## Miranda Bergmeier

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**From:** John Langhus <johnlanghus@gmail.com>  
**Sent:** Tuesday, March 13, 2018 10:05 PM  
**To:** John Pepper  
**Cc:** Miranda Bergmeier; Linda Gray; Norman Levy  
**Subject:** Re: submissions to board packets/timely answers  
**Attachments:** VT Climate Pledge Coalition resolution (J Langhus comments) 01222018 (3).doc

Good evening Charlotte.

This is our first correspondence item that we are working to address under our new system, so please bear with us as we work out our procedures over the next few meetings.

I have volunteered to address your letter to us and so will do so here as a draft response from me, subject to comments and approval of the full Board on Weds. This response will then be part of official correspondence for the next meeting on March 24. I am also copying here Linda Gray and Norm Levy, Chair and Vice-Chair respectively of the Energy Committee in hopes that they will correct anything I get wrong here or add anything they think would help to answer your questions. Obviously if you want to respond to me with follow-ups or other comments, you are most welcome to do so. On to your letter!

#1 - Our statement was different than what was proposed by the Energy Committee. In our Feb 14 meeting, we considered my attached mark-up which showed the proposed changes I was suggesting to the Energy Committee text. Basically, my goal was to at the same time make the statement more meaningful (stronger) and less controversial. So I substituted broader ideas such as sustainability and reducing the burning of fossil fuels for more narrow and controversial/unproven ideas as global warming or "never before seen". Linda Gray, head of the Energy Committee spoke in favor of these changes on Feb 14 and the Board adopted the resolution with these changes on Feb 28.

#2 - I am not aware of the conditions of the grant for the charging stations, although Norm and Linda would likely know. In general, I would hope that the Town Manager or the Board, depending on who was responsible for any given grant, would fully consider the cost requirements together with any "free money" benefits that came with such grant.

#3 - As far as I am aware, any spending of public money by the Energy Committee must be appropriated somehow through the budget process. Energy Committee meetings, like Selectboard meetings are of course always open to the public.

#4 - As I understand it, the longer list included towns that had announced plans to "do something" in connection with the climate change issue and the withdrawal from the Paris Accord, but that to date they had not signed the pledge. Some towns had it as an article at Town Meeting so I believe there is likely an updated list, although in a quick online search I was not able to find one. Again, Linda and Norm may be able to help here.

I hope this first foray into "active response to correspondence" was helpful. Please let me know if you'd like to discuss further.

Many thanks  
John

On Tue, Mar 13, 2018 at 3:39 PM, Charlotte Metcalf <[smetcalf@sover.net](mailto:smetcalf@sover.net)> wrote:

Hello everyone

Happy New Year and congratulations to new member Claudette Brochu and of course to incumbent Mary Layton.

I am writing to complete a line of questioning I started quite a while back when I learned the Energy Committee was asking several town boards/committees to sign a non binding agreement to effect as much energy reduction as possible for the town of Norwich. Who could disagree?? To ask questions was not to disagree any more than asking questions about the affordable housing plan for Norwich is to disagree with the concept.

I asked questions of the select board before the energy proposal came to them and said I hoped we'd learn some of the ideas of the energy committee when Linda Gray presented the document. I also submitted a couple of written questions for the Feb 28th packet well in advance of that meeting, at which Mary Layton decided to call the vote. (Mary had told me personally that she would never sign something which she did not fully understand— I simply hoped she would help bring me and other attendees of the meetings up to that level of confidence in her decision ).

I still wish one of you would be good enough to reply.

#1. Did we sign the exact same pledge that the other six towns did? or did we issue our own statement of commitment? If the latter, why are different towns making their own statements? (I thought I overheard someone say that John Langhus had written some portion of it or maybe he just wrote the list of examples?)

#2. If we are receiving grant moneys when we do a good thing, such as provide an electric charging station, does that further our obligation to make other contributions which will increase up front costs for the town?

#3. When it comes to execution of these ideas, will the townspeople have a say about which ones they want/don't want to commit \$\$ to, such as hiring a professional to do an energy audit of town property or requiring audits of private homes?? or making Town Hall a net zero structure?? or putting solar panels in prominent locations?? Or-- will they have to petition to alter Energy Committee decisions?

#4. Montpelier, Bennington, Burlington, South Burlington, St. Albans, and VLCT all appear to be on board. In another document it was reported that Charlotte, Waitsfield, Dorset, Essex and Winooski had also signed a pledge, but they apparently have not. Why the discrepancy? Was there something that deterred them after they gave careful consideration??

I was heartened at the Feb 28th meeting to hear John Pepper suggest addressing questions that have been put in a packet related to upcoming board discussions. Maybe I misheard him, but I thought he was on to something. I think that having questions up front can benefit attendees at the board meetings AND might make them better advocates for the decisions taken.

It seems to have been beneficial to have maps before us when Peter Gregory attended a meeting in mid February. I had been asking that those maps be made available for some time so that participants at select board meetings and the town hearings could all be seeing and thinking the same thing. Having failed to find a select board member to present them, I was blessed to have Herb acknowledge their significance at the 11th hour(the day before Peter Gregory appeared) I do think we would have wasted less energy on "fixing" the 2011 town plan if we had focused on those maps sooner.

Those are my beginning thoughts for the "new year"

Thank you all for serving. Hope to see you soon.  
Charlotte

--  
John Langhus  
(802) 369-4415 (cell)

4d

## Miranda Bergmeier

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**From:** Jennifer A. Shepherd <Jennifer.A.Shepherd@dartmouth.edu>  
**Sent:** Tuesday, March 13, 2018 11:07 AM  
**To:** Miranda Bergmeier  
**Subject:** I support Norwich Farm Creamery

Dear members of the Norwich Select Board,

I am writing to show my support for my neighbors, friends, and upstanding members of my community, the Norwich Farm Creamery. At a time when Vermont is losing farms so rapidly, I am shocked to hear that this small business may not be able to stay on the Turnpike Road property. Their presence has improved Norwich's working landscape, they have value-added dairy products, and are a major asset in our community. Please do whatever you can to help them stay. Act now, please – time is of the essence.

Best,  
Jen Shepherd

Norwich resident

4e

**Miranda Bergmeier**

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**From:** Elissa Bradley <elissa.rehm.bradley@gmail.com>  
**Sent:** Tuesday, March 13, 2018 3:53 PM  
**To:** jeanie.mcintyre@uvlt.org  
**Cc:** Miranda Bergmeier  
**Subject:** Norwich Farm Creamery

Jeanie,

I'm writing to support the idea of maintaining Norwich Farms as a working dairy and creamery. I grew up in Shelburne, VT and now live on Turnpike Road, a couple of miles beyond Norwich Farms. I have a 9-month old daughter and believe it is critical that she and her peers grow up understanding where our food comes from and how it is produced. As we confront issues of climate change, local food production becomes increasingly important. I believe that Chris Gray and Laura Brown (with help from UVLT and the Norwich community) have a unique opportunity to establish a business that can be an example of local, sustainable dairy production.

As I learn more about how unique the farm and its buildings and equipment are, I hope that they can continue to be used for their original purpose. Chris Gray, Laura Brown, and Seth and Bethany Carpenter have a compelling vision for the property. I understand that there are many challenges, but our food system here in the U.S. (the dairy industry in particular) faces many challenges that are not easily solvable but need addressing. The fact that the farm has not succeeded in its initial partnership with VTC does not seem like a reason to scuttle the whole endeavor. I think that this is an issue that folks in the Upper Valley can rally around.

I know Norwich is a high-rent district and that UVLT can surely make good money on the property by renting out the home and barns, and that UVLT would put the proceeds to wonderful use elsewhere. I know also that there are other worthy proposals for use of the buildings. However, this seems like a particularly special opportunity to do something good for this particular piece of land, its buildings, for the town of Norwich, and most importantly, for local food production. I hope you'll consider working with the Gray/Brown and Carpenter families and the Norwich community to make this idea a reality.

With gratitude for your consideration and work,  
Elissa Bradley

1407 Turnpike Road, Norwich

4f

**Miranda Bergmeier**

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**From:** B Andrus <bwandrus@gmail.com>  
**Sent:** Tuesday, March 13, 2018 8:53 PM  
**To:** jeanie.mcintyre@uvlt.org  
**Cc:** mgraham@vtc.com; Miranda Bergmeier  
**Subject:** The future of Norwich Farms

Dear Ms. McIntyre,

At an informational meeting last night at Norwich Farms, I heard the following from Chris Gray...

- Norwich Farms is extremely well designed and equipped to succeed as a value-added micro dairy operation
- He and his wife are highly motivated to make it work and have considerable experience and expertise
- His business partner, Seth and his wife, are ready to manage a high quality herd producing both milk and genetics
- They expect to be self supporting, financial sustainable, and open to discussing a variety of business plans
- UVLT has seemed to show limited interest in their plans and are considering tenants who will use the buildings for storage

I'm very concerned that UVLT is not supporting the efforts of these two families to reinvent dairy farming and provide an operational model for small dairy farms in the region before they disappear from our landscape forever.

Considering the aesthetic, historic, and community benefits of preserving this land as a working dairy farm, this seems like an effort the UVLT would naturally endorse.

Sincerely,

Bruce and Stephanie Andrus  
1062 Turnpike Road  
Norwich, VT

49

**Miranda Bergmeier**

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**From:** Andrew Scherer <andymyscherer@gmail.com>  
**Sent:** Tuesday, March 13, 2018 3:32 PM  
**To:** Jeanie.McIntyre@uvlt.org  
**Cc:** Mgraham@vtc.com; Miranda Bergmeier  
**Subject:** Norwich Farm

Dear Ms. McIntyre,

I am writing in regards to the UVLT's recent decision to purchase the 6-acre farm complex currently owned by Vermont Technical College (VTC), also referred to as Norwich Farm. As you well know, this is a nationally recognized, state of the art facility, specifically designed for milking and dairy management. Each building has been designed for a specific use. With this in mind, it is shocking to me that UVLT would contemplate letting a facility of this caliber which had been so carefully designed be used as a parking lot or storage facility for other non-agricultural related businesses. Moreover, in this day and age, we are losing farms faster than we are starting them so it is absolutely imperative that any decisions made regarding this property be done in a manner that keeps a working farm in the plans.

It has recently been brought to my attention (Valley News article and community members close to Norwich Farm) that the UVLT is looking to increase revenue in order to cover its perceived carrying costs of the property. One way to do this is by increasing the rent on its current tenant, the other by bringing in new tenants to the VTC complex and retrofitting the existing structures to suit their needs. Both seem unnecessary. The projected costs of this facility came from VTC's administrative perspective. I would bet that farmers associated with the property would be able to maintain the property for far less with no administrative overhead and thus lower cost to UVLT's budget for this 6-acre parcel.

If you recall, the spirit of the original gift was that this land remain a dairy farm in perpetuity. Allowing nonagricultural businesses to use and repurpose the existing structures designed specifically for such a dairy operation flies in the face of the original intent and understanding of the agreement. Norwich has plenty of farm-like views but very few working farms. Furthermore, VTC and the current tenant, Norwich Farm Creamery, have invested tens of thousands of dollars in equipment for this facility, some of which has never been used.

I understand UVLT's interest in having its properties dovetail with its mission. However, I do not understand how Norwich Farm Creamery does not meet UVLT's stated criteria from its own RFP:

- Strengthening food systems
- Value-added processing of food products
- Enhancing early childhood education, 4-H
- Delivering programs with academic and agricultural institutions
- Supporting natural science education, stewardship training or recreational access

Norwich Farm Creamery is a community asset. It uses the landscape as it's been used for generations; it provides residents a unique opportunity to connect to the land in their town; it provides educational opportunities in science and agriculture (courses are still taught by Chris Gray in conjunction with VTC); it continues the legacy of working farms and provides a bridge to Norwich Vermont's historical past; it employs local families who, in turn provide high quality, locally made products to the community...just to name a few.

This decision feels rushed. I urge you to reconsider your decision that would allow other organizations to use the site. You have good tenants doing good work for their community. You have good stewards of the land keeping a farm in use so that future generations can enjoy and use this unique property. I urge you to reconsider the terms you have proposed to the Norwich Farm Creamery. Allow them time to prove they are a viable business. Allow them to demonstrate what the true costs are for maintenance on the barn complex and surrounding grounds.

Lastly, we are all aware of the troubles this property has seen over the past couple of years, but let us look at the facts as they are now. The Norwich Farm Creamery farmers and the business plan they have put forth is solid and sound and should be taken on its own merits. It should not be conflated with the troubles of the previous heard manager or Vermont Tech's difficulty in providing a residential educational program. Yes, the Norwich Farm has had a rocky start but the farmers from Norwich Farm Creamery will give it new life and allow this treasure to fully live up to its nationally recognized potential.

Best Regards,  
Andrew Scherer  
Norwich, Vermont

4h

**Miranda Bergmeier**

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**From:** John Saroyan <john.saroyan@gmail.com>  
**Sent:** Tuesday, March 13, 2018 12:24 PM  
**To:** jeanie.mcintyre@uvlt.org  
**Cc:** mgraham@vtc.com; Miranda Bergmeier; nowichfarmcreamery@gmail.com  
**Subject:** Advocating for Norwich Farm Creamery

Dear Ms. McIntyre,

I am writing to you after attending a meeting last night with Chris Gray and Laura Brown, owners of the Norwich Farm Creamery.

I am a resident of Norwich. My family's home on Bob White Lane is a short distance from Norwich Farms. I moved to the Upper Valley with my family five years ago this month, after accepting a full-time position with BAYADA Hospice as Medical Director.

My wife, Kristin, is a student at Vermont Law School and our sons, Joe (9) and Mark (6) attend Marion Cross. I have enjoyed running and hiking at Brookemead; we have all enjoyed the Norwich Farm Creamery products and the kinship of being neighbors with Chris and Laura.

At the presentation last night, I was impressed by Chris's expertise in creating high end dairy products and the dairy herd/genetics expert he introduced us to. They are set up to start wedding high quality milk production with high quality dairy products in an internationally known set of buildings. I very much want cows to return to Norwich Farms under their leadership and for the Upper Valley to keep Norwich Farms an active family run dairy. I hope that you will consider my perspective as you envision the future of Norwich Farms.

Kind regards,

John

102 Bob White Lane  
Norwich

4i

**Miranda Bergmeier**

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**From:** Betty Barba <bettyhbeee@gmail.com>  
**Sent:** Tuesday, March 13, 2018 12:34 PM  
**To:** jeanie.McIntyre@UVLT.org; mgraham@vtc.com; Miranda Bergmeier  
**Subject:** Norwich Farm Creamery

Dear MS McIntyre,

As a resident of Norwich and someone who believes in conservation I'm upset about what might happen to the Norwich Farm Creamery. I would like to hear what the UVLT is planning to do with the farm.

When I looked at your web site and read the description of what the UVLT mission is I found it disturbing to say the least that you could be planning to shut the farm down and use it for some other purpose. My question is why would you want to do this? It seems to me that it fits all that the UVLT stands for.

I hope that you and the board know how important the Brookmead conservation area and the farm is to Norwich and the Upper Valley. It is all that you stand for. "Fresh air, clean water, quiet places, kids outdoors, local food, healthy forests, scenic roads and trails, elbow room, conservation land, education." The list goes goes on. When I look at the description of the Norwich farm complex it stresses agriculture education and scientific research. This will continue if the farm is able to stay there. It will serve the town as well as the Upper Valley and beyond. Most of all it will be a place for our children and grandchildren to learn about farming and the importance of preservation.

I look forward to hearing from you and hope that the people who believe in keeping the farm and the UVLT can come to a workable agreement.

Betty Barba  
122 Willey Hill Road

Sent from my iPad

4j

**Miranda Bergmeier**

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**From:** fiona garrett <garrettandfiona@yahoo.com>  
**Sent:** Tuesday, March 13, 2018 4:57 PM  
**To:** jeanie.mcintyre@uvlt.org  
**Cc:** Miranda Bergmeier  
**Subject:** Keep Norwich Farm intact

Dear Jeanie,

I am writing to you out of concern for the future of Norwich Farm.

Last night friends and neighbors of Chris Gray & Laura Brown were invited to the Farm to discuss their current predicament. Chris outlined the history and current relationship between the Upper Valley Land Trust, Vermont Technical College, and their family. He also educated us on why this Farm is so very special and what a unique opportunity we have as townspeople to have high quality, value-added products available. Chris and herd manager, Seth Carpenter, are clearly passionate and committed to maximize the potential of this property. From the state-of-the-art equipment, to the building design, to the gravity-fed creamery, it was clear to all of us last night it would be a great shame and loss for our community to see it dismantled.

Although I am aware the Upper Valley Land Trust is exercising an option to buy the buildings and associated acreage I'm concerned preservation of such a historic and pristine working dairy farm is not the top priority. I understand the UVLT will not disturb the surrounding meadows and pasture land of the Brookmead Conservation Area. But I am very concerned with UVLT's preliminary plans to lease the buildings to multiple entities, a step which will irrevocably change the integrity and intention of those buildings. On the UVLT website, two Strategic Focus areas include supporting and promoting local healthy food (and opportunity for those who grow it) and helping communities protect landmarks, old and new. Surely working to preserve Norwich Farm---a historic, local, working dairy--- falls under the UVLT's purview?

My hope is that together with Chris & Laura, Seth & Bethany Carpenter, and Norwich residents, the UVLT is working to ensure Norwich Farm stays intact. Dismantling it for non-profit or for-profit entities to move in seems not only short-sighted but an extraordinary waste of such a beautiful facility. I strongly support keeping Norwich Farm a working dairy farm and giving the Grays and the Carpenters the opportunity to pursue their vision.

Thank you for your time,  
Fiona Palm  
Bramble Lane  
Norwich

4k

## Miranda Bergmeier

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**From:** Alexander Fuld <afuld@earthlink.net>  
**Sent:** Wednesday, March 14, 2018 6:45 AM  
**To:** Miranda Bergmeier  
**Subject:** Norwich Farms Creamery

Dear Select Board:

As a residents of Norwich and supporters of the Upper Valley Land Trust, we are writing to voice our strong support of the Norwich Farm Creamery (NFC). It is our understanding that the Upper Valley Land Trust is considering options at this time as to how best to use the land.

We love the community of the Upper Valley. Like Chris Gray and Laura Brown, we are a young family who moved to Norwich in the past 10 years and have become deeply connected to its land, people and schools. We have seen our children thrive here. They have learned about the importance of supporting each other in a small town, respecting and preserving the natural resources that make for a beautiful and vibrant area, and cherishing diversity in all its forms.

We feel the mission and goals of the UVLT as very much in keeping with nurturing these aspects. While there are undoubtedly nuances and differences, we believe that the same way a responsible forest economy is an important means of preserving and protecting our natural habitat, that supporting agricultural businesses that are committed to sustainable practices and working with the local community is vital. We hear far too often of the difficulties facing farmers and dairy farmers in particular. New models and practices need to be explored. Local food options need to be supported. This is a perfect opportunity to help. The NFC business model is not one aimed for personal wealth but a collaborative and ultimately sustainable agricultural operation. They are working to connect with local businesses in a way that is exactly what we should encourage and hope to sustain. Norwich needs to support all the opportunities for enriching our community and businesses and must cultivate smaller, unconventional businesses.. This is an unusual opportunity for partnership with a truly outstanding operation with many potential downstream benefits that can enhance our community and attract new families to Norwich. We love the idea of having a true working, world class farm as part of Norwich.

We hope that Norwich and the UVLT will recognize the unique aspects of Norwich Farm Creamery Chris and Laura have become very much a part of our close knit community; we need to encourage young families to move here and stay. They have donated their time, energy and dairy products to enhance school programs and community events. We love their presence at the farmer's markets. These are the actions that allow for a local business to have a chance but it requires support from the community as well

We hope you will consider working with the Norwich Farm Creamery to preserve their position and enhance their role in our community. We believe the community in turn will greatly benefit. Thank you very much for your consideration.

Sincerely,

Alexander Fuld & Shoshana Hort  
149 Beaver Meadow Rd

42

**Miranda Bergmeier**

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**From:** William Scavone <bscavone@gmail.com>  
**Sent:** Wednesday, March 14, 2018 2:39 PM  
**To:** Miranda Bergmeier  
**Cc:** jeanie.mcintyre@uvlt.org; mgraham@vtc.com; Norwich Farm Creamery; Miriam Horowitz  
**Subject:** Support for Norwich Farm Creamery

Dear select board and citizens of Norwich,

We hope that this letter is received in time for the 3/14/18 select board meeting, but even if not, we want to wholeheartedly express that:

**WE SUPPORT** Norwich Farm Creamery and Laura Brown and Chris Gray's plans to re-populate Norwich Farms with a herd of milking cows and their plan to work with Seth and Bethany Carpenter to manage the herd to produce value-added dairy products with milk from cows pastured on the farm.

**WE SUPPORT** a continued alliance between NFC and Vermont Technical College and other educational institutions to provide community educational programs and resources and models for building sustainable dairy farming practices.

**WE SUPPORT** Brie Swensen's proposal of making NFC milk available for the children of Marion Cross School, as well as alliances with the school and the farm for educational programs for the kids. Though we produce our own, organic goat's milk, and we currently do not currently purchase the Hood cartons of milk at MCS, we would be willing to buy NFC milk at the estimated cost of \$.30 per serving (in stainless cups, no less!) for our kids.

**WE DO NOT** support any use of this historic farm resource for trucking, warehousing, or any other commercial use that is not oriented to sustainable agricultural practices.

We think that Chris and Laura's business plan speaks for itself and want the town and select board to seriously consider what ramifications the Upper Valley Land Trust's proposed changes to the original agreement made with NFC and VTC will have on a Norwich family and small business and our neighbors, the loss of a community resource, with increased truck traffic on Turnpike Road and higher costs to town infrastructure.

If one visits the UVLT site and reads the UVLT mission statement, as well as their news items about their successes preserving other Upper Valley farms, it begs the question, "Why would this organization even consider turning a viable Vermont dairy farm into warehousing, offices, trucking, etc.?"

Preserving the landscape, to us, is preserving traditional uses of that landscape, especially when it is coupled with updated practices of sustainable farming, locally-produced products, educational opportunities, farm jobs for local kids if they want them, and a model for other Vermont and Upper Valley farmers to emulate if they desire.

The land, dairy, and barns are already set up to execute Laura and Chris' (and Seth and Bethany's) plan. Laura and Chris have invested heavily in money, equipment and time to build this local business. They are citizens of our town. So, why is the UVLT reneging on the original 2015 agreement (available on the UVLT

website) without seriously considering the various options presented to them since the original herd was sold last year?

And, clearly, if the farm is allowed to be divided up for non agricultural use, it will be extremely difficult to ever restore it in the future. Perhaps the land will be "conserved," but another valuable Norwich farm will disappear.

To summarize: we want to see cows on the farm and in the barns, not fleets of trucks and warehousing. We want to see families living and working on the farm, not office space and high rents. We want to keep a place where our kids, and the other kids from MCS and local schools can come and see cows and dairy production and learn about animal husbandry, care and wellness.

We hope that our friends and neighbors speak up also before this precious resource and a Norwich family's farm business is lost.

Sincerely,

Bill Scavone, Miriam Horowitz, and family  
1655 Turnpike Road  
Norwich VT

**Confidentiality Notice:** The information contained in this e-mail is intended only for the personal and confidential use of the recipient(s) named above. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by e-mail and delete the original message.

4m

## Miranda Bergmeier

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**From:** Jeff Goodrich <Jeff.Goodrich@pathwaysconsult.com>  
**Sent:** Wednesday, March 14, 2018 12:45 PM  
**To:** John Pepper (johnpepper91@gmail.com)  
**Cc:** Phil Dechert; Miranda Bergmeier; Susan Brink (susangbrink@gmail.com); Jaci Allen (allenjaci@yahoo.com); Chris Brien (chris.brien@riverlightbuilders.com); Melissa Horwitz (melissahorwitz@yahoo.com); Steve Thoms (steve@steventhoms.com); Jeff Lubell (jefflubell@yahoo.com); Jeff Goodrich  
**Subject:** Please Reappoint Jeff Lubell to the Planning Commission

John, as Chair of the Norwich Selectboard (SB), I would like to encourage the SB to reappoint Jeff Lubell to the Planning Commission (PC). Jeff's expertise is in national housing policy and he has devoted enormous effort, energy, and hours in his service as a member of the PC. Jeff works hard to be collaborative, thoughtful, well spoken, and considerate regardless of the perspective offered by the person with whom he is speaking. I understand that the SB will likely require Jeff to fill out an application form (you indicated that the new SB has not decided how it will proceed with reappointing/appointing open positions) and may or may not require Jeff to attend a public meeting with the SB in support of his reappointment.

Jeff

**From:** Miranda Bergmeier [<mailto:MBergmeier@norwich.vt.us>]  
**Sent:** Tuesday, March 13, 2018 10:47 AM  
**To:** [norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)  
**Subject:** Help Wanted - Norwich Town Committees and Boards

The Norwich Selectboard seeks applicants for open positions on SEVERAL Town boards and committees.

View the "help wanted" flyer on the Norwich website here: <http://norwich.vt.us/wp-content/uploads/2018/03/OpenPositions-0318.pdf>

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

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

4n

## Miranda Bergmeier

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**From:** Linda Gray <linda.c.gray@gmail.com>  
**Sent:** Wednesday, March 21, 2018 12:58 PM  
**To:** Miranda Bergmeier; Phil Dechert; John Pepper  
**Cc:** Troy McBride; Norwich Fire District & Water Department  
**Subject:** for Seletboard agenda 3/28  
**Attachments:** Norwich Fire District 45-Day as submitted.pdf; NFD Solar Preferred Site Letter.doc

Can this item be added to the agenda for the 3/28 meeting?

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Selectboard:

As you know from previous discussions regarding "preferred sites" for solar development, there are two ways for a Town to designate such sites: 1) by letters from the Planning Commission, Selectboard, and regional planning commission, and 2) in the Town Plan.

For example, the Town of Norwich followed the letter process to designate 673 Union Village Road as a preferred site last year.

In addition, that site and 3 others are listed as "preferred" in the current draft of the Town Plan (<http://norwich.vt.us/wp-content/uploads/2017/06/2-Norwich-Plan-Draft-2017-11-16.pdf> p 98) as follows:

*"These parcels qualify as a Category II site for a solar array not larger than 150 kW AC:*

*Parcel 11-045-200, located at 673 Union Village Road*

*Parcel [12-001.300.b], located at [intersection of Farrell Farm Rd and Starlake Ln]*

*"These parcels qualify as Category III sites for a solar array not larger than 500 kW AC:*

*Parcel 11-104-000, located at 635 US Route 5 North*

*Parcel 11-105-000, located on US Route 5 North"*

Because applications are underway now for solar development on Parcel 11-105-000 owned by the Norwich Fire District, the timing of its designation as a preferred site is becoming an issue.

Here are the details:

- Norwich Fire District (NFD) has agreed to host a 500 kW-AC community solar array on its property. The array will provide NFD with lease payments and discounted electricity through solar net metering.
- The 45-day notice for the site was filed with the State 3/12. (attached)
- The net metering program will undergo biennial review changes on 5/1. Norwich Solar Technologies would like to submit the full permit application for the NFD site prior to 5/1 to maintain the benefits of the current net metering rates and program -- INCLUDING confirmation of the site as preferred.

The Norwich Energy Committee would like to begin the letter process for the preferred-site designation for these reasons...

- the timeframe for approval of the Town Plan is unknown
- the preferred site list has not come up as a point of concern with the Town Plan
- being located on a preferred site is important to the success of the Fire District project.

We ask that you include this on the agenda for your next meeting. Also attached is a draft of the letter the Selectboard would need to sign.

Thank you,  
Linda Gray  
chair, Norwich Energy Committee

[LETTERHEAD]

**BY MAIL**

[DATE]

Public Service Board of Vermont  
112 State Street  
Montpelier, VT 05620-2701  
Ms. Judith Whitney, Clerk

Re: Preferred Siting Designation under Rule 5.100

Dear Ms. Whitney,

We refer to the application for a Certificate of Public Good (the "Application") filed by Norwich Technologies, Inc., in respect of the 150 kW-AC solar electricity generation project (the "Project") proposed to be sited at 635 Route 5 North in Norwich, Vermont (the "Location"). The Location falls within our jurisdiction and we have reviewed the proposed project in detail, including visual renderings, project layouts and designs. Having made our review, we wish to support the Project and declare our desire to have the Location designated as a "Preferred Site" under Section 5.103 of your Rule 5.100. A description of the Location with a rendering of the Project is enclosed herewith.

We note that we take no position on the Project's compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the Project under Section 5.103.

Sincerely,

Town of Norwich Planning  
Commission

Town of Norwich Selectboard

Two Rivers Regional Planning  
Commission

By:  
Jeffrey Goodrich  
Chair

John Pepper  
Chair

Peter Gregory  
Executive Director

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\_\_\_\_\_

\_\_\_\_\_

Enclosure: Project Site Layout and Plan



Joel Stettenheim  
[stettenheim@norwichtech.com](mailto:stettenheim@norwichtech.com)  
802.281.3213

March 12, 2018

To Those Persons Whose Names Appear on the 45 Day Notice List Attached Hereto

**Re: 45-Day Notice for Norwich Fire District Solar Project  
Certificate of Public Good – Section 8010/248 Permit Process**

I. Introduction

Pursuant to the Public Utility Commission (“PUC” or “Commission”) Rule 5.100, Norwich Technologies (“NT”) is pleased to submit the following pre-application notice for a Certificate of Public Good (“CPG”) concerning its proposed 500 kilowatt (“KW”) ground-mounted group net-metered photovoltaic solar electric system, to be sited on land at approximately 635 US Route 5 in Norwich, Vermont (the “Project”). We anticipate filing the Section 8010 Application with the PUC by late-April of 2018. Under Sections 8010 and 248(f), and PUC Rule 5.107(B), the parties listed on the attached 45 Day Notice List (*see Attachment A*) are entitled to receive notice of our CPG filing at least 45 days in advance of the filing. This letter describes the Project, the expected Project filing date with the PUC, and your rights to comment on the Project.

II. Project Description and Benefits

NT has obtained a signed agreement with the Norwich Fire District concerning the leasing of the southern portion of the Fire District property for this Project. NT is working with the Selectboard, the Town Planning Commission, and the Regional Planning Commission to obtain a letter of support confirming the property is deemed Category II preferred.

The Project is a 500 kW (AC) solar ground-mounted electric generation facility. The Project site plan is included as *Attachment B*. The aerial site photograph (*Attachment C*) identifies the location of Project in relation to the surrounding area, and shows that the array will be located on the southern portion of land owned by the Norwich Fire District along US Route 5 (Parcel ID Number 11-104-000) in Norwich, Vermont.

The Project is typical of an installation of its type and size, comprising photovoltaic modules on fixed-tilt ground mounted racks, anchored to the ground using purpose-built ground screws. The support structures are designed to hold the bottom of the solar panels approximately 30 inches above existing grade, which will allow snow to shed without creating buildup on the ground that might compromise energy production. The top of the solar panels will be fixed at approximately 9 feet above grade. The solar array will be arranged in multiple rows running East-West with the longest rows approximately 200 feet with sufficient distance (approximately 25 feet on center) between rows to minimize self-shading. The panels and racking will occupy an area of approximately 3.5 acres. Access to the Project will be through the existing gravel access drive to the east of the Norwich Fire District’s pumphouse facility access driveway at 635 US Route 5.

The Project is anticipated to consist of approximately 2160 individual 335 Watt solar panels with ten 50 kW string inverters mounted discretely behind the rows, to convert the DC current generated by the solar panels to AC current. (See *Equipment Specifications Attachment D.*) The AC current will be “stepped up” by on-site transformers on a proposed new utility poles before interconnecting with the Green Mountain Power Corporation (“GMP”). The Project will interconnect to the three-phase utility pole on US Route 5 southeast of the Project.

The array will be located on an existing clearing. Minimal tree clearing is anticipated at the Project location, as needed to prevent excessive shading on the solar modules. Any wooded material from clearing will be chipped and the cleared area seeded and made mowable by brushhog.

The solar array will be fenced with an 8-foot-high chain-link deer fence. Throughout the Project life, the space between rows will remain vegetated with low growing grasses. Since there are no permanent footings involved in the construction or ongoing operation of this Project, the soil will be returned entirely to its former state upon decommissioning at the end of the Project. The Project is expected to generate approximately 830,000 kilowatt-hours (kWh) of electricity each year.

Material and equipment will be transported to the site by truck, and delivered via an existing gravel drive just west of the District facility’s entrance. Project equipment will be transported from I-91 to Norwich, then north along US Route 5 to the Project Site and will represent no unusual volume of traffic. Likewise, noise is expected to be modest during construction. Following typical construction industry practice, work is expected to be performed during the hours of 7AM-7PM Monday-Friday, 8AM-5PM on Saturday, with no work on Sundays or public holidays.

The Project is surrounded by tree cover and is located approximately 490 feet from the nearest residence (approximately 400 feet to the nearest business other than the Fire District pump station), so that any potential transformer/inverter noise will not cause undue sound to nearby residences. The GMP-provided pole-mounted transformers are typical of transformers used in GMP distribution lines. A more detailed noise analysis will be provided in the Application.

The Project creates a number of benefits with local, statewide, and regional significance. For example, the Project will contribute to Vermont’s statewide renewable energy goals<sup>1</sup>, and reduce dependence on out of state electricity sources and regional electric transmission system<sup>2</sup>.

### III. Aesthetic Impact

As shown in *Attachment B*, the site is surrounded by forested areas to the east, north and west, with a narrow strip of trees to the south. Due to the terrain and proximity to Route 5, the array may be partially visible from the south to the public traveling along Route 5, especially in the winter when the deciduous trees have lost their leaves. The array will not be visible from neighboring residences or businesses. The solar array will not have an undue adverse impact on the aesthetics of the surrounding area.

---

<sup>1</sup> Under the Comprehensive Energy Plan (the “CEP”), the State of Vermont articulated necessary statewide energy generation goals. The Project will help Vermont achieve the goal of generating 90% of its energy from renewable sources by 2050.

<sup>2</sup> By generating electricity locally, electricity is distributed to nearby utility customers, avoiding new construction, upgrades, and expansion of transmission lines.

#### IV. Environmental Impact

NT's preliminary analysis shows the Project will not have an adverse impact on the surrounding natural environment (*see Attachment B & C*). The Project will be sited beyond the required 145 feet wellhead setback, and approximately 135 feet set back from the designated wetlands. Pursuant to PUC Rules 5.107(C)(9), a wetland delineation will be performed by a qualified environmental professional. Moreover, the analysis will include a description of relevant nearby natural resources areas as described by 30 V.S.A. § 248(b)(5) and (b)(8), if any exist. The full report will be included in our Application.

#### V. Your Right to Comment on the Project Plans and our Request for Waiver of Notice

Pursuant to Section 248(f) of Title 30 of Vermont Statutes Annotated (30 V.S.A § 248(f)), you are entitled to make recommendations to the PUC and to us, if at all, at least 7 days prior to the expiration of this 45-day notice period. You will have the opportunity to submit additional comments in the PUC proceeding and request intervention; public comments must be submitted within 30 days of the Commission's determination that a Section 248 application is administratively complete. In addition, "[t]he legislative body and the planning commission for the municipality in which a facility is located shall have the right to appear as a party in any proceedings held under [Section 248]."

For additional information regarding this process, including your right to participate in the PUC's proceeding, please refer to Commission Rule 5.114 and the Commission's "Guide to the Vermont Public Service Board's Section 248 Process" which can be found at <http://www.puc.vermont.gov>. Pursuant to Sections 8010 and 248, all parties receiving this Notice will receive a copy of the Section 248 application.

While we anticipate filing the 248 application in late April, 2018, we respectfully request that you waive the 45-day notice period (*see Attachment E*), allowing us to submit the petition prior to the expiration of the notice period. This waiver would in no way impact your ability to comment on the Project or to participate in the Section 8010 /Section 248 process, should you so desire. The waiver of the 45-day notice simply allows us to submit the application to the PUC sooner; it does not prevent you from submitting comments to the PUC after the application is filed. If you agree to waive the 45-day notice period, kindly execute the attached waiver and return via mail or email at the address provided below. We welcome the opportunity to further describe the Project and to discuss any concerns or comments you may have. If you are interested in additional information on this Project, please contact me, Joel Stettenheim, at 802-281-3213 or by email at [stettenheim@norwitech.com](mailto:stettenheim@norwitech.com).

We appreciate your participation in this process.

Sincerely,

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

Joel Stettenheim, President

**Appendices:** Attachment A – 45 Day Notice List  
Attachment B - Site Plan  
Attachment C – Aerial and Wetlands  
Attachment D – Equipment Specifications  
Attachment E - Waiver of 45 Day Notice

**Attachment A**

**45 Day Notice Service List**

Via Certified Mail: Return Receipt Requested

Norwich Fire District  
PO Box 777  
Norwich, VT 05055

Norwich Selectboard  
and  
Norwich Planning Commission  
PO Box 376  
Norwich, VT 05055

Two Rivers Ottauquechee Regional Commission  
128 King Farm Road  
Woodstock, VT 05091

Adjoining Landowners to the site:

Norwich Associates Inc  
PO Box 906  
Norwich, VT 05055

Norwich Waterworks  
28 Aspen Lane  
New London, NH 03257

VTRANS  
One National Life Drive  
Montpelier, VT 05633-5001

Rachel A. Dow  
2 Lewan Road  
Hanover, NH 03755

George R & Carol A Loveland  
32 Butternut Road  
Norwich, VT 05055

David H. & Elizabeth S. Guest  
55 Butternut Road  
Norwich, VT 05055

Robert W. Sherwin  
Christie D. James  
PO Box 408  
Norwich, VT 05055

Via Commission Electronic Filing System

Judith Whitney, Clerk  
Vermont Utility Commission  
112 State Street  
Montpelier, VT 05620-2701

Vermont Department of Public Service  
112 State Street, 4<sup>th</sup> Floor  
Montpelier, VT 05620

Vermont Agency of Natural Resources  
1 National Life Drive, Davis 2  
Montpelier, VT 05620-3901

Vermont Natural Resources Board  
Dewey Building  
National Life Drive  
Montpelier, VT 05620-3201

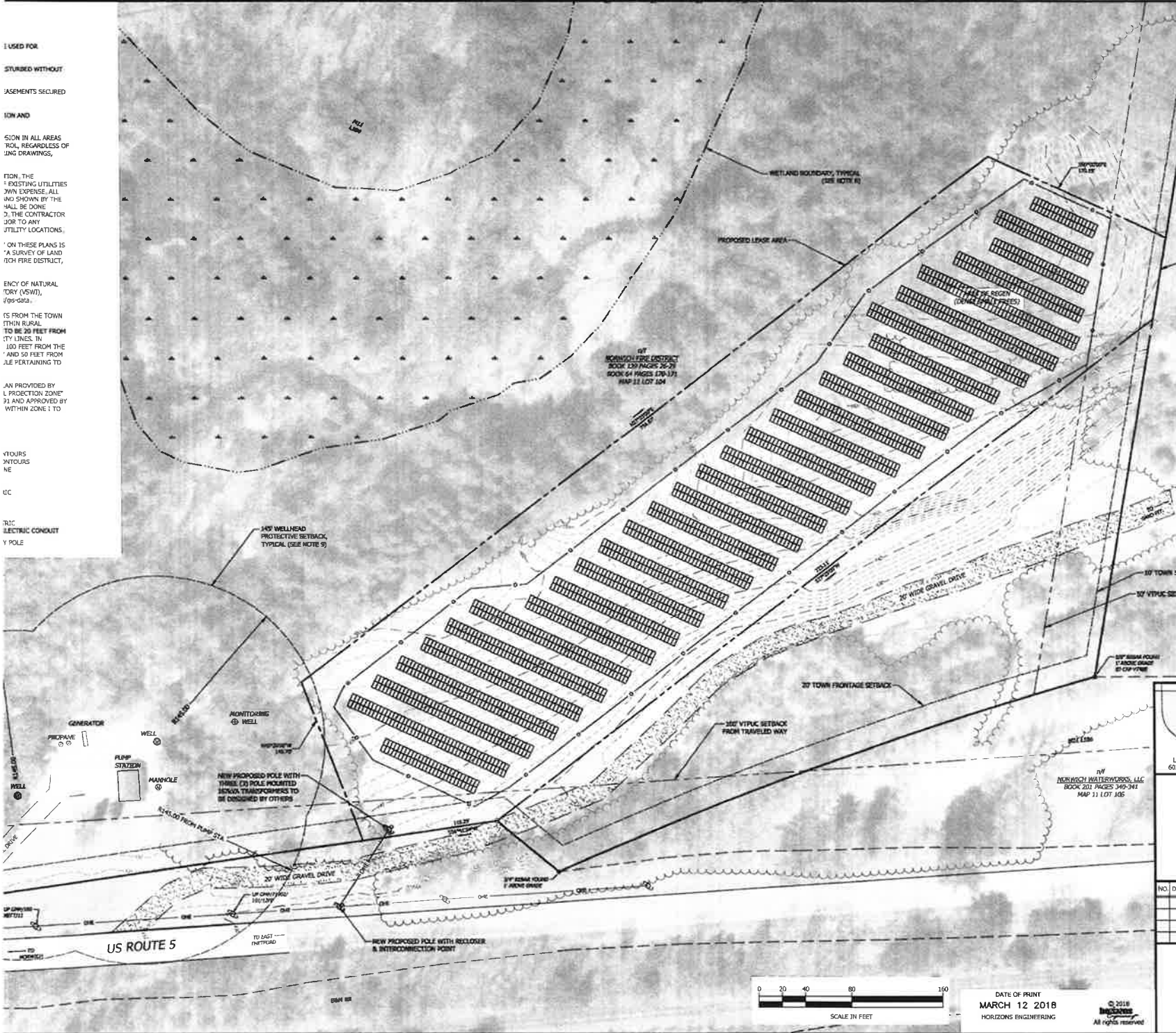
Vermont Division for Historic Preservation  
1 National Life Drive, Davis Building, 6<sup>th</sup> Floor  
Montpelier, VT 05620-0501

VT Agency of Agriculture Food and Markets  
116 State Street  
Montpelier, VT 05620-2901

Green Mountain Power  
163 Acorn Lane  
Colchester, VT 05446

USED FOR  
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 AND 50 FEET FROM  
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BY  
 NORWICH ASSOCIATES, INC.  
 BOOK 119 PAGE 442  
 BOOK 119 PAGE 444  
 MAP 11 LOT 105

BY  
 NORWICH FIRE DISTRICT  
 BOOK 129 PAGES 26-29  
 BOOK 64 PAGES 170-171  
 MAP 11 LOT 104

BY  
 NORWICH WATERWORKS, LLC  
 BOOK 201 PAGES 348-349  
 MAP 11 LOT 103



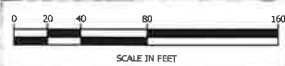
Littleton NH • New London NH • Newport VT  
 603-444-1111 603-877-0116 802-334-6434

**NORWICH SOLAR  
 TECHNOLOGIES, INC.  
 NORWICH FIRE DISTRICT  
 SOLAR ARRAY INSTALLATION  
 NORWICH, VERMONT**

**PROPOSED SITE PLAN**

NO.	DATE	REVISION DESCRIPTION	ENG	DWG

DATE:	PROJECT #:
MAR 2018	18807
ENGINEER BY:	DRAWN BY:
WAM	WAM
CHECKED BY:	APPROVE #:
WTD	H_____



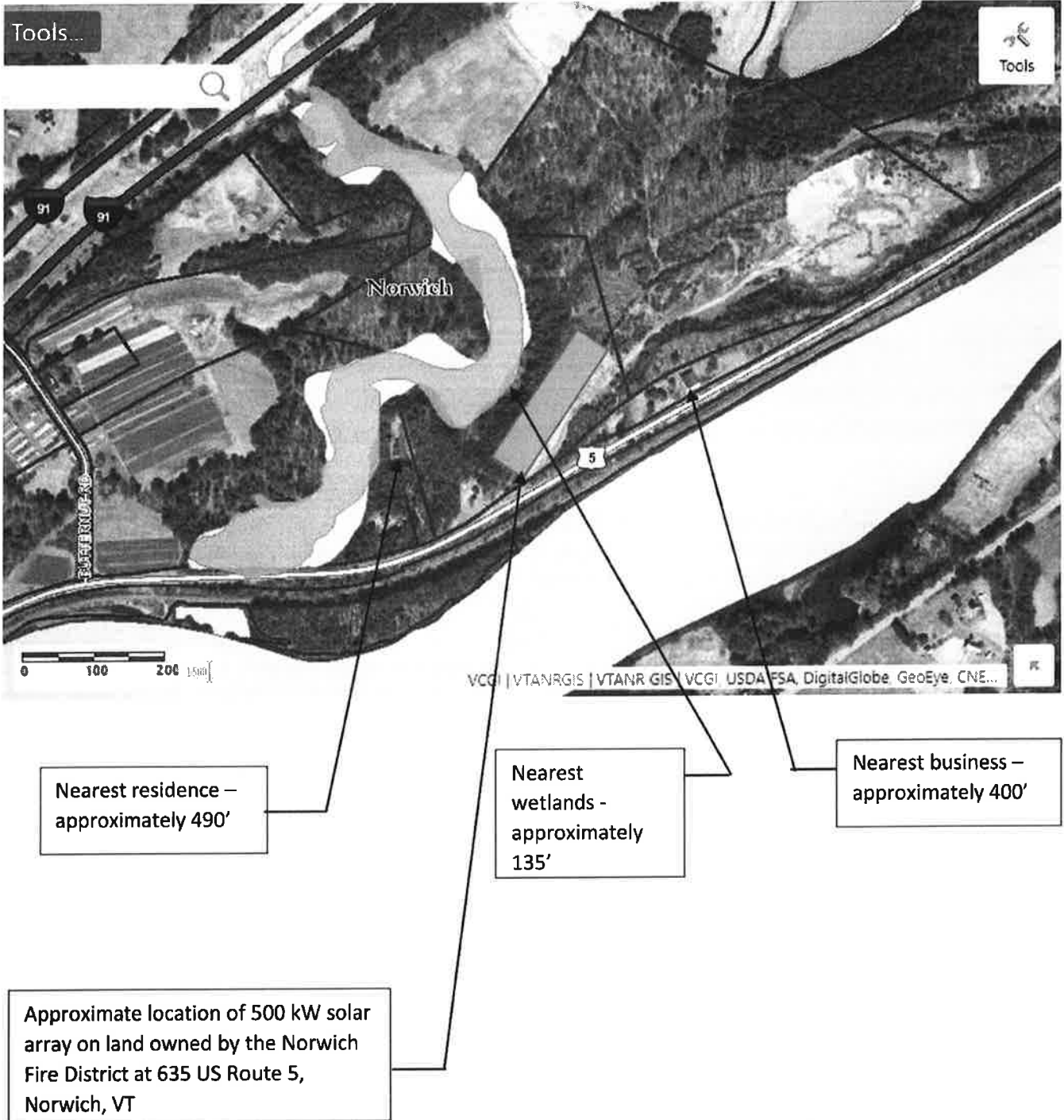
DATE OF PRINT  
**MARCH 12 2018**  
 HORIZONS ENGINEERING



**Attachment C**

**Vermont Natural Resources Atlas**

**Vermont Agency of Natural Resources**



# REC TWINPEAK 25 72 SERIES

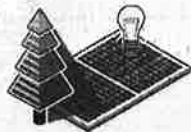
## PREMIUM SOLAR PANELS WITH SUPERIOR PERFORMANCE

REC TwinPeak 25 72 Series solar panels feature an innovative design with high efficiency and an industry-leading lightweight, yet robust construction, enabling customers to get the most out of the installation area.

Combined with the product quality and reliability of a strong and established European brand, REC TwinPeak 25 72 panels are ideal for commercial rooftops worldwide.



**REDUCES BALANCE OF  
SYSTEM COSTS**



**IMPROVED PERFORMANCE  
IN SHADED CONDITIONS**

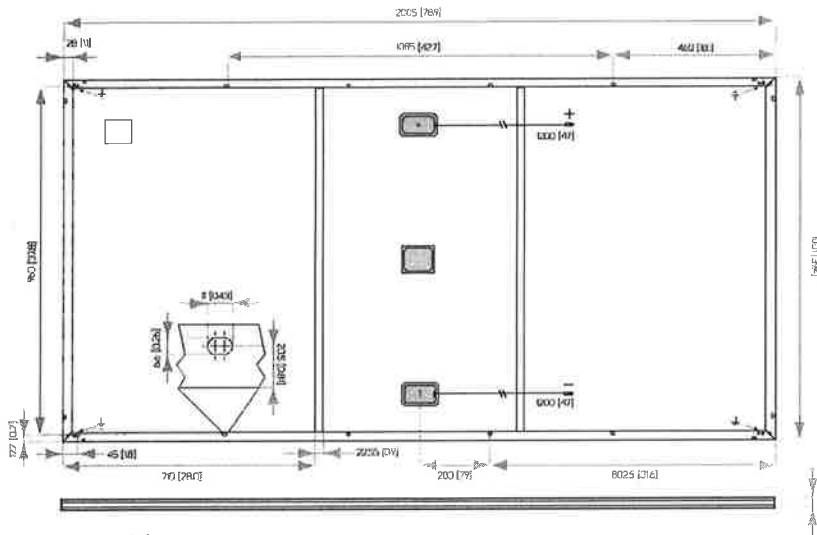


**INDUSTRY-LEADING  
LIGHTWEIGHT 72-CELL PANEL**



**100%  
PID FREE**

# REC TWINPEAK 25 72 SERIES



All measurements in mm [in]

## ELECTRICAL DATA @ STC

Product Code\*: RECxxxTP25 72

	335	340	345	350
Nominal Power - $P_{MPP}$ (Wp)	335	340	345	350
Watt Class Sorting - (W)	0/+5	0/+5	0/+5	0/+5
Nominal Power Voltage - $V_{MPP}$ (V)	38.3	38.5	38.7	38.9
Nominal Power Current - $I_{MPP}$ (A)	8.75	8.84	8.92	9.00
Open Circuit Voltage - $V_{OC}$ (V)	46.2	46.3	46.5	46.7
Short Circuit Current - $I_{SC}$ (A)	9.27	9.32	9.36	9.40
Panel Efficiency (%)	16.7	16.9	17.2	17.4

Values at standard test conditions STC (airmass AM 1.5, irradiance 1000 W/m<sup>2</sup>, cell temperature 77°F (25°C).  
At low irradiance of 200 W/m<sup>2</sup> (AM 1.5 and cell temperature 77°F (25°C)) at least 95% of the STC module efficiency will be achieved.  
\*xxx indicates the nominal power class ( $P_{MPP}$ ) at STC, and can be followed by the suffix XV for modules with a 1500 V maximum system rating.

## ELECTRICAL DATA @ NOCT

Product Code\*: RECxxxTP25 72

	248	251	255	259
Nominal Power - $P_{MPP}$ (Wp)	248	251	255	259
Nominal Power Voltage - $V_{MPP}$ (V)	35.1	35.2	35.4	35.6
Nominal Power Current - $I_{MPP}$ (A)	7.06	7.13	7.21	7.28
Open Circuit Voltage - $V_{OC}$ (V)	42.5	42.6	42.8	43.0
Short Circuit Current - $I_{SC}$ (A)	7.48	7.52	7.57	7.61

Nominal cell operating temperature NOCT (800 W/m<sup>2</sup>, AM 1.5, windspeed 1 m/s, ambient temperature 68°F (20°C).  
\*xxx indicates the nominal power class ( $P_{MPP}$ ) at STC, and can be followed by the suffix XV for modules with a 1500 V maximum system rating.

## CERTIFICATION



UL 1703, UL Fire Type 2, CEC listed; IEC 61215, IEC 61730;  
IEC 62804 (PID), IEC 61701 (Salt Mist Corrosion Level 6),  
IEC 62716 (Ammonia Resistance),  
ISO 9001: 2015, ISO 14001: 2004, OHSAS 18001: 2007

## WARRANTY

10 year product warranty.  
25 year linear power output warranty  
(max. degradation in performance of 0.7% p.a.).

## EFFICIENCY

YEAR PRODUCT WARRANTY

YEAR LINEAR POWER  
OUTPUT WARRANTY



US IMPORT DUTY FREE

## TEMPERATURE RATINGS

Nominal Operating Cell Temperature (NOCT)	44.6°C (±2°C)
Temperature Coefficient of $P_{MPP}$	-0.36 %/°C
Temperature Coefficient of $V_{OC}$	-0.30 %/°C
Temperature Coefficient of $I_{SC}$	0.066 %/°C

## GENERAL DATA

Cell Type:	144 multicrystalline in 6 strings of 24 cells
Glass:	0.13" (3.2 mm) solar glass with anti-reflection surface treatment
Back Sheet:	Highly resistant polyester
Frame:	Anodized aluminum (silver)
Support bars:	Anodized aluminum (bonded to backsheet)
Junction Box:	IP67 rated with 3 bypass diodes 12 AWG (4 mm <sup>2</sup> ) PV wire, 47" x 47" (1.2 m x 1.2 m)
Connectors:	Tonglin TL-Cable015-F, 12 AWG (4 mm <sup>2</sup> )

## MAXIMUM RATINGS

Operational Temperature:	-40... +185°F (-40... +85°C)
Maximum System Voltage:	1000 V / 1500 V* *Dependent on product type
Design Load:	(+) 75.2 lbs/ft <sup>2</sup> (3600 Pa)
Design Load:	(-) 33.4 lbs/ft <sup>2</sup> (1600 Pa) Refer to installation instructions
Max Series Fuse Rating:	20 A
Max Reverse Current:	20 A

## MECHANICAL DATA

Dimensions:	78.9" x 39.4" x 1.2" (2005 x 1001 x 30 mm)
Area:	21.6 ft <sup>2</sup> (2.01 m <sup>2</sup> )
Weight:	48.5 lbs (22 kg)

## Note

All specifications are subject to change without notice at any time.

Founded in Norway in 1996, REC is a leading vertically integrated solar energy company. Through integrated manufacturing from silicon to wafers, cells, high-quality panels and extending to solar solutions, REC provides the world with a reliable source of clean energy. REC's renowned product quality is supported by the lowest warranty claims rate in the industry. REC is a Bluestar Elkem company with headquarters in Norway and operational headquarters in Singapore. REC employs more than 2,000 people worldwide, producing 1.4 GW of solar panels annually.



www.recgroup.com

# 50/60kW, 1000Vdc String Inverters for North America

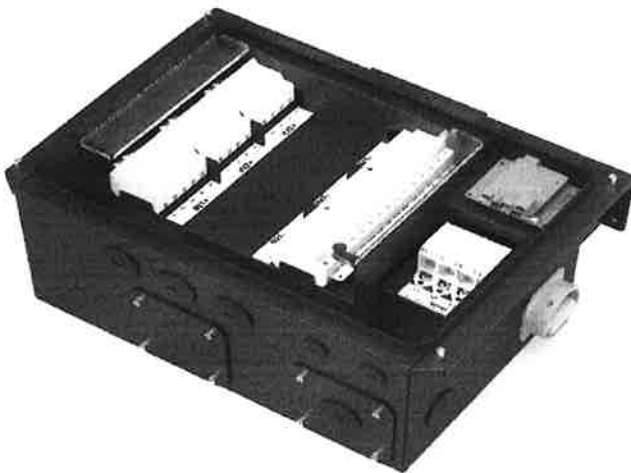
The 50 & 60kW medium power CPS three phase string inverters are designed for ground mount, large rooftop and carport applications. The units are high performance, advanced and reliable inverters designed specifically for the North American environment and grid. High efficiency at 98.8% peak and 98.5% CEC, wide operating voltages, broad temperature ranges and a NEMA Type 4X enclosure enable this inverter platform to operate at high performance across many applications. The CPS 50/60kW products ship with either the standard wire-box or the H4 style wire-box, each fully integrated and separable with touch safe fusing, monitoring, and AC and DC disconnect switches. The CPS Flex Gateway enables monitoring, controls and remote product upgrades.

## Key Features

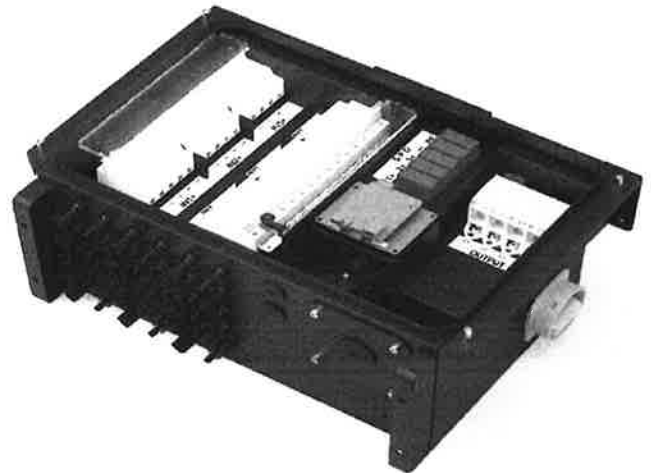
- NEC 2014 compliant & UL listed Arc-Fault circuit protection
- 0-90° Mounting orientation for lay flat roof installs
- Touch safe DC Fuse holders adds convenience and safety
- CPS Flex Gateway enables remote FW upgrades
- Integrated AC & DC disconnect switches
- Optional factory installed H4 connectors
- 3 MPPT's with 5 Inputs each for maximum flexibility
- Copper and Aluminum compatible AC connections
- NEMA Type 4X outdoor rated, tough tested enclosure
- Advanced Smart-Grid features (Rule 21, HECO compatible)
- Separable wire-box design for fast service
- Standard 10 year warranty with extensions to 20 years
- Generous 1.5 DC:AC Inverter Load Ratio



CPS SCA50KTL-DO/US-480  
CPS SCA60KTL-DO/US-480



50/60kW Standard Wire-box



50/60kW H4 Wire-box



Model Name	CPS SCA50KTL-DO/US-480	CPS SCA60KTL-DO/US-480
<b>DC Input</b>		
Max. PV Power	75kW (25kW per MPPT)	90kW (30kW per MPPT)
Max. DC Input Voltage		1000Vdc
Operating DC Input Voltage Range		200-950Vdc
Start-up DC Input Voltage / Power		330V / 300W
Number of MPP Trackers		3
MPPT Voltage Range	480-850Vdc	540-850Vdc
Max. Operating Current (Imp)	108A (36A per MPPT)	114A (38A per MPPT)
Max. PV Input Current (Isc x 1.25)	150A (50A per MPPT)	180A (60A per MPPT)
Number of DC Inputs		15 inputs, 5 per MPPT
DC Disconnection Type		Load rated DC switch
<b>AC Output</b>		
Rated AC Output Power	50kW	60kW
Max. AC Output Power	50kVA	60kVA
Rated Output Voltage		480Vac
Output Voltage Range*		422 - 528Vac
Grid Connection Type		3Φ / PE / N
Nominal AC Output Current @480Vac	60A	72A
Rated Output Frequency		60Hz
Output Frequency Range*		57 - 63Hz
Power Factor		>0.99 (±0.8 adjustable)
Current THD @ Rated Load		<3%
AC Disconnection Type		Load rated AC switch
<b>System and Performance</b>		
Topology		Transformerless
Max. Efficiency		98.8%
CEC Efficiency		98.5%
Stand-by / Night Consumption		<30W / <2W
<b>Environment</b>		
Enclosure Protection Degree		NEMA Type 4X
Cooling Method		Variable speed cooling fans
Operating Temperature Range	-22°F to +140°F / - 30°C to +60°C (derating from +113°F / +45°C)	
Storage Temperature Range		-40°F to +158°F / -40°C to +70°C
Operating Humidity		0 to 95%, non-condensing
Operating Altitude	13123.4ft / 4000m (derating from 9842.5ft / 3000m)	
Audible Noise		<50dBA @ 1m and 25°C
<b>Display and Communication</b>		
User Interface and Display		LCD+LED
Inverter Monitoring		Modbus RS485 and TCP / IP
Site Level Monitoring		CPS Flex Gateway (1 per 32 inverters)
Modbus Data Mapping		SunSpec / CPS
Remote Diagnostics / FW Upgrade Functions		Standard
<b>Mechanical</b>		
Dimensions (HxWxD)		39.4 x 23.6 x 10.24in. (1000 x 600 x 260mm)
Weight		Inverter: 123.5lbs/56kg; Wire-box: 33lbs/15kg
Mounting / Installation Angle		0 to 90 degrees from horizontal (vertical, angled, or lay flat)
AC Termination		Screw Clamp Terminal Block (Wire range: #4 - 3/0AWG CU, #3 - 3/0AWG AL)
DC Termination		Screw Clamp Fuse Holder (Wire range: #14 - #6AWG CU), Optional H4 (Amphenol)
Fused String Inputs (5 per MPPT)		15A standard (20, 25, 30A acceptable)
<b>Safety</b>		
Safety and EMC Standard		UL1741, UL1699B, CSA-C22.2 NO.107.1-01, IEEE1547; FCC PART15
Grid Standard		IEEE 1547, Rule 21, HECO/Rule14
Smart-Grid Features		Voltage-RideThru, Frequency-RideThru, Soft-Start, Volt-Var, Frequency-Wait, Volt-Watt
<b>Warranty</b>		
Standard		10 years
Extended Terms		15 and 20 years

\*The "Output Voltage Range" and "Output Frequency Range" may differ according to specific grid standard.

**Attachment E**

**Waiver of 45 Day Notice**

The undersigned received a notice from Norwich Technologies dated March 12, 2018 concerning the proposed construction of a 500 kW (AC) group net metered photovoltaic electricity system to be known as the Norwich Fire District Project. The undersigned waives the 45-day pre-filing notice period prescribed by Section 248(f) of Title 30 of Vermont Statutes Annotated and related regulations to permit the application to be filed earlier than mid-April, 2018.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

Name: **Christy Pearce**

Address: **591 Goodrich Four Corners Road, Norwich, VT 05055**

Day phone: **Cell: 802-249-1099**

Evening phone: **Home: 802-649-5848**

E-mail: **Christy.pearce7@gmail.com**

Position Applied For: **Norwich Recreation Council Member**

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

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

2. Would you be available for evening and/or morning meetings? Evening: ( Yes No )

Morning: ( Yes No )

Are there other restrictions on your availability? **NO** If so, please describe:

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

- Boston College Division I Varsity Field Hockey Team (Co-Captain, 2002) 1999-2002
- Boston College *Brian D.A. Hall Leadership Award* (2002)
- Youth and High School Coaching experience with individual and team skill development in field hockey, soccer, basketball and lacrosse.
- *AAU Junior Olympics*, Field Hockey
- *Vermont High School Sportswoman of the Year* – YWCA & UVM Women’s Center (1999)
- Personal Interests: Running, Yoga, Cycling, Field Hockey, Skiing, Health, Fitness and Outdoor activities

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

- Marion Cross Kindergarten PTO Class Representative - Current
- Norwich Nursery School Registrar – Current
- Big East Conference Student Athlete Advisory Committee - 2000-2003
- President of Boston College Student Athlete Advisory Committee - 2001-2003

5. Education and Current Employment

Education: Boston College, Lynch School Of Education, Bachelor of Arts, May 2003

Major: Human Development / Human Resources

Minor: Organizational Studies / Human Resources Management

Current Employment:

Name of Company: Andrew Pearce

Location: Hartland, VT

Title: Co-Owner, 2011 - Present

Describe your work: Co-Ownership, Marketing, and Strategic initiatives

6. Pertinent Education and/or Experience:

- Pfizer Inc. - *Healthcare Representative, Vermont and Western Massachusetts* - 2003-2004
  - "2004 Rookie of the Year" - Highest ranked first year sales rep. in the U.S.
- Atrium Medical Corporation (Hudson, NH) - *New England Territory Sales Manager* calling on General Surgeons, Vascular Surgeons, Cardiologists, Thoracic Surgeons, Interventional Radiologists and Trauma Surgeons - 2004-2010
  - 2006-2009 - #1 in the U.S. for Sales Growth
- Atrium Medical Field Sales Trainer for New Staff - 2007-2010

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

If yes, please explain:

Comments:

I am a goal-oriented achiever and leader with a love for sports, youth and community. I'm a highly organized and disciplined individual who works well alone and as part of a team. Thank you for considering me for the Recreation Council Member position. I look forward to hopefully having an opportunity to serve in this way and thereby become more involved in actively supporting our wonderful Norwich community.

Signature: Christy Pearce

Date: March 20, 2018

Please note that this application is considered a public document

6

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

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

Name: Sarah Martin

Address: 92 Carpenter St, Norwich, VT

Day phone: 603-359-0974 Evening phone: 802-649-2655

E-mail: Sarah-Martin@comcast.net


Position Applied For: Rec Council

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

2. Would you be available for evening and/or morning meetings?  
Evening: (Yes  No  Morning: (Yes  No

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

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

Mother of 3 children at MCS.   
HS and collegiate athlete.  
Collegiate coach - Middlebury & Dartmouth

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

5. Education and Current Employment

Name of Company: KUA  
Title: Head Lacrosse Coach  
Describe your work:

Location: KUA

6. Pertinent Education and/or Experience: Middlebury '95  
Collegiate coach - Middlebury & Dartmouth  
HS All-American, collegiate All-American  
Love sports - love what they teach us!

Field  
Hockey,  
Basketball,  
Lacrosse

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

Comments:

Excited about this opportunity to  
serve. I feel extremely invested in  
the health and success of our  
Rec Dept.

Signature

Date

Sarah Muntic

3/20/2018

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

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

Name: Omer Trajman

Address: 236 Main St. Norwich VT

Day phone: 617-271-5210

Evening phone:

E-mail: otrajman@webwriting.com

Position Applied For: Finance Committee

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

Terms:

Years:

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

Evening: (Yes  No  Morning: (Yes  No

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

I'm not generally available on Wednesdays but can make accomodations with advanced notice.

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

I regularly speak with people around town about spending priorities and am adept at preparing informational reports. I have experience translating strategy into financial plans and regularly track the macroeconomic environment.

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

Tufts University Entrepreneurial Leadership Studies Advisory Board (current)

5. Education and Current Employment

Name of Company: AskFora

Location: Norwich

Title: Founder

Describe your work:

I create software that helps users connect with people they need.

6. Pertinent Education and/or Experience:

10 years executive staff for software companies

8 years responsible for budgets and managing finances

6 years fundraising for software companies

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

Comments:

It would be a privilege to serve the amazing community we have in Norwich and to help the Selectboard and Schoolboard prioritize how we invest in the future of our town.

Signature



Date

3/18/2018

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

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

Name: Norman Levy

Address: 16 Koch Road

Day phone: 802-649-8450

Evening phone: same

E-mail: nblevy@icloud.com

Position Applied For: Norwich Energy Committee

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

Terms: 1

Years: 3

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

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

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

No, except for occasional vacations, which I would attempt to schedule around meetings

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

Three years experience on NEC, successful grantwriting for committee, willingness to do "gruntwork" for committee projects at Transfer Station, Dan

and Whits, and at NEC and Regional Energy events

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

No others

5. Education and Current Employment

Name of Company: Retired

Location:

Title: When working, MD, Pathologist

Describe your work:

Was Pathologist at DHMC until retirement in 2013

6. Pertinent Education and/or Experience:

Senn high school, Chicago; University Wisconsin BA; University of Michigan, MD;

University of Missouri Medical Center; Residency, University of Southern California,

Fellowship; 30+ years experience as MD, Pathologist, NEC, 3 years

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

Comments:

Signature



Date

3/7/2018

6

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

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

Name: Aaron Lamperti

Address: 557 New Boston Road

Day phone: 802 649 2200

Evening phone: 802 649 2724

E-mail: aaron.lamperti@gmail.com

Position Applied For: Energy Committee

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

Terms: First

Years:

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

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

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

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

I have a background in both life and physical sciences as well as many years experience with off-grid energy systems.

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

Active member of the Norwich Fire Department.

5. Education and Current Employment

Name of Company: Montshire Museum

Location: Norwich

Title: Exhibits Production Manager

Describe your work:

Develop and produce hands on science exhibits

6. Pertinent Education and/or Experience:

BA Physics; MA Biology

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

Comments:

Signature

/s/ Aaron Lamperti

Date

3/12/18

6

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

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

Name: Linda Gray

Address: 175 Kerwin Hill Rd.

Day phone: 603-286-0864

Evening phone: 80-649-2032

E-mail: linda.c.gray@gmail.com

Position Applied For: Norwich Energy Committee

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

Terms: 1

Years: 3 (+)

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

Evening: (Yes  No  Morning: (Yes  No

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

I work 20 hrs/week, but have flexibility in my work schedule.

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

I have been active with the NEC since 2008, chair since 2014. I am current

on state energy policies and proposals, have a good grasp of building

energy and clean energy, and relationships with neighboring energy comm.

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

I was elected to the Norwich and Dresden School boards 1998-2008; I have

been a Justice of the Peace 2010-present. I am an Alternate member of

the District 3 Environmental Commission, originally appointed by Gov.

Shumlin and reappointed by Gov. Scott.

5. Education and Current Employment

Name of Company: DHMC

Location: Lebanon, NH

Title: Data Coordinator

Describe your work:

Part of a 5-person team of the NH Colorectal Cancer Screening Program.

6. Pertinent Education and/or Experience:

BA, College of William & Mary

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

Comments:

Signature

/s/ Linda C. Gray

Date

3/7/2018

6

**Herb Durfee**

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**From:** goodwintreeandtractor <goodwintreeandtractor@gmail.com>  
**Sent:** Friday, March 02, 2018 7:10 AM  
**To:** Herb Durfee  
**Subject:** Follow up on our conversation

Just a note to confirm that I would like to remain tree Warden. Please let me know if there is an action item separate from this e-mail.

Thank you,  
Thad

Sent from my Verizon Smartphone

03/23/18  
01:37 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-21 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 03/28/18 To 03/28/18

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ANYTIME	ANYTIME CARPET CARE & CLE	03/21/18	PD & FD-CLNING 342991	01-5-550330.00 REPAIR & MAINTENANCE EXPN	90.00	6014	03/28/18
ANYTIME	ANYTIME CARPET CARE & CLE	03/21/18	PD & FD-CLNING 342991	01-5-475302.00 REPAIRS & MAINT	90.00	6014	03/28/18
BCBS	BLUE CROSS/BLUE SHIELD OF	03/22/18	HEALTH INSURANCE APRIL18 APRIL 2018	01-5-703123.00 HEALTH INSUR	9069.04	6015	03/28/18
BCBS	BLUE CROSS/BLUE SHIELD OF	03/22/18	HEALTH INSURANCE APRIL18 APRIL 2018	01-5-500123.00 HEALTH INS	4462.24	6015	03/28/18
BCBS	BLUE CROSS/BLUE SHIELD OF	03/22/18	HEALTH INSURANCE APRIL18 APRIL 2018	01-5-350123.00 HEALTH INS	1503.84	6015	03/28/18
BCBS	BLUE CROSS/BLUE SHIELD OF	03/22/18	HEALTH INSURANCE APRIL18 APRIL 2018	01-5-704123.00 HEALTH INSURANCE	1583.57	6015	03/28/18
BCBS	BLUE CROSS/BLUE SHIELD OF	03/22/18	HEALTH INSURANCE APRIL18 APRIL 2018	01-5-005123.00 HEALTH INSUR	4225.80	6015	03/28/18
BCBS	BLUE CROSS/BLUE SHIELD OF	03/22/18	HEALTH INSURANCE APRIL18 APRIL 2018	01-5-100123.00 HEALTH INS	2386.92	6015	03/28/18
BCBS	BLUE CROSS/BLUE SHIELD OF	03/22/18	HEALTH INSURANCE APRIL18 APRIL 2018	01-5-425123.00 HEALTH INS	607.36	6015	03/28/18
BENS	BEN'S UNIFORMS	03/21/18	PD-JACKETS & CAPS 75934	01-5-500582.00 UNIFORMS	916.00	-----	--/--/--
BENS	BEN'S UNIFORMS	03/21/18	PD--UNIFORM PANTS 75970	01-5-500582.00 UNIFORMS	190.00	-----	--/--/--
BROOK	BROOK FIELD SERVICE	03/20/18	DPW-BLOCK HTR FOR GENERAT 28916	01-5-703403.00 PARTS & SUPPLIES	900.00	-----	--/--/--
BROWN	CHARLIE BROWN'S	03/20/18	DPW-CHAINSAW REPAIR 2786266	01-5-703401.00 OUTSIDE REPAIRS	185.99	6016	03/28/18
BROWN	CHARLIE BROWN'S	03/20/18	DPW-SNOWPL VALVE#12 40636	01-5-703403.00 PARTS & SUPPLIES	192.14	6016	03/28/18
BUSINESS	BUSINESS CARD	03/22/18	PD-HOTEL CONFIRMATION 65960953	01-5-500538.00 TRAINING	183.45	6017	03/28/18
CASELLA	CASELLA WASTE SERVICES	03/20/18	TS-FEB-RECYCLING 0392973	01-5-705305.00 RECYCLING	2544.38	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	03/20/18	TS-FEB-RECYCLING 0392973	01-5-705308.00 FOOD WASTE DISPOSAL	225.16	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	03/20/18	TS-FEB MSW 0392974	01-5-705303.00 MUNICIPAL SOLID WASTE	3026.56	-----	--/--/--
CED	CONSOLIDATED ELECTRICAL D	03/22/18	FD-ELECTRICAL PARTS 9433-763133	01-5-555422.00 FIRE TOOLS & EQUIPMENT	6.73	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	03/23/18	CHILD SUPP PPE 3/24/18 PPE-3/24/18	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	6018	03/28/18
COMCAST	COMCAST	03/21/18	PD-FD-CABLE INTERNET VOIC 030118	01-5-550235.00 TELEPHONE & INTERNET	153.62	6019	03/28/18
COMCAST	COMCAST	03/21/18	PD-FD-CABLE INTERNET VOIC 030118	01-5-475238.00 ADMIN TELEPHONE	286.21	6019	03/28/18
COMCAST	COMCAST	03/21/18	GEN ADMIN-FEB FIXED IP FEB2018	01-5-275632.00 SERVER MAINTENANCE	19.95	6019	03/28/18
COTT	COTT SYSTEMS INC	03/21/18	TC-APRIL 18 HOSTING 121148	01-5-100613.00 SOFTWARE	241.00	-----	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	03/20/18	DPW-TS WATER & RENTAL FEB 2018	01-5-703515.00 ADMINISTRATION	12.00	-----	--/--/--

03/23/18  
01:37 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-21 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 03/28/18 To 03/28/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
CRYSTAL	03/20/18	CRYSTAL ROCK, LLC DPW-TS WATER & RENTAL FEB 2018	01-5-705515.00 ADMINISTRATION	12.00	-----	--/--/--
CVC	03/22/18	CVC PAGING PD-NEW PAGER 10342865	01-5-500301.00 RADIO MAINTENANCE	105.95	6020	03/28/18
DATAMANN	03/20/18	DATAMANN, INC LISTER-WIND 10 PRO 10170-01	01-5-300360.00 SOFTWARE MAINT/UPDATE	132.00	6021	03/28/18
DEADRIVER	03/23/18	DEAD RIVER COMPANY TH-232 GAL #2 FUEL 1657	01-5-706103.00 HEATING	413.47	6022	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-500125.00 DELTA DENTAL	232.36	6023	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-100125.00 DENTAL INSURANCE	131.60	6023	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-005125.00 DENTAL INSURANCE	116.32	6023	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-200125.00 DENTAL INSURANCE	65.80	6023	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-425125.00 DENTAL INSURANCE	34.96	6023	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-350125.00 DENTAL INSURANCE	65.80	6023	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-704125.00 DENTAL INSURANCE	34.96	6023	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-555126.00 DENTAL INSURANCE	34.96	6023	03/28/18
DELTA DEN	03/22/18	DELTA DENTAL APRIL 2018 DENTAL APRIL 2018	01-5-703125.00 DENTAL INSURANCE	414.48	6023	03/28/18
DESMEULES	03/22/18	DESMEULES OLMSTEAD & OSTL TAD--MISC LEGAL 61985	01-5-005300.00 PROFESS SERV	120.00	6024	03/28/18
DIMMICK	03/20/18	DIMMICK SERVICES TS-FEB. PORT A POTTY 3794368	01-5-705500.00 PURCHASED SERVICES	92.70	6025	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-100531.00 TELEPHONE	38.72	6026	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-275531.00 TELEPHONE	64.14	6026	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-005531.00 ADMIN TELEPHONE	38.72	6026	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-200531.00 TELEPHONE	38.72	6026	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-300531.00 TELEPHONE	38.72	6026	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-425127.00 TELEPHONE	38.72	6026	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-350531.00 TELEPHONE	38.72	6026	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-703505.00 TELEPHONE	35.16	6026	03/28/18
EARTHLINK	03/22/18	EARTHLINK BUSINESS MARCH TELEPHONE 0301180	01-5-705505.00 TELEPHONE	50.06	6026	03/28/18
EVANSMOTO	03/20/18	EVANS GROUP, INC. DPW-500 GAL.-DIESEL 631996	01-5-703405.00 PETROLEUM PRODUCTS	1142.80	-----	--/--/--

03/23/18  
01:37 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-21 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 03/28/18 To 03/28/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EVANSMOTO	03/21/18	PREPAID- 220. GAL PREM GA 632512	01-1-004102.00 PREPAID EXPENSES	632.48		--/--/--
EVANSMOTO	03/20/18	DFW-602 GAL.-DIESEL 632638	01-5-703405.00 PETROLEUM PRODUCTS	1335.11		--/--/--
FAIRFIELD	03/20/18	DPW-BELT FOR TRUCK#1 6109511	01-5-703403.00 PARTS & SUPPLIES	118.98	6027	03/28/18
FERGUSON	03/20/18	TH & TS - ICE MELT 0806774	01-5-706109.00 BUILDING SUPPLIES	200.00		--/--/--
FERGUSON	03/20/18	TH & TS - ICE MELT 0806774	01-5-705403.00 PARTS & SUPPLIES	200.00		--/--/--
FIRESTORE	03/22/18	FD-FUSION/GLOVES E1698953	01-5-555422.00 FIRE TOOLS & EQUIPMENT	194.97		--/--/--
GALLS	03/21/18	PD--NAMEPLATE, BELT 009412613	01-5-500582.00 UNIFORMS	120.52		--/--/--
GALLS	03/22/18	PD-STATE SEAL/BADGE 009464715	01-5-500582.00 UNIFORMS	149.17		--/--/--
GATEWAY	03/21/18	PD-REPLACE WHEEL BEARING 25864	01-5-500306.00 CRUISER MAINT	985.80	6028	03/28/18
GEORGE	03/23/18	REC-YOGA 3/22/2018	01-5-425200.00 INSTRUCTOR FEE	947.10		--/--/--
GMPC	03/21/18	DPW-FEB ELECTRIC 04695FEB18	01-5-703501.00 ELECTRICITY	215.09	6029	03/28/18
GMPC	03/16/18	DPW-STREETLIGHTS 051192MARCH	01-5-703307.00 STREETLIGHTS	40.06	6029	03/28/18
GMPC	03/21/18	TH-ELECTRIC JANUARY 34966FEB18	01-5-706101.00 ELECTRICITY	383.85	6029	03/28/18
GMPC	03/21/18	TH-EVCHARGING STATION 92150FEB18	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	30.16	6029	03/28/18
GURMAN	03/21/18	REC-KUNG FU DEC/JAN18	01-5-425200.00 INSTRUCTOR FEE	588.00		--/--/--
HANOVER	03/20/18	FIRE-HANOVER AMBULANCE H17-1025	01-5-555903.00 AMBULANCE BILLS	1074.00	6030	03/28/18
HANOVER	03/20/18	FIRE-HANOVER AMBULANCE H17-1172	01-5-555903.00 AMBULANCE BILLS	250.00	6030	03/28/18
HANOVER	03/20/18	FIRE-HANOVER AMBULANCE H17-965	01-5-555903.00 AMBULANCE BILLS	992.00	6030	03/28/18
HARTFORD	03/21/18	PD-DISPATCH APR-JUN 9029	01-5-500536.00 DISPATCH SERVICES	12608.50		--/--/--
HOMEDEPOT	03/22/18	FD-BUCKETS 2011581	01-5-555422.00 FIRE TOOLS & EQUIPMENT	9.86	6031	03/28/18
IRVINGOIL	03/20/18	DPW-169.2 GAL PROPANE 351249	01-5-703503.00 PROPANE	204.73		--/--/--
KEYCOMM	03/21/18	PD & FD-NEW PHONE EQUIP 51699	01-5-550235.00 TELEPHONE & INTERNET	200.00		--/--/--
LEBFORD	03/20/18	DPW-DUST SHIELDS#12 72922	01-5-703403.00 PARTS & SUPPLIES	52.32	6032	03/28/18
LHS	03/22/18	STMTG--CODE & BALLOT PRNT 56952	01-5-050550.00 PRINTING	1851.60		--/--/--
LHS	03/22/18	STMTG--CODE & BALLOT PRNT 56952	01-5-050655.00 VTG MCHN PROGRAMG	1286.00		--/--/--

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-704124.00	94.99	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE			
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-555124.00	63.18	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE INSURANCE			
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-500124.00	246.31	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE INS			
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-425124.00	71.81	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE INSUR			
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-200124.00	65.06	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE INS			
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-703124.00	370.61	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE			
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-350124.00	62.58	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE INS			
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-005124.00	140.21	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE INSUR			
LINCOLN	LINCOLN FINANCIAL GROUP	03/22/18	APRIL DISABILITY INSURANC	01-5-100124.00	114.26	-----	--/--/--
	APRIL 2018			DISABILITY/LIFE INS			
MCNEIL	MCNEIL, LEDDY & SHEAHAN,	03/22/18	TADMIN-LEGAL	01-5-005300.00	1645.00	6033	03/28/18
	30134			PROFESS SERV			
MIS1	REGAL FORMS	03/21/18	PD-PARKING TICKETS	01-5-500501.00	675.00	6034	03/28/18
	6623			ADMINISTRATION			
MIS2	CONSOLIDATED COMMUNICATIO	03/22/18	FD-TELEPHONE	01-5-550235.00	212.59	6035	03/28/18
	399897610			TELEPHONE & INTERNET			
MORTON	MORTON SALT	03/20/18	DPW-163.56T. SALT	01-5-703201.00	11118.81	6037	03/28/18
	5401537126			SALT & CHEMICALS			
NEMUNCONS	NEW ENGLAND MUNICIPAL CON	03/22/18	ASSESSOR FEB & CLERK	01-5-300300.00	4100.00	6038	03/28/18
	2018-021			PROFESS SERVICES			
NH HYDR	NEW HAMPSHIRE HYDRAULICS,	03/22/18	DPW-REBLT CYLINDERS #12	01-5-703403.00	1495.00	6039	03/28/18
	IVC189588			PARTS & SUPPLIES			
NORSCHOOL	NORWICH SCHOOL DISTRICT	03/22/18	17-18 SCHOOL TAX	01-2-001123.00	1000000.00	6040	03/28/18
	17-18 TAX #7			SCHOOL DISTRICT TAX			
NOTT'SEXC	NOTT'S EXCAVATING, INC.	03/22/18	DPW-FEMA GRANT	01-5-703703.00	20527.01	6041	03/28/18
	TIGERTOWN #3			FEMA GRANT			
NOTT'SEXC	NOTT'S EXCAVATING, INC.	03/22/18	DPW-FEMA GRANT	01-5-703703.00	12709.19	6041	03/28/18
	TURNPIKE #3			FEMA GRANT			
PAC-VAN	PAC-VAN, INC.	03/20/18	DPW-40' STORAGE CONTAINER	01-5-703511.00	135.00	6042	03/28/18
	7576349			REPAIRS & MAINTENANCE			
PAC-VAN	PAC-VAN, INC.	02/27/19	DPW-STORAGE CONTAINER 40'	01-5-703511.00	135.00	6042	03/28/18
	7587194			REPAIRS & MAINTENANCE			
PIKE	PIKE INDUSTRIES INC	03/20/18	DPW-16.42T-CRUSHED STONE	01-5-703207.00	123.97	-----	--/--/--
	965904			GRAVEL & STONE			
PIKE	PIKE INDUSTRIES INC	03/20/18	DPW-66.90T-CRUSHED STONE	01-5-703207.00	485.04	-----	--/--/--
	965907			GRAVEL & STONE			
PIKE	PIKE INDUSTRIES INC	03/02/18	DPW-34.82T CRUSHED STONE	01-5-703207.00	252.45	-----	--/--/--
	965921			GRAVEL & STONE			
PIKE	PIKE INDUSTRIES INC	03/20/18	DPW-9.88T- CRUSHED STONE	01-5-703207.00	74.59	-----	--/--/--
	965998			GRAVEL & STONE			
PIKE	PIKE INDUSTRIES INC	03/20/18	DPW-8.97T-CRUSHED STONE	01-5-703207.00	67.72	-----	--/--/--
	966053			GRAVEL & STONE			

Town of Norwich Accounts Payable  
Check Warrant Report # 18-21 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 03/28/18 To 03/28/18

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
PIKE	PIKE INDUSTRIES INC	03/20/18	DFW-25.82T-CRUSHED STONE 966054	01-5-703207.00 GRAVEL & STONE	187.20		
PIKE	PIKE INDUSTRIES INC	03/20/18	DFW -42 T CRUSHED STONE 966283	01-5-703207.00 GRAVEL & STONE	304.51		
PIKE	PIKE INDUSTRIES INC	03/20/18	DFW- 17.44T CRUSHED STONE 966338	01-5-703207.00 GRAVEL & STONE	131.67		
PIKE	PIKE INDUSTRIES INC	03/20/18	DFW -17.47T CRUSHED STONE 966341	01-5-703207.00 GRAVEL & STONE	131.90		
PITNEY	PITNEY BOWES	03/21/18	GADMIN--Q'LY POST METER 33055574910	01-5-275536.00 POSTAGE METER RENTAL	171.21	6043	03/28/18
POWELLJUD	JUDITH POWELL	03/22/18	PD-PRINTER REIMBURSEMENT MAR 2018	01-5-500501.00 ADMINISTRATION	84.75		
REYNOLDS	REYNOLDS & SON INC	03/20/18	DFW-ELECTRIC WENCH 3322873	01-5-703513.00 TOOLS	431.08		
RICHARDSO	TAD RICHARDSON	03/22/18	GEN ADMIN-SERVER MAINT. 1546	01-5-275632.00 SERVER MAINTENANCE	787.00		
ROGERSFAB	ROGER'S FABRICARE, LLC	03/22/18	PD-UNIFORM CLEANING FEB 2018	01-5-500583.00 UNIFORMS CLEANING	60.00		
SANTANDER	SANTANDER LEASING LLC	03/21/18	TOWER LEASE PURCHASE 2113040	01-5-575100.00 DEBT SERVICE TOWER PRINCI	13264.84	6044	03/28/18
SANTANDER	SANTANDER LEASING LLC	03/21/18	TOWER LEASE PURCHASE 2113040	01-5-575105.00 DEBT SERVICE TOWER INTERE	178.37	6044	03/28/18
SYSTEMS	SYSTEMS PLUS COMPUTERS IN	03/22/18	LIST-COMPUTER UPDATES 7-7115499	01-5-300360.00 SOFTWARE MAINT/UPDATE	225.00	6045	03/28/18
TENCO	TENCO INDUSTRIES, INC	03/20/18	DFW- SPINNER BEARINGS #4 6103031	01-5-703403.00 PARTS & SUPPLIES	656.55		
TOWLE	TOWLE EXCAVATING INC	03/20/18	HWY--11 YDS CRUSHD STN 2371	01-5-703207.00 GRAVEL & STONE	854.70	6046	03/28/18
TOWLE	TOWLE EXCAVATING INC	03/20/18	DPW-28YRDS GRAVEL 2373	01-5-703207.00 GRAVEL & STONE	310.80	6046	03/28/18
VALLEYNEW	VALLEY NEWS	03/20/18	TH-BID FOR MONITORING 01273361	01-5-005540.00 ADVERTISING	163.54	6047	03/28/18
VALLEYNEW	VALLEY NEWS	03/20/18	TS-ATTENDANT 01273362	01-5-705515.00 ADMINISTRATION	214.26	6047	03/28/18
VALLEYNEW	VALLEY NEWS	03/20/18	TADMIN - FIRE CHIEF 01273392	01-5-005540.00 ADVERTISING	160.86	6047	03/28/18
VALLEYNEW	VALLEY NEWS	03/20/18	TS-HELP WANTED 01273586	01-5-705515.00 ADMINISTRATION	176.82	6047	03/28/18
VERIZWIRE	VERIZON WIRELESS	03/22/18	TM,PD,FIRE,DPW-CELL PHONE 9802908350	01-5-703505.00 TELEPHONE	149.16		
VERIZWIRE	VERIZON WIRELESS	03/22/18	TM,PD,FIRE,DPW-CELL PHONE 9802908350	01-5-550235.00 TELEPHONE & INTERNET	66.36		
VERIZWIRE	VERIZON WIRELESS	03/22/18	TM,PD,FIRE,DPW-CELL PHONE 9802908350	01-5-475238.00 ADMIN TELEPHONE	56.34		
VERIZWIRE	VERIZON WIRELESS	03/22/18	TM,PD,FIRE,DPW-CELL PHONE 9802908350	01-5-005532.00 T MNGR CELL PHONE	56.34		
VILLAGE	VILLAGE GREEN PUBLISHING	03/28/18	CONCOM--ADVERTISING WIN/SPR2018	01-5-650615.00 DUES/MTGS/EDUC	250.00	6048	03/28/18
VLCT	VERMONT LEAGUE OF CITIES	03/21/18	TADMIN-HANDBOOKS 165	01-5-005615.00 DUES/MTS/EDUC	90.00	6049	03/28/18

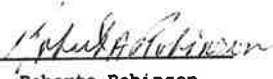
03/23/18  
01:37 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-21 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 03/28/18 To 03/28/18

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VLCTERB	VLCT EMPLOYMENT RESOURCE	03/22/18	QTR2 2018 UNEMPLOYMENT 26806-Q2	01-5-800517.00 UNEMP INS RATE ASSMT	69.00	6050	03/28/18
VOWP	VERMONT OFFENDER WORK PRO	03/22/18	FD-PATIENT CARE REPORT PR5259	01-5-555424.00 EMS TOOLS/ EQUIP	105.09	6051	03/28/18
Report Total					1135871.75		

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 \$ \*1,135,871.75  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

  
Phil Dechert, Acting Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus

\_\_\_\_\_  
Linda Cook

\_\_\_\_\_  
Claudette Brochu

\_\_\_\_\_  
John Pepper, Chair

\_\_\_\_\_  
Mary Layton

03/23/18  
01:37 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-21 Current Prior Next FY Invoices For Fund (GENERAL ADMIN. FUND)  
All Invoices For Check Acct 03(General) 03/28/18 To 03/28/18

Page 1 of 1  
RRobinson

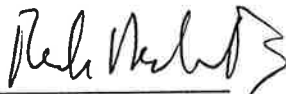
Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SYSTEMS	03/20/18	SYSTEMS PLUS COMPUTERS IN GEN ADMIN FUND-HPCOMPUTER 1-701645	14-5-100611.00 GEN ADMIN EQUIP	699.00	6045	03/28/18
Report Total				699.00		

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 \$ \*\*\*\*\*699.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

  
Phil Dechert, Acting Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

03/23/18

Town of Norwich Accounts Payable

01:37 pm

Check Warrant Report # 18-21 Current Prior Next FY Invoices For Fund (PUBLIC SAFETY FACILITY)

RRobinson

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

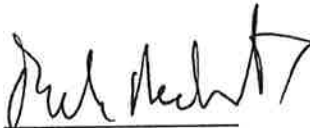
Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
KEYCOMM	03/23/18	KEY COMMUNICATIONS INC PD-MOVED PHONE SYSTEM 51698	47-5-575622.00 CONSTRUCTION COSTS	378.50	-----	--/--/--
KEYCOMM	03/21/18	KEY COMMUNICATIONS INC PD & FD-NEW PHONE EQUIP 51699	47-5-575622.00 CONSTRUCTION COSTS	464.00	-----	--/--/--
MIS3	03/22/18	EXTERUS PUBLIC FACILITY-FURNITURE 39353-0	47-5-575622.00 CONSTRUCTION COSTS	946.80	6036	03/28/18
MIS3	03/22/18	EXTERUS PUBLIC FACILITY-FURNITURE 39465-0	47-5-575622.00 CONSTRUCTION COSTS	246.00	6036	03/28/18
WRIGHTCON	03/23/18	WRIGHT CONSTRUCTION CO., PUBLIC SAFETY FACILITY 201704310	47-5-575622.00 CONSTRUCTION COSTS	50346.45	-----	--/--/--
Report Total				52381.75	=====	

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 \$ \*\*\*\*52,381.75  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

  
Phil Dechert, Acting Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus                      Linda Cook                      Claudette Brochu                      John Pepper, Chair                      Mary Layton

03/23/18  
01:37 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 18-21 Current Prior Next FY Invoices For Fund (HIGHWAY GARAGE FUND)  
All Invoices For Check Acct 03(General) 03/28/18 To 03/28/18

Page 1 of 1  
RRobinson

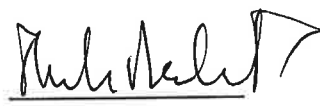
Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
ACADIA	03/21/18	HWD-GAR BLDG INS CIM532174710	08-5-702692.00 FEMA ALTERNATIVE PROJECTS	206.00	6013	03/28/18
Report Total				206.00		

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 \$ \*\*\*\*\*206.00  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

  
Roberta Robinson

TOWN MANAGER:

  
Phil Dechert, Acting Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus

\_\_\_\_\_  
Linda Cook

\_\_\_\_\_  
Claudette Brochu

\_\_\_\_\_  
John Pepper, Chair

\_\_\_\_\_  
Mary Layton

7a



**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: Phil Dechert, Acting Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Tracy Hall Fire Alarm System Bid Results  
Date: March 18, 2018

A Request for Bids was posted in the Valley News starting on February 9, 2018 for a new fire alarm system, installation, and repairs to emergency lighting at Tracy Hall. A pre-bidders conference was held on Friday, February 23, 2018. Representatives from Vermont Life Safety LC and Alarmco were in attendance.

Several companies inquired about the projects and the following two bids were received by the due date of March 9, 2018.

Vermont Life Safety LC  
3504 Theodore Roosevelt Highway  
Bolton, VT 05676  
802-434-5335  
Bid: \$7,947.12

Alarmco  
P.O. Box 521, 989 Mink Hill Road  
Bradford, VT 05033  
1-800-377-0558  
1-802-222-4245  
Bid: \$12,125.96

Each of the companies provided references. The references were contacted and were favorable for each of the companies.

The Fire Chief and I reviewed the bids and both recommend that we accept the bid from Vermont Life Safety LC. This company does all of the alarm work for the Town of Hartford.

This project is part of the Capital Improvement Plan for Tracy Hall, funded by the Designated Building Fund. The existing fire alarm system has malfunctioned multiple times over the past two years and needs to be replaced.

I am submitting a purchase order in the amount of \$7,947.12 for Vermont Life Safety LC for approval for this project.

TO: Selectboard Members – Pepper, Brochu, Cook, Langhus and Layton

FROM: Board of Listers – Lindberg, Clement and Kaufman

DATE: March 22, 2018

RE: RFP for Appraisal Services

Enclosed with this memo are a draft RFP for Appraisal Services and the Scope of Services prepared by the Listers. We would like to accomplish two things at your March 28, 2018 meeting:

1. Receive approval from the Selectboard to use the funds in the Lister budget to proceed with the RFP process discussed in the fall of last year, should the current assessing firm exercise their early termination option, which they did;
2. Receive your feedback and the Acting Town Manager’s feedback to the draft documents so we can finalize the documents for issuance in early April.

The VSA reference in the RFP, Title 32, Section 4041 is stated below:

*On April 1, the Listers shall proceed to take up such inventories and make such personal examination of the property which they are required to appraise as will enable them to appraise it at its fair market value. When a Board of Listers is of the opinion that expert advice or assistance is needed in making any appraisal required by law, it may, with approval of the Selectboard or by the vote of the Town, employ such assistance. 32 V.S.A. S 4041*

This RFP would continue the practice of having expert advice and assistance for the Listers beginning on July 1, 2018, which has been the model the Town of Norwich has utilized over the past 7 years. The Listers believe this assistance is also preferred by the residents of the Town of Norwich.

There are a couple of items in the RFP and Scope of Services that were included that we have not finalized, such as the insurance limits and dates for replies to the RFP, but the Listers wanted to get our request into the March 28<sup>th</sup> Selectboard packet and that meant submitting without those couple items finalized due to the deadline for packet material. We look forward to a collaborative discussion.

**Request for Proposals  
Appraisal Services  
Norwich, Vermont**

**1. PURPOSE**

1.1 Authorized by Vermont Statutes Annotated, Title 32, Section 4041, the Town of Norwich Board of Listers (Board) are seeking proposals for appraisal services to assist the Board in maintaining the Grand List and perform other duties related to the Town's assessing functions.

**2. SCOPE OF SERVICES**

2.1 The attached document describes the scope of services desired.

2.2 Attached is the Norwich 12/31/2017 as billed Form 411.

2.3 The Town currently uses CAMA software AssessPro purchased from Patriot Properties, Inc., 123 Pleasant Street, Marblehead, MA 01945.

2.4 The Town uses the New England Municipal Resources Center, LTD, PO Box 2020, Georgia, VT 05468 (NEMRC) software modules for Grand List and Tax Billing.

2.5 The Board will consider a change to other suitable CAMA software as part of this RFP. Any data calculated or entered into the proposed CAMA software must be easily converted so as to populate all applicable fields of the NEMRC Grand List software.

2.6 There is a Clerk in the Listers' office working an average of 15 hours per week who supports the Board and assessing firm. A copy of the current job description for this position is attached.

**3. INDEMNIFICATION AND INSURANCE**

3.1 The chosen assessing firm shall comply with the following requirements.

3.1.1 The assessing firm agrees to defend and save harmless the Town of Norwich, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of the contract, including personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.

3.1.2 The assessing firm shall carry Comprehensive Broad Form General Liability Insurance in the amount shown below including protection for bodily injury and property damage.

3.1.3 The assessing firm shall maintain Automobile Liability Insurance providing limits prescribed by the Town and Umbrella or Excess Liability Insurance in the amount shown below. The Workers' Compensation Insurance shall provide coverage pursuant to V.S.A. Title 21, Section 600 et seq.

3.1.4 Prior to the commencement of the work Certificates of Insurance shall be supplied to the Town by the assessing firm detailing the required coverage. These Certificates shall be issued by a carrier authorized to do business within the State of Vermont. The Town shall also be named as an additional insured.

3.1.5 The assessing firm shall have and require all sub-consultants to have and maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.

3.1.5.1 General Liability – \$1,000,000 per occurrence

3.1.5.2 Product Liability – \$1,000,000 per occurrence

3.1.5.3 Property Damage – \$1,000,000 per occurrence

3.1.5.4 Personal Injury – \$1,000,000 per occurrence

3.1.5.5 Automotive Liability – \$500,000 per occurrence

3.1.5.6 Worker’s Compensation – Statutory Requirement

#### **4. PROPOSALS**

4.1 All proposals shall include at least the following information.

4.1.1 An estimate of the average days per week needed to accomplish the tasks identified in this RFP and the scope of services description.

4.1.2 The cost to provide the services described based on the estimate of time identified in section 4.1.1 for the period from July 1, 2018 through and including June 30, 2019.

4.1.3 The cost to provide the services described for the period from July 1, 2019 through and including June 30, 2020.

4.1.4 The hourly cost for an increase or decrease in the time estimated in section 4.1.1.

4.1.5 Contact names, addresses and telephone numbers of towns where you have provided similar services.

4.1.6 Name and resume of owner of the contract assessing firm.

4.2 The Town of Norwich has the right to reject any or all proposals if doing so is in the best interest of the Town.

4.3 All questions on this RFP should be directed to the Listers at:

4.3.1 Email: [listers@norwich.vt.us](mailto:listers@norwich.vt.us)

4.3.2 Phone 802-649-1419 x6

4.4 Proposals shall be submitted in a sealed envelope and clearly marked on the envelope “RFP for Appraisal Services” for the Town of Norwich.

4.5 Interested firms shall submit an original and two (2) copies of their proposal in a sealed envelope no later than 4:30 pm on April 20, 2018 to:

Board of Listers – Kris Clement, Dennis Kaufman and Cheryl A. Lindberg  
Town of Norwich  
300 Main Street  
Post Office Box 376  
Norwich, VT 05055

Scope of Services  
Request for Proposal  
Assessing Services

1. General Scope of Services

1.1. Responsible for assisting the Listers in assessing functions for the Town of Norwich including inventory, appraisal and assessment of all real property and defense of values. Further, the assessing firm will perform highly technical and skilled work pertaining to the appraisal of real property, often under time constraints. The elected Board of Listers approves all values, approves the abstract and grand list, decides grievances, and approves errors and omissions submitted to the Selectboard and other similar responsibilities that cannot be delegated to the assessing firm.

1.2. The assessing firm is responsible for developing a plan for approval by the Board of Listers to inspect real property during each year and implement that plan. The assessing firm will also update cost and value tables in conjunction with the Board of Listers.

2. Supervision Received

2.1. Reports to and works under the supervision of the Board of Listers. Performs duties using technical judgment and in accordance with the laws of the State of Vermont.

3. Supervision Exercised

3.1. Utilizes the Lister Clerk under the direction of the Board of Listers.

4. Essential Duties and Responsibilities

4.1. The following may not include all duties.

4.2. Performs or oversees the performance of field measurements and inspections of all properties including residential, commercial, and industrial buildings, including new buildings, additions, alterations, incomplete construction and demolition.

4.3. Using appropriate industry-recognized appraisal techniques, appraises all real property in Norwich.

4.3.1. Uses cost approach to value, market data approach to value and income approach to value as appropriate. For income producing property compares cost approach to income approach to determine appropriate value.

4.3.2. Inspects and updates property record information for all real property (taxable and non-taxable) on a schedule to be determined.

Scope of Services  
Request for Proposal  
Assessing Services

- 4.3.3. Updates cost and land value tables in conjunction with the Board of Listers.
- 4.3.4. Updates all real property assessed values when town-wide reappraisal is necessary.
- 4.4. Inspects all properties that have physical changes that may result in a value change.
- 4.5. Inspects land and land changes resulting from map changes, deed transfers, Sub-division changes, Development Review Board decisions, and other changes in property that may affect value.
- 4.6. Attends meetings as directed by the Board of Listers.
- 4.7. Reviews applications for abatement of taxes and, after inspecting property, makes a recommendation to the Board of Listers regarding action on tax abatements.
- 4.8. Assists Listers in defending or adjusting values in the grievance process and appeals to the Board of Civil Authority.
- 4.9. As directed by the Board of Listers, assist in the preparation for appeals to the Director of Property Valuation and Review and/or the Windsor Superior Court.
- 4.10. Prepares State of Vermont required reports.
- 4.11. Responds to the public's information requests, complaints and correspondence under the direction of the Board of Listers.
- 4.12. Be available to meet with the public to attend to their concerns.
- 4.13. Receives and processes information related to use value appraisal.
- 4.14. Completes sales ratio studies for verifying equalization factors.
- 4.15. Maintains or oversees maintenance of property database, including processing property transfer tax returns.
- 4.16. Maintains a monthly record of sales of all classes of property sold.
- 4.17. Makes suggestions on the annual updating and accuracy of tax maps in consultation with the Board of Listers.
- 4.18. Makes recommendations to the Board of Listers on Property Tax Exemptions.
- 4.19. Assists government officials and the public by providing technical assistance.

Scope of Services  
Request for Proposal  
Assessing Services

4.20. Answers questions of property owners regarding property valuations and comparables.

4.21. Keeps abreast of and advises the Board of Listers of current trends and conditions in the appraisal field.

4.22. Assists the Board of Listers with the development of the department budget.

4.23. May be required to attend evening meetings.

4.24. Performs other related duties as assigned by the Board of Listers.

5. Minimum Qualifications

5.1. BA in Business Administration or related field, and five (5) years of progressively responsible experience as an assessor, appraiser, or other related field, with experience in community-wide revaluation; OR, any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills, and abilities.

6. Special Requirements

6.1. Certification as a Project Supervisor by Vermont Property Valuation and Review OR ability to be certified.

**Miranda Bergmeier**

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**Subject:** FW: Proposal for establishing goals for SB 2018-19

**From:** claudette brochu [mailto:cbrochu30@gmail.com]  
**Sent:** Sunday, March 18, 2018 8:08 PM  
**To:** Mary Layton  
**Cc:** Miranda Bergmeier  
**Subject:** Re: Proposal for establishing goals for SB 2018-19

Memorandum

To: Mary Layton  
CC: Miranda Birgmeier  
March 18, 2018  
Subject: My answers to your questions re: Proposal for Selectboard Goal Setting

By employment contract do you mean the Negotiated Agreement with the Union? \*Yes\*

What is the thinking about goals which are mutually dependent? For instance, I am interested in conducting a Capital Budget, or review of the capital assets of the Town. This relates to other goals such as determining level of funding for reserve funds, improvement and acquisition of sidewalks, whether or not to merge the Town with the Fire District, and planning for natural disaster response. The Capital Budget is not supposed to be conducted in the absence of a Town Plan. My goals might be Town Plan completion, then Capital Budget.

\*I am asking out of ignorance here, but why would a Capitol Budget be dependent on a Town Plan? Is this required? I can definitely understand that a TP provides some guidance for growth might be a benefit in developing a new Capitol Budget but I don't see why there would be a requirement or the absolute need to pair the two. \*

Is there room for a bit of midterm readjustment depending on new issues or a new way of thinking? How shall we deal with input from Herb once he is back at work?

\*Readjustment: I would hope this would always be the case. Clearly issues come up that were not foreseen. Herb's input is critical in helping us differentiate what is SB only, TM only, or joint responsibility but we are looking at SB goals. When we are discussing the goals (before rank ordering) we would need to identify those goals that would actively involve Herb. Ideally, Herb will be there.\*

If we do adopt this procedure then I think it may make sense to use our April 11<sup>th</sup> meeting or a Special Meeting to go through the process. If we ask this week that SB members each be prepared to have two goals and go through the process in case we adopt the procedure then we may be able to set goals on March 28<sup>th</sup>.

\*To clarify, we would each have 1-2 goals for EACH time frame. We would then rank-order each time frame. We could potentially have 10 goals under each time frame. We could limit each member to one (1) goal under each time frame to limit the number. From the list of goals written down by each member under each time frame, we would each THEN check off the one (1) goal we see as the priority during that time frame. I will add to the proposal so this these two steps are clear and send off separately to you with a CC to Miranda.

Claudette

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On Sun, Mar 18, 2018 at 1:40 PM, Mary Layton <marydlayton@gmail.com> wrote:

Memorandum

To: Claudette Brochu  
CC: Miranda Bergemeir  
Date: March 18, 2018  
Subject: Proposal for Select Board Goal Setting

Hi Claudette

Thanks for the thought and consideration in setting out this procedure for Select Board consideration.

In a basic sense I support this systematic approach to goal setting, especially because it compels us to think carefully about attainable goals and setting realistic time frames for accomplishing them. I also like that each SB member chooses two goals only.

I have some questions that probably could be answered at the March 28<sup>th</sup> meeting.

By employment contract do you mean the Negotiated Agreement with the Union?

What is the thinking about goals which are mutually dependent? For instance, I am interested in conducting a Capital Budget, or review of the capital assets of the Town. This relates to other goals such as determining level of funding for reserve funds, improvement and acquisition of sidewalks, whether or not to merge the Town with the Fire District, and planning for natural disaster response. The Capital Budget is not supposed to be conducted in the absence of a Town Plan. My goals might be Town Plan completion, then Capital Budget.

Is there room for a bit of midterm readjustment depending on new issues or a new way of thinking? How shall we deal with input from Herb once he is back at work?

The process document is very clearly written, and I think it is ready to send to the rest of the SB in the packet for consideration and possible adoption at the March 28<sup>th</sup> Meeting. I would ask that this memorandum be included as well.

If we do adopt this procedure then I think it may make sense to use our April 11<sup>th</sup> meeting or a Special Meeting to go through the process. If we ask this week that SB members each be prepared to have two goals and go through the process in case we adopt the procedure then we may be able to set goals on March 28<sup>th</sup>.

Time is of the essence.

Mary

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On Sun, Mar 18, 2018 at 9:05 AM, Mary Layton <[marydlayton@gmail.com](mailto:marydlayton@gmail.com)> wrote:  
Thanks Claudette. I will take a quick look before heading off to church, and will review it carefully this afternoon and get back to you with remarks.

Mary

Sent from my iPhone

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> On Mar 17, 2018, at 11:06 PM, claudette brochu <[cbrochu30@gmail.com](mailto:cbrochu30@gmail.com)> wrote:  
>  
> Mary,

> Let me know your thoughts/suggestions. I tried to be very clear about how the process would go forward but a fresh set of eyes is always good. As I mentioned in the "Notes" section, I know this is a departure from how the board typically determines goals but I believe the process is a valid one and one that has been used for years at DHMC (with great success on the committees I was a part of).

>

> C

> <Proposal for Selectboard Goal Setting 2018.docx>

## Proposal for Selectboard Goal Setting 2018

Each member will come to the meeting prepared to set goals for the 2018-2019 board by reviewing the 2017 list of goals, the material in the “parking lot”, as well as other goals that the individual SB member would like to be considered. All goals should be thought of in the terms of what is realistic in achieving. The goals can be visionary but MUST be achievable.

### The Process

Determine timelines for achievement of the goals. One flipchart paper will be placed on the wall identifying each timeline. I propose the following timelines:

- 1 month (we can/must do this within the month or by April 30)
- 1-3 (we can/must do this within 1-3 months or by June 30)
- 3-6 (we can/must do this within 3-6 months or by Sept 30)
- 6-9 ( we can/must do this within 6-9 months or by Dec 31)
- 9-12 (we can/must do this within 9-12 months or by Mar 31, 2019)

Statutory requirements will be placed under the corresponding timeline. For example, appointments to some positions, boards/commissions need to be done by April 1. This requirement would go under “1 month goal”. Setting tax rate would go under the appropriate timeline. Budget adoption would go under the appropriate timeline. Since new members may not be aware of these statutory requirements, SB members (or others) who are aware of the statutory requirements needs to identify those requirements prior to the board identifying potential new goals. One “must” is the employment contract. The date for this contract to be completed should be noted and possibly be an agenda item until completed and signed. This level of detail should not be part of the goal setting since we know this needs to be accomplished.

## Brainstorming

Each SB member will then write down 1-2 goals for each timeline. Each SB member decides/determines what he/she would like to accomplish for each time frame and writes it on the flipchart. During this process, there is NO discussion of the specific goal(s). Remember, the goal must be achievable. Once this process is completed, explanation/clarification of the goal(s) is encouraged, if needed. For example, I may write that I think a 3-6 month goal is to “update the town website especially the search function.” The function here is not to debate the merits of the goal, but to understand the goal. Someone else may suggest we paint the bandstand red/white/blue for Memorial Day. **DO NOT** get hung up on if this is a board function or a Town Manager function at this stage!!

After each member has written down a maximum of 2 goals for each timeline, this is the time for members to ask for explanations/clarification of any specific goal so as to reach a clear understanding of the goal. Each member must keep in mind the goal must be achievable. This would be the time to determine if the specific goal is a function of the board, the Town Manager, or a combination of both. If TM only, it is off the list (for example, hiring of a new Zoning Administrator). If either the board only or a combination of the board and TM, it stays.

## Rank Ordering

Each member of the board would then check off (place a checkmark beside the goal) what he/she sees as the one top priority (excluding statutory requirements) under each timeline. We may see that we either all agree on a top priority or that we have two competing priorities. Any 3/2 or 2/3 top priority should be discussed. It may be that the board agrees that both goals can be achieved (or even more).

Items not receiving a majority of votes should go to the “parking lot” to be considered at a later date or the board may decide that the non-vote getters be dropped as non-achievable or not the purview of the board.

### Assignments

This is where the “who” should be determined. For example, if painting the bandstand gets a top vote, then someone needs to step up to the plate to assure the bandstand gets painted as well as reporting back to the board on the progress in getting the bandstand painted. Short-term goals should be assigned first, then 1-3 month goals, etc.

Each board member is to be held accountable to achieve the accomplished goal for which they were assigned. When obstacles are encountered or timelines need to be shifted, the responsible member must update the chair and board on the issues and new timeline, or if the goal is no longer perceived as achievable.

### Notes and Thoughts

I understand this is not a process that the SB has used in the past and that the process may seem cumbersome. However, this process has been used with success by many organizations. I would ask that when determining goals or brainstorming, do not get hung up on the “who” or if it is a SB responsibility. The determination of responsibility can/will be discussed later in the process.

Be prepared to spend at least an hour on this process. It may seem like a lot of time, but if done well, the goal setting will drive agendas. Of course, there will always be unexpected issues that may interfere with the timelines. Agendas will also almost always include TM report, accts payable, public comments, etc. Keeping the timeline goals posted in the meeting room will help us adhere to our timelines and goals.

### Hypothetical Example

Each SB member writes down 1-2 (can limit to 1) goal to be achieved by date in each category. Not every SB member may have a goal for each time line. That's OK. It may look like this:

1 month	1-3 months By June 30	3-6 months By Sept 30	6-9 months By Dec 31	9-12months By Mar 31
Paint town red	Pass resolution naming Quinn as official animal of Norwich.	Write/adopt policy about requiring all residents to drink water.	Make sure we have snow by Dec 10.	Pass ordinance requiring only handmade signs for elections.
Paint town green	Pass resolution naming Obie as official animal of Norwich.	Write/adopt policy that all dogs be black or brown.	Eliminate all electronic devices from Tracy Hall except for SB members.	Paint town green
Don't paint the town	Change meeting venue to town green.	Change dump hours to Mondays only.	Paint all bridges red, green, and white.	Stripe snow in Huntley Meadow yellow and green.
Write a letter to the VN editor saying VN identified as official town newspaper	Write/Adopt policy on naming official animal.	Require all computers be PCs not Macs.	Require that anyone speaking before the SB wear flannel for winter.	Give every town employee a bonus.
	Write/adopt policy eliminating all Policies.	Fix the bump in sidewalk in front of Tracy Hall.	Charge \$20/bucket for sand taken from the sand shed \$40/bucket before rain	Give Demo a raise for putting up with SB meetings.

Rank ordering will identify the number 1 priority for each member. Each member will identify what he/she sees as the priority in each time line. It may look like this (\* denotes vote):

1 month	1-3 months By June 30	3-6 months By Sept 30	6-9 months By Dec 31	9-12months By Mar 31
Paint town red  Paint town green  *Don't paint the town  ****Write a letter to the VN editor saying VN identified as official town newspaper	Pass resolution naming Quinn as official animal of Norwich.  *Pass resolution naming Obie as official animal of Norwich.  Change meeting venue to town green.  ***Write/Adopt policy on naming official animal.  *Write/adopt policy eliminating all Policies.	Write/adopt policy about requiring all residents to drink water.  ***Write/adopt policy that all dogs be black or brown.  Change dump hours to Mondays only.  **Require all computers be PCs not Macs.  Fix the bump in sidewalk in front of Tracy Hall.	Make sure we have snow by Dec 10.  **Eliminate all electronic devices from Tracy Hall except for SB members.  Paint all bridges red, green, and white.  ***Require that anyone speaking before the SB wear flannel for winter.  Charge \$20/bucket for sand taken from the sand shed \$40/bucket before rain	*Pass ordinance requiring only handmade signs for elections.  Paint town green  Stripe snow in Huntley Meadow yellow and green.  **Give every town employee a bonus.  **Give Demo a raise for putting up with SB meetings.

In this hypothetical example, our 1 month goal would be the letter to the VN, our 1-3 month goal would be write/adopt a policy on the process of naming an official town animal, and so on for each time line. Clearly, in this example, not everything can be an independent function of the board. Overlapping responsibilities can/should be identified in the general discussion prior to rank-ordering as would any goal requiring the fulfillment or completion of an earlier goal.

The board would then determine the “who” will do the work to be presented to the full board for approval or rejection. I could volunteer to write the VN letter to have ready for adoption by the next meeting. Mary and Pepper could volunteer for writing the policy for naming an official town animal with the understanding that the policy needs to come before the board by June 30, etc., etc. for each identified goal. Prior to the deadline, drafts of the proposed final documents would be encouraged for both SB feedback as well as public feedback. The person(s) working on the goal would be aware what would need Town Manager input or would seek clarification during the process. All other policies relating to inclusion of information in the SB packet would still apply.

**NORWICH SELECTBOARD MEETING CALENDAR/EVENTS**  
**FOR THE PERIOD MARCH, 2018 THROUGH FEBRUARY, 2019**  
**(Including Predetermined Agenda Items)**

**MARCH:**

- 3/7** Special Selectboard Meeting at 6:30 pm (Organizational Meeting)
- 3/14** Selectboard Meeting at 6:30 pm  
Agenda Items:
- 3/28** Selectboard Meeting at 6:30 pm –  
Agenda Items:       Liquor Licenses  
                          Open Positions Interviews/Appointments

**APRIL:**

- 4/11** Selectboard Meeting at 6:30 pm –  
Agenda Items:
- 4/25** Selectboard Meeting at 6:30 pm –  
Agenda Items:       Open Positions Interviews/Appointments

**MAY:**

- 5/9** Selectboard Meeting at 6:30 pm –  
Agenda Items:
- 5/23** Selectboard Meeting at 6:30 pm –  
Agenda Items:

**JUNE:**

- 6/13** Selectboard Meeting at 6:30 pm –  
Agenda Items:
- 6/27** Selectboard Meeting at 6:30 pm –  
Agenda Items:

**JULY:**

- 7/11** Selectboard Meeting at 6:30 pm –  
Agenda Items:       Set tax rate
- 7/25** Selectboard Meeting at 6:30 pm –  
Agenda Items:

**AUGUST:**

- 8/8** Selectboard Meeting at 6:30 pm –  
Agenda Items:
- 8/22** Selectboard Meeting at 6:30 pm –  
Agenda Items:       Public Input on Fiscal Year 2018 Budget  
                          Selectboard Discuss Fiscal Year 2018 Budget Guidelines

**SEPTEMBER:**

- 9/12** Selectboard Meeting at 6:30 pm –  
Agenda Items:
- 9/26** Selectboard Meeting at 6:30 pm  
Agenda Items:

Last saved on 3/1/2018 SUBJECT TO CHANGE

**OCTOBER:**

**10/10** Selectboard Meeting at 7:15 pm –

Agenda Items:

**10/24** Selectboard Meeting at 6:30 pm –

Agenda Items:

**NOVEMBER:**

**11/7 Special** Selectboard Meeting at 6:30 pm –

Agenda Items: Budget Overview

**11/14** Selectboard Meeting at 6:30 pm –

Agenda Items: All Departments Budget Presentations

**11/28** Selectboard Meeting at 6:30 pm –

Agenda Items: Budget Discussion

**DECEMBER:**

**12/12** Selectboard Meeting at 6:30 pm –

Agenda Items: Outside Agencies

**12/19 Special** Selectboard Meeting at 6:30 pm –

Agenda Items: Public Hearing FY18 Budget

**JANUARY:**

**1/9** Selectboard Meeting at 6:30 pm –

Agenda Items: Adopt FY18 Budget

**1/23** Selectboard Meeting at 6:30 pm –

Agenda Items:

**FEBRUARY:**

**2/13** Selectboard Meeting at 6:30 pm –

Agenda Items:

**2/27** Selectboard Meeting at 6:30 pm –

Agenda Items: