

Agenda for the Special Selectboard Meeting Wednesday, September 12, 2018 6:00 PM

(Location: Training Room, Public Safety Building, 10 Hazen Street)

- 1) 6:00 PM - Flagpole Dedication
- 2) 6:30 PM - Approval of Agenda (Action)
- 3) Approval of Minutes: 8/22/2018 & 8/29/2018 Selectboard meetings (Action)
- 4) Correspondence (Action)
 - a) Stuart Richards
- 5) Public Comments (Discussion) *strict 3-minute limit per speaker*
- 6) Use of Consent Agenda (Discussion/Action)
- 7) Review Accounts Payable/Warrants (Action)
 - a) Accounts Payable/Warrants
 - b) Town Clerk Request to Use Record Restoration Designated Fund
 - c) Town Manager Authorization to Use Sidewalk Designated Fund for Partial State Payment
re: Church Street
 - d) Public Safety Building – VMBB Certificate of Project Completion
- 8) Fraud Prevention Policy (Action)
- 9) Town Clerk Memorandum of Understanding (Discussion/Action)
- 10) Selectboard Rules and Procedures (Discussion/Action)
- 11) Stowell Road 911 Addressing (Discussion/Action)
- 12) Personnel Policies (Discussion/Action)
- 13) Town Manager's Report (Discussion)
- 14) Building Projects Updates (Discussion)
- 15) Update on Internal Financial Controls (Discussion)
- 16) Police Department Traffic Ordinance Update (Discussion/Action)
- 17) Review of Next Agendas (Discussion/Action)
- 18) End of Meeting Debrief (Discussion)
- 19) Adjourn

Next Meeting – September 26, 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 requesting to be placed on the Town Email List.

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, August 29, 2018 at 6:30 pm

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

There was one person in the audience.

Also participating: Jill Niles, Recreation Director

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to move agenda item #4a (Personnel Policies) to a later point in the meeting, after 4b and 4c.
2. Public Comments (Discussion Item). Jill Niles (Recreation Director) said that a large amount of money has been contributed so far to the John Girard Fund. By Jill's latest tally, \$9,512.00 has been raised and it is likely that amount will grow in the coming days.
3. Review Accounts Payable/Warrants (Action Item). Cook noted that the ambulance charges have gone up significantly, partly due to ambulance calls for the portion of I-91 within Norwich. Cook **moved** (2nd Pepper) to approve check warrant report #19-05 for Highway Garage Fund in the amount of \$51,480.04; and for General Fund in the amount of \$2,099,588.24. **Motion passed unanimously.**
4. Town Policies (Discussion/Action)
 - a. Fraud Prevention. Durfee suggested the SB adopt a fraud policy; he has proposed a policy that is a modified version of the VLCT model policy. The proposed policy has whistleblower protection, a method/process for reporting concerns, and discussion of what any resulting investigation would involve. Durfee altered the policy to define elected officers and employees and how they would relate to the policy. Cook wondered about whether the SB should keep the process where reports go to an outside auditor. Brochu asked if we are asking people to report, or are we expecting them to report. Durfee said people would be encouraged to report because the policy exists to enable reporting. Brochu said the contact information for any outside person (i.e. public accountant) should be prominently displayed in all worksites. Pepper said there should be an alternate person to report concerns to in addition to the Town Manager. SB members agreed to have Cook and Layton work on the Fraud Policy draft and bring a revised draft back to the SB for consideration.
 - b. Index of Policies. Cook said that she and Brochu have started to review the full list of policies to see where there is duplication and where there is conflict with current labor contracts. Also, Cook and Layton have started work on the town's financial policies. The subcommittee of SB working on the index of policies will continue to do so and report back to the SB at a future time.
 - c. Personnel Policies. Cook and Brochu have been working on revising the personnel policies. SB members agreed to look through the personnel policies from the beginning to find obvious errors to fix. SB members proceeded to work their way through the policies, pointing out the revisions made/suggested and noting places and points of agreement and places to work on further. SB members worked up to and including section 21 of the policies, and will take up the remainder at a future meeting.
5. Review of Next Agendas (Discussion/Action Item). Durfee said that on Sept. 12, 2018 at 6:00 pm, just before the SB meeting, there would be a dedication of the new flagpole in front of the Public Norwich Selectboard DRAFT Minutes – 8/29/2018 Mtg

Safety Building. SB members listed the following possible agenda items for their next regular meeting on September 12, 2018:

- Fraud Prevention Policy
- Town Clerk MOU
- SB Rules and Procedures
- Use of Consent Agenda
- Stowell Road 911 Addresses
- Building Projects – Updates
- Personnel Policies
- Update on Internal Financial Controls
- Police Dept. Traffic Ordinance Update

At 9:11 pm, Brochu **moved** (2nd Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 9:11 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____.

John Pepper
Selectboard Chair

Next Meeting – September 12, 2018 – Meeting at 6:30 PM

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

3

DRAFT Minutes of the Selectboard Meeting of
Wednesday, August 22, 2018 at 6:30 pm

Members present: John Pepper, Chair (via telephone); Claudette Brochu, Vice Chair; Linda Cook; John Langhus (via telephone); Mary Layton; Herb Durfee, Town Manager; Miranda Bergmeier, Assistant to the Town Manager. Claudette Brochu ran the meeting as Vice Chair.

There were about 6 people in the audience.

Also participating: Stuart Richards, Cheryl Lindberg, Creigh Moffat, Jeff Lubell, and Roger Arnold.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to move agenda item #11 (Errors & Omissions) to an earlier point in the meeting, just after public comments.
2. Approval of Minutes (Action Item). Layton **moved** (2nd Pepper) to approve the July 25, 2018 and August 8, 2018 minutes of the Selectboard with amendments put forward. **Motion passed unanimously.**
3. Correspondence (Action Item). Cook **moved** (2nd Layton) to receive correspondence from Jon Kaplan of VTrans regarding the 2018 VTrans Bicycle & Pedestrian Program grant; from Stuart Richards regarding the Affordable Housing Fund; from Garrett Baxter of VLCT regarding elected officers' salary; and primary election ballot results. **Motion passed unanimously.**
4. Public Comments (Discussion Item). Stuart Richards said that he would like the SB to officially recognize the passing of John Girard, who was a beloved coach and very giving person in this community. Brochu asked if the SB would like to acknowledge the valued service Mr. Girard gave to the town. Pepper said there had been emails going around, which suggested the town name August 25, 2018 as "John Girard Day". SB members agreed they would like to honor Mr. Girard, and discussed possible ways to do so. SB members agreed to have Cook and the TM draft a resolution for SB signatures.
11. Errors & Omission to 2018 Grand List (Action Item). Cheryl Lindberg explained that the Board of Listers has asked the SB to amend the acreage on the grand list for the property referenced in the Listers' report [included in the meeting packet], to reduce the acreage to the correct amount. Cook **moved** (2nd Layton) to approve the Errors and Omission report from the Norwich Board of Listers dated August 15, 2018 revising the value for parcel #11-088.000, located at 64 Bullock Road. **Motion passed unanimously.**
5. Review Accounts Payable/Warrants (Action Item).
 - a. Financial Reports. Layton asked about a charge for solar crosswalk lights. TM explained that it is a charge for the flashing beacons, paid for by a grant. Layton **moved** (2nd Pepper) to acknowledge receipt of warrants as signed off by the Selectboard chair. **Motion passed 4 yes, 0 no, and 1 abstained (Cook).**
 - b. Treasurer's Quarterly Report. Cheryl Lindberg said that she is going to be looking into whether the bank will give us a higher interest rate on our deposits. Layton **moved** (2nd Cook) to receive the Norwich town treasurer's quarterly report. **Motion passed unanimously.**
 - c. Fire Dept. Request to Purchase Fire Chief's Gear. Cook explained that the gear is sized/fitted for the individual firefighter. Langhus asked if there is any policy about choosing the most expensive option. TM said there is nothing in policy to prevent that and purchasing decisions can consider other factors in addition to cost. Brochu asked if all three options presented by the Fire

Chief would meet the same minimum standards. TM said he does not have sufficient information to answer that, but he has talked to the Fire Chief about being sensitive to budget concerns when making purchasing choices. Layton **moved** (2nd Pepper) to authorize the expenditure of up to \$2,589.00 from the Norwich Fire Department's designated Equipment Fund for the purchase of gear for the Fire Chief. **Motion passed unanimously.**

6. Affordable Housing Fund (Action Item). Cook said that she would prefer to see a vote about the Affordable Housing Fund in March at Town Meeting, rather than November. TM said the Affordable Housing Subcommittee said they want to establish a reserve fund for FYE 2020. Layton said she thinks this should go to vote on November 6, 2018. Cook doesn't think the proposed ballot question is specific enough. Creigh Moffatt said the reason the Affordable Housing Subcommittee proposed changing the fund amount from \$45,000 to \$50,000 is because the subcommittee thought the fund had earned interest to bring it up to \$50,000. Jeff Lubell said that the article as currently proposed would restore the money that already exists for the Affordable Housing Fund and would add oversight of the process to spend the money. The Planning Commission is currently working on the affordable housing issue pursuant to the Town Plan. Cheryl Lindberg agrees that the fund should be restored with existing funds. Stuart Richards said it is important to act on this now, rather than waiting for the March meeting. Layton **moved** (2nd Pepper) to approve the "Warning of Special Town Meeting, November 6, 2018," which will place an article on the ballot asking the voters whether to re-establish an Affordable Housing Reserve Fund. **Motion passed 4 yes, 1 no (Cook).** Langhus **moved** (2nd Layton) that the Selectboard adopt the warning language as read by TM which asks voters whether to "re-establish a revolving Affordable Housing Reserve Fund with previously appropriated fund approved by Norwich voters to be distributed and administered according to a process adopted by the Selectboard in consultation with the Town Manager, the Norwich Planning Commission, and the Affordable Housing Subcommittee." **Motion passed 4 yes, 1 no (Cook).**

7. Watershed Land Management Council Appointment (Discussion/Action Item). TM told SB members that Byron Haynes was unable to attend tonight's meeting. SB members agreed that, because some of the SB members know Mr. Haynes and can recommend him, the SB should approve Mr. Haynes's application *in absentia* and appoint him to the Land Management Council. Layton **moved** (2nd Cook) to appoint Byron Haynes to the Watershed Land Management Council for a term to expire in 2019. **Motion passed unanimously.**

8. Town Manager's Report (Discussion). TM will include updated financial reports in the next regular meeting packet. A VOSHA inspection occurred in March 2018 regarding a lighting issue in the Police/Fire (Public Safety) Building. TM requested a meeting with VOSHA, and VOSHA reduced the citation to \$900 as a result. This resolved the last outstanding issue with VOSHA regarding the Fire Department. News Channel 5 did a story about the Charles Brown Brook bridge and work is underway to fix the crossing with short-term and long-term solutions. TM showed the SB a binder containing pictures of all town vehicles. The moisture content in the DPW garage addition floor is still not low enough to install flooring; the hope is that work can be done soon. TM is researching issues regarding the maintenance of class IV roads, especially with regard to Sue Spaulding Road. TM suggested the SB take a field trip to view Norwich back roads, including class IV roads. TM said that Police Sgt. Frank helped secure a grant to improve school safety at Marion Cross School.

9. VLCA 2018 Annual Meeting – Appoint Norwich Delegate (Action). Cook **moved** (2nd Layton) to appoint Town Manager, Herb Durfee, as Norwich delegate to the VLCT 2018 Annual Meeting and authorize the Selectboard Vice Chair to sign the appointment form. **Motion passed unanimously.**

10. VT Community Leadership Summit – Designate Attendee (Action). After brief discussion, Norwich Selectboard DRAFT Minutes – 8/22/2018 Mtg

Cook **moved** (2nd Layton) to designate Herb Durfee and Roger Arnold to attend the VT Community Leadership Summit. **Motion passed unanimously.**

12. Review of Next Agendas (Discussion/Action Item). Brochu suggested a special meeting at 6:30 pm on August 29, 2018 to review town policies. All SB members agreed, and listed the following as agenda items for the special meeting on August 29, 2018:

- Personnel Policies
- Fraud Prevention Policy
- Index of Town Policies

SB members listed the following possible agenda items for their next regular meeting on September 12, 2018:

- Town Clerk MOU
- Use of Consent Agenda
- Stowell Road 911 Addresses
- Building Projects – Updates

At 8:28 pm, Cook **moved** (2nd Layton) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 8:28 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____.

John Pepper
Selectboard Chair

Next Meetings – August 29, 2018 – Special Meeting at 6:30 PM
September 12, 2018 – (Regular) Meeting at 6:30 PM

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

4a

Herb Durfee

From: Stuart Richards <srichards@globalrescue.com>
Sent: Sunday, August 05, 2018 12:22 PM
To: Herb Durfee; John Pepper; Mary Layton; Claudette; John Langhus; Linda Cook
Cc: Miranda Bergmeier; Planner; Ralph Hybels; allenjaci@yahoo.com
Subject: Re: Affordable Housing \$45,000 Expired Fund

Dear Selectboard Members,

Please note the change in wording from sewer studies to individual property septic studies, below. The intent is to provide seed money to study septic capability on an individual property that could be used for affordable housing and not to do a sewage capability study for the town. Sewage studies for the town have been done on numerous occasions and the studies have shown that it could cost upwards of \$20M for a municipal sewage treatment plant and there is no demonstrated environmental need for such a plant for the town according to state engineers. The goal of Norwich Affordable Housing Inc. (NAHI), as you are aware, is to create affordable housing that is consistent with the size and scale of existing development in Norwich such as Senior Housing (24 units) and Star Lake (14 units). Please add this email to SB correspondence, Planning Commission correspondence and Affordable Housing Subcommittee correspondence.

Thanks,

Stuart

Stuart L. Richards, Director
Norwich Affordable Housing, Inc.
802-649-3928

From: Stuart Richards <srichards@globalrescue.com>
Date: Friday, August 3, 2018 at 2:54 PM
To: Herb Durfee <HDurfee@norwich.vt.us>, John Pepper <seabird37@gmail.com>, Mary Layton <marydlayton@gmail.com>, Claudette <cbrochu30@gmail.com>, John Lanhus <johnlanghus@gmail.com>, Linda Cook <lcook2825@gmail.com>
Cc: Miranda Bergmeier <MBergmeier@norwich.vt.us>, Phil Dechert <planner@norwich.vt.us>
Subject: Affordable Housing \$45,000 Expired Fund

Dear Selectboard Members,

As you are aware from numerous communications with you, the \$45K+ interest fund to enable the Selectboard to participate in the purchase of land has expired as per Page I-6 of the FY2012 Town Report below:

Article 12. Shall the voters of the Town of Norwich appropriate \$45,000 to recreate a revolving fund to initiate contracts to acquire land suitable for affordable housing, such amount being reasonably necessary for the support of programs to benefit Town residents? This money will be returned to the General Fund at the end of five years.

Norwich Affordable Housing Inc. (NAHI) requests that this fund which existed for many years be reinstated by Norwich voters at the earliest possible time which appears to be the November election. Although this request comes from one private, non-profit, volunteer developer the fund should be made available to all developers who have individual proposals that the Selectboard feels have merit. It is quite important that Norwich through its Selectboard carry out the wishes of voters in order to play a small part in supporting and funding affordable housing in Norwich. This token of support will help fund overall projects by demonstrating Norwich's support for affordable housing.

Please consider the following changes to Article 12 for the warrant:

Article 12. Shall the voters of the Town of Norwich appropriate \$45,000+ accrued interest to recreate a revolving fund to help initiate contracts to acquire land suitable for affordable housing and to fund ~~sewer~~ individual property septic studies, architectural work, engineering work, pay for permits and other work which the Selectboard shall consider ~~such amount being~~ reasonably necessary for the support of programs to benefit Town residents? This money ~~will be returned to the General Fund at the end of five years.~~ shall remain available until voters and or the Selectboard shall decide to terminate its availability.

Please make this email a part of the permanent Selectboard correspondence file.

Many thanks for your consideration,

Stuart L. Richards, Director
Norwich Affordable Housing, Inc.
802-649-3928

7a

09/07/18
02:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-06 Current Prior Next FY Invoices For Fund (CONSERVATION COMM FUND)
All Invoices For Check Acct 03(General) 09/07/18 To 09/12/18

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MIS 1	08/27/18	BLACK RIVER QUARRIES CONCOM-WALLSTONE 1451	04-5-650703.00 BBOOTH TRAIL EXPENSE	481.20	6748	09/12/18
Report Total				481.20		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****481.20
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

Roberta Robinson
Roberta Robinson

TOWN MANAGER:

Herb Durfee, Town Manager

SELECTBOARD:

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

09/07/18
02:57 pm


Town of Norwich Accounts Payable
Check Warrant Report # 19-06 Current Prior Next FY Invoices For Fund (RECREATION FACILITY & IMP)
All Invoices For Check Acct 03(General) 09/07/18 To 09/12/18

7a

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SPRINGFEN SPRINGFIELD FENCE CO, INC	08/15/18	REC-BATTING CAGE FRAME 87201	05-5-425560.00 BYRNE FOUN BATTING CAGE	4600.00	6761	09/12/18
Report Total				4600.00		

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 \$ *****4,600.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:

Herb Durfee, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

7a

09/07/18
02:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-06 Current Prior Next FY Invoices For Fund (HIGHWAY EQUIPMENT FUND)
All Invoices For Check Acct 03(General) 09/07/18 To 09/12/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PTO'S	08/27/18	PTO'S REPAIR, INC HWEQ FUND- PLOW TR F550 29723	07-5-700322.00 HIGHWAY EQUIP. PURCHASES	6800.00	6755	09/12/18
Report Total				6800.00		

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 \$ *****6,800.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR *Roberta Robinson*
Roberta Robinson

TOWN MANAGER: _____
Herb Durfee, Town Manager

SELECTBOARD:

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

09/07/18
02:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-06 Current Prior Next FY Invoices For Fund (HIGHWAY GARAGE FUND)
All Invoices For Check Acct 03(General) 09/07/18 To 09/12/18

7a

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOMEDEPOT	07/25/18	HOME DEPOT CREDIT SERVICE DPW - STEEL RACKS 2102335	08-5-702690.00 HWY GARAGE BLDGS	699.86	6745	09/12/18
HOMEDEPOT	07/24/18	HOME DEPOT CREDIT SERVICE DPW - STEEL RACKS 3341465	08-5-702690.00 HWY GARAGE BLDGS	1603.00	6745	09/12/18
Report Total				2302.86		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****2,302.86
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR *Roberta Robinson*
Roberta Robinson

TOWN MANAGER: _____
Herb Durfee, Town Manager

SELECTBOARD:

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

09/07/18
02:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-06 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 09/07/18 To 09/12/18

7a

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	10/30/17	DPW-PARTS 245809	01-5-703403.00 PARTS & SUPPLIES	11.90	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	06/21/17	DPW-PARTS 289477	01-5-703403.00 PARTS & SUPPLIES	-241.37	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	09/02/17	DPW-PARTS 343795	01-5-703403.00 PARTS & SUPPLIES	0.07	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	07/12/18	PD-ABSORBENT 4322	01-5-555530.00 EQUIPMENT MAINTENANCE	-24.95	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	07/11/18	FD- OIL ABSORBENT 5942	01-5-555530.00 EQUIPMENT MAINTENANCE	24.95	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	04/27/17	DPW-PARTS 702570	01-5-703403.00 PARTS & SUPPLIES	3.23	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	06/16/17	DPW-PARTS 705450	01-5-703403.00 PARTS & SUPPLIES	340.79	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	09/05/18	DPW-PARTS 806084	01-5-703403.00 PARTS & SUPPLIES	-134.42	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	07/17/18	DPW-BRK LINE ADPTR 809730	01-5-703403.00 PARTS & SUPPLIES	3.41	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	07/17/18	DPW-BRAKE HOSES 815713	01-5-703403.00 PARTS & SUPPLIES	64.00	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	07/17/18	DPW-POWER STEERING PUMP 860329	01-5-703403.00 PARTS & SUPPLIES	84.37	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	10/02/17	DPW-PARTS 878983	01-2-001160.00 ACCOUNTS PAY. YEAR END	19.80	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	07/18/18	DPW-BRAKE HOSES 909785	01-5-703403.00 PARTS & SUPPLIES	-102.00	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	07/18/18	DPW-REFRIGERANT 909786	01-5-703403.00 PARTS & SUPPLIES	13.58	6732	09/12/18
ADVANCE	ADVANCE AUTO PARTS	07/09/18	FD-BATTERIES 9432	01-5-555530.00 EQUIPMENT MAINTENANCE	255.24	6732	09/12/18
ARC	ARC MECHANICAL CONTRACTOR	08/16/18	TH - A/C IN LISTERS OFFIC 97465	01-5-706113.00 REPAIRS & MAINTENANCE	112.00	-----	--/--/--
BAYSTATE	BAY STATE ELEVATOR CO.	09/01/18	TH-ELEVATOR MAINT. 482811	01-5-706107.00 ELEVATOR MAINTENANCE	252.96	-----	--/--/--
BESTSEPT	BEST SEPTICE SERVICE, LLC	09/01/18	TS-PORTA POTTY 12893	01-5-705500.00 PURCHASED SERVICES	130.00	6734	09/12/18
BUSINESS	BUSINESS CARD	09/06/18	PLAN/FD - B.CARDS 7/7-8/6 2018	01-5-350610.00 OFFICE SUPPLIES	14.30	6735	09/12/18
BUSINESS	BUSINESS CARD	09/06/18	PLAN/FD - B.CARDS 7/7-8/6 2018	01-5-555630.00 OFFICE SUPPLIES	14.29	6735	09/12/18
CRICKET'S	CRICKET'S PAINT & AUTO PA	08/28/18	DPW- CREEPERW HDRST 720070	01-5-703513.00 TOOLS	79.99	6736	09/12/18
CRYSTAL	CRYSTAL ROCK, LLC	08/21/18	DPW-TS WATER & RENTAL 17736065	01-5-705515.00 ADMINISTRATION	15.00	-----	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	08/21/18	DPW-TS WATER & RENTAL 17736065	01-5-703515.00 ADMINISTRATION	12.00	-----	--/--/--
D&W	DAN & WHIT'S GENERAL STOR	08/09/18	REC-CANDY & ICE CREAM 5529072	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	9.58	6737	09/12/18
D&W	DAN & WHIT'S GENERAL STOR	08/20/18	REC-PARTY GOODS 5540427	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	12.91	6737	09/12/18

09/07/18
02:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-06 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 09/07/18 To 09/12/18

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RRobinson

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
D&W	09/07/18	DAN & WHIT'S GENERAL STOR	REC-LABOR DAY	01-5-425220.00	34.00	6737	09/12/18
			5548999	SPECIAL EVENTS /SUPPLIES			
D&W	08/03/18	DAN & WHIT'S GENERAL STOR	REC-LABOR DAY	01-5-425220.00	31.52	6737	09/12/18
			5550034	SPECIAL EVENTS /SUPPLIES			
D&W	09/02/18	DAN & WHIT'S GENERAL STOR	REC-LABOR DAY	01-5-425220.00	6.58	6737	09/12/18
			5553683	SPECIAL EVENTS /SUPPLIES			
D&W	09/03/18	DAN & WHIT'S GENERAL STOR	REC-LABOR DAY	01-5-425220.00	18.06	6737	09/12/18
			5553778	SPECIAL EVENTS /SUPPLIES			
DATAMANN	08/28/18	DATAMANN, INC	GENADM-ETHERNET ISSUES	01-5-275632.00	97.50	6738	09/12/18
			38346	SERVER MAINTENANCE			
DAVES	07/06/18	DAVE'S STARTER & ALTERNAT	DPW--STARTER TRUCK#4	01-5-703403.00	145.00	6739	09/12/18
			10068026	PARTS & SUPPLIES			
DURFEE	08/28/18	HERBERT A DURFEE III	TADMIN-TRAINING	01-5-005615.00	50.00	-----	---/--
			82818	DUES/MTS/EDUC			
EVANSMOTO	08/27/18	EVANS GROUP, INC.	DPW- 501.0 DIESEL	01-5-703405.00	1247.48	-----	---/--
			644029	PETROLEUM PRODUCTS			
EYEMED	09/06/18	COMBINED INSURANCE CO OF	VISION INSURANCE-SEPT	01-2-001126.00	184.96	6740	09/12/18
			163610500	VISION SERV PLAN-PAYROLL			
FOGGS	08/06/18	FOGG'S HARDWARE AND BUILD	TS - PADLOCK	01-5-705403.00	14.99	6741	09/12/18
			833503	PARTS & SUPPLIES			
FOGGS	08/08/18	FOGG'S HARDWARE AND BUILD	REC/B&G - BLEACHERS	01-5-704403.00	42.99	6741	09/12/18
			833743	PARTS & SUPPLIES			
FOGGS	08/08/18	FOGG'S HARDWARE AND BUILD	REC/B&G - BLEACHERS	01-5-425330.00	136.26	6741	09/12/18
			833743	REPAIRS & MAINT			
FOGGS	08/09/18	FOGG'S HARDWARE AND BUILD	B&G / REC - SAW KEY/LUMBE	01-5-704403.00	30.53	6741	09/12/18
			833843	PARTS & SUPPLIES			
FOGGS	08/09/18	FOGG'S HARDWARE AND BUILD	B&G / REC - SAW KEY/LUMBE	01-5-425330.00	14.72	6741	09/12/18
			833843	REPAIRS & MAINT			
FOGGS	08/24/18	FOGG'S HARDWARE AND BUILD	REC- MARKING SPRAY	01-5-425324.00	23.97	6741	09/12/18
			835168	HNTLY LINE MARKING			
FOGGS	08/29/18	FOGG'S HARDWARE AND BUILD	REC-GOAL ANCHORS	01-5-425330.00	10.76	6741	09/12/18
			835528	REPAIRS & MAINT			
FRESHCOAT	08/27/18	FRESHCOAT ASPHALT SERVICE	DPW-CRACK SEALING	01-5-703317.00	30997.00	6742	09/12/18
			10106	CRACK SEALING			
GMPC	09/05/18	GREEN MOUNTAIN POWER CORP	EMER-TOWER POWER	01-5-575233.00	59.37	6743	09/12/18
			35066 AUG 18	TOWER POWER			
GMPC	08/30/18	GREEN MOUNTAIN POWER CORP	DPW-STREETLIGHTS	01-5-703307.00	931.00	6743	09/12/18
			AUG 2018	STREETLIGHTS			
HANIMPROV	08/21/18	HANOVER IMPROVEMENT SOCIE	REC-STORR'S POND-CAMP	01-5-425200.00	344.00	6744	09/12/18
			M531	INSTRUCTOR FEE			
HARTFORD	08/29/18	TOWN OF HARTFORD	PD-VERIZON JULY 18	01-5-500535.00	120.88	-----	---/--
			9444	VIBRS			
HOMEDPOT	07/23/18	HOME DEPOT CREDIT SERVICE	TH-WOOD SCREWS	01-5-706113.00	5.98	6745	09/12/18
			* 4024875	REPAIRS & MAINTENANCE			
INNOVATIV	08/30/18	INNOVATIVE MUNICIPAL PROD	DPW-3437.60 GAL DUST CNTR	01-5-703205.00	3437.60	-----	---/--
			INV4583	DUST CONTROL			
MASCOMA	08/24/18	MASCOMA SAVINGS BANK	TAX OVERPAYMENTS	01-2-001149.00	605.38	6746	09/12/18
			TIM BROWNELL	TAX CLEARING ACCOUNT			
MAYER	09/07/18	MAYER & MAYER	EMPLOYEE JUDGEMENT	01-2-001120.00	50.00	6747	09/12/18
			AUG 2018	EMPLOYEE JUDGEMENT ORDER			

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MIS 2	08/24/18	JOHN-MIKE TAYLOR REC-UMP FEES 082018	01-5-425214.00 REFERREE/UMPIRE	250.00	6749	09/12/18
NORNURSE	08/31/18	NORTHERN NURSERIES TS-CONSERV. MIX 22205	01-5-705403.00 PARTS & SUPPLIES	92.00	6750	09/12/18
NORSCHOOL	09/06/18	NORWICH SCHOOL DISTRICT 18-19 SCHOOL TAX #3 18-19 TAX	01-2-001123.00 SCHOOL DISTRICT TAX	2000000.00	6751	09/12/18
PAC-VAN	08/13/18	PAC-VAN, INC. DPW-40' STORAGE CONTAINER 9062051	01-5-703511.00 REPAIRS & MAINTENANCE	135.00	6752	09/12/18
PAC-VAN	08/14/18	PAC-VAN, INC. DPW - 40' STORAGE CONTRAI 9074255	01-5-703511.00 REPAIRS & MAINTENANCE	135.00	6752	09/12/18
PBA	09/07/18	NEW ENGLAND PBA, INC AUGUST UNION DUES AUG 2018	01-2-001117.00 UNION DUES PAYABLE	414.00	-----	---/--
PIKE	09/07/18	PIKE INDUSTRIES INC DPW-ELM ST. 993494	01-5-703207.00 GRAVEL & STONE	76.10	-----	---/--
PIKE	08/27/18	PIKE INDUSTRIES INC DPW-UNION VILLAGE 993507	01-5-703207.00 GRAVEL & STONE	79.48	-----	---/--
PIKE	08/31/18	PIKE INDUSTRIES INC DPW-SUE SPAULDING RD 994363	01-5-703207.00 GRAVEL & STONE	72.00	-----	---/--
PITNEY	09/05/18	PITNEY BOWES GADMIN--Q'LY POST METER 3307014642	01-5-275536.00 POSTAGE METER RENTAL	171.21	6753	09/12/18
POTTSP	08/01/18	VERMONT MUNICIPAL ASSESSO LIST-ASSESSOR FEES 1087	01-5-300300.00 PROFESS SERVICES	2060.44	-----	---/--
POWELLJUD	08/24/18	JUDITH POWELL PD - MILEAGE REIMB. 82418	01-5-500580.00 MILEAGE REIMB	54.50	-----	---/--
PRUDENTIA	09/07/18	PRUDENTIAL RETIREMENT SER AUG DEFERRED COMP AUG 2018	01-2-001116.10 ROTH PLAN 457	1994.54	6754	09/12/18
PTO'S	08/15/18	PTO'S REPAIR, INC DPW-STATE INSPECTION 29724	01-5-703401.00 OUTSIDE REPAIRS	55.00	6755	09/12/18
RADIO	08/20/18	THE RADIO NORTH GROUP INC FD-MICROPHONE 24139982	01-5-555426.00 RADIO PURCH/REPAIR	80.00	6756	09/12/18
RICH	09/04/18	NEAL RICH MILEAGE REIMB. 09042018	01-5-703405.00 PETROLEUM PRODUCTS	22.89	6757	09/12/18
RICHARDSO	09/02/18	TAD RICHARDSON GENADM-SERVER MAINT. 1632	01-5-275632.00 SERVER MAINTENANCE	731.25	-----	---/--
RODFRAN	09/05/18	RODERICK FRANCIS PLAN-BATTERIES 090518	01-5-350610.00 OFFICE SUPPLIES	16.99	-----	---/--
SABIL	08/08/18	SABIL & SONS INC DPW- 7X12 MESH TARP 33525	01-5-703403.00 PARTS & SUPPLIES	77.94	6758	09/12/18
SABIL	08/15/18	SABIL & SONS INC DPW-MESH TARP 33595	01-5-703403.00 PARTS & SUPPLIES	77.94	6758	09/12/18
SABIL	08/31/18	SABIL & SONS INC DPW-INSP. 1985 MILITA 82204	01-5-703401.00 OUTSIDE REPAIRS	115.00	6758	09/12/18
SAFETYKLE	08/17/18	SAFETY-KLEEN SYSTEMS, INC DPW-PARTS/WASHER SOLV 77460488	01-5-703515.00 ADMINISTRATION	325.20	6759	09/12/18
SOUTHWORT	08/16/18	SOUTHWORTH-MILTON, INC. DPW-BACKHOE 430 INV1374762	01-5-703403.00 PARTS & SUPPLIES	662.02	6760	09/12/18
TSSAND	09/07/18	TWIN STATE SAND & GRAVEL DPW-3" & 3/4" STONE 85774	01-5-703703.00 FEMA GRANT	1465.81	6762	09/12/18
UNIFIRST	07/23/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4277532	01-5-703515.00 ADMINISTRATION	80.97	-----	---/--

09/07/18
02:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-06 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03 (General) 09/07/18 To 09/12/18

Page 4 of 5
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
UNIFIRST	07/23/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4277532	01-5-703311.00 UNIFORMS	184.08	-----	--/--/--
UNIFIRST	07/23/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4277532	01-5-704311.00 UNIFORMS	38.80	-----	--/--/--
UNIFIRST	07/30/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4279718	01-5-703311.00 UNIFORMS	183.21	-----	--/--/--
UNIFIRST	07/30/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4279718	01-5-703515.00 ADMINISTRATION	36.20	-----	--/--/--
UNIFIRST	07/30/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4279718	01-5-704311.00 UNIFORMS	38.96	-----	--/--/--
UNIFIRST	08/06/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4281852	01-5-703515.00 ADMINISTRATION	22.09	-----	--/--/--
UNIFIRST	08/06/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4281852	01-5-704311.00 UNIFORMS	38.96	-----	--/--/--
UNIFIRST	08/06/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4281852	01-5-703311.00 UNIFORMS	182.96	-----	--/--/--
UNIFIRST	08/13/18	UNIFIRST CORPORATION DPW - UNIFORMS 035 4284037	01-5-704311.00 UNIFORMS	38.96	-----	--/--/--
UNIFIRST	08/13/18	UNIFIRST CORPORATION DPW - UNIFORMS 035 4284037	01-5-703515.00 ADMINISTRATION	22.09	-----	--/--/--
UNIFIRST	08/13/18	UNIFIRST CORPORATION DPW - UNIFORMS 035 4284037	01-5-703311.00 UNIFORMS	182.96	-----	--/--/--
UNIFIRST	08/20/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4286157	01-5-703515.00 ADMINISTRATION	22.09	-----	--/--/--
UNIFIRST	08/20/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4286157	01-5-704311.00 UNIFORMS	38.96	-----	--/--/--
UNIFIRST	08/20/18	UNIFIRST CORPORATION DPW-UNIFORMS 035 4286157	01-5-703311.00 UNIFORMS	182.96	-----	--/--/--
VLCTERB	08/31/18	VLCT EMPLOYMENT RESOURCE UNEMPL-4TH QTR 26806-Q4	01-5-800517.00 UNEMP INS RATE ASSMT	69.00	6763	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-5-500126.00 VT RETIREMENT	1417.05	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-5-350126.00 VT RETIREMENT	515.60	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-2-001113.00 VEMRS GRP C PAYABLE	1945.45	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-5-703126.00 RETIREMENT	1171.41	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-2-001111.00 VEMRS GRP B PAYABLE	3992.34	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-5-300126.00 VT RETIREMENT	71.55	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-5-100126.00 VT RETIREMENT	469.52	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-5-425126.00 VT RETIREMENT	321.58	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-5-005126.00 VT RETIREMENT	598.31	6764	09/12/18
VMERS	09/07/18	VMERS DB AUGUST RETIREMENT AUGUST 2018	01-5-200126.00 VT RETIREMENT	496.62	6764	09/12/18

09/07/18
02:57 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-06 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 09/07/18 To 09/12/18

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VMERS	09/07/18	AUGUST RETIREMENT	01-5-500126.00	199.55	6764	09/12/18
		AUGUST 2018	VT RETIREMENT			
VMERS	09/07/18	AUGUST RETIREMENT	01-5-704126.00	364.87	6764	09/12/18
		AUGUST 2018	RETIREMENT			
VMERS	09/07/18	AUGUST RETIREMENT	01-5-555125.00	282.34	6764	09/12/18
		AUGUST 2018	VT RETIREMENT			
VTREASUR	09/05/18	TC-DOG LICENSES	01-2-001121.00	411.00	6765	09/12/18
		2ND QTR 18	VT ANIMAL RETURN			
WBMASON	07/26/18	TS-INK	01-5-705515.00	26.27	-----	--/--/--
		I57207089	ADMINISTRATION			
WBMASON	08/16/18	PLAN/FIN-OFFICE FUR SUPPL	01-5-200610.00	89.99	-----	--/--/--
		I57875217	OFFICE SUPPLIES			
WBMASON	08/16/18	PLAN/FIN-OFFICE FUR SUPPL	01-5-350610.00	229.93	-----	--/--/--
		I57875217	OFFICE SUPPLIES			
WBMASON	08/27/18	GENADM-PAPER	01-5-275610.00	119.96	-----	--/--/--
		I58195055	OFFICE SUPPLIES			
Report Total				2062863.06		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *2,062,863.06
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Herb Durfee, Town Manager

SELECTBOARD:

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

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MEMORANDUM

To: Norwich Town Manager, Norwich Selectboard
From: Bonnie Munday, Town Clerk *BGM*
Date: August 30, 2018
Subject: Record Restorations

Good Afternoon,

This is a follow up on an email that I sent earlier this spring requesting to expend funds from Record Restoration Designated Fund.

Towards the end of July I asked Dennis Curran, KOFILE Technologies to come and look at my records and asked that he deem which books he would consider as being in critical condition.

I have attached a copy of a letter from Dennis on August 1, 2018 with his recommendations. There are nine books in the vault that should have prompt attention/restoration before we forever lose what the books consist of.

Also, I have attached information outlining the procedures that would be taken to bring the books back to a stable condition.

The **estimate** for the nine books came in at \$34,097.00. They have already been microfilmed so that cost will not need to be added to the estimate.

The Town Clerks office has a very long history of working with this Company when they were Brown's River Bindery, Brown's River Marotti, and currently KOFILE Technologies. A few years ago I did put out a bid for this work to be done and from what I learned is that there are other businesses perform this work, but the books would have to travel half way around the country or they would be out of the office for a considerable amount of time. Also, some businesses use interns to perform the work which also adds to the time the books are out of the office. It is for this reason I am asking that I am allowed to continue to do business with them and not to go through the bidding process. I would say that 95%+ Town Clerks use this company to restore their records. A representative from KOFILE will come down, pick up the books, take them to their place of Business in Essex Vermont where they will stay in the State of Vermont, until the process it completed and they returned to the Town.

I will be very happy to attend a meeting and discuss this with you all and if given enough time I am sure that Dennis Curran will make himself available to answer any questions you may have regarding KOFILE.

Thank you for your time and considerations.

Bonnie

KOFILE TECHNOLOGIES

August 1, 2018

Town of Norwich
Bonnie Munday, Town Clerk
300 Main St.
Norwich, VT 05055

Dear Bonnie:

Please find attached the listing of Norwich permanent records most in need of conservation treatment.

You mentioned that you would check whether these volumes were already on microfilm and we would move accordingly, filming any items not currently on film. Although filming costs are not included, they can be added once we have your inventory.

Please refer to the attached "Scope of Work" for specific conservation specifications. We are happy to personally pick up your items once you decide to proceed.

Final treatment costs will be confirmed upon examination and testing at our Essex Facility.

Thank you for the opportunity to continue this work in the Town of Norwich.

Best regards,



Dennis Curran

Encl: Scope of Work

Conservation Proposal
Norwich, VT
August 1, 2018

Land Records Vol. 19	\$3,384.00
Land Records Vol. 22	4,186.00
Land Records Vol. 23	3,732.00
Land Records Vol. 24	4,272.00
Land Records Vol. 28	4,816.00
Land Records Vol. 34	3,015.00
Land Records Vol. 35	3,182.00
Land Records Vol. 37	2,660.00
Service Discharges 1945-2006	4,850.00
Total	\$34,097.00



One Allen Martin Drive, Essex, VT 05452 800-639-3027 802-878-3335 Fax: 802-878-0932 www.kofile.us

SCOPE OF WORK – BOOKS AND DOCUMENTS

1. **Maintain an INFORMATION LOG for each volume noting the following:**

- Condition of document upon receipt
- # pages and proper pagination, blank pages
- Presence of pressure sensitive material
- Presence of previous repairs
- Presence of staples, paper clips, brads, etc.
- Presence of acidic glues
- Identity of certificates/records (manuscript, Photostat, originally typed, etc.)
- Notation of original lettering on spine and covers
- Loose pages or attachments
- Special characteristics
- Any other information pertinent to the identification of the volume

This is the standard log used for all books and documents treated at Kofile Technologies. On it are recorded original condition, pagination, pressure sensitive repairs and other previous repairs, presence of staples, paper clips, etc, acidic glues, identity of certificates, original lettering on spine, loose pages or attachments and any other special characteristics and pertinent information. This log follows the book through the treatment process and is used in the final quality check. It is held as a permanent record of treatment.

2. **DISMANTLE BINDINGS completely, following accepted archival restoration guidelines.**

Extreme care must be taken not to cut the spine and folds of the section off the backs of the documents; therefore, cutting or chopping is not acceptable. The text block must be well cleaned and carefully disassembled.

- Remove all original binding materials and adhesive residues.
- Remove staples, paper clips, brads, etc.
- Remove pressure sensitive tape and old glue.
- Remove any sheets that are blank on both sides

For books to be Archival Grade Polyester encapsulated, manually separate folios into single sheets.

3. **SURFACE DRY CLEAN all paper as necessary and prudent by accepted archival methods.**

4. **REPAIR/RESTORE**

Mend/Reinforce

- Mend and guard paper tears. Mending tissue to be lightweight, closely matched in color and flexibility, eliminating formation of a breaking point in the sheet (Gampi or proven equal for tear repairs, Koso, Sekishu or proven equal for guarding). Adhesive for all tear repairs and guarding of folios to be ethyl cellulose paste or proven equal.
- Sufficient press time to be allowed after mending to ensure paper will not cockle and that text block lies flat with no external pressure.
- Reinforce weak or tattered sheets to maintain mechanical integrity of document.
- Repair or replace index tabs as necessary.

Trim/Flatten

- Any sheets needing trimming must be neatly hand-trimmed to consistent size for uniformity and appearance.
- Flatten sheets as necessary.

DEACIDIFICATION

Deacidification and buffering are performed with a custom-built spray exhaust booth using Bookkeeper® (magnesium oxide spray). Bookkeeper® spray is far more benign in its effects on the environment and worker safety than other deacidification products that have been available. The minimal acceptable application of this material is to one side of the sheet of paper. In all cases, it is the practice of Kofile Technologies to spray both sides of the sheet to insure complete buffering of the paper. The final pH of paper treated with magnesium oxide is in the range of 8 with an alkaline reserve of 2-4%. Images will be tested prior to treatment to determine compatibility of image media with the process.

5. RE-SEW/REBIND

Encapsulated Records

- Encapsulate sheets where necessary utilizing Archival Grade polyester envelopes 3 mil (or other appropriate mil thickness).
- Envelopes to be of uniform size with welded seals.
- Envelopes to be placed in Enduro public record binder with piano hinge.
- Loose leaf volumes to be in binders as follows:
 - Cover material of customer's choice
 - Metals of .035 gauge polished nickel plated cold-rolled steel
 - Upright post diameter as necessary – 5/16 or as original
 - Tooling to be performed with 23 karat gold foil.

Rebound Records

- Binding style can be "case construction" with reinforcement in the end papers, cover to text attachment and cover construction. Any re-sewing should follow existing sewing stations and include sewn-in end papers.
- Sewing to be done by hand or Smythe-sewn, with sewing thread thickness evaluated and selected for each volume. Sewing thread to be chosen from unbleached linen stock or proven equal. Tapes to be linen or cotton.
- Backing material to be linen of 50-75 threads/square inch weight.
- End sheets to be chosen from a stock of strong, durable alkaline machine-made paper such as 80 lb. text Mohawk Super Fine Ivory or 100 lb. text weight Mohawk Super Fine Soft White or proven equal.
- Hinge to be of Library Buckram or proven equal and must open with no strain on text block.
- Boards to be of acid-free binders board of the best quality available and must be of sufficient thickness to preclude sagging or warping due to moisture or use.
- Cover material to be leather, imitation leather, buckram or canvas.
- Tooling to be performed with 23-karat gold foil.



6. **TITLE STAMPING** will generally follow the same format/style of originals and/or previous restored volumes.
7. **TREATMENT REPORT, referenced to information log, to be provided for each completed volume.**
8. **All restoration WILL BE COMPLETED WITHIN A PERIOD OF APPROXIMATELY 12-14 WEEKS,** beginning on the date of receipt of each item.
9. **All procedures to be performed are in accordance with generally accepted standards of conservation and restoration practice.** Alterations, changes or insertions of any new material in any record is strictly forbidden.





Certificate of Project Completion

VMBB Bond Series: Year 2017 Series # 2017-2 (Green Bonds)

This Certificate shall be evidence signed by the borrower, delivered to the trustee/disbursing agent and the Bond Bank. That the (name of borrower) Town of Norwich, VT

Project, (describe here) CONSTRUCTION of a Public Safety Facility for Fire: Police

has been substantially completed so as to permit efficient use in operations of the borrower and setting forth any Project Costs remaining to be paid from the Project Fund established with the trustee/disbursing agent.

IN WITNESS WHEREOF, we have hereunto set our hands on behalf of the Borrower this _____ day of _____, 20_____.

Name of Borrower: _____

By: _____

All or a Majority of its Board

And By: _____, Its Treasurer



8
REVISED
DRAFT

FRAUD PREVENTION POLICY Norwich, Vermont

PURPOSE. This policy provides a mechanism and encouragement for employees and officers to bring to the attention of the Town's ~~public accountant employed by the Selectboard~~ any complaint regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports. Town employees and officers shall not be discharged, demoted, suspended, threatened, harassed, or discriminated against in any manner for raising reasonable questions concerning the fair presentation of town financial statements in accordance with this policy.

REPORTS OF IRREGULARITY. Any employee or officer having a complaint regarding the integrity of the Town's internal financial controls or the accuracy or completeness of financial or other information used in or related to the Town's financial statements and reports, or who observes any questionable accounting practices, should report in writing (though verbal reporting is acceptable) such complaint to the ~~public accountant employed by the Selectboard~~. ~~That report should be copied to the Town Manager (unless the irregularity is focused on the Town Manager, in which case, the Selectboard Chair should be copied)~~ notified.

The report should include a description of the matter or irregularity, the period of time during which the employee or officer observed the matter or irregularity, and any steps that the employee or officer has taken to investigate the matter or irregularity, including reporting it to a supervisor and the supervisor's reaction. The report may include, at the employee or officer's option, the employee or officer's contact information if additional information is needed. However a report shall not be deemed deficient because the employee or officer did not include contact information.

Unlike errors or mistakes, "fraud" is the result of a deliberate act, an intentional deception to misappropriate assets or to manipulate data for personal gain. The Town does not tolerate any acts of fraud, regardless of the dollar amount involved. Examples of reportable actions include any indication of fraud, misappropriation of Town resources, substantial variation in the Town's financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, or inappropriate destruction of Town financial records.

INVESTIGATION. Upon receiving such a report, in as confidential a manner as possible to protect the complainant, the ~~public accountant employed by the Selectboard~~ Town Manager (or the Selectboard) shall investigate the issues identified in the report. The ~~public accountant employed by the Selectboard~~ Town Manager (or the Selectboard) may consult with the ~~Selectboard, Town Manager,~~ Finance Director, Treasurer, any other Town employee, legal counsel, and independent auditors as a part of ~~their~~ the investigation. At the conclusion of the investigation, the ~~public accountant employed by~~

~~the Selectboard~~ Town Manager (or the Selectboard) shall prepare a written response to the report, which shall be a public document.

For officers: In accordance with 24 VSA §1686(c), any Town officer who willfully refuses or neglects to submit his or her books, accounts, vouchers, or tax bills to the ~~public accountant~~ Town Manager (or the Selectboard) upon request, or to furnish all necessary information in relation thereto, shall be ineligible for re-election for the year ensuing and be subject to the penalties otherwise prescribed by law.

For employees: In accordance with the Town’s Personnel Policies (Disciplinary Action) and the Town’s collectively bargained agreement (Section 6.02) and its successor agreements, any employee found by the public accountant employed by the Selectboard to have engaged in fraud, misappropriation of Town resources, substantial variation in the Town’s financial reporting methodology from prior practice or from generally accepted accounting principles, and the falsification, concealment, inappropriate destruction of Town financial records, or other form of wrongful financial act may be subject to discipline, including termination of employment.

The foregoing policy is hereby adopted by the Selectboard ~~and the Treasurer~~ of the Town of Norwich, Vermont, this ___ day of _____, 2018 and is effective as of this date until amended or repealed.

BY:

John Pepper, Chair

Claudette Brochu, Vice-Chair

Linda Cook

DRAFT

John Langhus

Mary Layton

VLCT Model Fraud Prevention Policy

Establishing good internal controls is one way to minimize the opportunity for fraud. Another good way is to adopt a fraud prevention policy that outlines what is expected of all employees in terms of their personal conduct, as well as their role and responsibility in reporting suspected inappropriate actions by others.

A fraud prevention policy must inform employees that fraudulent acts will not be tolerated and explain that each employee has a duty to report any activity that appears to violate any law, regulation, or policy. The policy must also clearly outline the process that is available to report any suspected violation and assure employees that complaints will be investigated confidentially and without retaliation of any kind.

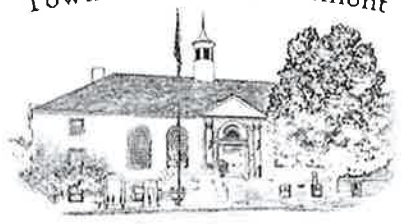
Vermont law provides that town auditors may—and if requested by the selectboard, shall—examine the records of any town officer authorized by law to receive money belonging to the town. If the town has voted to eliminate the office of auditor, this authority is vested in the public accountant upon request of the selectboard. Any town officer who refuses or neglects to submit these records is ineligible for re-election. 24 VSA §1686.

Consider the following when developing a fraud prevention policy:

Explanation of Fraudulent Activities. Fraud prevention policies should begin with a statement stressing the town's interest in encouraging ethical and honest behavior. It should include an explanation as to what constitutes misconduct or dishonest behavior and clarify that fraud is very different from errors or mistakes. Unlike errors or mistakes, fraud is the result of a deliberate act, an intentional deception to misappropriate assets or to manipulate data for personal gain. The policy should also state that the municipality will not tolerate any acts of fraud, regardless of the dollar amount involved.

Responsibility to Report. The policy should emphasize that each employee has a responsibility to immediately report any suspected acts of fraud. The policy should identify to whom an employee should report, and what to do if that individual is the one suspected of fraud.

Investigation and Reporting. Included in the policy should be the process for investigating the complaint, and a statement assuring employees that reports will be treated in a confidential manner and that retaliation will not be tolerated. The policy should also address the matter of false allegations and the consequences that may result from such allegations. At the conclusion of the investigation, a written response to the reported incident should be made, which will be a public document.



CHARTERED 1761

DRAFT

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Memorandum of Understanding

Bonnie Munday agrees to perform the duties and responsibilities of Town Clerk for the Town of Norwich, pursuant to Vermont Statutes Annotated and in adherence to the Policies of the Town duly adopted by the Selectboard.

This agreement shall be effective through the elected 3-year term ending Tuesday, March 3, 2020.

According to the Town's pay schedule, the Town of Norwich agrees to pay the Town Clerk an annual amount of \$65,479.72, effective July 13, 2018, in installments according to the Town's payroll process for the balance of FYE 2019. Thereafter, annual amounts shall occur according to the method in place for Department Heads (i.e., the CPI amount effective on July 1 and Step increase on July 13 – the Town Clerk's original "date of hire"). Notwithstanding the calculation for annual amounts, such amounts shall be subject to the respective budget approved by the Town of Norwich's voters during the annual March Town Meeting.

The Town of Norwich agrees to offer the benefit of health, dental, and vision insurance according to the terms outlined in the mutual agreement of record titled, "Agreement between Town of Norwich and New England Police Benevolent Association (PBA)."

The Town of Norwich agrees to contribute to Plan B of the Vermont Municipal Retirement System.

The Town of Norwich agrees to offer the benefits of life insurance and short- and long-term disability according to the matching contract provisions mutually agreed between the Town of Norwich and the PBA and its successor contract (a.k.a., the "Union Contract").

Mutually agreed this ____ day of _____ 2018 by:

Town of Norwich Selectboard:

John Pepper, Chair

Bonnie Munday
Town Clerk

Claudette Brochu, Vice-Chair

Linda Cook

John Langhus

Mary Layton

DRAFT

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

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

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

Adopted by Selectboard March 8, 2017

(11)

**TOWN OF NORWICH
PLANNING & ZONING**

P.O. BOX 376
NORWICH, VERMONT 05055
802 649-1419 Ext. 4 FAX: 802 649-0123
planner@norwich.vt.us

Memorandum

Date: September 6, 2018

To: Selectboard and Herb Durfee, Town Manager

From: Norwich Planning and Zoning Department

Re: Possible Renumbering of Stowell Road at the Request of the Vermont Enhanced 9-1-1 Board

Summary

The GIS Specialist for the Vermont Enhanced 9-1-1 Board brought to our attention on December 8, 2017 that the locatable address numbering for Stowell Road may be confusing in an emergency response situation to homes on Stowell Road in Norwich. Norwich has the Stowell Road addressing going West to East while Thetford is going East to West; both numbering is appropriately numbered. This numbering of locatable addresses however creates lower numbers in Norwich across from much higher numbers on the Thetford side of the road. (See attached email from Tyler Hermenson, with ortho map of Stowell Road in Norwich and Thetford). The Town of Norwich has five locatable addresses while the Town of Thetford has 18 locatable addresses on Stowell Road.

Recommended Action

The Selectboard is the body that would need to approve this renumbering in accordance with the Selectboard's "Policy on Street Naming Numbering and Addressing," revised 8/28/95. (See attached Ordinance).

Possible Action: Change the locatable address numbering on Stowell Road in the Town of Norwich to be in keeping with the Thetford's numbering system going east to west, despite contradicting the Town's numbering system as set forth in the Selectboard's Ordinance entitled "Policy on Street Naming Numbering and Addressing" revised 8/28/95.

Background

In December, 2017 and January, 2018 we brought this situation to the attention of Doug Robinson, Police Chief; Steve Leinoff, Fire Chief, and Herb Durfee, Town Manager all of whom agreed with the proposed renumbering change. Alex Northern, the current Norwich Fire Chief has also agreed to the renumbering.

In June of 2018 we initially reached out to the five affected Landowners to let them know that this renumbering was requested. On August 17, 2018 a letter was mailed to the landowners of Stowell Road that the possible renumbering of their addresses would be discussed as an action item at the Selectboard's meeting on September 12, 2018. As a result of these two correspondences, four of the landowners expressed through correspondence and phone calls that they would not like this change to

Memorandum to Selectboard

September 6, 2018

Page 2

occur due to the low number of affected locatable addresses, the challenges of changing their address for service providers, mortgage companies, mail delivery, GPS and some locatable addresses have home businesses. (Attached are responses from Landowners Ian Mahon, Ross T Jones and Ken Bauer and Sienna Craig; and response from Tyler Hermenson, E-911 Coordinator for the State of Vermont Enhanced 9-1-1 Board to answer some of the questions received by Pam Mullen, Assistant to the Planning and Zoning Department from Stowell Road Landowners in June).

Please note, the Norwich Planning and Zoning Office would be required to notify the United States Post Office, Town Records Department, Town Emergency Services and the E911 Board of any changes in addressing.

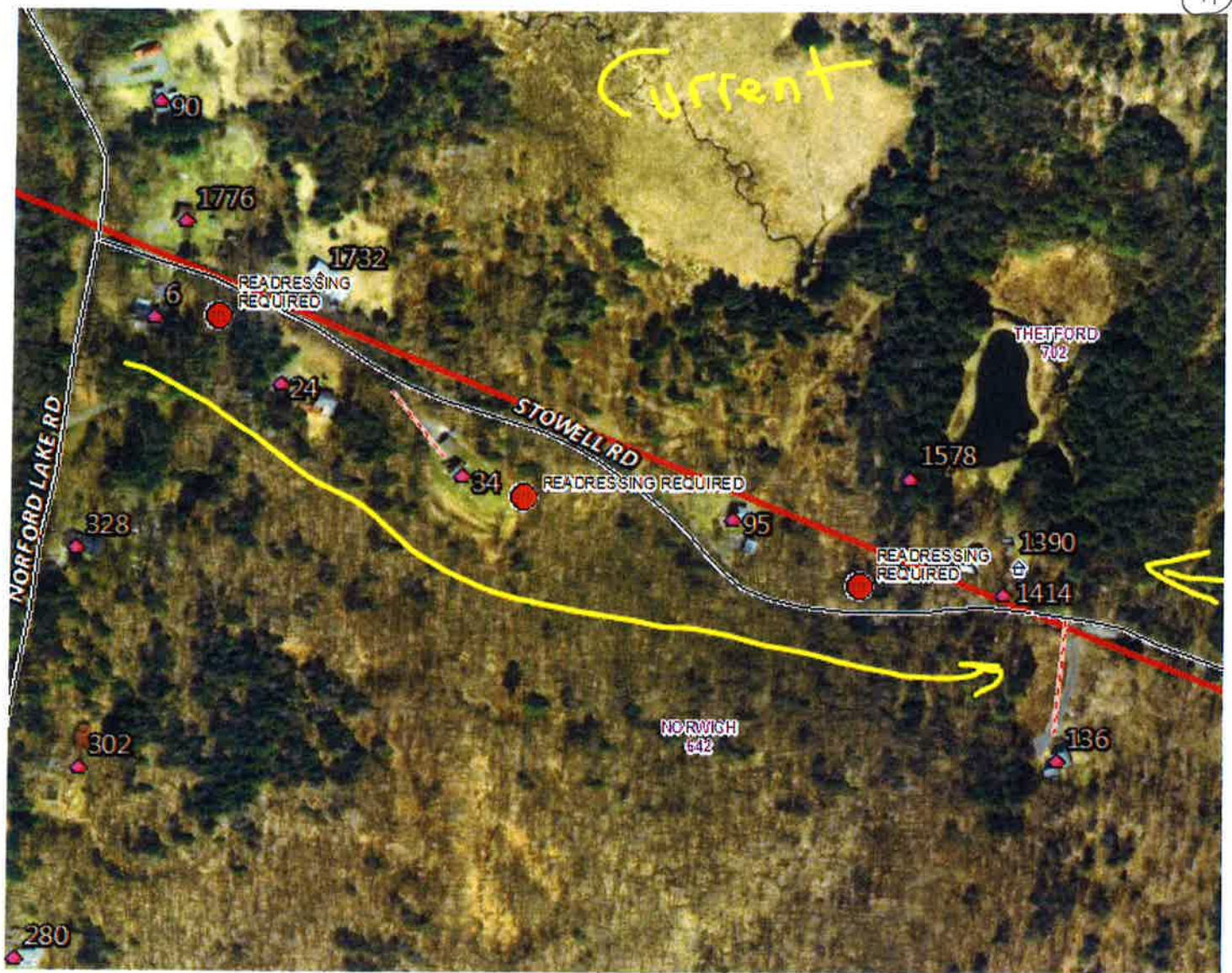
Pam Mullen

From: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>
Sent: Friday, December 08, 2017 10:41 AM
To: Pam Mullen; Phil Dechert
Cc: E911 - Database
Subject: E911

Hi Pam, Phil,

Found a decent size issue here that should be resolved sometime in the future of next year. This is Stowell Rd. The addressing in Norwich uses your system going West to East however Thetford uses it going East to West. I suggest redoing your 5 houses to match that of Thetford's to be the 1/1000th mile. Right now, its supper confusing as there is a 6 Stowell Rd directly across from a 1776 and there is a 24 directly across from a 1732 ect.

For the interests of public safety, this should all be continuous and thus nothing would be out of sequence with each other. At a later date, I can actually give you the precise numbers of what these should be. Just let me know if you would like to see what they should be when you would want to consider redoing the numbers.



Tyler Hermanson

GIS Specialist - Vermont Enhanced 9-1-1 Board
100 State St, Montpelier, VT 05620-6501

E: tyler.hermanson@vermont.gov Work: 802-828-4092 | Cell: 802-380-4499 | Fax: 802-828-4109 | **Tue - Fri** : 7-5:30
E9-1-1 Viewer : <http://maps.vermont.gov/e911/Html5Viewer/?viewer=e911viewer>

Note = Red line is the boundary line between Norwich and Thetford

(11)

TOWN OF NORWICH
P.O. Box 376
NORWICH, VERMONT 05055-0376
TEL. (802) 649-1419

POLICY ON STREET NAMING NUMBERING & ADDRESSING.

INTRODUCTION.

The Board of Selectmen hereby establish the following policy in order to develop a more uniform street naming and numbering system throughout the Town of Norwich to enable efficient location of homes, provision of emergency services and deliveries. The authority for this ordinance is VSA, Title 24 Section 4426.

STREET NAMES.

Any road serving more than two dwellings shall be named and numbered. This shall apply both to Town owned roads and to private roads. All named roads serving more than two dwellings shall bear a street sign. The Town will be responsible for making, erecting, and maintaining these signs.

A road, whether Town or private that serves only one or two structures is considered to be a drive for the purposes of this policy. No road name sign will be erected by the Town. The address of the dwellings on this drive (road) will consist of the name of the road from which it departs and the appropriate number. When the drive (road) serves a second dwelling, the next odd or even number will be assigned to the second dwelling.

The Board of Selectmen may vote to place a road name sign on any eligible road. Such a decision will be taken on a road by road basis as seems appropriate for the public good.

All roads shall be assigned a name that is separate and distinct from any previously assigned name in Norwich. The residents living on the road may suggest a name for their road by petitioning the Board of Selectmen. The Selectmen may change the names of roads within the Town when necessary to resolve a conflict or ambiguity. All names must be approved by the Board of Selectmen.

The name approved by the Selectmen will become effective 15 days after adoption by the Board. Residents wishing to contest an assigned name must write to the Board of Selectmen within 15 days of adoption. The Board will then schedule a hearing to resolve the problem.

STREET SIGNS - TOWN OWNED ROADS.

All road name signs for Town owned roads shall be of uniform size and shall use white letters on a green background. All signs shall be reflectorized. Lettering shall be at least 4" in height.

STREET SIGNS - PRIVATE ROADS.

All road name signs for privately owned roads shall be of uniform size and shall use green lettering on a white background and be of the same size as the Town road signs. All signs shall be reflectorized. Lettering shall be at least 4" in height. The road name shall be preceded by the letters "PVT" with letters not less than 2" high.

STREET NUMBERING.

A pair of numbers will be assigned approximately every 10 meters. Odd numbers will be on the left side of the road, even numbers will be on the right side of the road. Generally numbers will start from the point where the road intersects with an arterial road. For roads where this does not apply, the numbers will be assigned from south to north or from east to west. Dwellings shall be deemed to be on the street where the principle access is located. The guide of the American Society of Planning Officials "Street Naming and Property Numbering Systems" (Planning Advisory Service. Report No. 332, 1978) shall be followed in general. When conflicts arise in street numbering this ordinance shall take precedence.

MULTIUSE SITUATIONS.

Apartment houses: a building under one ownership in which rooms are arranged and rented as apartments. The apartment house shall be given one street number and each individual apartment shall be given an apartment number. Example "5 Hopson Rd. Apt 3"

Residential condominium complex: a building or buildings with individual separately owned units in a multi-unit structure. The road serving the building(s) shall be given a name. Each condominium unit structure shall be given its own street number. Units in the same structure shall have a unit number.

Commercial complex: a building or buildings under one ownership used for commerce or industrial use. Each building shall be given its own street number and each unit within the building shall be given its own unit or suite number.

Commercial complex and apartment complex: a building or buildings used for commercial use in which there are also apartments. Each building shall be given its own street number, each commercial unit shall be given a respective unit, or suite number and each apartment shall be given a respective apartment number. At no time shall there be unit or apartment numbers that are the same.

Duplex apartment: an apartment with rooms on two floors and a private inner stairway. Each building shall be given its own street number and each apartment within that building shall be given its own apartment number.

Duplex house: a dwelling consisting of two separate family units that is separated from adjoining units by a wall that extends from ground to floor. Each family unit shall be given its own street number.

HOUSE NUMBERING

All dwellings should display the assigned road number. Where the building is near to the highway and easily visible, the number should be mounted on the dwelling. When the dwelling is far from the road or served by a long drive, a number should be placed close to the junction of the drive and the road. Numbers should be at least 4 inches in height and may be arranged horizontally or vertically.

The number may be placed on a mail box if the box is in front of and on the same side of the street as the house. If placed on a pole, the number should be high enough so that it is not obscured by snow in winter or brush in summer.

We hope that homeowners will use common sense by locating their house numbers in the most logical place. The Selectboard may ask a homeowner to move a number that is causing confusion.

While house numbering is not mandatory under this policy, residents must be aware of the potential liability they could incur if emergency vehicles had difficulty in locating their house. This policy will serve as a notice that the Town denies any liability for difficulty in locating un-numbered dwellings.

ADMINISTRATION.

The Zoning Administrator (ZA) will maintain the official list and map of road names. All changes approved by the Board of Selectmen will be recorded by the ZA. The ZA will assign road numbers to new structures as needed. All building permits will carry the newly assigned road number.

The ZA will be responsible for reporting in writing additions and changes in existing or new roads to the following departments:

Fire Department	Listers
Police Department	Highway Department
Hartford Dispatch	Town Clerk
Ambulance Dispatch (Hanover)	Board of Selectmen
U.S. Post Office	E-911 Coordinator

Addition/Change notifications may be consolidated for one quarter. Reports will be sent at the end March, June, September and December whenever there is a need to notify changes to the above list of users.

The map of Norwich showing road names and locations shall be published when needed to ensure that the objective of public safety is met.

Pam Mullen, Assistant to Rod Francis
Norwich Director of Planning and Zoning
PO Box 376
Norwich, VT 05055

Dear Pam:

Thank you for this opportunity to respond to the possible change in addressing on Stowell Road. We plan to attend the scheduled meeting on Wednesday, 9/12, to register our strong objection to this proposed change. We are emphatically opposed to the proposed address change as it would significantly adversely affect both our personal and professional lives.

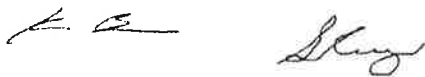
On a household level, the change in address would represent a significant loss of time and household resources as all of our records, from taxes and estate documents to all of our bills and online payments, are tied to our home address.

At a professional level, this change in our residential address would also have a significant negative impact. Since 1998, we have run a 501(c)(3) non-profit corporation, DROKPA (www.drokpa.org), which partners with communities in the Himalaya and Tibet to catalyze grassroots development (Federal EIN#77-0508714). DROKPA has channeled more than \$500,000 to projects that make significant impacts on local lives, including relief in the aftermath of massive earthquakes in Nepal in 2015. This is an *all-volunteer* non-profit organization which we run, with a small board, in addition to our employment at Dartmouth College. DROKPA's base of operations and all of our organizational transactions are linked to our current address, 95 Stowell Road. Registering a new address with the IRS, Vermont State Board of Taxes, and the host of bureaucratic organizations that DROKPA reports to would be extremely onerous.

While we appreciate the importance of efficiency in emergency services, given the relatively small number of houses on Stowell Road and the disproportionate inconvenience to those households that would be created by these changes, the costs should outweigh the benefits in your analysis.

Thanks in advance for your consideration.

Sincerely,



Ken Bauer and Sienna Craig

August 31, 2018 (transmitted via)



Pam Mullen

From: Ross T. Jones <Ross.T.Jones@dartmouth.edu>
Sent: Friday, June 22, 2018 12:04 PM
To: Pam Mullen
Subject: Proposed renumbering of Norwich home on Stowell Road

Hi Pam,

You and my wife, Anita, talked on the phone earlier this week about the proposed renumbering of the Norwich homes on Stowell Road. She told me that you suggested we write you with a list of our objections and that you would see what you can do with the state. We have three types of objections to the proposed change.

1. Personal (and I assume that we share these with our neighbors): Changing our house number will require us to change our address with all official (e.g., Driver Licenses, IRS, etc), financial (e.g., insurance, banks, loans), and commercial (credit cards, online shopping, etc) organizations and businesses.
2. Professional: A major source of my income comes from a home-based business (consulting, writing, teaching), for which I use our home address as my business address. This change would require me to update my address with all the people and organizations with which I do business.
3. Is the change really necessary? I definitely understand that the current numbering on Stowell Road can be confusing - if you are new to it or depend on house numbers to find a location. However, while there may be some reason that I don't know of, I assume (or hope, at least) that, with the currently available technology, any emergency vehicle would rely on GPS and/or map apps to find a specific location - just as UPS and FedEx currently do. They don't seem to have any problem finding the Norwich houses among the Thetford ones.

Hopefully, the state will re-think the necessity for this change.

Sincerely,
Ross

Ross Jones
Anita Prasad
6 Stowell Road
Norwich, VT 05055
Tele: 802-649-3664
Email: anita.prasad@dartmouth.edu; ross.t.jones@dartmouth.edu



Pam Mullen

From: IAN MAHON <ianmahon5@comcast.net>
Sent: Monday, July 23, 2018 12:26 PM
To: Pam Mullen
Subject: proposed change of address

Hello Pam,

This is a follow up of our previous conversation by phone.

In June we had overseas visitors staying with us. They were able to locate us by using GPS. My main concern with the proposed change of address is that the GPS databases may not be quickly updated. Folks looking to find the location of 1729 Stowell Road may be unable to track this address because it has not (yet) been stored on a commercial database.

Sincerely,

Ian Mahon

From: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>
Sent: Friday, June 22, 2018 3:18 PM
To: Pam Mullen
Subject: RE: Stowell Road in Norwich

Hi Pam, see notes below in red.

-Tyler

From: Pam Mullen [<mailto:PMullen@norwich.vt.us>]
Sent: Friday, June 22, 2018 2:17 PM
To: Hermanson, Tyler <Tyler.Hermanson@vermont.gov>
Subject: Stowell Road in Norwich

Hi, Tyler,

Some of the landowners affected by the possible change to the numbering on Stowell Road are asking out who notifies all the data bases about the new numbers. **The town notifies USPS, 911, and updates all town records, also recommended to notify 911 responders. For 911, I update the maps and also their phone line if they have one. For USPS it takes two weeks to enter in the new address and it goes to Portland Maine. Once there in their database, it links the old mailing address with the new, so the homeowners would be able to get mail at both old and new address for about 9-12 months. This also means the homeowners DO NOT fill out a change of address form with the USPS. Everything else such as utilities, credit cards, mortgages, ect are done by the homeowner. This is the case for every address change we do, which is often close to 2000 or more a year. UPS and FedEx sometimes have issues and you will likely see the homeowners complain the most about this. I do send along notifications of major changes to them. Best thing is to have the homeowner reach out to UPS or FedEx customer service to describe the "I'm not moving but my address is changing issue" to them.**

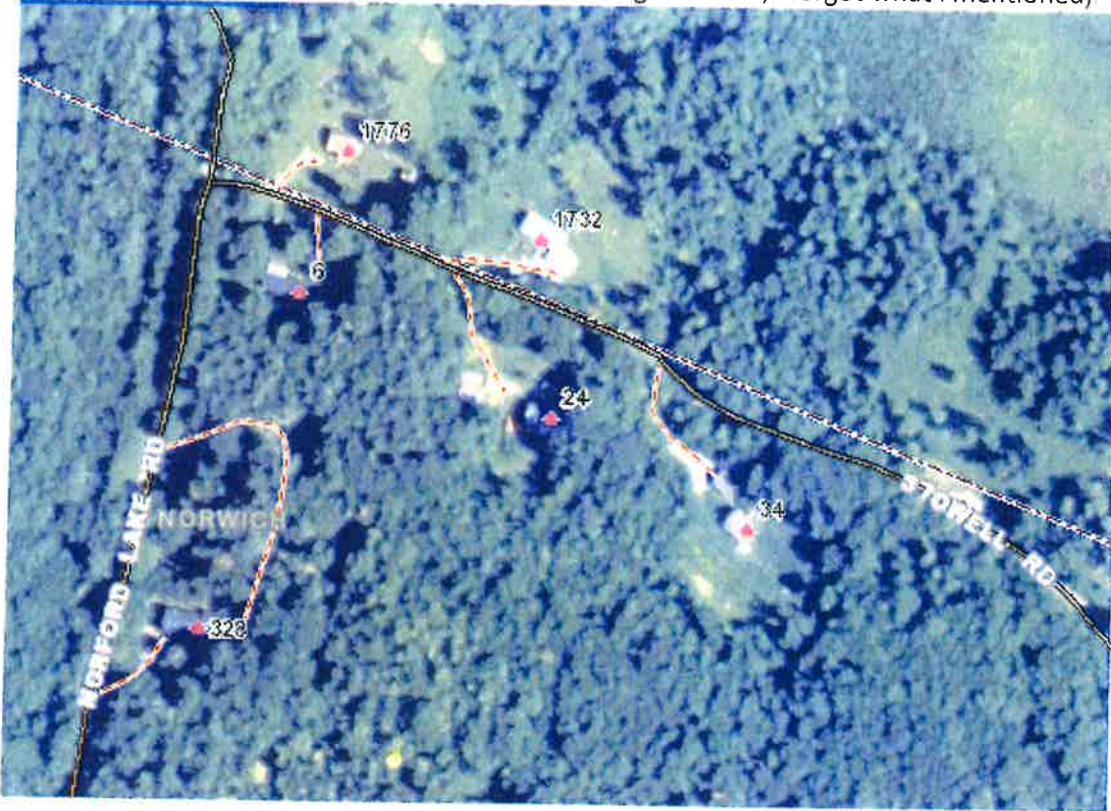
Another asked about how long it would be to have GPS have the correct addresses. **This depends on the GPS unit and what you are using. The 911 maps update basically same day when I get your notification. Google is often the quickest to update and can be a few days but can take up to a year and such. Bing is also not too bad to update either. Anyone can submit errors to these third party databases which is why often Google has many errors. A huge benefit to the GPS systems here is that the vast majority of the road is already using the town's mileage systems, so this means as I mentioned, although it may take a while to get into Google, the geocoding (aka mileage guessing addresses system) will guess where the new address numbers are, and will land pretty much over the same house as the existing one. See image 1, 2 and 3 below.**

Lastly if only affects a few houses could it not be changed given the amount of work that the landowners will need to do to change everything? **The only way that this can be "shot down" is via the selectboard. I highly suspect once they see how potentially dangerous this addressing is and how confusing it is, the selectboard will want no liability and part of this. The vast majority of the time the selectboards make the changes occur, otherwise, if the selectboard does say to not change it, the liability if a delay to 911 service were to occur, the it would fall onto the selectboard. For situations like this, we do have a legal document for town selectmen to sign off on areas of potential liability and knowingly know it may cause an issue. As far as the amount of work on the homeowners, its actually relatively minor. Yes it's an inconvenience, but to ensure there won't be any issues in finding you at 2am in a snowstorm with mutual aid responders in an area they have no idea where they are going, is worth it. If it's in regards to the amount of homes, that's no big deal. We just changed 49 homes in one street due to a delay that occurred a few weeks ago in Essex as they went to Jericho where the emergency was not. Both towns changed all 49 homes. We also changes entire towns like**

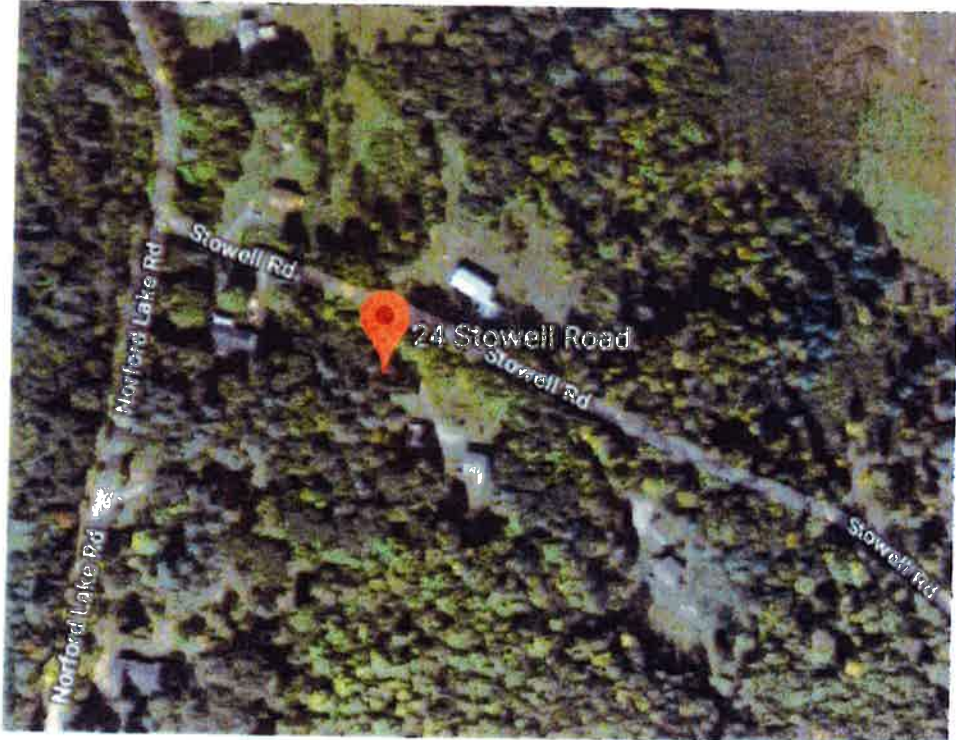
Alburgh last summer changed 1,900 houses as they had a huge 100 foot measurement system and ran out of numbers many times over.

Current 911:

24 Stowell Rd, Norwich (ideal would be something like 1729, I forgot what I mentioned)



Google – 24 Stowell Rd, Thetford Center



This is Google's attempt of geocoding the miles where a new # of 1729 would be. This is super beneficial and quite rare to have for potential address changes. This will save a ton of time and accuracy if the 911 numbers change.



I know that this is a busy time for you. Have a good weekend.

Sincerely,
Pam Mullen, Assistant
Norwich Planning and Zoning
802-649-1419 ext. 4

TOWN OF NORWICH
PERSONNEL POLICIES

2006

Originally Adopted: July 1, 2006

Updated:

August 16, 2006

August 7, 2007

May 28, 2008

September 10, 2008

May 27, 2009

August 26, 2009

September 7, 2010

[Month Day], 2017

Comment [HD1]: Add date

NORWICH ORGANIZATIONAL CHART

Chart prepared by Steve Soares and Chuck Wise, TRORC

February 2006

— Direct Responsibility
 - - Indirect Responsibility and/or collaboration

ANNUAL TOWN MEETING

SELECTBOARD

LISTERS

Property Appraisal
 Grand List Management

TOWN CLERK

Public Records
 Document Management
 Licensing / Permitting
 General information

TOWN TREASURER

Assist Town Manager
 Signs checks
 Town Investments

OFFICE OF TOWN MANAGER

Administrative Department Head
 Personnel Management / Staffing
 Emergency Management Director
 Collector of Delinquent Taxes

BOARDS/COMMITTEES

(not subject to personnel policies)

Affordable Housing
 Auditors
 Cemetery Commission
 Conservation Commission
 Corridor Enhancement Committee
 Development Review Board
 Energy Committee
 Finance Committee
 Health Officer
 Milt Frye Nature Area Committee
 Planning Commission
 Senior Action Council
 Transportation Committee
 Tree Warden
 Watershed Land Management Council
 Boards of Abatement and
 Civil Authority

Recreation Department

Special Events
 Youth Programs
 Adult Programs
 Park Maintenance
 Municipal Pool

Zoning and Planning

Land Use Planning
 Zoning Administration
 Community Development
 Historic Preservation
 Conservation

Finance Office

Accounting
 Accounts Payable
 Payroll
 Tax Collection

Waste Management

Collection
 Recycling

Police Department

Administration
 Detectives/Youth
 Patrol
 Communications
 Parking & Traffic
 Animal Control

Fire Department

Fire Suppression
 Rescue
 Emergency Medical Services
 Hazardous Materials
 Fire Prevention
 Public Education

Highway Department

Roads and Bridges Management
 Transportation System Maintenance
 Equipment Maintenance

These groups work on behalf of Town of Norwich residents but are not directly governed by the Selectboard.

**MARION CROSS
 SCHOOL**

**DRESDEN SCHOOL
 DISTRICT**

**NORWICH FIRE
 DISTRICT**

**OTHER AGENCIES
 & ORGANIZATIONS**

Field Code Changed

NORWICH ORGANIZATIONAL CHART

Chart prepared by Steve Soares and Chuck Wise, TRORC

February 2006

— Direct Responsibility
 - - Indirect Responsibility and/or collaboration

ANNUAL TOWN MEETING

SELECTBOARD

LISTERS

Property Appraisal
 Grand List Management

TOWN CLERK

Public Records
 Document Management
 Licensing / Permitting
 General information

TOWN TREASURER

Assist Town Manager
 Signs checks
 Town Investments

OFFICE OF TOWN MANAGER

Administrative Department Head
 Personnel Management / Staffing
 Emergency Management Director
 Collector of Delinquent Taxes

BOARDS/COMMITTEES

(not subject to personnel policies)

Affordable Housing
 Auditors
 Cemetery Commission
 Conservation Commission
 Corridor Enhancement Committee
 Development Review Board
 Energy Committee
 Finance Committee
 Health Officer
 Milt Frye Nature Area Committee
 Planning Commission
 Senior Action Council
 Transportation Committee
 Tree Warden
 Watershed Land Management Council
 Boards of Abatement and
 Civil Authority

Recreation Department

Special Events
 Youth Programs
 Adult Programs
 Park Maintenance
 Municipal Pool

Zoning and Planning

Land Use Planning
 Zoning Administration
 Community Development
 Historic Preservation
 Conservation

Finance Office

Accounting
 Accounts Payable
 Payroll
 Tax Collection

Waste Management

Collection
 Recycling

Police Department

Administration
 Detectives/Youth
 Patrol
 Communications
 Parking & Traffic
 Animal Control

Fire Department

Fire Suppression
 Rescue
 Emergency Medical Services
 Hazardous Materials
 Fire Prevention
 Public Education

Highway Department

Roads and Bridges Management
 Transportation System Maintenance
 Equipment Maintenance

These groups work on behalf of Town of Norwich residents but are not directly governed by the Selectboard.

MARION CROSS
 SCHOOL

DRESDEN SCHOOL
 DISTRICT

NORWICH FIRE
 DISTRICT

OTHER AGENCIES
 & ORGANIZATIONS

Comment [HD2]: Requires general update

Comment [HD3]: Requires general update

STATEMENT OF EMPLOYMENT CONDITIONS

The Norwich Selectboard has adopted the following statement of policy concerning employees of the Town of Norwich.

Except for Section 5.B.5, “no employee, officer, agent or other representative of the Town of Norwich subject to these policies has any authority to enter into any agreement for employment for any specified period of time or to make any agreement or representation, verbally or in writing, which alters, amends, or contradicts the foregoing provisions. Any exceptions to this policy of “at-will” employment must be expressly authorized in writing by the Selectboard of the Town of Norwich.”

No statement in these Town of Norwich Personnel Policies should be construed to grant any employee an employment contract of fixed duration nor should this or any other personnel manual be interpreted as making an implied or express contract of employment. This will serve notice to all employees that the employment relationship is at-will, and may be terminated by either the Town of Norwich or the employee at any time for any reason. All sections contained in these Town of Norwich Personnel Policies are intended as a general policy statement containing broad internal policy guidelines and not as a contract or any other commitment. The policies/guidelines set forth herein do not represent all terms and conditions of employment applicable to Town of Norwich employees.

**Town of Norwich, Vermont
Personnel Policies**

** ORIGINALLY ADOPTED BY THE NORWICH SELECTBOARD ON JULY 12, 2006. **

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2. DEFINITIONS

- A. "The Policy" - refers to the Town of Norwich Personnel Policies as adopted and amended.
- B. "The Town" – refers to the Town of Norwich.
- C. ~~-"Town Buildings"~~ – refers to Tracy Hall, Highway Garage and buildings, Transfer Station facilities, Police/Fire Stations and all other Town-owned buildings ~~or and~~ structures.
- D. "Benefits" - life, health, dental, vision, flexible benefit plan, accidental death and dismemberment insurances, retirement benefits, and disability plans as approved by the Selectboard.
- E. "Privileges" - sick leave, vacation leave, bereavement leave, medical appointment leave, holiday leave and other such privileges as described within the Policy.
- F. "Full-time Employee" - as described in Section 8, paragraph B, of the Policy.
- G. "Part-time Employee" - as described in Section 8, paragraph C, of the Policy.
- H. "Temporary Employee" - as described in Section 8, paragraph D, of the Policy.
- I. "Salaried and Contract Employees" – as described in Section 8, paragraphs E and F, of the Policy.
- J. "Fire Department Employee" – a member of the Fire Department.
- K. "Town of Norwich Selectboard" - shall be the ~~Town's governing board~~ Town's legislative body.
- ~~L. "S/He" – For the purposes of this Policy, the pronoun He/he shall be construed to indicate female and male employees.~~
- ~~M.L. "Spouse" – For the purposes of this Policy, the term "Spouse" shall be construed to mean the legally married or civil union partner of an employee.~~
- ~~N.M.N. "Department Head" - for the purposes of these Personnel Policies Department Heads are:~~

Comment [C4]: Add Rec Pavillion and parks, Gile mt fire tower ? any others

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Comment [jm5]: Normally considered separate and above department heads

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Finance Officer	Fire Chief
Director of Public Works	<u>Police Chief</u> <u>Town Manager</u>
<u>Police Chief</u>	Recreation Director
<u>Town Clerk</u>	<u>Zoning</u>

Administrator/
 Director _____ Listers _____
 _____ Planning/Zoning Coordinator

Comment [jm6]: usually not considered "department heads"

~~O.~~ ~~O.~~ "Town Departments" are:

_____ Town Finance _____ Town Clerk (Elected)
 _____ Town Public Works _____ Town Listers
 N. Town Recreation _____ Town Zoning/Planning _____ Town Fire
 _____ Town Police _____ Town

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Administration Elected Officials:
 Town Clerk
 Listers
 Treasurer

~~P.O.P.~~ "Personnel File" refers to the permanent record maintained by the Town for each employee, and containing which shall contain at a minimum containing, at a minimum, a history of the dates of employment of the employee, the positions the employee has filled, the rates of pay for the employee, the annual evaluations completed by the Employee's Supervisor, and the records of any disciplinary action as noted in Section 14 of these policies. The file may also contain records such as application forms, professional certifications and licenses, and results of reference checks related to initial employment, employee benefit plan selections, employee authorizations for payroll deductions, and any other documents which are deemed by the Town Manager to be relevant to the individual's employment.

Comment [jm7]: keep separate in the "application file"

Comment [jm8]: best practice to keep in separate files

~~Q.P.Q.~~ "Compensatory time". Pursuant to Section 7(o) of the Federal *Fair Labor Standards Act* (FLSA), the Town of Norwich offers its non-exempt employees compensatory time off in lieu of overtime compensation. Compensatory time is provided at the rate of one and one-half hours of compensatory time for each hour of overtime worked.

Comment [HD9]: This definition and its provisions is inconsistent with the Union Contract (7/1/14 – 6/30/18)

An employee may accumulate not more than 100 hours of compensatory time. Any employee who has accrued 100 hours of compensatory time off shall, for additional overtime worked, be paid overtime compensation at the rate of one and one-half times the employee's regular rate of pay.

Comment [C10]: Reduce to 40 and/or put a cap in place that requires comp time to be used in year accrued. How frequently do employees use this option?

At the time of hiring, a non-exempt employee must elect to receive either compensatory time or payment of overtime compensation. This election may be changed in writing by an employee, but only once each fiscal year, by informing the Department Head and the Finance Office.

An employee who has accrued compensatory time and requested use of this time shall be permitted to use such time off within a reasonable period after making the request, if such use does not unduly interrupt the operations of the employee's department. A request to use compensatory

time may be turned down when the Department Head reasonably and in good faith anticipates that the employee's use of the time will impose an unreasonable burden on the department's ability to provide services of an acceptable quality and quantity for the public during the time requested without the use of the employee's services.

An employee who has accrued compensatory time off shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation not less than the average regular rate received by such employee during the last three years of employment or the final regular rate received by such employee, whichever is higher.

~~R.Q.R.~~ "Non-Exempt Employees". Are those employees who are ~~not classified as "exempt" under covered by~~ the Fair Labor Standards Act (FLSA).

~~S.R.S.~~ "Exempt Employees". There are three primary exempt categories for municipalities under FLSA rules:

- Executive
- Administrative
- Professional

All have a salary threshold and all have separate duties/tasks. ~~(See Appendix XI for detailed descriptions.)~~ Elected officials are also classified as exempt.

Comment [jm11]: Is this necessary? It seems like an extra burden for the Town to keep up to date. If so inclined, employees can easily look up the FLSA requirements themselves.

~~T.S.T.~~ "Timesheets". For the purposes of filling out timesheets, the workweek starts on a Sunday and finishes on the following Saturday. Employees are paid every two weeks. NOTE: Fire Department submits timesheets quarterly or biannually.

~~Each~~Each supervisor is responsible for assuring the timely submission of a timesheet for each employee under their supervision every two weeks. ~~Each~~Each employee is responsible for assuring the timely submission of their respective timesheet once every two weeks. The number of regular, overtime, call back hours, compensatory hours accumulated, compensatory hours used, holiday, vacation and sick hours and hours of unpaid leave, shall be entered. The timesheet shall be approved and signed by the employee's supervisor and submitted to the Finance Office. Timesheets are filed in each department and the Finance Office. Each employee has the responsibility to check ~~his~~his/her timesheet and report any errors.

~~U.T.~~ "Town Manager" The chief administrative officer for the Town, appointed by the Selectboard.

3. PURPOSE

~~These~~It is the purpose of these These policies ~~to~~ establish procedures, ~~which will~~

~~that~~ serve as a guide to administrative action concerning the personnel activities and transactions of the Town. The policies ~~intend~~~~are intended~~~~intend~~ to set forward the customary and most reasonable method of fulfilling the objectives of personnel administration. The policies are also ~~adopted as the~~ mechanism by which to inform the employees of the ~~Town's~~~~Town of conditions of employment within the~~~~Town~~~~Town's employment conditions.~~

This ~~manual policy~~ and the provisions contained herein do not constitute a contract to employment in whole or in part. The Town reserves the right to add, amend or delete any benefit or policy stated herein at any time, except as otherwise committed to by formal contract agreements.

4. ADOPTION AND AUTHORITY

These Personnel Policies of the Town of Norwich dated July 1, 2006 (Updated: August 16, 2006, August 7, 2007, May 28, 2008, September 10, 2008, August 26, 2009 ~~and~~, September 7, 2010, ~~and~~ [Month Day], 2017), are ~~hereby~~ adopted ~~– pursuant under authority set forth in State Statutes Annotated, Title 24, Sec. 4121 – 4122 pursuant to 24 VSA §1121, et seq., and~~ by their adoption, supersede any policies previously in force.

Comment [HD12]: Add date

These policies ~~remain will be~~remain in effect until superseded, but should be reviewed on a regular basis by the Town Manager and the Selectboard, with a formal review being completed no later than once every three years. However, these Personnel Policies will not be negated for lack of review within the specified schedule.

5. APPLICABILITY

- A. These policies shall be applicable to all persons employed by the Town except where specifically superseded by a collective bargaining agreement for employees who are members of the collective bargaining unit ~~A.F.S.C.M.E. Council 93, Local 3797, AFL-CIO (New England Police Benevolent Association)~~ and other employees excluded by this section.
- B. These policies shall be applicable to the Town Manager except as they may be covered specifically by any employment contract between the Town Manager and the Selectboard, in which case the employment contract will take precedence.
- C. Sections 7, 8, 12, 14, 15, 16, 17, 18, 19, 20 and 21 do not apply to employees of the Fire Department.
- D. Severability Clause. Should any provision of these policies be held to violate a Federal or State law, only those specific provisions shall be invalid, and all other provisions shall remain in full force.

Comment [jm13]: Note: VLCT suggests that elected officials such as the Town Clerk sign an agreement to be covered by the personnel policy in exchange for receiving benefits. See VLCT model. (There are certain sections, such as discipline, exempted from the agreement since elected officials answer to the voters and not the Selectboard or Town Manager.

6. EQUAL EMPLOYMENT OPPORTUNITY

The policy of the Town is to maintain and promote equal employment opportunity. The Town will select candidates for employment on the basis of the candidates' qualifications and suitability for the position and will consider them with respect to compensation and opportunity for training and advancement including up-grading and promotion, without regard to age, sex, race, color, ancestry, sexual orientation, place of birth, physical or mental condition, religion, national origin, marital status, any other categories protected by state or federal law, or political affiliation. Equality in such opportunities continues to be the basic policy of the Town.

7. RECRUITMENT

- A. The Town Manager shall post notice of every Town vacancy in all Town buildings for a period of at least five business days. The Town Manager may also post notice of vacancies in newspapers, on the Town website, and in such other appropriate media as to attempt to obtain the best qualified applicant response. Note as exception hereto: The Fire Department, as a volunteer/call department, recruits on a continuous basis.
- B. Notice shall specify the vacant position, salary range, nature of the work and full job description when available, major required qualifications of the applicants, closing date for receiving applications and other such information as required. Notice shall include verification that the Town does promote *Equal Employment Opportunity*.
- C. It is the policy of the Town that immediate relatives shall not directly supervise immediate relatives. Temporary employees may be exempted from this provision where the possibility of any conflict of interest is deemed to be minimal and with prior approval of the Town Manager. For the purpose of this subsection, immediate relative shall include (step) mother, (step) father, parents-in-law, sister (in-law), brother (in-law), spouse, domestic partner, son, daughter, (step) children. Members of the Fire Department are exempt from this provision, except the Fire Chief, as long as the Fire Department continues to operate as a Call Department.
- D. Policies stated in this section are not to be construed as to conflict with any law or regulations mandated by state statutes required for police hiring practices or any other department that may also be affected by laws or statutes.
- E. As part of the pre-employment procedure, former supervisors, employers, and references provided by applicants shall be contacted to confirm application information. Motor vehicle, criminal background and/or credit checks may be conducted with written authorization from the applicant.

Comment [jm14]: do you list all qualifications? I suggest inserting the word "major" here since there may be other required qualifications upon which you make the decision that are not listed on the posting.

Comment [HD15]: The Fire Chief is an employee of the Town versus a volunteer "employee".

Reference checks may be conducted personally, by telephone, electronically, or by other methods and shall be documented. These reference checks shall be completed prior to an offer of employment and the information shall be made part of the application file. For Town positions requiring a commercial driver's license (CDL), a pre-employment drug test may be required (in addition to the random drug testing required during any employment). All such information is to be handled as privileged and confidential.

F. Steps Before Starting to Hire. Before starting to fill a new or existing position, the following items must be determined:

- (1) The position title, the nature of work to be performed and a job description, when available, listing essential tasks of the position. Existing job descriptions will be updated ~~where needed, as~~ applicable. New or changed job descriptions must be approved by the Town Manager ~~before~~ prior to ~~before~~ advertising the position.
- (2) The job classification, exempt or non-exempt status under FLSA and the range of hourly pay, depending on qualifications, -rate- must be determined.
- (3) The position may be full-time or part-time, permanent or temporary (seasonal). Both must be determined before hiring, including the number of hours per week for a part-time position.
- (4) ~~The~~ An estimated starting date must be agreed upon.
- (5) No position may be advertised unless the necessary funds are included in the current budget for the position.
- (6) The position must be advertised. The final date for receiving applications must be stated. ~~It is not necessary to advertise the pay rate/hiring range.~~ Job descriptions should be available for applicants if they want them. Advertisements will be posted in at least three public places in Town (including the town website) and in the Selectboard's Valley News Selectboard's designated newspaper (currently, Valley News) or other appropriate form of online or print media (e.g., the Norwich Listserve). Advertising costs will be charged to the department hiring the employee.
- ~~(7)~~ Normally the Department Head will be responsible for screening the applications, conducting interviews and making hiring recommendations to the Town Manager. However, the Town Manager may decide to participate in the screening and interviewing and if s/he wishes, -to do so-, he will indicate his intention before the hiring process starts.

(8)

- ~~(9)~~(7) The Town Manager will approve all hiring decisions on an individual

Comment [jm16]: suggest this could be a range, depending on qualifications

Comment [HD17]: This is inconsistent with section 7.B.

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basis, before a job offer is made, unless s/he specifically delegates this authority to the Department Head.

8. EMPLOYEE CLASSIFICATION

A. Probationary Employee. A probationary employee is any new employee or any employee returning from a break in service of one year or more (except for an employee returning from active military service). The probationary status of an employee shall be completed when the employee has worked at least one year and has received favorable reviews at 90 days and 180 days from the Department Head which have been accepted by the Town Manager. The probationary period may be extended at the discretion of the Town Manager, but shall not exceed eighteen months. Probationary employees receive all the benefits and privileges provided by these Personnel Policies. Probationary employees are not subject to the disciplinary and discharge procedures set out in Section 14.

B. Full-Time Employee. A full-time employee is an employee who has completed the probationary period and works a regularly scheduled forty (40) hour work week. The employee is subject to all policies and regulations and is eligible to receive all benefits and privileges as provided by the Personnel Policies.

C. Part-Time Employees. All those working ~~less-fewer~~ than 40 hours per week up to and including 39 hours per week. Change part time employee to read 24-39 hrs/week.

~~C.D.~~ Temporary Employee. A temporary employee is one who is hired with an expected employment duration of less than one (1~~1~~) year. A temporary employee shall not enjoy nor be entitled to the privileges and benefits provided by these policies, except as provided by state or federal law, but may be paid a 15% differential above the hourly rate for the position held.

~~D.E.~~ Salaried and Contract Employees. Salaried and contract employees are not considered hourly employees.

~~E.~~ Independent Contractor. ~~An independent contractor is hired to perform one or more defined tasks, and is paid at a negotiated rate of remuneration. No overtime is paid and there are no fringe benefits payable. As an alternative to a fixed contract, the person may be paid at an hourly rate based on the number of hours needed to complete the task. Again, no overtime or fringe benefits are paid. All independent contractors must get a signed contract before starting work. Health, injury and third party insurance are the responsibility of the independent contractor.~~

9. FIRE DEPARTMENT

~~Members With the exception of the Fire Chief, members of the Fire Department~~

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Comment [C18]: Wondering if fed or state law has changed the definition of full time and part time employee?

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Comment [jm19]: this allows for workers' comp insurance, unemployment insurance, social security, medicare, and the new Vermont paid sick leave law plus any future laws that are passed.

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Comment [jm20]: independent contractors should not be included as a type of employee. There may be "contract" employees but, by definition, an independent contractors should be a non-employee and this personnel policy should not be applied to them.

Comment [C21]: Delete all FD material

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are employed on an on-call basis and shall be excluded from coverage of the Personnel Policies and shall not be entitled to any rights or benefits contained in these Personnel Policies except as specifically provided in these policies. Members of the Fire Department shall have the right to present grievances, except grievances relating to promotion, demotion, discipline or discharge and shall have the right to report instances of sexual harassment to the Fire Chief or the Town Manager in accordance with Appendix I. In the case of a conflict between this section and any other portions of these policies, this section will govern.

Members of the Fire Department serve as "at will" employees and may be demoted or terminated by the Fire Chief with the approval of the Town Manager at any time without cause. These Personnel Policies do not constitute an employment agreement between the employer and the employee and are subject to change at the sole discretion of the employer as the needs of the employer and requirements of the department change.

A. Recruitment

~~Since the Fire Department shall provide appropriate notice of vacancies. Recognizing that the department has vacancies on a fairly regular basis, the Town accepts applications on a continual basis and reviews them, as needed, when openings arise is consistently recruiting, official notice of vacancies is not required.~~

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Comment [jm22]: These 2 sentences are confusing. What is "appropriate notice" and what is "official notice." Maybe this could be clearer. Perhaps this fits: "Because the department has vacancies on a fairly regular basis, we accept applications on a continual basis and review them as needed when openings arise."

The following are the minimum requirements for becoming a member of the Fire Department:

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- Minimum of 18 years old
- High School graduate
- Physically fit and able to perform duties associated with EMS services and Fire/Rescue services as appropriate.
- No felony conviction.
- No misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions.
- ~~No pending misdemeanor or felony charges.~~
- ~~Holder of a valid driver's license with no suspensions in last three years and no habitual or serious traffic offenses.~~
- ~~Not a habitual drunkard or gambler.~~
- ~~No use of illegal drugs in the past three years.~~
- ~~Never sold illegal drugs.~~
- ~~No use of mind-altering drugs within the past 5 years.~~
- ~~Able to attend regular training and drills.~~
- ~~Able to respond to calls on a regular basis.~~

Comment [C23]: Or GED? Can this be waived if applicant is otherwise literate and qualified?

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Comment [jm24]: I'm not sure this is legal when there is no conviction.

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Comment [jm25]: define? also may be protected by ADA. Better to define essential functions of the job.

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Comment [jm26]: define "mind-altering." what about alcohol? perhaps "no illegal drug use" would be better.

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The applicant will fill out an application on a form provided by the Fire Chief with the necessary releases to allow a background investigation.

~~The Fire Chief is responsible for screening the applications, conducting interviews and making hiring recommendations to the Town Manager. The Town Manager may participate in the screening and interviewing process.~~

~~The Police Department will perform a background investigation of all applicants.~~

~~Applicants for membership in EMS division shall pass a medical evaluation in accordance with 29 CFR 1910.134 before being appointed.~~

~~Members of the fire/rescue division shall pass a medical evaluation in accordance with 29 CFR 1910.134 before being qualified for interior firefighting or other tasks requiring the use of SCBA.~~

~~Appointments to the Fire Department are made by the Town Manager based on a recommendation of the Fire Chief.~~

~~B. Promotions~~

~~To the extent feasible appointment as a Fire Department officer, with the exception of the chief, should be made from within the department.~~

~~Application for a promotion shall be made on a form provided by the Fire Chief with the necessary releases to allow a background investigation. The selection process will be based on the requirements of the job description and may include review of education, training and experience; appropriate testing and interviews; background check; physical agility; drug screening and, where appropriate, pre-appointment medical examination. The Town Manager may participate in the screening and interviewing process.~~

~~Appointments as a Fire Department officer in the fire/rescue division are made by the Town Manager based on a recommendation from the Fire Chief. The Fire Chief makes appointments to staff positions and assigns other duties as required.~~

~~C. Performance Evaluation~~

~~Written performance evaluations shall be conducted at least once annually for all Fire Department officers using a form prepared by the Fire Chief and approved by the Town Manager.~~

10. PHYSICAL EXAMINATION

All prospective employees, including current employees being promoted or transferred or transitioned from temporary employment to a new position, may be required to undergo a physical examination at the expense of the Town after an offer of employment has been made. Appointment to a position may be conditioned upon satisfactory results of the examination demonstrating that the

Comment [jm27]: Be careful. I don't believe drug testing is allowed except after a job offer has been made and the offer is contingent upon passing the drug test.

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Comment [C28]:

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Comment [jm29]: what about other staff?

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Comment [C30]: Are we holding new employees to this exam?

prospective employee has the physical and mental capacity to perform the job's essential functions with reasonable accommodations, if necessary. Pre-employment medical examinations for applicants shall be conducted only under circumstances allowed by the Americans with Disabilities Act and Vermont state law.

11. PROOF OF ~~WORKCITIZENSHIP~~WORK AUTHORIZATION STATUS

All new Town employees must provide the Town with proof of identity and citizenship or legal immigration work authorization status in conformance with federal law. Failure to provide such proof shall result in non-hiring or immediate dismissal.

12. PROMOTIONS AND TRANSFERS

A. Vacancies in positions in any department in the Town should be filled as far as practicable by the promotion or transfer of well-qualified employees (based on past performance reviews) and recommendation of Department Heads. Promotion in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of effecting an increase in compensation. In no case shall a promotion be effected without just compensation.

B. All promotions and transfers shall be subject to a one year evaluation period. If, during this evaluation period the Town Manager ~~in with~~ consultation of consultation with the Department Head determines that the employee cannot satisfactorily perform the duties of the position, the employee shall be notified in writing as to the reasons for the decision and, subject to a pre-demotion hearing, may be removed from the position. If the employee's old position, or some other position for which the employee is qualified, is vacant, the employee will be returned to his former or other equivalent job. Otherwise, the employee will be subject to the Layoff Provisions under these policies. A decision by the Town Manager, after consultation with the Department Head, during the evaluation period to remove a promoted or transferred employee from the new position shall be final and not subject to appeal.

13. RIGHTS AND RESPONSIBILITIES OF EMPLOYEES

- A. Every employee shall fulfill to the best of ~~their~~his/her~~their~~ ability the duties and responsibilities of his position. Each employee shall, during his/her hours of duty, devote ~~his~~ full time, attention and efforts to ~~their~~his/her~~their~~ position and employment. An employee shall not use ~~their~~his/her~~their~~ position to secure special privileges or exemptions for him/herself or others. An employee shall not use Town property or equipment for ~~his~~ private use or for any use other than that which serves the public interest.
Fraternization, in the form of dating, romantic involvement, or sexual relations, is a relationship that goes beyond the normal scope of an employee's interactions with other employees. Such fraternization between an employee with supervisory duties and a subordinate is prohibited. Any such activity is cause for disciplinary action, including termination.
- B. An employee shall not disclose confidential information gained ~~by him~~ by reason of ~~their~~his/her~~their~~ position except as authorized or required by law, nor shall ~~the~~ employee otherwise use such information for ~~his~~ personal gain or benefit.
- C. The obvious responsibility of an employee ~~of the Town~~ is to the Town. No conduct or action ~~which is~~ contrary to the best interests of the Town will be permitted.
- D. If, in the opinion of the Town Manager, secondary employment interferes with an employee's performance of duties, the Town Manager shall provide written notice to the employee of such ~~his~~ observations and of the possibility of imposition of disciplinary action including, but not limited to, termination.
- ~~E. Town employees are expressly prohibited from soliciting or accepting any gratuity (except mementos or novelties of nominal value) from any person, company firm or corporation to which any purchase or contract is or might be awarded.~~
- ~~F.~~
- ~~G-E.~~ An employee may not be absent from duty without the permission of his Department Head. Any absence of an employee from duty ~~which is~~ not authorized under provisions of these policies shall be investigated by the Department Head and reported to the Town Manager. Any employee ~~absent~~who is absent~~absent from work~~ without authorization may be subject to forfeiture of compensation for the period of absence and other forms of discipline ~~including up to~~including termination.
- ~~H-F.~~ Salaried-Exempt personnel shall be entitled to reasonable time off as compensation for hours worked in excess of forty hours per week, providing prior notice and approval is secured by the Town Manager. This time off shall constitute the only compensation for said additional work hours.
- ~~I-G.~~ Political Activity: An employee shall not use his or her official authority for the purpose of interfering with or affecting the nominations or election of any candidate for public office in the Town of Norwich. This rule is not to be

Comment [HD31]: New suggestion

Comment [HD32]: Redundant section to Section 14.B.

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Comment [jm33]: Generous but is this necessary? Fine to have if working well but may be worth review and reconsideration.

construed to prevent an employee from becoming or continuing to be a member of any political party or from attending political meetings or signing petitions for a candidate for public office.

- I. ~~I. Sexual Harassment: In accordance with state statute, the Town has adopted a comprehensive Sexual Harassment Policy. See the full policy in the appendices for further information.~~
- J. ~~J. Smoking Policy: In accordance with state statute, the Town has adopted a smoking policy. See the full policy in the appendices for further information.~~
- K. ~~K. Drug Free Workplace: In accordance with state statute, the Town has adopted a drug free workplace policy. See the full policy in the appendices for further information.~~
- L. ~~L. Workplace Violence Policy: The Town has adopted a policy dealing with violence in the workplace. See the full policy in the appendices for further information. Town Policies Affecting Employees: In accordance with state statute, the Town maintains several policies employees shall adhere to. Some key A copy of the policies are included in the appendices, addressing and they address sexual harassment, smoking, drug free workplace, and workplace violence. This list may not encompass all Town adopted policies applicable to employees. Employees are encouraged to speak with their supervisor or the Town Manager for any such policy(ies).~~
- M. Personnel Files: An employee, upon request to the Town Manager, may make an appointment to review his own/his/her Personnel File. Such review shall occur at the Town offices and shall be supervised. Employees may receive copies of any documents contained in their file own files file, but may not remove or destroy any such documents.
- N. Social Media –Add something here limiting the use of personal cell phones during work hours and other social media postings that might negatively impact the town or a Town Employee/elected official.

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14. DISCIPLINARY ACTION

- A. The Town exists to provide services to its citizens and, therefore, has a responsibility to perform these services in the most effective and efficient manner possible. The same is required of its Town employees. Discipline and/or performance improvement coaching will result from any action or inaction resulting in anything less than satisfactory performance. All full-time and part-time employees will be fairly and consistently subject to the disciplinary and discharge procedures, given the facts of the individual case. The termination and disciplinary procedures outlined in these Policies do not apply to probationary or temporary employees.
- B. Disciplinary action may be initiated by the Department Head and/or Town

Manager. Discipline will be administered ~~for cause and initiated~~ for reasons which include but are not limited to:

Comment [jm34]: best to avoid "for cause" phrase as it can get quite specific legally.

- No employee shall, directly or indirectly, ~~corruptly~~ ask, demand, exact, solicit, accept, receive a gift or gratuity, or a promise to make a gift or to do any act beneficial to the employee or another with the understanding that the employee will be influenced thereby in any action within the employee's official capacity or employment. Nor shall any employee authorized to procure or to recommend procurement of materials, supplies or services ~~corruptly~~, directly or indirectly, ask, demand, exact, solicit, seek, accept, receive or agree to receive for the employee or another person, any benefit or benefits from the person providing or soliciting the provision of such materials, supplies or services.
- absenteeism including tardiness;
- any violation of any employee duties as set forth in these policies, or a violation of any other duties or work rules, whether or not specified herein;
- any action or inaction resulting in anything less than satisfactory performance;
- insubordination;
- unacceptable job performance;
- possession or use of alcohol on the job;
- possession or use of illegal drugs on the job;
- misuse of prescription or non-prescription drugs which impairs the performance of the employee;
- unauthorized use of Town equipment or property;
- destruction of public and/or private property;
- falsification of documents concerning payroll or any other departmental operations;
- abusive and/or obscene language directed at supervisors, other employees or the public;
- failure to comply with safety regulations;
- sexual harassment;
- dishonesty of any kind, including theft of public or private property;
- violation of confidentiality;
- other actions or conduct adversely affecting or impairing the efficiency or effectiveness of Town service.

Comment [C35]: Do we, if we include fraternization in earlier doc, need to include frat here?

- C. All disciplinary actions shall be communicated to the employee in writing. The discipline documentation shall provide a space for comments from the employee and space for the employee to sign with language indicating that the employee's signature denotes the receipt of a copy of the document, but does not necessarily indicate the employee's agreement with its content. Refusal to sign the document may be considered insubordination on the part of the employee, and could be cause for additional disciplinary action.

D. Employees shall be notified in writing at the time of any disciplinary action as to their rights of appeal. Comments written by the employee on the documents referenced in Section C above do not constitute the basis for an appeal.

E. Any and all documents related to disciplinary actions shall become a permanent part of the employee's personnel file. ~~Except for records of Verbal Reprimands, as noted below, or when removal of a record is authorized by the Town Manager,~~

F. Disciplinary action need not follow a sequential order and is not necessarily limited to the following procedures:

(1) Verbal Reprimand. The Department Head may verbally warn employees of areas which need improvement or of a specific incident. The warning should be informal in nature and include specific steps for performance improvement or corrective action. A record of such reprimand will be placed in the employee's personnel file and retained for a period of up to one year. ~~If no other disciplinary action beyond a verbal warning occurs during that period, the record of the verbal reprimand will be removed from the employee's personnel file after the employee's next annual evaluation.~~

(2) Written Reprimand. The Department Head may issue a written reprimand to an employee for a repeat offense, continual lack of performance or a more serious offense than warrants a verbal warning. The reprimand will include the nature of the offense and possibility of future disciplinary action. Remedial suggestions will be included in the reprimand. A written reprimand will remain in the employee's personnel file for three years, unless removed by request of the Department Head and approved by the Town Manager.

(3) Suspension (with or without pay). The Department Head, with the approval of the Town Manager, may suspend an employee with or without pay for up to thirty (30) days for recurring offenses or a more serious offense than that which warrants a written reprimand. ~~If the ; said-suspension is without pay, it~~ is subject to written notice and a pre-suspension hearing where circumstances allow. In those instances where a pre-suspension hearing cannot be afforded, an immediate post-suspension hearing will be provided. The length of the suspension shall be based on the seriousness of the offense. In situations where the employee ~~is insubordinate or~~ may endanger ~~himself/himself/herself~~, the public or other employees, the Department Head may take immediate action to suspend, and review the matter with the Town Manager subsequent to the action.
Employees will receive confirmation of the suspension in writing with the date, time and nature of the offense, the length of the

Comment [jm36]: I advise not to remove anything from a personnel file. Such history should not be lost.

Comment [HD37]: I agree, but, often, this gets "bargained" in a union contract

Comment [jm38]: such removal is not recommended.

Comment [jm39]: It is often wise to suspend with pay (for instance, while conducting an investigation) so you'll want to be sure to have that option.

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Comment [jm40]: Do not do this except if the person would be a danger to him/herself or others in which case, send him or her home WITH PAY. The Town Manager should be required to pre-approve any other suspension and, PRIOR to that, legal help should ALWAYS be obtained! Call VLCT if ever in this situation. The VLCT-PACIF Employment Practices Liability (EPL) Referral Program can provide up to 3 hours of free legal advice!!

suspension, remedial suggestions and methods to appeal.

Employees are not to be present at their workplace for any reason during any suspension without the prior approval of the Town Manager.

- (4) Suspension (with pay). The Town Manager may elect to suspend an employee with pay for an indefinite period of time pending an investigation of an alleged incident or offense when the employee's continued performance of his duties would erode public confidence in the department or the Town organization. The employee should receive written notice and a pre-suspension hearing. Employees are not to be present at their workplace for any reason during any suspension without the prior approval of the Town Manager.

Comment [jm41]: I would try to find a way to combine 3 and 4, allowing flexibility for the circumstances which would warrant any suspension and discretion for the TM on paid vs. unpaid. Again, get legal advice by calling VLCT before initiating suspension.

- (5) Dismissal. The Town Manager may dismiss an employee whose performance or actions over time have been such that the employee has an established negative pattern of actions or performance. In addition, the Town Manager may immediately dismiss an employee when the nature of the act, offense, or misconduct triggering discipline so warrants. There are certain types of conduct which are expressly forbidden and which may result in immediate termination from the Town. Conduct constituting just cause for immediate termination includes, but is not limited to:

Comment [jm42]: It may be okay to set this expectation for employees. However, in such as situation the Town should always pause and call VLCT before dismissal.

- Theft;
- Unauthorized possession of weapons;
- Falsification of records or documentation;
- Possession or use of alcohol on the job;
- Possession or use of illegal drugs on the job;
- Fighting or threatening other employees or supervisors;
- Willful destruction or abuse of property;
- Sexual harassment;
- Reporting to work under the influence of drugs or alcohol;
- Disregard of safety rule;
- Misuse or unauthorized use of Town property;
- Conviction of a crime, which adversely affects or impairs the ability of the employee to perform Town services;
- Refusal to obey a directive(s) orders of the individual's Supervisors or the Town Manager;
- Unauthorized operation of machines, tools or equipment;
- Absence without reasonable cause;
- Leaving work during business hours without permission;
- Coercing or intimidating other employees or Supervisors
- Misuse or removal from work, without proper authorization, of employee lists, blueprints, records of confidential information of any nature;

Comment [jm43]: a directive?

Comment [jm44]: any removal, even for work purposes, should be pre-approved.

- Gambling during working hours.

The foregoing list of conduct which may trigger immediate termination is not intended to be exclusive and in no way modifies the right of the Town to immediately terminate an employee for other conduct not listed.

Prior to dismissal:

- (a) The employee will be provided with written notice of the basis for termination and an opportunity to present his-~~or~~/ her side of the story to the individual with supervisory authority over the employee. During this initial pre-termination hearing, the employee is entitled to be represented by counsel and may have an opportunity to present witnesses if he-~~or~~/ she so chooses. The hearing will be ~~tape~~ recorded.
- (b) If the supervisor makes an initial finding-~~of that there are~~ grounds for termination, then a hearing date should be set before the Town Manager.
- (c) The employee will be provided with at least ~~seven days (but not more than fifteen days)~~ ~~seven (7) but no more than fifteen (15) days~~ written notice of the hearing date, together with the specific grounds for discharge. The notice will also provide: the employee's right to be represented by counsel and to present witnesses and supporting documents, the right to have the matter heard in executive session as opposed to a public hearing.
- (d) The Town Manager will make arrangements in advance of the hearing for a ~~tape~~-recording of the proceedings.
- (e) After the supervisor presents each of ~~his-his/her~~ witnesses, if any, before the Town Manager, the employee or ~~his~~ counsel will have the right to cross-examine the witnesses. Both parties have a right to lodge objections to witness testimony and documents and the Town Manager must rule on those objections. Once the supervisor completes ~~his-his/her~~ case, the employee then has ~~a-the~~ right to present ~~his-his/her~~ own witnesses and documents and the supervisor, ~~or his attorney~~ Town Attorney, has a right to cross-examination. The Town Manager has a right to ask questions of the witnesses at any time during their testimony.
- (f) After the hearing closes, the Town Manager issues a written decision and forwards it to the parties or their counsel.

Comment [HD45]: An issue I see here is that the supervisor represents the town, but the Town Manager is going to make a decision on behalf of the town when the Town Attorney may aid the supervisor. Also, this gets further complicated if the employee loses the case and appeals the Town Manager's decision. Presumably, the Town Attorney would follow the case representing the Town. MAYBE get rid of the "hearing" aspect at the Town Manager level, renaming it "discovery", or something more applicable.

Comment [HD46]: An issue I see here is that the supervisor represents the town, but the Town Manager is going to make a decision on behalf of the town when the Town Attorney may aid the supervisor. Also, this gets further complicated if the employee loses the case and appeals the Town Manager's decision. Presumably, the Town Attorney would follow the case representing the Town. MAYBE get rid of the "hearing" aspect at the Town Manager level, renaming it "discovery", or something more applicable.

- (6) Demotion. An employee holding a position of rank or supervisory capacity or a capacity of increased responsibility with a corresponding increase in pay may be demoted when ~~his-his/her~~ performance ~~deteriorates~~~~has deteriorated~~~~deteriorates~~ to a level where the employee is no longer fulfilling the duties of the position. In every case where appropriate, the demotion will be made by the Department Head only after consultation with, and ~~concurrence~~ approval by, the Town Manager. In instances where there is no Department Head, the Town Manager shall have sole authority to make such demotions. Any demotion will be accompanied by a corresponding decrease in salary. Demotion shall also require a written notice of the intention to demote and the opportunity for a pre-demotion hearing.

15. APPEALS TO DISCIPLINARY ACTION

- A. There is no appeal to verbal reprimand.
- B. Appeals to disciplinary action beyond verbal reprimand shall be subject to the grievance procedure as described in Section 16.

16. GRIEVANCE PROCEDURE

Definition - A "grievance" is a claim by an ~~employee or group of employees~~employee(s) stating the employee(s) ~~has~~ received inequitable treatment through a misapplication or misinterpretation of these Personnel Policies.

Procedure

- A. The employee(s) originating the grievance shall present the matter to his immediate supervisor and attempt to resolve the matter at that level. The grievance shall be brought to the attention of the supervisor in writing within ten (10) working days of the date the grievance came to the attention of the employee.
- B. The supervisor shall provide a written response to the grievant within ten (10) working days.
- C. If the matter is not resolved to the employee's satisfaction at the supervisor's level, the grievance shall be brought in writing (including copies of the original grievance and the supervisor's response) by the employee to the next supervisory level within ten (10) working days. The supervisor shall provide a written decision within ten (10) working days of receipt of the

grievance.

D. Step C is continued until such time as the grievance is settled to the employee's satisfaction or until the process is completed through the level of the Town Manager.

(1) (4) All time limits contained in the appeal procedure shall consist of "regular" work days (Monday through Friday, excluding holidays). ~~Failure by any party to comply and adhere to a specified time period as provided herein shall result in a decision against the non-complying party.~~

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Comment [jm47]: concerned that if the town misses a deadline due to vacation or family leave or other absence, that the employee discipline would be voided.

(2) ~~Time limits for any step of the appeals process may be extended by mutual written consent of the parties to the appeal by the Town Manager.~~

(2)E. Time limits for any step of the grievance process may be extended by ~~mutual written consent of the parties the Town Manager~~ or by previously scheduled absences.

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Comment [HD48]: Eliminate redundancy between D.(2) and E.

~~E.F.~~ The Town Manager's decision is final.

17. REDUCTION IN FORCE

A reduction in force will be undertaken only when in the best interest of the Town. Any reduction in force (layoff) will be undertaken in a manner ~~which that~~ minimizes ~~the~~ adverse effects on the Town ~~and affects the fewest number of employees as possible~~. In the event that a reduction in force is necessary, lay-off within the affected department or classification shall be at the sole discretion of the Town Manager after consultation with the appropriate Department ~~Head~~~~Heads~~Head(s).

Comment [jm49]: suggest removing this wording. It may be a goal to lay off as few as possible but should not necessarily be an overriding factor if there are other more important issues for the town.

18. RECALL

A. It is the ~~Town's policy of the Town~~Town's policy to recall employees who have been laid off as vacancies occur for which the employees are qualified. Such recall shall be used to fill vacancies before new employees are recruited or hired.

B. The Town Manager will determine whether an employee has the skills or qualifications to perform available work. The Town Manager will use an evaluation process ~~which that~~ fairly measures an employee's past work, present job abilities, and the employee's potential for improvement.

C. An employee who is on lay-off and is recalled must notify the Town Manager in writing of ~~their~~~~his intention~~their intent to return to work on a

certain date within five (5) work days of their recall notice. The employee must report to work no later than twenty-one (21)~~thirty (30)~~ days after notice of recall. Failure to notify the Town or report to work within these periods shall result in a loss of further recall consideration.

Comment [jm50]: maybe fewer days? 21?

- D. An employee recalled within one year of being laid off shall have all seniority and benefits restored to the level at which they existed prior to the layoff, except for those benefits for which the employee may have already been compensated and except for any duly adopted change to these personnel policies or other superseding employment contract (e.g., ratified union contract) in effect on the date of the recall notice.
- E. An employee who is on lay-off and who has not received notification of recall within one (1) year from the date of lay-off shall lose all seniority and recall rights.

19. HOLIDAYS

Comment [C51]: Has there been discussion of consolidating sick time, holiday time and vacation time into a general Paid Time Off? One bank for all paid time off.

- A. All full-time and part-time (employees working 24 hours up to 39 hrs) employees shall be compensated for holidays recognized under these Personnel Policies. Part-time employees will be compensated on a pro-rated basis if the holiday falls on a typically scheduled work day and will not be eligible for in lieu days off.
- B. If a holiday falls on a Saturday, the holiday will be observed on the Friday before. If the holiday falls on a Sunday, the holiday will be observed on the following Monday.
- C. Full-time employees whose scheduled day off falls on a legal holiday, shall receive another day off with pay, the day to be determined at the discretion of the Department Head. Reasonable efforts will be made to accommodate the schedule request of the employee. Also, employees are encouraged to use any such in lieu day within the same pay period as the designated holiday.
- D. Holidays (and any related in lieu day) not used within the fiscal year will be forfeited. ~~Note~~NOTE: The Town Manager may allow some flexibility with this provision; if special facts, information and circumstances warrant.
- E. In the event that work is required of any non-~~exempt~~exempt~~salaries~~, full-time employee on any of the scheduled legal holidays, that employee shall be paid time and one-half for all hours worked on said holiday, plus holiday pay computed at ~~his~~the employee's regular base pay. This shall constitute the only compensation for employees who work on a holiday. No compensatory time may be accumulated on a holiday.

Comment [jm52]: sometimes non-exempt employees are salaried so be careful to say non-exempt rather than non-salaried.

F. Temporary employees are not eligible for holidays. Temporary employees who are required to work on a holiday shall be paid at one and one-half times their normal hourly rate for all hours worked on said holiday.

G. Legal-Town holidays ~~include~~ are as follows ~~include~~:

Comment [C53]: I propose cutting the number of paid holidays by 3.

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Fourth Friday in November
Christmas Day	December 25

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20. PERFORMANCE EVALUATION

Comment [C54]: Why is this here? Move up to before #14 Disciplinary action.

Written performance evaluations shall be conducted at least once annually for all employees in a manner and format prescribed by the Town Manager. Evaluations for employees should be conducted between May 1 and June 30 of each year. If said evaluation reveals deficiencies in an employee's working characteristics, the Town Manager may take such action as is provided for within the text of provided in these policies. Further, the performance evaluations will be part of the criteria by which performance increases are shall be determined.

Comment [jm55]: This is excellent. Is it being followed and is it working well across the board?

Comment [jm56]: Is this working? Sometimes there's not enough money to make meaningful

21. LEAVES

A. Accounting of Employee Leaves. Employees shall request leave in all circumstances by filing application for leave on a standard form provided by the Town. For all leaves other than leaves for unforeseen illness or emergency, the employee shall request in advance for the time off. The request shall be responded to in timely fashion by the Department Head and/or Town Manager and the leave recorded in records of the Town.

B. Vacation:

(1) It is the policy of the Town that periodic time off (i.e., vacation) is important for employee well-being and important to building and maintaining employees that positively carry out their respective duties and responsibilities. To that end, the Town encourages employees to take the time off that they earn.

(4)(2) Vacation leave shall be credited based upon an employee's length of service to the Town. An employee is eligible to use accrued vacation

after six months of service. After completion of six months of service, vacation time earned shall be accrued and available for use monthly according to the schedule listed below.

(2)(3) Full-time employees are entitled to accrue vacation time for each completed month of service. The rate of accumulation depends on the length of employment with the Town of Norwich.

Length of Service	Vacation Time		Accumulation Rate
	Days	Hours/	
Month			
		Days	Hours
1 through 36 years	10	80	0.833
6.664			
47 through 913 years	15		120
1.25250	10.00		
1014 through 19 years	20		160
1.666	13.326		
20 and over	25	200	2.08
16.64			

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Up to eighty (80) Earned vacation hours may be carried over from one year to the next, based on an employee's date of hire. Any remaining unused, accumulated up to a maximum of twice the annual allowance.

Length of Service	Maximum accumulation of vacation time	
1 through 6 years	20 days	or 160 hours
7 through 13 years	30 days	or 240 hours beyond
14 through 19 years	40 days	or 320 hours
20 and over	50 days	or 400 hours

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Any days over the permitted 80, maximum will be paid by the Town to the employee at their then current regular hourly rate.

Comment [HD57]: I think this should be reviewed for change (e.g., 10 days through first 3 years; 15 days from year 4 to 10; 20 days from year 11 to 20; and, 25 days for over 20 years of service)

forfeited. Unused vacation days up to the maximum accumulation allowed will be paid in cash in the event of voluntary separation from the Town or on retirement.

Employees must have the approval of their supervisor before taking vacation days.

Vacation may only be taken after it has been earned. Vacation time must be used in two four-hour time blocks.

Comment [HD58]: Redundant to section B.2. (current B.1.)

Comment [jm59]: Is there a reason for this? If taking vacation in conjunction with the Vermont Parental and Family Leave Act, the person must be allowed to take in 2 hour increments.

(3)(4) Vacation scheduling is the exclusive prerogative of the Department Head for respective subordinates respective department employees. Leave must be requested in advance by the employee and is subject

to approval by the Department Head. Vacation days shall not be advanced for use prior to their being earned without approval by both the Department Head and the Town Manager.

(4)(5) Part-time employees are not ordinarily eligible for vacation, except by approval of the Town Manager.

(5)(6) Temporary employees shall not be entitled to vacation time.

(6)(7) With the approval of the Town Manager, compensation may be offered in lieu of earned vacation time. This policy shall be implemented only under special circumstances arising from the needs of the employee or Town.

(7)(8) Upon voluntary termination or retirement from employment, an employee will be eligible for pay in lieu of vacation based on the total number of days accrued and unused at the time of termination or retirement provided that the employee has given at least two weeks' written notice of termination or intent to retire.

(8)(9) Absence due to illness, injury or disability in excess of that afforded the employee under these policies, may, at the request of the employee and with the approval of the Department Head and Town Manager, be charged against earned vacation time.

(9)(10) Vacation leave will not accrue during any type of uncompensated leave of absence.

C. Sick Leave

C. Leaves For Reasons Of Illness And Non-Occupational Injury

(1) Leave for illness with pay is shall be is granted to all full-time employees at the rate of one day (eight hours) per month (twelve days per year) and shall accumulate to a maximum of thirty-six days (288 hours).

(4) Leave for illness with pay is granted to all eligible part-time employees according to Act 69 of the Vermont General Assembly (Earned Sick Time).

(2) Leave for illness shall begin to accrue at the end of an employee's first complete month of employment.

(3) Employees shall not be entitled to any compensation for accumulated leave for illness upon termination of employment (voluntary or involuntary) with the Town.

Comment [C60]: Part timers should be allowed paid vacation time pro-rated to hours worked/week or year. Put caps on allowed accrual carried over year to year.

Comment [HD61]: Contradictory to above policy stating, "Any days over the maximum will be forfeited."

Comment [jm62]: How about calling this section Sick Leave

Comment [C63]: This seems overly generous. Reduce to 24 days.

Comment [C64]: Act 69 has not passed. I propose we allow part-timers to accrue sick leave pro-rated to hours worked. I strongly oppose having to use vacation time as sick time unless sick time has been used up.

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- (4) An employee who will be absent for reasons of illness shall notify ~~his~~ his/her supervisor or Department Head within one hour of the time ~~s/he~~ is scheduled to report to work. Notice of intended absence for illness on subsequent days shall be reported on each day unless prior notification arrangements ~~are~~ have been ~~are~~ made.
- (5) At the sole discretion of the Town Manager and/or a Department Head, an employee using leave for illness may be required to produce a physician's certificate or other proof of illness to substantiate ~~his-the~~ absence from work. Department Heads may require a physician's statement as proof of illness in the event of three (3) consecutive days of absence resulting from illness prior to the employee being allowed to return to work.
- (6) Leave for illness is not a privilege to be used at an employee's discretion. Abuse of leave for illness shall be considered sufficient cause for disciplinary action.
- (7) Leave for illness with pay shall not be given whenever an employee is eligible to receive Accident and Sickness Insurance for the pay period when said sick leave would otherwise be paid.
- (8) Use of leave for illness is ~~restricted to permitted for~~ restricted to permitted for the following purposes and any other reason permitted in Vermont's Paid Leave Law:
 - (a) Personal illness or physical incapacity ~~resulting from causes beyond the employee's control~~.
 - (b) Enforced quarantine of the employee in accordance with health regulations.
 - (c) Care for an ill or disabled immediate relative ~~(step) mother, (step) father, (step) parent(s), parent, parents, parent(s)-in-law, sister (in-law), brother (in-law), spouse, son, daughter, (step) children,~~ residing outside the employee's household, or any relative who resides in the employee's household shall be granted at the discretion of the Town Manager. The Town reserves the right to request verification of validity of need for ~~such above stated absences in any cases~~ such absences.
 - (d) If an employee uses all accrued leave for reasons of illness, the employee may use ~~other accrued vacation time~~ other accrued/earned leave (e.g., vacation, comp time) or leave without pay for any subsequent absence related to an employee's illness.

Comment [HD65]: Does the Town maintain such a policy or offer it to employees?

Comment [C66]: Wonder of STD/LTD is meant here?

Comment [jm67]: Insert additional reasons outlined under Vermont paid leave law.

Comment [jm68]: Is this phrase necessary?

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Comment [C69]: Should there be a mention of FMLA here?

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(e) For any other purpose set forward in these Personnel Policies.

D. Personal Days

Each full-time employee is entitled to two (2) personal days in each fiscal year. The entitlement will be added to the employee record on July 1 each year and may be taken as days or hours at any time during the year with the approval of the employee's supervisor. Personal time for new hires will be prorated by the month of the year in which they start. Unused personal days cannot be carried forward from year to year, and are not compensated for at the time of termination.

Comment [C70]: I would like to see Personal Days removed.

E. Dental and Medical Appointments

An employee may ~~sick~~ be granted up to two hours leave to attend personal medical and dental appointments, or other illness prevention measures, and is. ~~Such absence will not be charged against any other leave category, but will be~~ subject to the approval of the Town Manager and/or Department Head. Employees are urged to schedule personal health appointments at times outside the regular work day. Leave for part-time employees shall be pro-rated upon the number of scheduled hours worked. ~~This appointment leave shall not be used to attend to the personal care of a relative (refer to the use of sick leave for this purpose in Section 21 C (8) (c) above).~~

Comment [jm71]: It is common to charge attending such appointments to sick leave.

Comment [HD72]: Subject to possible re-numbering of sections.

F. ~~Worker's Occupational Injury Leave~~ Worker's Compensation (Work-Related Injury)

(1) An employee who is absent from ~~his~~ his/her duties because of a job related injury ~~(related to employment with the Town)~~ shall be eligible for ~~such~~ Worker's Compensation benefits as provided by ~~Vermont~~ the laws of the State of Vermont ~~Vermont law~~, except as modified below. ~~First Reports~~ Report of Injury forms ~~should need to~~ be filed ~~by the~~ Town Manager's office and within 72 hours of the accident. ~~(Employees do not fill these out themselves.) and are available at the Town Manager's Office.~~

Comment [C73]: Are we paying workman's comp insurance for part time employees from Rec or elsewhere?

Comment [jm74]: Employees should not fill these out themselves. There should be a designated staff person who files first reports of injury.

(2) Absences related to an occupational injury shall not be charged against leave of illness or annual leave, except that an employee may elect to use illness or vacation leave to cover the initial unpaid ~~3~~ three (3) days of an occupational injury leave. If the leave extends past ten (10) days, and the Worker's Compensation insurance ~~then~~ reimburses the employee for the first three (3) days, then the employee shall reimburse the Town for the amount paid by ~~Worker's~~ worker's compensation ~~Worker's Compensation~~, and the Town shall reinstate to the employee the illness or vacation time charged.

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(3) Work related injuries must be reported to the supervisor or Department Head and the Town Manager immediately, or as soon as practical, but not later than seventy-two (72) hours after the incident. Employees should report all injuries, even if not serious.

G. Special Leaves ~~Of of~~ Absence

Special leaves of absence, normally not to exceed ten (10) working days, may be granted with or without pay under exceptional circumstances, with the written approval of the Town Manager.

H. Parental ~~And and~~ Family Leave

Vermont ~~state~~ law guarantees the right to take both long and short term leaves for full-time employees who work more than thirty (30) hours per week. These rights are outlined in 21 VSA §471, et seq. spelled out outlined in 21 V.S.A. 471, 472, 472a and 472b 21 VSA §471, et seq. Copies of these statutes can be obtained at the Vermont Legislatures web site, or by requesting copies from the Town Manager's Office.

I. Jury Leave

Jury leave will be granted in compliance with 21 ~~V.S.A.~~ VSA §499. Employees serving on jury duty shall receive the difference in pay between what is received for Jury Duty and the amount of their normal pay.

Comment [C75]: I propose we pay employees who are called for jury duty their regular rate of pay IF they were scheduled to work on jury duty days.

J. Military Leave

Military leave shall be granted in compliance with 21 ~~V.S.A.~~ VSA §49I-493. Employees on military leave will receive the difference in pay between what is received for weekly military pay and the amount of their normal week's pay. This applies only to the two week annual field training which all reserve component members must attend. Employees on military leave have the right to elect to continue their existing Town-based health plan coverage including dependents for up to 24 months while in the military. The Town will continue to also pay its share for up to six months. Employees on military leave for greater than six months shall not receive any direct benefits and privileges, but shall have such protection with regard to their employment as may be provided by State and Federal Statutes.

Comment [HD76]: Is this consistent with Vermont Health Connect?

K. Bereavement ~~Emergency~~ Leave

In the event of the death of a member of an employee's immediate family, the employee may be granted up to three (3) days of absence with full pay. For the purpose of this subsection, immediate family shall be defined as: ~~(step) mother, (step) father (step) parent(s), son, daughter, (step) children,~~ brother (in-law), sister (in-law), grandparent ~~grandmother,~~

~~grandfather~~grandparent(s), domestic partner~~spouse~~, parent(s) (in-laws), ward or any relative residing at the employee's home. ~~At the discretion of the Town Manager additional leave may be granted.~~

Comment [jm77]: suggest adding "domestic partner" since that is such a common situation and you would not want to be in a position of denying leave in such a situation.

One (1) day's leave for death of cousins, aunts and uncles may be granted to an employee. ~~At the discretion of the Town Manager additional leave may be granted.~~

If, under extenuating circumstances, more time is required, such leave (charged as sick leave) may be granted with the express approval of the Town Manager.

Comment [jm78]: Consider allowing taking sick leave for the death of a friend or other relative not defined above.

22. EMPLOYEE BENEFITS

A. Federal Social Security

- (1) The Town participates in the Social Security program. The social security system provides disability, retirement and Medicare services to qualified employees.
- (2) All employees must participate in the Social Security program. Employees contribute from their pay a percentage of wages as established by the federal government. The Town contributes an equal amount toward the employees' accounts.

B. Retirement

(1) Regular Employees

- (a) The Town offers an employee pension plan which consists of a defined benefit plan or a defined contribution plan.
- (b) Pension plan - All employees working 24 hours or more per week and not less than 1,040 hours per year shall participate in the *Vermont Municipal Employees Retirement System* (VMERS). Each employee's contribution will be deducted from their biweekly paycheck. The Town also contributes to the program on behalf of each enrolled employee. The Town has elected to participate in ~~Plansthree (3) plans; Plan B, Plan C₁ and Plan-DC~~ which require employees to contribute a percentage 4.5%, 9% and 5%, respectively, of gross wages while the Town contributes another percentage. 5%, 6% and 5%, respectively. Detailed information and rules concerning ~~the~~for this program, vesting periods and benefits paid on retirement are published by VMERS. ~~A copy of the current rules is available in the Town Manager's Office, or may be obtained from VMERS by going online to~~ <http://www.tre.state.vt.us/retirement/muni/groups.html>.

Comment [jm79]: since these % figures can change, we suggest having such details in an addendum or separate benefits document that can be more readily updated as needed. Also, is the plan based on the employee's position? Perhaps that should be explained. By Plan DC, do you mean the defined contribution option?

- (c) The Town also offers its employees a deferred compensation plan through the State of Vermont in accordance with Internal Revenue Code Section 457. The plan permits employees to defer a portion of their salary until future years. Deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

C. Equipment and Safety

- (1) ~~Department of Public Works and Police-~~ Department. ~~Personnel of Public Works personnel~~ are provided with equipment as required and pursuant to a collective bargaining agreement.
- (2) Custodial, Solid Waste employees and Fire Fighters are provided with work clothes and safety equipment as required. ~~Police personnel are provided with equipment as required and pursuant to a collective bargaining agreement.~~
- (3) OSHA (including VOSHA) Rules. All employees shall comply with these safety rules. ~~Information A copy~~ is available in the Town Manager's Office and also in work areas.

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Comment [HD80]: Combine section C.(1) and (2).

D. Group Life, Accidental Death and Dismemberment Insurance

- (1) The Town provides Life, Accidental Death and Dismemberment Insurance for full-time employees.
- (2) Eligible employees are automatically enrolled in the life insurance program effective on the first day of the month following employment.

E. Group Disability Insurance

- (1) The Town provides long-term disability (LTD) insurance for its employees. This coverage for continuous illness or disability commences on the ninetieth (90) calendar day (or the date your insured short-term disability payments end, if applicable) following the onset of the accident or illness as measured by the first day of work missed, and continues until maximum age specific targets are reached as listed in the policy. The insurance pays 60% of an employee's pre-disability monthly earnings, reduced by deductible income, up to a maximum benefit of \$6,250 per month.

Comment [C81]: I propose employees pay a portion of the cost for LTD, cost TBD.

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- (3) ~~(2)~~ The Town provides a short-term disability (STD) program insurance

which would provide 66 2/3% of the employee's weekly earnings up to a maximum benefit of \$600 per week, reduced by deductible income. This coverage commences on the first day for disability due to an injury and the eighth day for sickness, and continues for a maximum period of thirteen (13) weeks.

- (3) Employees may elect to use any available vacation or other accrued paid leave to extend the time of full pay prior to commencement of either short-term or long-term disability. An employee who has accrued vacation time ~~on the books~~ and who is disabled for one (1) year will be paid for the accrued vacation time at the last regular rate of pay in effect prior to commencement of the disability.
- (4) If an employee does not have sufficient sick leave or other available accrued paid leave time to reach the beginning of STD, that employee will be placed on unpaid leave until eligible for STD.
- (5) If an employee does not exhaust all accrued sick leave prior to becoming eligible for LTD, those sick days will be kept on the books for one year so that in the event that the employee does return to work within that time period, the days will be available for use.
- (6) Fire Department personnel are eligible to receive supplemental loss of life, medical and disability insurance under the Fire Department insurance policy.

F. Group Hospital, Major Medical Insurance, Dental Insurance and Vision Plan

(1) Group Hospital and Major Medical Insurance

Cut and paste section 5.09 from extended union contract and paste here.

- (a) ~~Hospital and medical insurance is available to eligible employees of the Town. The Town offers two medical plans to employees. The plans are administered by the Vermont League of Cities and Towns and the plans are insured through CIGNA Health Care. The current plans are HP 10/20 C (VHPF) Open Access Plus and HDHP \$1,500/\$3,000 (VHSA 1).~~
- (b) ~~The Town contributes to the cost of the premium annually as determined by the Selectboard:~~

HP 10/20 C	95% in 2009/90% in 2010
HDHP	100%

~~The Town will also pay 100% of the HDHP deductible in 2009 and 50% of the deductible in 2010.~~

(2) Dental Insurance

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Comment [C82]: Definite need to update. I would propose limiting the plan options to plans that will not bankrupt someone facing serious illness, but will not bankrupt the town. We actually need to have this discussion prior to budget season and prior to the annual sign-up for healthcare.

Comment [HD83]: Need to update and check for accuracy, given Vermont Health Connect.

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Comment [C84]: Same as with healthcare plans. I'm OK with providing dental insurance but want info on plans offered.

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(a) Effective July 1, 2008, the Town will provide dental insurance through the Delta Dental Plan #2 (excluding orthodontics) for eligible employees at no cost to the employee. Employee(s) may also choose to obtain 2 person or family coverage from the same dental provider, but the employee will be responsible to pay the difference for such coverage above the cost of the individual plan offered by the Town. Such payments shall be made through biweekly payroll deductions.

(3) Vision Service Plan

(a) Effective July 1, 2008, the Town ~~is has chosen to enroll~~ is enrolled in the VLCT Standard Voluntary Vision Plan. All full-time and part-time employees who work a regular schedule of more than 15 hours per week are eligible to enroll. The employee is responsible to pay for such coverage through biweekly payroll deductions.

~~(4) — Details of the plans and choices may be obtained through the Town Manager's Office.~~

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G. Town of Norwich Flexible Benefit Plan – As of February 1, 2009, the Town of Norwich has adopted a Flexible Benefit Plan. The intention of the Plan is to qualify as a “Cafeteria Plan” within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended. As such, benefits which an employee elects to receive under the Plan are excludable from the employee’s income under Section 125(a). ~~Further information and forms are available in the Town Manager's Office.~~

Comment [C85]: Is this still offered? If yes, should it be? Need details

H. Consolidated Omnibus Budget Reconciliation Act (COBRA) is a mandated benefit to provide extended health insurance coverage for employees who are laid off, terminated, or resign. The former employee must assume 100% of the financial obligation for this coverage. The Town ~~has~~ elected to use Choice COBRA as their COBRA ~~provider~~ administrator. Choice COBRA will notify employees directly within 14 days of their receiving notification from the Town that a qualifying event ~~has~~ occurred.

I. Employee Assistance Program

The Town provides an employee assistance program (*Invest EAP*) to all employees, and their immediate family, at no cost to them. The program provides confidential, short-term counseling and assistance for a variety of personal or workplace problems including financial counseling, drug and alcohol counseling, depression and anxiety counseling, parenting issues, and a host of other concerns. For longer-term counseling needs, EAP will coordinate with the employee’s health insurance coverage. The EAP services an individual employee receives are kept strictly confidential and not shared with the Town. Contact information is posted on various bulletin

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~~boards and is available through the Town Manager's Office.~~

J. Direct Deposit

Direct deposit of paychecks and other deduction programs are available to employees through the Finance Office. There are no charges for these services and participation is strongly encouraged.

K. Employee Professional Development

~~To~~In order to maintain and improve the quality of services provided to the public, the Town encourages the continuing professional development of all employees. Toward this end, the Town provides a number of opportunities to employees as follows:

- (1) Training opportunities may be provided in a variety of ways, including one-on-one training, small and large group training, and internet training. All costs of mandatory training sessions are borne by the Town. Employees required to attend training sessions ~~which are~~ scheduled during their non-scheduled working time and above the regular 40 hour week are compensated at time and one half their hourly rate.
- (2) Training seminars, conferences, and single college courses ~~which are~~ directly related to job responsibilities may be considered by the Town Manager. The Town will pay all or portions of the related costs of these activities, including payment for meals and overnight accommodations, as applicable. ~~may be required to allow attendance applicable.~~ Receipts for ~~all~~ expenses must be provided ~~in order~~ for an employee to be reimbursed for travel, meals and lodging. Paid time off from work is included if the course, conference, or seminar cannot be scheduled during non-working hours.
- (3) Courses of study leading to college degrees may be supported by the Town subject to budgetary limits and under the following conditions:
 - (a) After twelve (12) months of employment with the Town and at the Town Manager's sole discretion, the program is deemed to be directly related to the employee's responsibilities, or could be related to future responsibilities through promotion to another position or department within the Town.
 - (b) Upon presentation of proof of payment and proof of

satisfactory completion of the course (B or better grade or pass in a pass/fail course), the employee shall be reimbursed the tuition costs.

NOTE: ~~Part-time employees are entitled to benefits only as described within the text of these policies.~~

23. PAY PLAN

A. Pay Status

- (1) ~~Exempt Salaried~~ Employees (other than elected officials) will consist of the following: Town Manager, Director of Public Works, Chief of Police, Fire Chief, ~~Director~~ Planning/Zoning Administrator ~~Director of Planning (Zoning Administrator)~~, Finance Officer, Recreation Director, and any other position so authorized by the legislative body.
- (2) Non-exempt Hourly Wage Employees will comprise all other Town employees working on a 40 hour per week basis.

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B. Compensation (to include full-time and part-time)

- (1) The compensation schedule lists current positions and wages for a fiscal year period. The Town Manager will update the plan annually to reflect Selectboard approved cost of living increases.
- (2) A new employee normally enters employment at the minimum salary or wage for the position in which s/he is employed. In case, however, of difficulty in finding qualified personnel or in hiring of an extremely qualified person for a position, the beginning salary or wage may be adjusted to a pay level commensurate with experience and skills.

C. Review of Pay Plan (to include full-time and part-time)

From time to time, on the Town Manager's recommendation and agreement by the Selectboard, the pay plan may be reviewed in its entirety to assure that the Town remains competitive with the regional labor market and maintains the ability to recruit and ~~retain~~ main ~~retain~~ a high quality staff.

Comment [HD86]: Is this section consistent with current Board policy on compensation for at least exempt (non-union) employees?

D. Method of Pay (to include full-time and part-time)

- (1) An hourly wage employee shall be paid for the actual number of hours worked in a pay period, reported on a biweekly timesheet.
- (2) (a) ~~Salaried-Exempt~~ employees shall be paid each pay period

based on an annual rate divided by the number of pay periods per year. ~~Salaried-Exempt~~ employees shall consider their normal work week ~~as the~~these number of hours necessary to do the job. All salaried employees shall turn in hours worked on a biweekly schedule.

Comment [jm87]: as well as leave hours taken? It can be helpful to have exempt employees report only leave taken, not hours worked, since the pay remains the same regardless of hours worked.

(b) The Town recognizes that ~~salaried-exempt~~ employees work excessive hours from time to time. Therefore, salaried personnel shall be entitled to reasonable time off as compensation for hours worked as described above, provided prior approval is secured from the Town Manager. This time off shall constitute the only compensation for said additional hours worked.

(3) An employee absent without leave may forfeit ~~his-his/her~~ pay at the discretion of ~~his-the~~ Department Head. When absent on authorized sick or vacation leave, each employee shall be paid his regular rate of pay.

(4) Overtime pay will be paid to ~~hourly-non-exempt~~ employees, for authorized hours actually worked in excess of 40 hours per week, by multiplying one and one half times the number of hours worked over 40.

(5) Call Back Pay. In the event any non-~~exempt~~~~salaried~~~~exempt~~, full-time employee is called back to work (outside of his regularly scheduled 40 hour work week) the employee shall receive a minimum of two hours pay at time and one-half pay.

(6) Call Back Pay (Firefighters). Fire/Rescue Division members are paid a minimum of two hours of pay for normal workday calls between 0700-1700 and a minimum of one hour for all other times, including EMS calls.

Comment [C88]: Should this include EMTs?

(7) Drill Pay (Firefighters/Emergency Medical Technicians. Fire/Rescue Division members and EMS Division members are paid a stipend for attending the first and third Monday of the month normal training sessions.

(8) Town of Norwich Compensation Schedules are detailed in Appendix IX.

Comment [HD89]: Check for possible renumbering

24. EFFECTIVE DATE OF ADOPTION

~~These~~These policies adopted by the undersigned Selectboard of the Town of

~~Norwich on July 12, 2006, effective on July 1, 2006~~ These updated policies adopted by the Norwich Selectboard on ~~[(Month Day], 2017,~~ are effective ~~[(Month Day], 2017~~.

Comment [HD90]: Insert dates

~~Signed: (See Original Document)~~ Town of Norwich Selectboard:

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~~Mary Alison M. May~~ Mary Layton, Chair

~~Date Adopted:~~
7/12/2006

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~~John C. Candon~~ John Pepper, Vice-Chair

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~~Linda Ben Ptashnik~~ Linda Cook

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~~Steve Edwin S. Childs~~ Steve Flanders

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~~John Gerard Chapdelaine~~ John Langhus

~~Date Effective: 7/1/2006~~

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25. APPENDICES TO PERSONNEL POLICIES

The following Appendices are hereby adopted as a part of the Personnel Policies, and knowledge of and adherence to them are required of all employees, as applicable:

Appendix I	Sexual Harassment Policy
Appendix II	Drug-Free Workplace Policy
Appendix III	Smoking & Tobacco Policy
Appendix IV	Workplace Violence Policy
Appendix V	Code of Ethics Policy
Appendix VI	Policy on Personnel Records
Appendix VII	Norwich Policy of Nondiscrimination
Appendix VIII	Use of Computers/Electronic Messaging Policy
Appendix IX	Nonunion Compensation Schedule
Appendix I	Safety Policy Mission Statement
Appendix XI	FLSA: Exempt Employees
Appendix XII	Employee Acknowledgement of Receipt of these Policies
<u>Appendix XIII</u>	<u>Agreement Between Town of Norwich and New England Police Benevolent Association (by reference only)</u>

APPENDIX I

TOWN OF NORWICH
SEXUAL HARASSMENT POLICY

I. PURPOSE:

~~This~~The purpose of this policy is to provide~~This policy provides~~ Town employees with guidelines regarding sexual harassment.

II. POLICY:

It is the policy of the Town of Norwich ~~to that there shall be to maintain~~ a workplace free from sexual harassment. It is against the policies of the Town ~~and a violation of this policy~~, and illegal under State and Federal law, for any employee or ~~public official (elected or appointed), male or female, to sexually harass another employee, public official, or member of the public at-large. The Town is committed to providing a workplace free from unlawful conduct. It is a violation of this policy for an employee or official to engage in sexual harassment.~~

III. DEFINITIONS:

1. WHAT IS "**SEXUAL HARASSMENT**"?

- 1.1 Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1.11 Submission to that conduct is made either explicitly or implicitly as a term or condition of employment;
 - 1.12 Submission to or rejection of such conduct by an individual ~~is~~ used as a component of the basis for employment decisions affecting that individual; or
 - 1.13 The conduct ~~has the purpose or effect of~~ substantially ~~interfering~~ interferes with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- 1.2 Examples of sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:
 - 1.2.1 Unwelcome sexual advances;

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- 1.2.2 Suggestive or lewd remarks;
 - 1.2.3 Unwanted hugs, touches, kisses or similar unwelcome physical contact;
 - 1.2.4 Requests for sexual favors;
 - 1.2.5 Displaying or transmitting pornographic pictures, posters, cartoons, drawings;
 - 1.2.6 Unwelcome sexual jokes and banter;
 - 1.2.7 Retaliating for complaining about sexual harassment;
- 1.3 Retaliation against a person for reporting sexual harassment or cooperating in an investigation of sexual harassment is unlawful. It shall be a violation of this policy for any person who learns of a complaint or investigation to take, or cause another person to take, any retaliatory action which affects the employment environment of any person involved in the complaint or investigation. Persons who believe that they are being retaliated against should follow the complaint procedures of this policy. Retaliation includes but is not limited to any form of intimidation, reprisal or harassment based on reporting sexual harassment or for cooperating in an investigation of sexual harassment.

2. WHAT SHOULD YOU DO IF YOU BELIEVE YOU HAVE BEEN HARASSED

- 2.1 Any employee who believes that ~~s/he is~~ ~~or she has been~~ is the victim of sexual harassment, or believes ~~she or shes~~ ~~he~~ has been subjected to retaliation for having brought, supported, or cooperated in the investigation of a complaint of harassment, is encouraged to report the incident(s) as soon as possible. Employees need not be a person target of harassment to file a complaint. Complaints may be filed with the employee's supervisor or may be reported to the Town Manager. If a complaint ~~involved~~ involves the Town Manager the incident should be reported to the Chair of the Selectboard who will fulfill the responsibilities that would have been the Town Manager's under this policy.
- 2.2 Supervisory Town employees who witness or receive a report, written or oral, of sexual harassment shall promptly report the harassment to the Town Manager. Failure by a supervisor or supervisory personnel to appropriately report or address such sexual harassment complaints shall be considered to be in violation of this policy.

3. WHAT THE TOWN WILL DO UPON A COMPLAINT OF SEXUAL HARASSMENT – INVESTIGATION

- 3.1 In the event the Town (a supervisor, ~~or~~ Town Manager, or Selectboard Chair) receives a complaint of sexual harassment, or otherwise has reason to believe that sexual harassment is occurring, the Town Manager (or the Selectboard Chair in instances involving the Town Manager) ~~it~~ will take all the necessary steps to ensure ~~that~~ the matter is promptly investigated and addressed. Every supervisor is responsible for promptly responding to, or reporting, any complaints or suspected acts of sexual harassment. ~~Supervisors should report allegations of sexual harassment to the Town Manager.~~
- 3.2 ~~The Town shall conduct an investigation as soon as is practicable following receipt of a report or complaint, written or oral, alleging sexual harassment.~~ Generally, investigations shall be completed within (15) business days following receipt of a report or complaint. The investigator may interview individuals involved, and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. Upon completion of the investigation, the investigator shall determine if a violation of this policy has occurred and ~~report that decision~~ to the Town Manager (or the Selectboard Chair in instances involving the Town Manager).
- 3.3 Upon the completion of an investigation, the Town Manager (supervisor or Selectboard Chair in instances involving the Town Manager) shall assure that the complainant and the accused are notified whether the allegation of sexual harassment was found to be validated, whether a violation of the policy was found, and, what action, if any, was taken. Such notification shall occur within fifteen (15) business days of the completion of the investigation.
- 3.4 The Town will respect the privacy of the complainant, the individual(s) against whom the report is directed and the witnesses, to the extent possible, consistent with the Town's obligations to investigate, take appropriate actions, and conform with any disclosure obligations.
- 3.5 The Town shall take appropriate action in call-all cases where this policy is violated. Any official, employee, supervisor, or agent found by the Town to have violated this policy shall be subject to appropriate consequences and/or remedial action including, but not limited to: warning, exclusion, censure, suspension, transfer, dismissal, termination of contractual agreements, and remedial action such as training, education, ~~or and/or~~ counseling.

Comment [HD91]: Need to define who is "it"; that is, who is the Town's "investigator"? Presumably, this is the Town Manager (or Selectboard Chair, as applicable) or the a qualified individual to conduct such investigation (e.g., Police Chief, VLCT-PACIF designee, Town Attorney, etc.)

Comment [HD92]: Redundant to section 2.2

Comment [HD93]: To whom? Presumably, to the Town Manager (or Selectboard Chair) in the instance of an appointed investigator, besides the parties ID'ed in section 3.3

- 3.6 The Town shall take appropriate action against any employee, staff member or officer who makes a false report of sexual harassment knowing it to be false.

4. EXTERNAL REPORTS

Although employees are encouraged to file their complaint of sexual harassment through the Town's complaint procedure, an employee may file a complaint of sexual harassment with the following agencies:

Vermont Attorney General's Office, Civil Rights Unit
109 State Street
Montpelier, VT 05609
(802) 828-3171 (voice/TDD)

Equal Employment Opportunity Commission
1 Congress Street
Boston, MA 02114
(617) 565-3200 (voice), (617) 565-3204 (TDD)

5. WHERE CAN I GET COPIES OF THIS POLICY?

- 5.1 A copy of this policy will be provided to every employee, and extra copies will be available from the Town Manager's office. A copy of this policy will be conspicuously posted in all Town offices.

Reasonable accommodations will be provided for persons with disabilities who need assistance in filing or pursuing a complaint of harassment, upon advance request.

- ~~6. In an effort to assist supervisors with the investigation of a Harassment Complaint/Report, we have added four checklists to this policy. The checklists shall be completed and used as guides when processing a Harassment Complaint.~~

~~The checklists require investigators to answer a series of questions which will provide necessary documentation in the event that a prosecution or administrative action becomes necessary.~~

~~Forms Listed Below are Retained in the Town Manager's Office:~~

- ~~• Interview Checklist (Initial Complaint)~~
- ~~• Interview Checklist (Witness)~~
- ~~• Interview Checklist (Person alleged to have engaged in harassing conduct)~~

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Comment [jm94]: These checklists sound like those in the 2007 VLCT Employment Law Handbook. Although useful to management, they were not intended to be included in a policy disseminated to employees. We strongly suggest that, in the event of the need for an investigation of wrong-doing, the Town call VLCT and obtain legal assistance.

~~Investigation Findings, Conclusions and Recommendations~~

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

Comment [HD95]: Add date

APPENDIX II

TOWN OF NORWICH
DRUG-FREE WORKPLACE POLICY

Comment [C96]: Change to "Substance-Free" to include alcohol and as of July 1, pot.

PURPOSE AND POLICY STATEMENT

~~The~~As employers, ~~the~~The Town is responsible for maintaining safe, efficient working conditions for employees by providing a substance free drug-free workplace. Therefore, Town employees shall not engage in the unlawful manufacture, distribution, possession or use of controlled substances (drugs) or alcohol on the job, or on any Town work site.

An employee who is under the influence of any drug or alcohol on the job may pose serious safety and health risks not only to the user but to co-workers and the ~~general public at large~~public at-large.

DEFINITIONS

Alcohol: means any intoxicating substance

Comment [C97]: Not sure of the verbiage

Controlled Substance: ~~means~~As used in this policy shall mean~~means~~ a controlled substance in schedules I through V of section 202 of the *Controlled Substances Act* (21 U.S.C. 812), and as further defined in regulation at 21 CFR 1300.11 - 1300.15.

Comment [C98]: What are these drugs

Conviction: Means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

Criminal Drug Statute: Means a ~~Federal~~federal or ~~non-Federal~~non-federal criminal statute involving the manufacture, distribution, dispensing, use of, or possession of any controlled substance.

Illegal Drug: Any drug ~~which is not legally obtainable~~not legally obtained, or ~~which that~~ is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and not being used for prescribed purposes.

Legal Drug: Includes prescribed drugs and over-the-counter drugs ~~which that~~ have been legally obtained and are being used for ~~their~~the purpose for which they were prescribed or manufactured~~their intended~~ prescribed or manufactured purpose.

Comment [C99]: Need to include cannabis and other THC products??????

Under the Influence: means, ~~for the purpose of this policy~~, that the employee is noticeably affected by a drug.

Comment [HD100]: Should this be "adversely"?

Workplace: ~~means is defined to include~~means Town and non-Town owned property ~~which that~~ is used in the conduct of Town business, including property used temporarily

Comment [C101]: How about impaired?

for business related purposes, such as lodging sites rented for seminars, training, or other Town activities.

APPLICABILITY AND GENERAL POLICY CONDITIONS

The following conditions ~~are~~shall be applicable to ~~Townall employees; of the Town~~Town employees:

1. Employees ~~are~~shall be required, as a condition of their employment, to abide by the terms and conditions of this ~~Substance~~Drug-Free Workplace Policy.
2. An employee shall notify ~~his~~his/her Department Head and/or the Town Manager of any criminal drug or alcohol statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Failure to do so will result in discipline, up to and including dismissal.
3. If a convicted employee works in a federally funded program, the involved federal grant agency shall be notified of the conviction within ten (10) days of the Town's receiving the notice of the conviction. In the case of the *Vermont Community Development Program*, notify the Department of Housing and Community Affairs.
4. ~~An~~ employee convicted under any criminal drug or alcohol statute for a violation occurring in the workplace, while on or off duty, or on duty away from the workplace, shall be immediately ~~dismissed~~ for the first offense.
5. In the absence of compelling mitigating circumstances, an employee convicted under any criminal drug statute for a violation not occurring in the workplace while not on duty shall be subject to immediate dismissal for the first offense if convicted of a felony. If the conviction is not a felony, discipline up to and including ~~dismissal~~dismissal may be imposed, including for the first offense, provided that there is a nexus between the offense and the job of the ~~employee~~.
6. Appropriate disciplinary and/or corrective action is to be taken within thirty (30) days after the Town receives notice of a conviction. This, however, is not to be construed to limit the authority of the employer to take such action thereafter. Any disciplinary action must comply with the collective bargaining agreement, Section 504 of the *Rehabilitation Act of 1978*, and the *Americans with Disabilities Act*, if ~~applicable~~.
7. An employee **not convicted** under any criminal drug statute, but who engages in the illegal manufacture, distribution, dispensation, possession or use of controlled substances in any Town workplace while on or off duty, or on duty away from the workplace, shall be subject to discipline up to and including dismissal for the first occurrence. An employee engaging in such actions while off duty and away from the workplace may be subject to discipline, up to and including dismissal, including

Comment [HD102]: This is good; I can't undo the comment!!!

Comment [C103]: Do we need to include something about alcohol convictions?

Comment [C104]: Has this been updated

for the first offense, provided there is a nexus to the employee's job and just cause for the discipline.

8. Any employee on Town premises who appears to be under the influence of, or who possesses illegal or non-medically authorized drugs or alcohol, or who has used such drugs or alcohol on Town premises, may be temporarily relieved from duty pending further investigation.
9. If the use of legal drugs endangers safety, management may (but is not required to) reassign work on a temporary or permanent basis.
10. Employees must observe other work rules established by their employing departments regarding the use, possession or presence of drugs or alcohol involving their employment.
11. Each employee of the Town will make a good faith effort to maintain a drugsubstance-free workplace and uphold and promote this policy.

Comment [HD105]: Seems redundant to 1. above

USE OF DRUGS

Legal Drugs: For certain positions, the legal use of a drug can pose a significant risk to the safety of the employee or others. Employees who feel or have been informed that the use of such a drug may present a safety risk, are to report such drug use to their immediate supervisor.

Illegal Drugs: The use, sale, purchase, transfer or possession of an illegal drug by an employee while in a Town facility, while performing Town business, or while on the job is prohibited. Being under the influence of any illegal drug while conducting Town business, while on Town property or in a Town facility, or while operating any Town equipment is prohibited. Misuse of prescription drugs is considered to be the illegal use of drugs. This includes both the use of such drugs in a manner inconsistent with the prescribed use and any use of prescription drugs by persons for whom they are not prescribed.

RESPONSIBILITIES:

Town: It is the responsibility of the Department Head and/or the Town Manager to advise each employee of this policy; to post the policy annually at each worksite; and to include a copy of this policy in each new employee's orientation.

Employee: It is the responsibility of each employee to be aware of and to abide by this policy.

Administration: It is the responsibility of the Town Manager to ensure that supervisors and employees receive training and orientation regarding the implementation of this policy.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

Comment [HD106]: Add date

APPENDIX III

TOWN OF NORWICH

SMOKING & TOBACCO POLICY

The Town of Norwich, ~~in order~~ to comply with the provisions of 18 VSA 1421, et seq., ~~has~~ established this policy to protect workers by prohibiting smoking and the use of smokeless tobacco products in the workplace.

Whereas, the United States Surgeon General, in his 1986 report on Involuntary Smoking, concluded:

- Involuntary Smoking is a cause of disease, including lung cancer, in healthy nonsmokers;
- The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke.

And whereas, in 1993, the Environmental Protection Agency (EPA) classified environmental tobacco smoke as a Group A carcinogen, that is, a substance known to cause cancer in humans. The EPA recognizes no safe level of exposure for Group A carcinogens.

Smokeless tobacco is a significant health risk and is not a safe substitute for smoking cigarettes. According to the Centers for Disease Control, smokeless tobacco contains 28 cancer-causing agents (carcinogens). It is a known cause of human cancer, as it increases the risk of developing cancer of the oral cavity, other oral health problems, and can lead to nicotine addiction and dependence.

In light of these findings, smoking and use of smokeless tobacco products are strictly prohibited within all Town of Norwich-owned vehicles and within the Town of Norwich offices, hallways, restrooms, kitchen, meeting rooms and all other work areas. It is also prohibited within 30 feet of all exterior doors or where an outside air intake is located.

Comment [C107]: vaping

This policy applies to all employees, clients, contractors and visitors. Smoking/vaping may only occur at a reasonable distance (~~e.g.,~~ 30 feet or more) outside any enclosed area where smoking is prohibited to ~~insure~~ ensure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means. ~~A copy of this policy is posted on the Tracy Hall bulletin board and in a conspicuous place at each work location.~~

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

Comment [HD108]: Add date

APPENDIX IV

TOWN OF NORWICH WORKPLACE VIOLENCE POLICY

It is the policy of the Town of Norwich that ~~the Town~~ workplaces and ~~the~~ operations ~~are of the Town shall be~~ safe and free of violence or the threat of violence against any employee or other person during the conduct of Town business.

~~Thus~~ThereforeThus, it is against ~~the Town~~ policy ~~of the Town~~ for any employee to be subject to or engage in any intimidation, violence, or threatening of violence in the workplace either by or against any person.

The Town is committed to providing a workplace that is ~~as free as possible~~ from intimidation, threats of violence and acts of violence.

Intimidation: an intentional act toward another person, causing the other person to reasonably fear for ~~his~~ his/her safety or the safety of others.

Threat of Violence: an intentional act that threatens bodily harm to another person or damage to the property of another.

Act of Violence: an intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

Examples of violence in the workplace include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- Unwelcome name-calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats
- Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing
- Physically intimidating others including such acts as obscene gestures, shouting, and fist shaking.

Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the Town's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Town owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off Town owned or leased property but directed at Town employees or members of the public while conducting official Town business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from Town owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying their Department Head or the Town Manager of any threats which they have witnessed, received, or have been told that another person has witnessed or received, or to the Selectboard Chair in instances involving the Town Manager. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on Town owned or leased property or in connection with Town employment.

Each employee who receives a protective or restraining order which lists Town owned or leased premises as a protected area is required to provide their Department Head or the Town Manager with a copy of such order.

Readopted by Selectboard 1/11/2012

Amended: [Month Day], 2017

Comment [HD109]: Add date

APPENDIX V

TOWN OF NORWICH

CODE OF ETHICS POLICY

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POLICY:

It is the policy of the Town of Norwich to ensure that municipal employees:

- A. are aware of what constitutes a conflict of interest or breach of trust
- B. are aware of the level of conduct and integrity ~~which is~~ expected of municipal employees

1.0 Specific Objectives

1.1 The objectives of this policy are to:

- A. provide municipal employees with guidelines for identifying potential conflicts of interest and breaches of trust
- B. help ensure that municipal employees do not place themselves, or permit themselves to be placed, in a position which would constitute a conflict of interest or breach of trust
- C. promote high standards of professional conduct and values among municipal employees

2.0 Responsibilities

2.1 The Norwich Selectboard (or its designated committee) will:

- A. review the municipality's Code of Ethics Policy as required and make any amendments considered appropriate
- B. review, consider or take other action concerning any violation of the municipality's Code of Ethics Policy which is referred to the Selectboard by the Town Manager, or raised by a member during the course of Selectboard discussions

Where there is any conflict between the policies adopted by the municipality and the policies set forth in the appropriate collective agreement, or policies set forth in a statute of the ~~State-state~~ or federal government, collective agreements or the ~~State-state~~ or federal statute shall supersede such other policies.

2.2 The Town Manager will:

- A. implement, administer and promote the Code of Ethics Policy
- B. ensure that Department Heads promote the ethical standards expressed within the Code of Ethics Policy to their employees

- C. recommend amendments to the Code of Ethics Policy to the Selectboard
- D. investigate and review any reported violation of the Code of Ethics Policy and approve and/or administer any subsequent corrective action

2.3 Department Heads will:

- A. ensure that all employees of their department are familiar with the municipality's Code of Ethics Policy
- B. advise the Town Manager of any perceived violation of the Code of Ethics Policy by a member of staff, and institute appropriate preventative or corrective action
- C. recommend to the Town Manager any changes to the Code of Ethics Policy which are considered appropriate

2.4 Responsibilities of Municipal Employees

- A. Municipal employees are agents of the public whose primary objective is to ~~carry~~address the needs of the citizens~~carry out the duties and responsibilities of their respective job descriptions~~. As such, they are entrusted with upholding and adhering to the bylaws of the municipality as well as all applicable federal and ~~State-state~~ laws. As public servants, they must observe a high standard of morality in the conduct of their duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interest.
- B. Dedicated Service: All employees of the municipality should faithfully work towards developing programs to address the needs of its citizens. In the course of their duties, employees should strive to perform at a level ~~which that~~ is expected of those who work in the public's interest.
- C. Employees should not exceed their authority, breach the law, or ask others to do so, and should work in full cooperation with other public officials and employees, unless prohibited from doing so by law or by formally recognized rules of confidentiality.
- D. Use of Public Property: No employee shall request or permit the use of municipal-owned vehicles, equipment, materials, or property for personal convenience or profit, except where such privileges are granted to the general public.
- E. Obligations to Citizens: No employee shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- F. Conflict of ~~Interest~~: No employee shall engage in any business transaction or have a financial or personal interest, direct or indirect, which is incompatible with the proper discharge of their duties or would impair their independence of judgment or action in the performance of their duties. Personal interest, rather than financial, includes any interest arising from family or marriage relationships or close business or political associations. The following are situations which constitute conflicts of interest for municipal employees:

Comment [C110]: Delete this section due to stand alone COI policy

- **Incompatible Employment:** No employee shall engage in or accept private employment or render services for private interests when such employment or services are incompatible with the proper discharge of their duties or would impair his/her independence of judgment or action in the performance of his/her duties.
- **Disclosure of Confidential Information:** No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the municipality; nor shall he/she use such information to advance the financial or personal interest of him/herself or others.
- **Gifts and Favors:** In keeping with established private-public business practices, no employee shall show favoritism or bias toward any vendor, contractor, or others doing business with the municipality. Employees are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the municipality that would tend to influence them in the proper discharge of their duties.
- **Representing Private Interests before a Municipal Agency:** No employee whose salary is paid by the municipality shall appear on behalf of private interests before any agency or court of the municipality without the consent of the Town Manager. The employee shall not represent private interests in any action or proceeding against the interests of the municipality or in any litigation to which the municipality is party. Furthermore, no employee shall accept compensation or a retainer which is conditional upon the actions of a municipal agency.
- **Contracts with Municipalities:** No employee of the municipality shall have any interest, direct or indirect, in any legal municipal contract.
- However, an employee of the municipality may enter into a legal contract with the municipality or any agency thereof for the sale and purchase of supplies, materials, or equipment or for the construction of public improvements if:
 - They are not authorized by law to act on behalf of the municipality or any agent thereof in the awarding of the contract
 - The tender is let in a written, public, and openly competitive manner
 - All bids received and all documents pertaining to the awarding of the contract are made available for public inspection for at least three (3) months following the date of the awarding of the contract

Comment [C111]: Bid specific info needs to go into Purchasing/contract policy

- Disclosure of Interest: Any municipal employee who has a financial or personal interest in any proposed legislation, and who participates in discussion with or gives an official opinion to the Selectboard, shall disclose on the records of the Selectboard the nature and extent of the interest

H) Political Activity: No employee of the municipality shall perform work, either volunteer or paid, on behalf of any political party during his/her hours of employment with the municipality.

Comment [C112]: Add something about social media?

3.0 Reporting Breaches of the Code

3.1 Employees who have reason to believe that this Code of Ethics Policy has been breached in any way are encouraged to ~~notify~~~~bring their concerns~~ notify the Town Manager. No adverse action shall be taken against any employee who, acting in good faith, brings forward such information.

4.0 Corrective Action

4.1 Violation of this Code of Ethics Policy by a municipal employee may constitute a cause for disciplinary action. Any reported violation of this policy will be subject to investigation by the Town Manager and/or Selectboard. If an investigation finds an employee guilty of a breach of the Code of Ethics Policy, the corrective action pursued against the employee shall be commensurate with the nature and severity of the violation.

5.0 General

5.1 When administering this policy, employees must adhere to any ~~state~~~~State~~ Actsstate acts governing municipalities and all relevant legislation pertaining to the subjects covered in this policy. The administration of this policy is further subject to the provisions of applicable collective agreements for unionized municipal employees.

Adopted by the Norwich Selectboard on May 26, 2010

Amended: [Month Day], 2017

Comment [HD113]: Add date

APPENDIX VI

TOWN OF NORWICH

POLICY ON PERSONNEL RECORDS

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General provisions

Four types of records are identified:

Financial Records.

Personnel Records.

Hiring (employment) Records. Convenience Records.

Financial records

The Town Manager's Office ~~maintains~~~~will keep~~~~maintains~~ a file for each employee of the Town. This file will contain:

1. Information on payroll deductions; Form W-4; Form I-9; elections for health insurance, life insurance, disability insurance, voluntary withholding and pension plan (VMERS); and other related documents.
2. Job title with current rate of pay.
3. A notation of status - full-time or part-time showing the number of hours authorized.
4. A notation if the employee is "exempt" under FLSA rules (that is salaried).
5. Any special personnel actions, such as authorized leave without pay, educational time off, family or maternity leave.
6. Any other related financial records.

Personnel records

These files are maintained by the Town Manager's Office. This file will contain:

1. Hiring documents (may include some or all of the following) letters of interest, job application, interview data, written references, background checks, credit checks, driving record, medical examination reports, personality inventories, Supervisor's recommendation to hire, letters offering employment and acceptance letters.
2. Additional employment records such as special ADA information, accommodations requested and provided.
3. Performance evaluations
4. Changes in job title or job status
5. Records of disciplinary actions
6. Termination records
- 6-7. Job specific certifications (e.g., Police Academy training, officer certification, CDL certification)

- 7-8. Other documents such as letters of commendation, requests to review the personnel records contents by employee, authorization to release records to others signed by employee, etc.
- 8-9. Records of random drug tests carried out under the Federal Commercial Drivers License (CDL) monitoring program. (see note below in Access to Records) are kept in a separate folder.

Hiring (employment) records

These files are kept by the Department Head when hiring a new employee. As the hiring process proceeds this file will contain: letters of interest, job application, interview data, written references, background checks, credit checks, driving record, personality inventories etc. Supervisor's recommendation to hire. Additional notes.

When the hiring process is complete:

For the successful candidate the following documents must be placed in a new Personnel file for retention in the Town Manager's Office: Correspondence with the new employee, job application, completed background checks of all types, medical examinations reports, -written references, recommendations to the Selectboard, the written offer of employment and acceptance. Any remaining documentation from the Department Head's file will be retained in said personnel file or destroyed, as applicable.

For those candidates not hired the files should be bundled, marked with "Destroy on {date two years ahead}" , given to the Town Manager's Office, and placed in a secure place by the Town person in charge of the search Town Manager. Access to these files will be on the written request of the Selectboard.

Convenience records

Each supervisor may keep a "convenience file". This file could contain copies of evaluations, personnel actions and other documents which have been filed in the central Personnel Record file.

~~—————The Convenience file can also contain~~ notes made by the Supervisor about employees relating to the ~~day-to-day~~ day-to-day running of ~~his~~ his/her department and are intended to assist the Supervisor in ~~his~~ his/her task. This file may contain training records, copies of timesheets, etc.

Convenience records are confidential and access is restricted to the Supervisor, the Department Head, the employee (and/or ~~his~~ designated representative) and to ~~the Town counsel~~ the Town Manager.

On termination, any relevant documents such as training records should be placed in the central Personnel Record file in the Town Manager's Office, the remainder of which must be destroyed.

Comment [HD114]: Wouldn't be opposed to deleting this section in its entirety. Generally, opposed to employee related files that are not housed in the Town Manager's/HR Office

Comment [C115]: Agree but would also state that if a supervisor has notes related to performance of an individual, these performance issues should be shared with the TM and be included as part of the permanent record. There should be no surprises.

Access to the records

~~Personal~~Personnel documents relating to an employee of the Town of Norwich, including information in any files maintained to hire, evaluate, promote or discipline any employee of the Town of Norwich, and any information in any files relating to personal finances, medical or psychological facts concerning any individual or corporation, are exempt from public inspection and copying under the Vermont Access to Public Records Law 1 V.S.A. §-317(c)(7). This exemption does not apply to an employee's compensation and the value of employment benefits provided to such employee 1 V.S.A. §-317(b). Information regarding employee compensation and benefits may be disclosed in accordance with the provisions of 1 V.S.A. §-316 and 318.

1. **Financial.** These are usually maintained and used only by the Town Manager's Office or Finance Office. Information contained in the files is confidential.
2. **Personnel.** The Town Manager's Office maintains the files. The contents are strictly confidential and access is limited to the following:

Employees current, separated or retired may have access to their own file or they may designate a representative to have access. The request must be submitted in writing and signed by the employee. A fax request will be honored providing it is verified by a telephone call. The written signed request must be filed in the personnel file after examination. Access will be during regular Town office hours. The file must be examined in the presence of the Town Manager or Town Manager's Assistant. Employees or their representatives may request that copies of documents be made at the ~~standard copy~~ charge.

Department Heads ~~and their appointed legal counsel~~ may have access for employment related purposes only on a stated need-to-know basis and with approval of the Town Manager. The file must be examined in the presence of the Town Manager or Town Manager's Assistant. A record of any access to the personnel file shall be kept by the Town Manager's Office.

Access by others. Since all personnel files are strictly confidential the files and their contents ~~are~~ must not be made ~~are not~~ available to anyone besides the above named people, except by court order.

Requests from others such as the press, or members of the public, to examine a personnel file must be made in writing to the Town Manager's Office. Each request must

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be approved by the Town Manager and the employee in writing before releasing the personnel record. This written authorization will then be filed in the personnel record.

If a separated employee, who has had drug tests performed under the CDL random drug test program (see Personnel Records, paragraph 8 above) is being hired by a new employer to drive using a CDL, then the new employer has the ~~Statutory~~ statutory right to obtain the drug test results from our personnel files. If such a request is received, permission to copy and deliver these reports must be approved by the Town Manager.

Comment [HD116]: Need to check legality of this statement

Comment [C117]: agree

3. Employment. These are the private files relating to the hiring process before a job offer is made. They are kept securely by the Department Head, and then turned over to the Town Manager's Office for proper filing/destruction. ~~For those hired, the contents are either transferred to the Personnel Record or are destroyed. Requests to examine the files of those not hired should be submitted to the Town Manager in writing.~~

Comment [C118]: agree

Comment [HD119]: Redundant to a section above

Comment [HD120]: I would suggest deleting so as not to imply there is an opportunity for examining a non-hired individual hiring file.

Comment [HD121]: Redundant to a section above

Comment [HD122]: I would suggest deleting so as not to imply there is an opportunity for examining a non-hired individual hiring file.

Maintaining the Personnel files

As documents that are part of the permanent Personnel File are generated by Department Supervisors, the Finance Office or the Town Manager, they will be delivered to the Town Manager's Office.

Personnel files may only be opened in the presence of the Town Manager or his assistant. The Town Manager is responsible to ensure that no documents are permanently removed from the file or destroyed.

Adopted: [Date]
Amended: [Date]

Comment [HD123]: Add dates

APPENDIX VII

TOWN OF NORWICH

POLICY OF NONDISCRIMINATION

It is the policy of the Town of Norwich that all Town programs and facilities ~~are~~shall beare provided and ~~made~~ available to all persons without discrimination on the basis of age, ~~gender~~sex~~gender~~, race, ethnic background, religion or sexual ~~preference.~~preferences. ~~There-Also, there~~ will be no discrimination on the basis of disability, either physical or otherwise.

ADA Coordinator

The Town Manager ~~serves~~shall-serveserves as the coordinator to administer and oversee this policy.

Procedure for the Resolution of Complaints

1. Complaints of discrimination or about difficulty in accessing structures or programs should be discussed informally with the ADA Coordinator in the first instance.
2. If informal discussion does not resolve the problem, then the complaint must be submitted in writing to the ADA Coordinator. The Coordinator will respond in writing within 10 days of receiving the complaint. Records of the complaint and the actions taken shall be kept on file.
3. If this ~~enquiry~~inquiry and response still fails to satisfy the individual who filed the complaint, the matter shall be brought to the Selectboard for a hearing. The Selectboard will render a written response within 14 days of this hearing.

Important note: The Town of Norwich is making a good faith effort to eliminate discrimination and resolve problems fairly and it expects the public to use this procedure to attempt a good faith resolution of any perceived problem.

Adopted: [Date]

Amended: [Amended]

Comment [HD124]: Add dates

APPENDIX VIII

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TOWN OF NORWICH

USE OF COMPUTERS/ELECTRONIC MESSAGING POLICY

I. PURPOSE:

The purpose of this policy is to describe operational procedures for the general use of computers and other electronic messaging devices (EMD) within Town Departments.

II. POLICY:

The availability and use of ~~computers~~~~the personal computer~~computers and other forms of technological equipment and software within the work environment ~~provide~~~~have provided many opportunities for enhancement of~~provide opportunity for enhanced productivity and effectiveness. These technologies also ~~entail~~enable the opportunity for rapid transfer and broad distribution of sensitive information that can ~~also~~ have damaging effects on the Town, its employees, and the public if not managed properly. ~~Thus~~~~Therefore~~Thus, it is the policy of the Town that all employees abide by the guidelines ~~set forth~~ herein when using ~~personal~~ computers, including their software, and the services of both internal and external databases and information exchange networks, and where applicable, voice mail, mobile digital terminals, and related electronic messaging devices.

III. DEFINITIONS:

Electronic Messaging Device (EMD): For purposes of this policy, electronic messaging devices include ~~personal~~ computers, electronic mail systems, voice mail systems, paging systems, electronic bulletin boards and internet services, mobile digital terminals, Town provided cell phones/tablets, and facsimile transmissions.

Comment [jm125]: add town-provided cell phones?

System Administrator: For purposes of this policy, the person/entity designated with responsibility for managing all aspects of electronic messaging through individual Town computers and computer networks.

Comment [HD126]: Also, maybe, tablets

Personal Computer: Any Town or personally owned computer that provides access to Town Departments or personnel.

Email (Electronic Mail): Messages, usually in text, sent from one person to another via computer, cell phone, tablet, and the like. Email can also be sent automatically to a large number of addresses (mailing list).

Internet: The vast collection of inter-connected networks that provide information and communication for its users.

Intra-Office Communications: The internal communications electronic mailing system for the Town of Norwich.

Login: To gain computer access to the Town of Norwich system.

Password: A defined sequence of letters, numbers, and/or symbols serving as a code word(s) used to gain access to a locked digital system.

WWW (World Wide Web): The whole assortment of resources that can be accessed using an appropriate browser, providing information, text, graphics and sounds for the user.

IV. PROCEDURES:

A. General

1. The following procedures apply to all media ~~which that~~ are:
 - a. Accessed on or from Town premises;
 - b. Accessed using Town computer equipment or Town paid access methods;
 - c. Communications that make reference to the Town in a manner; and/or
 - d. Used in a manner that ~~identifies~~ identified the employee with the Town identifies the Town employee.
2. Transmission of electronic messages and information on communications media provided for employees of the Town shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence, or verbal communication.
3. The Town encourages authorized and trained personnel with access to EMD's to utilize these devices whenever necessary. However, use of any of these devices is a privilege that is subject to revocation if abused (i.e., in violation of the policy herein).
4. EMDs and their contents – with the exception of personally owned software authorized for installation on Town computers – are the property of the Town and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

V. GENERAL GUIDELINES AND CONSIDERATIONS:

- A. The Town of Norwich computer system is at all times considered the property of the Town of Norwich and may only be used for official or work related purposes.
- B. Employees have no right to privacy regarding any document or information created in, sent from or to the Town of Norwich computer system.

VI. TRAINING:

- A. The Town of Norwich shall provide direct assistance and training services to employees for necessary computer programs and software.
- B. Training on computer hardware (computer stations, printers, faxes, etc.) consists of a general overview of the utility, its proper function and the staff usage.
- C. Training on computer software consists of a general overall and when possible, in depth training on specific training software programs. All who are responsible for the use of a particular software application shall receive training in the purpose, function and proper use of the software.
- D. Training will include, wherever possible, user documentation in the form of a written guide and/or on-line help which assists the user in developing competency in the use of particular software.
- E. Outside training will be allowed~~provided when needed~~allowed by the Town of Norwich ~~but and will be coordinated~~but only on the basis of need, schedules, and fiscal budgets. Such outside training is provided to improve competency or to develop basic proficiency in the use of a new or upgraded hardware or software programs.

VII. TECHNICAL SUPPORT

The System Administrator will coordinate replacements of hardware/software, computer workstations, printers, modems and other peripheral devices via recommendations to the Town Manager.

VIII. RESPONSIBILITIES OF TOWN OF NORWICH EMPLOYEES

- A. All employees of the Town of Norwich are responsible for care of computers, shall ensure that computers are properly used and report repair work immediately to the System Administrator.
- B. Any electrical maintenance work to be performed which may affect the electric power supply to any and all automated information systems must be scheduled and conducted with the knowledge and approval of the System Administrator and the Town Manager
- C. The System Administrator will not alter computer equipment with regard to the hardware configuration, its location, wiring, connections or software configurations without prior notice and consent of the Town Manager.
- D. Under no circumstances will computer software be added or removed from any system without the approval of the System Administrator in consultation with the relevant Department Head.

Comment [jm127]: also see VLCT model re: computer and equipment use

- E. Each employee is expected to utilize due care and judgment regarding computer use to ensure that any and all related hardware, software, ~~or and~~ instructional documentation is protected from physical damage or loss from improper ~~of or~~ careless use or foreseeable environmental hazards.

IX. ACCESS TO COMPUTER SYSTEM

- A. All Town of Norwich employees ~~who are~~ allowed access to a Town computer are provided with a user name, as well as a password for systems access. Employees are required not to share user names or passwords, except as authorized by the System Administrator.
- B. When employees leave their workstations for the day, the computer should be shut down.
- C. Should an employee be unfamiliar with a particular aspect of a piece of hardware or software in the system, s/he is expected to get help.

X. ACCESS TO TOWN OF NORWICH INTRA-OFFICE ELECTRONIC MAILING

- A. Town of Norwich employees are responsible for meeting the ~~general~~ operational guidelines for the email program when saving, creating, forwarding or sending email throughout ~~our the~~ internal and external systems.
 - 1. Employees are not permitted to perform any type of intentional electronic tampering with the email program. This includes any unauthorized duplication, installation, alteration or destruction of data, programming or software. Users should respect all copyright laws that protect software owners, artists or writers. ~~Plagiarism-Copyright infringement~~ in any form will not be tolerated.
 - 2. Employees are not permitted to install or use any other inter-office email system than the program authorized by the Town of Norwich, nor will employees be able to install the email program onto an unauthorized computer terminal.
- B. Any inter-office email created, sent, forwarded, received or saved on a Town of Norwich email system will be considered the property of the Town of Norwich and not be considered private conversation between two or more employees. All emails created on the Town of Norwich inter-office email system is subject to retrieval and disclosure at any time.
- C. As all email is understood to be ~~a~~ A Record a "record" for legal, fiscal, administrative and historical purposes, the email program will create a record of usage which can be retained indefinitely. The Town of Norwich reserves the right to monitor and review periodically all data contained within this program to protect the integrity of

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the system and to ~~insure~~ ensure compliance with the policies, rules and regulations of the Town of Norwich. Email is considered a public record for the purposes of the Freedom of Information Act. Email is subject to litigation discovery, subpoena, Freedom of Information Act requests, audits, and investigations.

1. The System Administrator, the Town Manager, and others so authorized by the Town Manager have access to these records to detect possible abuses within the system.
 2. All monitoring of an employee's email will abide by the state and federal laws pertaining to this issue, including the Electronic Communications Privacy Act (Title 18 US Code, sections 2510 et seq. And 2701 et seq.)
- D. When using email, employees will ~~always~~ conduct themselves ~~professionally with the utmost professionalism~~ professionally and will exercise generally accepted rules of proper computer etiquette. ~~Employees should act in a responsible, ethical and polite manner when transmitting or receiving email from others.~~
- E. All information contained in the Town of Norwich computer system is for Town of Norwich purposes ~~only and may will~~ not be disclosed to unauthorized persons ~~by any member of the Town of Norwich~~. Unless specifically authorized by the Town Manager, no employee will transmit, receive, submit, disclose, or publish any information that has been deemed:
1. Confidential
 2. Information that may be protected by the Vermont Statutes Annotated.
 3. Attorney-client information
- F. Employees will not transmit and shall make every attempt not to receive any discriminatory, defamatory, inaccurate, abusive, obscene, profane, sexually orientated, pornographic, threatening, culturally, racially or religiously offensive or illegal language or images on the Town of Norwich inter-office email.

XI. ACCESS TO TOWN OF NORWICH INTERNET SERVICES

- A. To enhance the communication, educational and information gathering efforts of the Town of Norwich employees, internet services will be provided to those employees who have received authorization.
- B. All users of the Internet service and the Internet "email" service are expected to act in a spirit of mutual respect and cooperation, while adhering to the regulations set forth in this policy. Any violation may result in the loss of Internet accessibility, ~~and as well as~~ and any other disciplinary or legal action deemed appropriate. The Town of Norwich employees ~~having who have~~ having access to this technology ~~are will be~~ are subject to ~~all~~ local, state and federal laws pertaining to Internet use.

- C. Internet accessibility within the Town of Norwich ~~is will be considered is~~ a privilege, not a right. Employees ~~with who have with~~ access to this technology may be denied access by the Town Manager for abusive usage, unprofessional purposes, or a violation of policies.
- D. Employees ~~with who have received with~~ authorization for Internet and/or Internet email usage will be responsible for adhering to the following procedures:
 - a. Access to the Internet and/or Internet email usage is limited to authorized Town of Norwich employees. Employees ~~with who have with~~ access to the Internet may assist other employees with obtaining information from the Internet for related purposes.
 - b. ~~Excessive use of the Internet is not permitted.~~ Employees will not allow other duties and responsibilities within the Town of Norwich to be compromised or suffer due to excessive Internet use, unless directly related to such duties and responsibilities.
 - i. ~~Employees While employees Employees~~ may use the Internet and/or Internet email service for incidental personal purposes (i.e. email data collection). But, such use must ~~always~~ be limited, reasonable, and not compromise their duties/responsibilities for the Town of Norwich.

XII. MAINTENANCE OF COMPUTER EQUIPMENT

- A. Each Town of Norwich employee should take care whenever eating or drinking near ~~his his/her~~ workstation.
- B. ~~To In order to To~~ ensure proper ventilation and prohibit heat damage, Town of Norwich employees should not place papers or other objects on monitors, printers, keyboards or any other heat generating equipment.

Adopted: [Date]
Amended: [Date]

Comment [HD128]: Add dates

APPENDIX IX

TOWN OF NORWICH

NONUNION COMPENSATION SCHEDULE

Comment [jm129]: Recommend keeping this accessible to employees but not as part of the personnel policy.

Comment [C130]: agree

The following compensation schedule represents salaries/wages through Fiscal Year 2011 (July 1, 2010 to June 30, 2011) for Town of Norwich employees, excluding Norwich Department of Public Works and Police Department employees who work within the confines of a collective bargaining agreement.

Comment [HD131]: I generally agree that the actual pay tables and this appendix don't belong in the Personnel Policy. Instead, I would suggest general language be included in the main body of the Personnel Policy text citing the source of pay and its derivation.

If you opt to keep this info in the Appendices, it needs to be updated.

NOTE 1: The rate of pay may change each fiscal year as directed/approved by the legislative body (Selectboard), by using the prior November Consumer Price Index (CPI-U) Northeast Region and the Town's financial position as guides.

Comment [C132]: agree

Comment [HD133]: If you continue to use the CPI-U Northeast Region to determine pay increases, I would suggest using something like a 5 year rolling average of the latest figures. This builds in a stabilizer.

Field Code Changed

TOWN OF NORWICH
NONUNION COMPENSATION SCHEDULE

FULL TIME	% INCREASE		% INCREASE		% INCREASE	
	05-06	06-07	07-08	08-09	09-10	10-11
Custodian	\$13.60 \$1,088.00 \$28,288.00	\$14.10 \$1,128.26 \$29,334.66	\$14.43 \$1,154.21 \$30,009.35	\$15.00 \$1,200.37 \$31,209.73	\$15.45 \$1,236.39 \$32,146.02	\$15.45 \$1,236.39 \$32,146.02
Buildings & Grounds				\$16.35 \$1,307.69 \$34,000.00	\$17.32 \$1,385.60 \$36,025.60	\$17.32 \$1,385.60 \$36,025.60
Asst. to the Town Manager	\$16.18 \$1,294.40 \$33,654.40	\$16.78 \$1,342.29 \$34,899.61	\$17.16 \$1,373.17 \$35,702.30	\$17.85 \$1,428.09 \$37,130.40	\$18.39 \$1,470.93 \$38,244.31	\$18.39 \$1,470.93 \$38,244.31
Recreation Director (Salary)	\$17.45 \$1,396.28 \$36,303.40	\$18.50 \$1,480.06 \$38,481.60	\$18.93 \$1,514.10 \$39,366.68	\$19.68 \$1,574.67 \$40,941.35	\$20.27 \$1,621.91 \$42,169.59	\$20.27 \$1,621.91 \$42,169.59
Finance Officer (Salary)	\$18.42 \$1,473.60 \$38,313.60	\$19.10 \$1,528.12 \$39,731.20	\$19.54 \$1,563.27 \$40,645.02	\$20.71 \$1,656.75 \$43,075.59	\$21.33 \$1,706.46 \$44,367.86	\$21.33 \$1,706.46 \$44,367.86
Town Clerk (Elected Salary)	\$18.42 \$1,473.81 \$38,319.17	\$19.16 \$1,532.77 \$39,851.94	\$19.60 \$1,568.04 \$40,769.00	\$20.77 \$1,661.82 \$43,207.27	\$21.40 \$1,711.67 \$44,503.49	\$21.40 \$1,711.67 \$44,503.49
Zoning Administrator/ Planning Coordinator (Salary)	\$19.82 \$1,585.32 \$41,218.29	\$20.55 \$1,643.98 \$42,743.37	\$21.02 \$1,681.79 \$43,726.46	\$21.86 \$1,749.06 \$45,475.52	\$22.52 \$1,801.53 \$46,839.79	\$22.52 \$1,801.53 \$46,839.79
Director Public Works (Salary)	\$27.37 \$2,189.67 \$56,931.33	\$28.38 \$2,270.68 \$59,037.79	\$29.04 \$2,322.91 \$60,395.66	\$31.19 \$2,495.50 \$64,883.00	\$32.13 \$2,570.37 \$66,829.49	\$32.13 \$2,570.37 \$66,829.49
Assessor (Half Time Salary)	\$31.58 \$1,263.27 \$32,845.00	\$33.17 \$1,326.92 \$34,500.00	\$33.94 \$1,357.44 \$35,293.50	\$35.29 \$1,411.74 \$36,705.24	\$35.29 \$1,411.74 \$36,705.24	\$35.29 \$1,411.74 \$36,705.24

Comment [HD134]: Should be deleted or updated.
Comment [HD135]: Should be deleted or updated.

TOWN OF NORWICH						
NONUNION COMPENSATION SCHEDULE						
		%	%	%	%	%
		INCREASE	INCREASE	INCREASE	INCREASE	INCREASE
		0.037	0.023	0.04	0.03	0.00
FULL TIME	05-06	06-07	07-08	08-09	09-10	10-11
Custodian	\$13.60 \$1,088.00 \$28,288.00	\$14.10 \$1,128.26 \$29,334.66	\$14.43 \$1,154.21 \$30,009.35	\$15.00 \$1,200.37 \$31,209.73	\$15.45 \$1,236.39 \$32,146.02	\$15.45 \$1,236.39 \$32,146.02
Buildings & Grounds				\$16.35 \$1,307.69 \$34,000.00	\$17.32 \$1,385.60 \$36,025.60	\$17.32 \$1,385.60 \$36,025.60
Asst. to the Town Manager	\$16.18 \$1,294.40 \$33,654.40	\$16.78 \$1,342.29 \$34,899.61	\$17.16 \$1,373.17 \$35,702.30	\$17.85 \$1,428.09 \$37,130.40	\$18.39 \$1,470.93 \$38,244.31	\$18.39 \$1,470.93 \$38,244.31
Recreation Director (Salary)	\$17.45 \$1,396.28 \$36,303.40	\$18.50 \$1,480.06 \$38,481.60	\$18.93 \$1,514.10 \$39,366.68	\$19.68 \$1,574.67 \$40,941.35	\$20.27 \$1,621.91 \$42,169.59	\$20.27 \$1,621.91 \$42,169.59
Finance Officer (Salary)	\$18.42 \$1,473.60 \$38,313.60	\$19.10 \$1,528.12 \$39,731.20	\$19.54 \$1,563.27 \$40,645.02	\$20.71 \$1,656.75 \$43,075.59	\$21.33 \$1,706.46 \$44,367.86	\$21.33 \$1,706.46 \$44,367.86
Town Clerk (Elected Salary)	\$18.42 \$1,473.81 \$38,319.17	\$19.16 \$1,532.77 \$39,851.94	\$19.60 \$1,568.04 \$40,769.00	\$20.77 \$1,661.82 \$43,207.27	\$21.40 \$1,711.67 \$44,503.49	\$21.40 \$1,711.67 \$44,503.49
Zoning Administrator/ Planning Coordinator (Salary)	\$19.82 \$1,585.32 \$41,218.29	\$20.55 \$1,643.98 \$42,743.37	\$21.02 \$1,681.79 \$43,726.46	\$21.86 \$1,749.06 \$45,475.52	\$22.52 \$1,801.53 \$46,839.79	\$22.52 \$1,801.53 \$46,839.79
Director Public Works (Salary)	\$27.37 \$2,189.67 \$56,931.33	\$28.38 \$2,270.68 \$59,037.79	\$29.04 \$2,322.91 \$60,395.66	\$31.19 \$2,495.50 \$64,883.00	\$32.13 \$2,570.37 \$66,829.49	\$32.13 \$2,570.37 \$66,829.49
Assessor (Half Time Salary)	\$31.58 \$1,263.27 \$32,845.00	\$33.17 \$1,326.92 \$34,500.00	\$33.94 \$1,357.44 \$35,293.50	\$35.29 \$1,411.74 \$36,705.24	\$35.29 \$1,411.74 \$36,705.24	\$35.29 \$1,411.74 \$36,705.24

Field Code Changed

		% INCREASE 0.037	% INCREASE 0.023	% INCREASE 0.04	% INCREASE 0.03	% INCREASE 0.00
PART-TIME HOURLY RATE	05-06	06-07	07-08	08-09	09-10	10-11
BCA/BOA Elected and Appointed	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Solid Waste Attendant	\$11.58	\$12.01	\$12.28	\$12.78	\$13.16	\$13.16
Finance Clerk	\$12.94	\$13.42	\$14.00	\$14.56	\$15.00	\$15.00
Listers (Elected)	\$12.94	\$17.50	\$17.90	\$18.62	\$18.62	\$18.62
Planning Clerk	\$12.94	\$13.42	\$13.73	\$14.28	\$14.74	\$14.74
Asst. Town Clerk	\$13.61	\$14.11	\$14.44	\$15.02	\$15.47	\$12.05
Solid Waste Lead Attendant	\$13.63	\$14.13	\$14.46	\$15.04	\$15.49	\$15.49
Lister Clerk	\$13.89	\$14.40	\$14.74	\$15.32	\$15.32	\$15.32
Crossing Guard	\$15.95	\$16.54	\$16.92	\$17.60	\$18.13	\$18.13
Part-time Police Officers	\$17.20	\$17.84	\$18.25	\$18.25	\$18.25	\$18.25
Firefighter	\$17.34	\$17.98	\$18.40	\$19.13	\$19.70	\$19.70
EMT	\$17.34	\$17.98	\$18.40	\$19.13	\$19.70	\$19.70
Summer Staff *	8.06-15.00					
STIPENDS						
Selectboard (Elected)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Town Treasurer (Elected)	\$1,500.00	\$1,600.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00
Fire Dept.-Assistant Chief						
Fire Dept.-Deputy Chief						
Fire Officer Incentive Pay	\$1,927.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
CONTRACT SALARY						
	July 05	July 06	July 07	July 08	July 09	July 10
	\$26.25	\$27.56	\$28.94	\$30.39	\$31.91	\$33.50
	\$2,100.00	\$2,205.00	\$2,315.27	\$2,431.15	\$2,552.73	\$2,680.35
Police Chief	\$54,600.00	\$57,330.00	\$60,197.00	\$63,210.00	\$66,371.00	\$69,689.00
				Nov.08	Nov.09	Nov.10
				\$36.06	\$37.14	\$37.14
				\$2,884.62	\$2,971.15	\$2,971.15
Town Manager				\$75,000.00	\$77,250.00	\$77,250.00
				Aug 08	July 09	July 10
				\$32.69	\$24.52	\$24.52
				\$2,615.38	\$1,961.54	\$1,961.54
Fire Chief				\$68,000.00	\$51,000.00	\$51,000.00

Notes:

Minimum Wage VT January 1, 2010/2011 \$8.06/hour
 Full Time Wages listed as hourly, biweekly, and 26 pay periods
 Contract Salary according to annual contract figure.

		% INCREASE	% INCREASE	% INCREASE	% INCREASE	% INCREASE	
		0.037	0.023	0.04	0.03	0.00	
PART-TIME HOURLY RATE		05-06	06-07	07-08	08-09	09-10	10-11
BCA/BOA Elected and Appointed	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Solid Waste Attendant	\$11.58	\$12.01	\$12.28	\$12.78	\$13.16	\$13.16	
Finance Clerk	\$12.94	\$13.42	\$14.00	\$14.56	\$15.00	\$15.00	
Listers (Elected)	\$12.94	\$17.50	\$17.90	\$18.62	\$18.62	\$18.62	
Planning Clerk	\$12.94	\$13.42	\$13.73	\$14.28	\$14.74	\$14.74	
Asst. Town Clerk	\$13.61	\$14.11	\$14.44	\$15.02	\$15.47	\$12.05	
Solid Waste Lead Attendant	\$13.63	\$14.13	\$14.46	\$15.04	\$15.49	\$15.49	
Lister Clerk	\$13.89	\$14.40	\$14.74	\$15.32	\$15.32	\$15.32	
Crossing Guard	\$15.95	\$16.54	\$16.92	\$17.60	\$18.13	\$18.13	
Part-time Police Officers	\$17.20	\$17.84	\$18.25	\$18.25	\$18.25	\$18.25	
Firefighter	\$17.34	\$17.98	\$18.40	\$19.13	\$19.70	\$19.70	
EMT	\$17.34	\$17.98	\$18.40	\$19.13	\$19.70	\$19.70	
Summer Staff *	8.06-15.00						
STIPENDS							
Selectboard (Elected)	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
Town Treasurer (Elected)	\$1,500.00	\$1,600.00	\$1,636.00	\$1,636.00	\$1,636.00	\$1,636.00	
Fire Dept.-Assistant Chief							
Fire Dept.-Deputy Chief							
Fire Officer Incentive Pay	\$1,927.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
CONTRACT SALARY							
	July 05	July 06	July 07	July 08	July 09	July 10	
	\$26.25	\$27.56	\$28.94	\$30.39	\$31.91	\$33.50	
	\$2,100.00	\$2,205.00	\$2,315.27	\$2,431.15	\$2,552.73	\$2,680.35	
Police Chief	\$54,600.00	\$57,330.00	\$60,197.00	\$63,210.00	\$66,371.00	\$69,689.00	
				Nov.08	Nov.09	Nov.10	
				\$36.06	\$37.14	\$37.14	
				\$2,884.62	\$2,971.15	\$2,971.15	
Town Manager				\$75,000.00	\$77,250.00	\$77,250.00	
				Aug 08	July 09	July 10	
				\$32.69	\$24.52	\$24.52	
				\$2,615.38	\$1,961.54	\$1,961.54	
Fire Chief				\$68,000.00	\$51,000.00	\$51,000.00	

Comment [HD136]: Requires deletion or update
 Comment [HD137]: Requires deletion or update

Notes:

Minimum Wage VT January 1, 2010/2011 \$8.06/hour
 Full Time Wages listed as hourly, biweekly, and 26 pay periods
 Contract Salary according to annual contract figure.

APPENDIX X

TOWN OF NORWICH
SAFETY POLICY MISSION STATEMENT

Comment [C138]: Need to fix and clarify. How does computer assisted training work here. Should each department have a list of required yearly safety training?

The Town of Norwich recognizes its employees as one of its most important assets. As such, management ~~has~~ set a goal of providing a safe and healthful workplace for all employees. The Town's safety program recognizes that the safe work behavior of each employee is a key to meeting this goal. Our ultimate goal is to achieve an accident-free work environment for our employees.

To help meet these goals, the Town will provide safety training to all employees based on the particular potential hazards of their job duties and compliance with, ~~as~~ at a minimum, VOSHA standards. We will also provide the necessary personal protective equipment to help reduce exposure to potential hazards and will allocate resources as needed to correct hazardous conditions that are brought to our attention.

It is the responsibility of each employee to follow all safe work rules and procedures. If an employee is unsure of how to do a particular task safely, they should not proceed until they have received instruction from their supervisor. Each employee is also obligated to report all unsafe working conditions to their supervisor or the Department Head. It is the responsibility of each supervisor to monitor and assist employees in the safe performance of their duties. Safe work behaviors and attitudes are an expected part of each employee's job performance.

This mission statement will be reviewed and revised on an annual basis to allow the Town of Norwich to meet the mutually beneficial goal of zero workplace injuries and illnesses.

Signed: (See Original Document)

~~Matt Reger-Blake~~ Matt Herbert (Fire), Chair

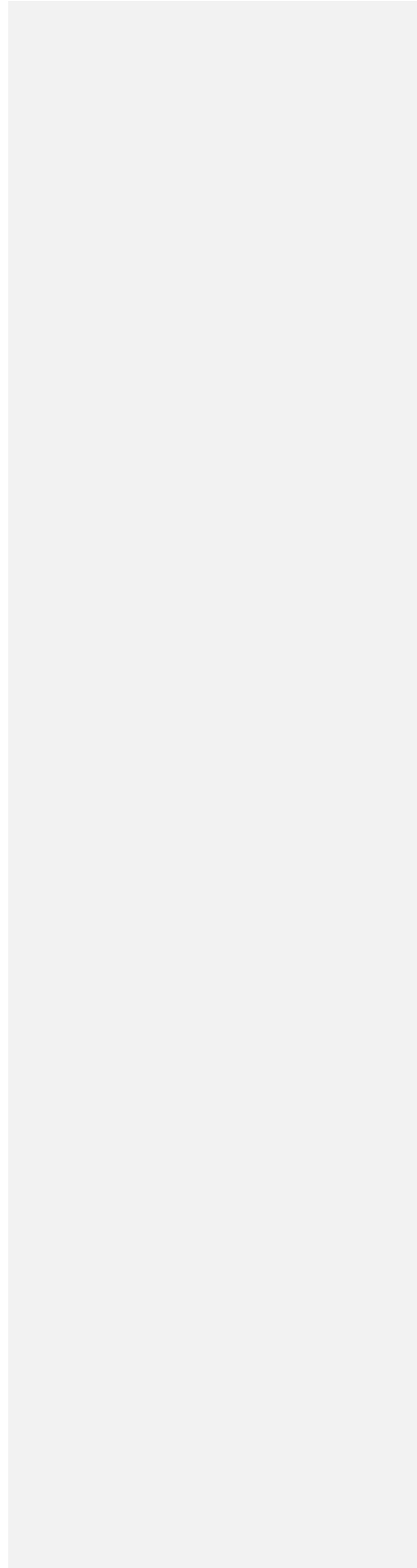
Date Adopted: 6/28/2006
Readopted: 5/28/2008
8/26/2009
9/7/2010
1/11/2012

~~Tim Edwin S. Childs~~ Tim Cronin (Fire District)

~~Judy Suzanne Lupien~~ Judy Powell (Police)

~~Uwe Bagnato~~ Vacant/Andy Hodgdon (?) (DPW)

~~Miranda Sharon Raecin~~ Miranda Bergmeier (Tracy Hall)



APPENDIX XI

FLSA: EXEMPT EMPLOYEES

Comment [jm139]: suggest removing this appendix

Comment [C140]: agree...see no value added

Executive Exemption:

- Compensated not less than \$455 per week
- Primary duty consists of management of the enterprise, or of a department
- Must customarily and regularly direct the work of two or more other employees
- Must have the authority to hire or fire other employees, or his suggestions and recommendations as to hiring, advancement or promotion must be given particular weight

Possible municipal examples: Town Manager, Police Chief, Road Commissioners/Foremen, Fire Chief.

Administrative Exemption:

- Employee must be paid more than \$455 per week
- Primary duty must consist of performance of office or nonmanual work directly related to management policies or general business operations of employer
- Includes work requiring the exercise of discretion and independent judgment with respect to matters of significance

Possible municipal examples: Town Managers, Police Chiefs, perhaps others.

Professional Exemption:

- Salary test
- Primary duty consists of work requiring knowledge of an advanced type in a field of science or learning, customarily acquired by a prolonged course of specialized intellectual instruction
- Requires the consistent exercise of discretion and judgment

Most common municipal examples: Town Engineer, In-house Accountant, Town Planner, In-house Town Attorney.

APPENDIX XII

Comment [jm141]: see vlcct model acknowledgement form

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT OF THESE PERSONNEL POLICIES

These Personnel Policies ~~have been compiled to~~ provide employees with general information about some of the benefits and policies ~~established-adopted~~ by the Town.

~~These~~The provisions of these ~~These~~ policies are subject to change at any time at the ~~sole~~ discretion of the Selectboard ~~of the Town~~.

I understand that these Personnel Policies are not a contract of employment.

I acknowledge receipt of these Personnel Policies and I recognize my responsibility to read and to abide by the provisions set forth herein.

Following review of the policies, ~~I do not hesitate to~~ understand I may discuss any questions ~~I you might~~ have with ~~your my~~ supervisor, with the Finance Office, or with the Town Manager.

Employee Signature

Date Received

Town Manager's Report
August, 2018

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1. Affordable Housing Designated Fund:
 - a. Based on citizen insight and based on recommendation from the Town's Affordable Housing Subcommittee, the Selectboard agreed to schedule a Special Town Meeting on November 6 (i.e., this year's General Election) to ask voters to consider restoring the Affordable Housing Designated Fund.
 - b. Assuming a positive vote, the Selectboard would be responsible for establishing the protocol/procedure for distribution of the funds, including eligible use of the funds. Currently, there is a little over \$45,000 sitting in the previously established fund that "sunsetting" based on previous Town voted article language.
 - c. Draft article language was drafted for the subcommittee and the board's consideration. In addition, a Warning was prepared and signed by the board for the Town Clerk.

2. Roadways:
 - a. Class IV Roads:
 - i. Addressed culvert repair issue on Sue Spaulding Rd. identified by a concerned landowner. Learned thereafter that the issue is more extensive than a culvert repair. Conducted a site visit. Spoke with a couple of landowners. The issue, at this point, remains unresolved.
 - ii. Discussion (again) with concerned citizen about Illsley Rd. temporary bridge for snowmobiles but not ATV's if the bridge is allowed to be installed more permanently. Also, the bridge as a permanent solution would "impede" the use of the Class IV road by vehicles (though, currently, it's difficult, at best, for vehicular use).
 - iii. Working with a landowner concerning property access off the now Bradley Hill Trail (formerly the Class IV road portion of Bradley Hill Rd.)
 - iv. Spoke with a former member of the Town's past Class IV Roads Committee, in general, about Class IV roads in Town, along with issues he faces on Newton Rd.
 - b. Town Road Rights-of-Way:
 - i. Working to address a property owner's concerns about the location of USPS mailboxes and Valley News newspaper boxes. Work is on-going. Correspondence and conversations with all parties involved remains on-going. Contact has been made and insight has been received from VLCT.
 - c. Paving. Re-paving of the following roads recently was authorized: Montshire Rd. (700'), Hawkpine Rd. (1,106'), Union Village Road from Goodrich Four Corners to Rte. 132. (9,872'), various areas at the Highway Garage, and a settled trench at the intersection of Beaver Meadow Rd. with Brigham Hill Rd. Note: due to construction activity on Beaver Meadow Road, paving of this roadway, most likely, would not be carried out until next year.
 - d. Line Striping. Amid working to have the Town's Class III paved roadways (i.e., the main ones) re-striped.

3. Personnel Issues:
 - a. DPW Director. Conducted interviews for the position's replacement. Made an offer of employment to the preferred candidate. At this point, the candidate is expected to start October 1, subject to final acceptance of a revised offer of employment. A public announcement soon is expected.

Town Manager's Report August, 2018

- b. Continued to work with Town Counsel (Susan Gilfillan) on Union Contract negotiations, issues raised by the Union, and provision of information to the Valley News based on their requests for information.
 - c. Working with the Board to update the Town's out of date Personnel Policies. This, currently, is on-going. Work included collaborating with two board members assigned to work on the draft for the board's consideration.
 - d. Serving as liaison between the Town Clerk and the Selectboard on annual salary consideration for the Town Clerk and a possible memorandum of understanding (MOU) between the two.
 - e. Addressed a non-resident's concerns about a Norwich PD vehicle seen at an event outside of Town.
4. FEMA:
- a. July 1, 2017 Storm Damage:
 - i. Contract #2 with Willey Excavating proceeds with repairs to the two "slides" on Beaver Meadow Rd along with several other areas requiring road and streambank repairs.
 - ii. Contract #3 was signed with L&M Excavating (not including two culvert replacements that FEMA would not reimburse – Needham Rd. & Tigertown Rd.) This contract deals with addressing the remaining culvert work. Note: the two culverts not included in the contract will have to be dealt with during the upcoming budget development season.
 - iii. Continued to reply to questions raised by residents concerning the repairwork.
 - b. Tropical Storm Irene.
 - i. Given the near completion of the DPW Highway Garage addition, coordination work is being carried out with the FEMA's VT reps to "close-out" the Alternate Projects authorized from that storm's damage (i.e., clean-up of the Pool Dam area, purchase of a DPW Loader, and construction of the highway garage addition). With close-out approval, the Town finally will receive its eligible reimbursement.
 - ii. Specific to the highway garage addition, a Certificate of Occupancy (CO) was issued by the Vermont Fire Marshall's office.
 - iii. Due to continuing moisture content issues with the addition's slab, the floor remains to be sealed. Once sealed, the remaining floor finishes can be installed and equipment/vehicles will be able to be moved to their proper locations.
5. Audit:
- a. Drafted and executed a contract with Batchelder Associates to conduct the Town's audits for fiscal years ending June 30, 2018, 2019 & 2020.
6. Drake Appeal:
- a. The court, again, had to re-schedule the hearing date from September 9. At this point, no date has been announced.
7. Finance, Etc.:
- a. See audit-related work performed above.
 - b. Prepared and provided a draft Fraud Policy for the board's consideration.

Town Manager's Report August, 2018

- c. July monthly financials were provided to the board.
 - d. June 2018 YTD figures were provided to the board.
 - e. Provided the VLCT model Purchasing Policy to board members.
 - f. A pictorial inventory, and other information, of the DPW Highway vehicle fleet was prepared. Preparation/collection of additional such inventory and information for that fleet and those vehicles of other departments remains on-going.
 - g. Spent additional time and effort to work with the Selectboard, members of the public at-large, Chris Katucki, and staff to address the financial status of FYE 2018 and related questions on the Undesignated Fund Balance.
8. Town Plan:
- a. On an as needed basis, helping Planning Commissioners work on the plan's Action Steps and their implementation.
9. Browns Schoolhouse Road Pedestrian Bridge:
- a. Conducted site visit of the collapsed bridge.
 - b. Consulted with Scott Jensen, VT DEC, and hired a local contractor to clear the waterway from bridge debris
 - c. Met with Trails Committee and Water Land Management Council representatives to discuss the bridge and its replacement (temporary and long-term).
 - d. Sought insight from TRORC on possible funding sources for bridge replacement and installation.
 - e. Participated in a requested interview by a local affiliate of NBC.
 - f. Asked a local contractor to provide an estimate for removal of bridge remnants (e.g., abutments), restoring the stream channel, and conducting site preparation work for the bridge replacement.
10. Other:
- a. Held summer picnic for employees.
 - b. Answered questions and provided information for several bloggers on the DailyUV.
 - c. Had the Tracy Hall Multi-Purpose Room carpet cleaned.
 - d. The Tracy Hall Gym floor was re-finished as part of its annual maintenance.
 - e. Dealt with the Town webpage's domain name, given corporate changes to the host company. Also, worked on fixing Tracy Hall's network, Internet connection, phone system, and several individual computers after, probably what was, a power surge in the area.
 - f. Provided marijuana flowchart to Tracey Hayes, as part of working with her and the area Prevention Coalition to offer a community forum on MJ and its various forms, including CBD, given its "legalization" in the state. The forum intends to understand what expectations the community has concerning MJ as well as to inform the public on the issue.
 - g. Working to address confusion of "Lynn's Law" policy as originally posted on the Town webpage versus the verbatim language of the policy.
 - h. Worked with Planning/Zoning office, et al concerning:
 - i. Possible E911 address re-numbering of Stowell Rd. properties.
 - ii. Eller/Guerman appeal to Environmental Court.
 - iii. Response to weekly, on-going request for information.

Town Manager's Report August, 2018

- iv. Highway right-of-way issues (mail and newspaper boxes, and improvements installed without permit)
- i. Replied to questions/concerns about Union Village Rd. and installation of additional speed limit signs.
- j. Preliminary discussion with Fire District staff on logistics of merger of the District with the Town.
- k. Based on insight from the Town's Surveyor of Wood & Lumber (☺), started to explore options the Town likely has to explore given the impending impact the Emerald Ash Borer will have on all Ash trees in Town.
- l. Tried to address several citizen concerns related to road sealant getting on their tires, presumably, as they traveled behind the Town's contractor that conducts crack sealing.
- m. Signed off on "Certification of Substantial Completion" for construction related to the public safety building and the highway garage addition.
- n. Drafted Board letter for Chair's signature to VTrans re: Church St. decision to stop project and addressing "payment" for consulting services owed.
- o. Scheduled and attended by teleconference a VOSHA Informal Conference re: NFD electrical violation in the Apparatus Building. Though addressed some months ago, a citation remained outstanding. The Informal Conference and evidence provided to VOSHA resulted in a fine reduction.
- p. Participated in a meeting to initiate an updated energy audit of Tracy Hall to determine what projects might be carried out to save on energy costs and improve efficiency. The audit will be conducted in September. Also, researched what the former DPW Director already programmed into Tracy Hall for repairs/replacement, etc. related to energy improvements.
- q. Completed Risk Assessment survey for the VT Dept. of Public Safety (Emergency Management), at their request.
- r. Met with reps for the Lion's Club to schedule and plan for the flagpole dedication at the Police/Fire building.
- s. Received request for reconsideration by a property taxpayer re: late files Homestead Declaration. (Request remains pending.)
- t. Addressed an issue of parking on property owned by Dartmouth College in Lewiston.
- u. Held a "cracker barrel" session at the Bandstand/Gazebo. Topics raised included:
 - i. 12:00 noon (3 people in attendance):
 1. Cell antenna – where to put it; poor cell service in town
 2. Norwich school septic system failure
 3. Flood events – what has the town learned; approaches for resilience
 4. Streetlights at former bridgework sites – on Turnpike Rd. and at New Boston Rd.
 5. Ambulance charges – outstanding/unpaid charges billed to town
 6. Norwich Farms – what's happening
 - ii. 6:00 pm (7 people in attendance):
 1. Norwich Farms – what's happening
 2. Charles Brown Brook footbridge
 3. Beaver Meadow Road repairs and other road repairs from July 2017 storm
 4. Communication with town residents – how to keep people informed
 5. Town survey – results and its use
 6. Marion Cross School septic system failure status



From: Alexander Northern JD, MPA
Town of Norwich Fire Chief

To: Town of Norwich Selectboard

Re: Summary of Departmental Activity-August

Date: 9/4/18

The month of August was another busy one for the Norwich Fire & EMS Department. The NFD responded to 24 combined Fire and EMS calls for assistance. On my docket in August were several items of note. I updated and submitted the NFD VT EMS yearly license renewal which allows us to continue to serve the town as medical First Responders. I continued to coordinate the installation of the Patrell Rd. dry hydrant, and I began organizing the installation of a new dry hydrant for the Kendal Station part of town.

In addition, I continued to focus on over-due repairs and maintenance issues with NFD apparatus. I repaired the Marion Cross Knox Box and began discussions with the Marion Cross School facilities manager about the new key system that will be in place once the school year starts. I also began the coordination of a Mass Casualty Drill with the NPD and initiated the coordination of a regional Mutual-Aid working group focused on Rapid Intervention Team response to structure fires. I coordinated the NFD's participation in a Thetford mutual aid drill and arranged for first time ever NFD participation in the October live burn drills with Hartford, Lebanon and Hanover FD's at the VTC burn building facility.

Lastly, I was interviewed for a spot in the "Lowdown" section of the Daily UV-"Meet the new Norwich Fire Chief (and former UN Tour Guide)." Many other issues/tasks were accomplished as well-these are some of the highlights.

Respectfully Submitted,
Alexander Northern
Town of Norwich Fire Chief

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

Recreation@norwich.vt.us

August 2018 - Recreation Report

Salute to Mr. John Girard: Sadly this month we lost an irreplaceable gentleman who truly represented the heart of recreation and sports in Norwich - Mr. John Girard. He gave so much, quietly, without ever wanting any recognition. He will be missed beyond what words can describe. A heartfelt thank-you goes out to John's extended family for choosing, in lieu of flowers to request donations be made to the Town of Norwich Recreation Department. We could not have been more honored. I was incredibly touched.

The community really came together, contributing much time, work, food, drink, flowers and beautiful banners/pictures of John for the celebration of his life at Huntley Meadow on August 25th. The estimate for the number of attendees is approximately one thousand. What a tribute to John and all of us, whom he made a positive mark on. We'd like to thank "Dan & Whit's" and the Fraser family for making 8/25 John Girard cone day. The phenomenal response of the almost 600 folks who bought cones in his honor was amazing. Thank-you also, to the Norwich family who contributed an anonymous match that day. The Norwich Recreation Department has been overwhelmed by the generosity of so many, donating to the "John Girard Fund" in his memory. To date the John Girard Fund has received over \$14,000. His family will jointly decide how the funds will be best used in ways that we can be certain John would be happy about.

Recreation Program Update: The Summer Camps we had running in August were: The Good Life Camp, Challenger Soccer, Storrs Pond Afternoon Adventures and multiple weeks of our Sports Program. Yoga, Fencing and Pa Kua Chang Kung Fu also continued.

Fall program details were finalized after meeting with instructors, recruiting volunteer coaches and setting up our fall youth soccer practice and field schedules. Fall Recreation programs were confirmed and set up for on-line registration. The fall brochure was completed and posted on-line and was also sent home with all the Marion Cross School (MCS) students. The complete fall brochure was also distributed electronically to all MCS families - thank-you to Bill Hammond for the help in getting the word out.

Youth soccer games were scheduled. In coordination with 'Lightning Soccer' who kindly provided the expert presenter, Charles Mhlauri, we hosted a Soccer Coaching Clinic for the Upper Valley on 8/26 at Huntley Meadow.

Facilities: Our B & G crew made a few safety alterations to Kyle Koehler's wonderful bleachers at Girard Field as per Wade Masure's (VLCT Safety Rep.) suggested improvements so everything is up to code. They also prepared Huntley Meadow for fall soccer for our seven Recreation teams. Special thanks to Adam Moore, part of our B & G crew. Arrangements were made with Hanover High School and Lightning Soccer, both of whom are renting fields again this autumn at Huntley Meadow.

Event Planning: Work was done planning our 34th Annual Labor Day Road Race, scheduled for Monday, September 3rd. Sponsors and volunteers were confirmed and prizes were tallied and picked up, as needed. Further organizing in cooperation with the police department continued to ensure a successful event.

Meetings: I hosted the Recreation Council meeting at my home on 8/21, where we discussed the direction the department will go moving forward into 2019 and beyond. I held a Fall Soccer Coaches' Orientation and equipment distribution meeting on 8/27 and am excited about our line-up of volunteer coaches. We held our Upper Valley Recreation Association (UVRA) meeting in Norwich on 8/24, after which fall game scheduling followed. I will be the UVRA Secretary this year.

Respectfully submitted by, Jill Kearney Niles - Norwich Recreation Director

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TOWN OF NORWICH
"Lynn's Law" Open Meeting Policy for Committees, Boards, and Commissions

The Town of Norwich's Committees, Boards and Commissions are required by law to conduct their meetings in accordance with the Vermont Open Meeting Law (1 VSA § 310-314). Public meetings of the Town of Norwich must be open to the public at all times, except as provided in 1 VSA § 313 (Executive Sessions). In addition, the agendas and minutes of these meetings will be electronically distributed.

Adopted by the Selectboard on August 12, 2009

Herb Durfee

From: Frank, Jennifer <Jennifer.Frank@vermont.gov>
Sent: Monday, August 27, 2018 6:31 PM
To: Herb Durfee
Subject: <DRAFT> Norwich Traffic Ordinance
Attachments: Norwich Traffic Ordinance 2018.pdf

Please review the attached <DRAFT> Norwich Traffic Ordinance which utilizes the 2017 codification speed limits. This town ordinance will allow the town to have one continuous document which can be referenced by citizens, and utilized for court purposes. The ordinance is simply a consolidation effort and is not a creation or modification of current speed limits. The only exceptions are Church Street (not previously listed) and Union Village / Main Street which will have to be redefined as a result of the 40/25 mph speed limit sign being moved. Please take a look at the ordinance and send a long any modifications or suggestions. Once it is completed, we will request to have it placed on the select board agenda for discussion, posting, warning, and approval. The adoption of this ordinance will contribute to the continual efforts to professionalize the police department and to remain current with best practices in the county and state.

Thank you,

Sergeant J. Frank
Norwich, VT Police Department
10 Hazen Street / P.O. Box 311, Norwich, VT 05055

(802)649-1460 (Office)
(802)649-1775 (Fax)
Jennifer.Frank@Vermont.gov

Town of Norwich
PO Box 376
Norwich, VT 05055-0376

AN ORDINANCE TO REGULATE LOCAL ENFORCEMENT OF SPEED LIMITS ON TOWN HIGHWAYS IN THE TOWN OF NORWICH

1. AUTHORITY

1.1 This ordinance is adopted under the provisions of 24 V.S.A. Chapter 59 § 1971 - 1973, 24 V.S.A. § 22291(4), 23 V.S.A. § 1007 and 13 V.S.A. § 7251.

1.2 Pursuant to the provisions of Title 23, Vermont Statutes Annotated, Section 1007 and 1008, and Title 24, Vermont Statutes Annotated Sections 1971-1973 and 2291(1)(4) and (5), and such other general enactments as may be material hereto, it is hereby ordained by the Board of Selectmen of the Town of Norwich that the following Traffic Ordinance is adopted for the Town of Norwich, Vermont.

2. PURPOSE AND SCOPE

2.1 The purpose of this ordinance is to promote public safety. These speed limits have been adopted to promote public safety and welfare and to reduce the accident potential related to excessive speed. Each road or group of roads has been given a maximum speed limit for travel by a motor vehicle over that road. The below listed speed limits shall be posted in accordance with the standards set forth in the Manual of Uniform Traffic Control Devices and shall be in effect when so posted.

2.2 This ordinance establishes special traffic regulations on public highways within the Town of Norwich, Vermont.

3. DEFINITIONS

3.1 The definitions of Title 23, Vermont Statutes Annotated, Section 4 are incorporated by reference.

4. SPEED LIMITS

4.1 The selectboard of Norwich, in the County of Windsor and the State of Vermont, acting under the authority hereby establish a maximum speed limit on the below listed roads in the Town of Norwich.

4.2 Speed limits hereby established (in miles per hour) are as follows:

Street	Speed Limit	Locale
Academy Road	25	Beginning at the VT Route 132 intersection extending northerly 0.38 mile to the Norwich-Thetford town line

Beaver Meadow Road	25	From its start at Main Street to a point 1,185 feet west of the intersection of Brigham Hill Road with Beaver Meadow Road
Beaver Meadow Road	40	From a point 1,185 feet west of the intersection of Brigham Hill Road with Beaver Meadow Road to the Sharon Line
Bragg Hill Road	25	From its beginning at the junction with Beaver Meadow Road for 2.04 miles
Bragg Hill Road	35	From the point where the 25 mile per hour limit ends (2.04 miles from its beginning at Beaver Meadow Road) to the junction with Tucker Hill Road
Brookside Road	25	Entire length
Carpenter Street	25	Entire length
Chapel Hill Road	35	Starting at its intersection with Mitchell Brook Road and ending at its intersection with Beaver Meadow Road
Cliff Street	25	Entire length
Church Street	25	From the 40 mph zone extending northerly 1.12 miles to a point 0.12 mile south of TH-40 (Upper Loveland Road)
Elm Street	25	Entire length
Goodrich Four Corners Road	40	From its start at the intersection with US Route 5 to the point where Blood Hill Road starts
Goodrich Four Corners Road	35	From the point where Blood Hill Road starts to its termination at Union Village Road
Hawk Pine Road	30	Entire length
Hazen Street	25	Entire length
Hickory Ridge Road	25	From its starts at the intersection with Elm Street to the point where it terminates in a private road
Hopson Road	25	Entire length
Huntley Street	25	Entire length
Jones Circle	25	Entire length
Koch Road	25	Entire length
Larry Lane	25	Entire length
Main Street	25	From the junction with US Route 5 to a point on Union Village Road, ??? feet north of the junction of Union Village Road and Turnpike Road
Maple Hill Road	30	From Union Village Road to Willey Hill
McKenna Road	25	Entire length
New Boston Road	25	From the junction with Turnpike Road to the junction with Olcott Road (TR #38)

New Boston Road	40	From the junction of New Boston Road and Olcott Road (TR #38) to its intersection with Norford Lake Road
New Boston Road	35	From the point where Norford Lake Road intersects with New Boston Road to its termination at the Thetford Town line
Norford Lake Road	25	From the junction with New Boston Road to the Thetford Town Line
Partridge Hill Road	25	Entire length
Pattrell Road	25	From its start at the intersection with Union Village Road to the point where it intersects with Kerwin Hill Road
Pine Tree Road	25	Entire length
River Road	40	Beginning at the junction with VT Route 10-A and extending northerly 0.59 mile
River Road	35	From the 40 mph zone extending northerly 0.56 mile to the junction with US Route 5
VT Route 132	40	Beginning at the Route 5 intersection extending westerly 0.50 mile to a point 800 feet west of Campbell Flats Road
VT Route 132	35	From the 40 mph zone extending westerly 1.25 miles to a point 200 feet west of Union Village Road
VT Route 132	40	From the 35 mph zone extending westerly 0.83 mile to the Norwich-Thetford town line
Sargent Street	25	Entire length
Trumbull Lane	25	Entire length
Turnpike Road	25	From its junction with Union Village Road to 0.29 miles west of Brigham Hill Road
Turnpike Road	35	From the point where the 25 mile per hour limit ends at 0.29 miles west of Brigham Hill Road to the junction with Upper Turnpike Road
Union Village Road	25	Beginning at the end of Main Street to ??? feet north of the junction with Turnpike Road, at the point in which the 40mph speed limit begins
Union Village Road	40	From the point at which the 25 miles per hour speed limit ends (??? feet north of the junction of Turnpike Road and Union Village Road) to the junction of Union Village Road and VT Route 132
US Route 5	35	Beginning at the Hartford-Norwich town line and extending northerly .020 mile to a point 0.17 mile south of TH-58 (Hopson Road)

US Route 5	40	From the 35 mph zone extending northerly 0.73 mile to a point 0.09 mile south of VT 10A
US Route 5	25	From the 40 mph zone extending northerly 1.12 miles to a point 0.12 mile south of TH-40 (Upper Loveland Road)
US Route 5	40	From the 25 mph zone extending northerly 0.60 mile to a point 0.20 mile north of Norwich State Highway "River Road"
US Route 5	50	From the 40 mph zone extending north to the Norwich-Thetford town line
VT Route 10-A	30	Beginning at the intersection of US Route 5 and extending easterly 0.52 mile to the New Hampshire state line at the west end of the commonly referred to, "Ledyard Bridge" which spans the Connecticut River
Willey Hill Road	30	From its start at the intersection with Union Village Road to the point where it terminates at the four-way junction of Maple Hill Road and Upper Pasture Road

4.3 The state regulations regarding maximum allowable speeds on unposted roads remains in effect and is not superseded by this ordinance.

5. PENALTIES AND FINES:

5.1 This is a civil ordinance which shall be enforced in accordance with the provisions in 24 V.S.A. § 1974(a) and § 1977 et seq.

5.2 The provisions of this ordinance shall be cumulative to the fullest extent permitted by law with respect to all other statutes or ordinances now or hereafter adopted regardless of their order of passage or enactment. The penalty for violation of any of the above speed limits shall be that set by the Schedule of Fines established by the State of Vermont as provided in VSA Title 23 Chapters 13, 23, and 24.

6. ENFORCEMENT

6.1 This Ordinance may be enforced by any law enforcement officer who has been certified according to the provisions of 20 V.S.A. § 2358.

7. GENERAL PROVISIONS AND SEVERABILITY

7.1 Separate Offenses: Each violation of a provision of this ordinance shall be deemed a separate offense.

7.2 Severability: The provisions of this ordinance are declared to be severable and if any provisions hereof be adjudged invalid such judgment shall not affect the validity of any other provisions.

7.3 Designation: This ordinance may be referred to as the Norwich Traffic Ordinance and in a prosecution hereunder a copy of such ordinance, certified by the Town Clerk shall be prima facie evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified provision of this ordinance shall be a sufficient reference hereto.

7.4 Repeal of Prior Ordinances: Any other ordinance or traffic regulation relative to maximum speed heretofore adopted by the Town of Norwich are hereby repealed.

8. EFFECTIVE DATE, PUBLICATION AND POSTING

8.1 This ordinance shall become effective 60 days after its adoption by the Town of Norwich Selectboard. If a petition is filed under 24 V.S.A. § 1973, that statute shall govern the taking effect of this ordinance.

8.2 This ordinance shall be published in the _____ on _____, 2018 and shall be filed with the Norwich Town Clerk on _____, 2018. Adopted by the Board of Selectmen, Town of Norwich at its meeting held on the _____ day of _____, 2018.

John Pepper, Selectboard Chair

Effective Date: _____

APPENDICES:

Authority to adopt

Universal Citation: 24 V.S.A. § 1971

“(a) A municipality may adopt, amend, repeal, and enforce ordinances or rules for any purposes authorized by law. (b) An ordinance or rule adopted or amended by a municipality under this chapter or under its municipal charter authority shall be designated as either criminal or civil, but not both.”

Procedure

Universal Citation: 24 V.S.A. § 1972.

“(a)(1) The legislative body of a municipality desiring to adopt an ordinance or rule may adopt it subject to the petition set forth in section 1973 of this title and shall cause it to be entered in the minutes of the municipality and posted in at least five conspicuous places within the municipality. The legislative body shall arrange for one formal publication of the ordinance or rule or a concise summary thereof in a newspaper circulating in the municipality on a day not more than 14 days following the date when the proposed provision is so adopted. Information included in the publication shall be the name of the municipality; the name of the municipality's website, if the municipality actively updates its website on a regular basis; the title or subject of the ordinance or rule; the name, telephone number, and mailing address of a municipal official designated to answer questions and receive comments on the proposal; and where the full text may be examined. The same notice shall explain citizens' rights to petition for a vote on the ordinance or rule at an annual or special meeting as provided in section 1973 of this title. (2) Unless a petition is filed in accordance with section 1973 of this title, the ordinance or rule shall become effective 60 days after the date of its adoption, or at such time following the expiration of 60 days from the date of its adoption as is determined by the legislative body. If a petition is filed in accordance with section 1973 of this title, the taking effect of the ordinance or rule shall be governed by subsection 1973(e) of this title. (b) All ordinances and rules adopted by a municipality shall be recorded in the records of the municipality. (c) The procedure herein provided shall apply to the adoption of any ordinance or rule by a municipality unless another procedure is provided by charter, special law, or particular statute.”

Permissive referendum

Universal Citation: 24 V.S.A. § 1973

“(a) An ordinance or rule adopted by a municipality may be disapproved by a vote of a majority of the qualified voters of the municipality voting on the question at an annual or special meeting duly warned for the purpose, pursuant to a petition signed and submitted in accordance with subsection (b) of this section. (b) A petition for a vote on the question of disapproving an ordinance or rule shall be signed by not less than five per cent of the qualified voters of the municipality, and presented to the legislative body or the clerk of the municipality within 44 days following the date of adoption of the ordinance or rule by the legislative body. (c) When a

petition is submitted in accordance with subsection (b) of this section, the legislative body shall call a special meeting within 60 days from the date of receipt of the petition, or include an article in the warning for the next annual meeting of the municipality if the annual meeting falls within the 60-day period, to determine whether the voters will disapprove the ordinance or rule. (d) Not less than two copies of the ordinance or rule shall be posted at each polling place during the hours of voting, and copies thereof made available to voters at the polls on request. It shall be sufficient to refer to the ordinance or rule in the warning by title. (e) If a petition for an annual or a special meeting is duly submitted in accordance with this section, to determine whether an ordinance or rule shall be disapproved by the voters of the municipality, the ordinance or rule shall take effect on the conclusion of the meeting, or at such later date as is specified in the ordinance or rule, unless a majority of the qualified voters voting on the question at the meeting vote to disapprove the ordinance or rule in which event it shall not take effect.”

Enumeration of powers

Universal Citation: 24 V.S.A. § 2291

“For the purpose of promoting the public health, safety, welfare, and convenience, a town, city, or incorporated village shall have the following powers: ... (4) To regulate the operation and use of vehicles of every kind including the power: to erect traffic signs and signals; to regulate the speed of vehicles subject to 23 V.S.A. chapter 13, subchapter 12; to regulate or exclude the parking of all vehicles; and to provide for waiver of the right of appearance and arraignment in court by persons charged with parking violations by payment of specified fines within a stated period of time.”

Local speed limits

Universal Citation: 23 V.S.A. § 1007

“(a)(1) The legislative body of a municipality may establish, on the basis of an engineering and traffic investigation, a speed limit on all or a part of any city, town, or village highway within its jurisdiction, which: (A) is not more than 50 miles per hour; however, after considering neighborhood character, abutting land use, bicycle and pedestrian use, and physical characteristics of the highways, the legislative body of a municipality may vote to set the maximum speed limit, without an engineering and traffic investigation, at not more than 50 miles per hour nor less than 35 miles per hour, on all or a portion of unpaved town highways within its boundaries, unless otherwise posted in accordance with the provisions of this section; or (B) is not less than 25 miles per hour. (2) If the legislative body of a municipality votes to set the speed limit on all unpaved town highways in its boundaries at no more than 50 miles per hour nor less than 35 miles per hour as provided for in subdivision (a)(1) of this section, signs shall be located at points of change from one speed limit to another. (b) The legislative body of a city may establish, on the basis of an engineering and traffic investigation, a speed limit on all or a part of any State highway, other than a limited access highway, within its jurisdiction, which: (1) is not more than 50 miles per hour; or (2) is not less than 25 miles per hour. (c) Any altered limit is effective at all times or during hours of darkness or at other times as may be determined when appropriate signs giving notice are erected upon the street or highway. (d) The special

regulations have the full force and effect of law and are in the case of regulations adopted under subsections (a) and (b) of this section subject to review by the Traffic Committee, whose decision is final. (e) Lack of evidence of a traffic and engineering study will not invalidate a local speed limit ordinance as adopted or amended under this section after five years following the day on which the speed limit ordinance took effect. (f) Notwithstanding the procedure outlined in this section for enacting a local speed limit, a town or village may adopt a local speed ordinance on a State highway, other than on limited access highways, provided the ordinance duplicates the speed limit established under section 1003 of this title. (g) Notwithstanding any requirements of section 1025 of this title, downtown development districts designated under 24 V.S.A. chapter 76A may have posted speed limits of less than 25 miles per hour.”

Municipalities; payment to and liability of

Universal Citation: 13 V.S.A. § 7251

“(a) Fines, forfeitures and penalties, imposed by the district or superior court or by the judicial bureau for violation of a village, town, or city ordinance shall be paid to the village, town or city, respectively, except for a \$12.50 administrative charge for each case which shall be retained by the state. (b) Fines, forfeitures and penalties imposed by the judicial bureau for all speeding traffic violations under subchapter 8 of chapter 13 of Title 23 entitled "speed restrictions" on state highways and for height and width violations under 23 V.S.A. § 1431 and length violations under 23 V.S.A. § 1432 on town highways resulting from the enforcement by towns within the jurisdiction of the town shall be paid to the town by the formula set forth in subsection (c) of this section except for the administrative charge according to the provisions of subsection (a) of this section which shall be retained by the state. The enforcement by towns shall be by a town law enforcement officer or a law enforcement officer by contract with the town. Such law enforcement officer shall be certified according to the provisions of 20 V.S.A. § 2358. Nothing in this section shall be construed to limit the jurisdiction of a certified law enforcement officer. The revenue that is collected by the state pursuant to enforcement of this section by a town shall be distributed annually during the first quarter of the fiscal year immediately following the fiscal year in which the fines, forfeitures and penalties are collected. (c) The allocation of revenue to the towns under the formula shall be updated annually by the state court administrator and shall provide that the revenue be distributed to those towns whose law enforcement efforts on state highways and town highways as specifically set forth in subsection (b) of this section have resulted in the imposition of the fines, forfeitures and penalties for all speeding traffic violations under subchapter 8 of chapter 13 of Title 23 entitled "speed restrictions" and for height and width violations under 23 V.S.A. § 1431 and length violations under 23 V.S.A. § 1432 provided that no town may receive more than five percent of the total revenue in any given year. The formula used for distribution shall reflect the percentage of a town's law enforcement expenditures as it relates to the town's total municipal taxing effort. The town's total municipal taxing effort shall be determined by subtracting the town's school taxes assessed from the total taxes assessed as provided each year in the annual report of the division of property valuation and review by the Vermont department of taxes. By July 31 of each year, the local legislative body of any town which had law enforcement efforts resulting in the imposition of fines, forfeitures and penalties and which wishes to participate shall submit to the court administrator the total amount of the

funds spent for law enforcement in the most recently completed town fiscal year. (d) Fines, forfeitures, and penalties imposed by the judicial bureau for violations of subdivisions 352(3), (4), and (9) of this title, relating to animal cruelty that result from the enforcement by villages, towns, and cities within their jurisdiction shall be paid to the respective village, town, or city, except for a \$12.50 administrative charge for each violation which shall be retained by the state. The enforcement by villages, towns, and cities shall be by a local law enforcement officer or a law enforcement officer by contract with the village, town, or city. Such law enforcement officer shall be certified according to the provisions of 20 V.S.A. § 2358.”

Enforcement of civil ordinance violations

Universal Citation: 24 V.S.A. § 1974a

“(a) A civil penalty of not more than \$800.00 may be imposed for a violation of a civil ordinance. Each day the violation continues shall constitute a separate violation. (b) All civil ordinance violations, except municipal parking violations, and all continuing civil ordinance violations, where the penalty is \$800.00 or less, shall be brought before the Judicial Bureau pursuant to Title 4 and this chapter. If the penalty for all continuing civil ordinance violations is greater than \$800.00, or injunctive relief, other than as provided in subsection (c) of this section, is sought, the action shall be brought in the Criminal Division of the Superior Court, unless the matter relates to enforcement under chapter 117 of this title, in which instance the action shall be brought in the Environmental Division of the Superior Court. (c) The Judicial Bureau, on application of a municipality, may order that a civil ordinance violation cease. (d) Civil enforcement of municipal zoning violations may be brought as a civil ordinance violation pursuant to this section or in an enforcement action pursuant to the requirements of chapter 117 of this title. (e)(1) When filed in court as an enforcement action by the municipality, municipal parking violations shall be brought as civil violations. The right to trial by jury shall not apply in such cases. (2) A person who received a criminal conviction in District Court for a municipal parking violation committed before January 1, 2005 may petition the court to seal all records in the matter. The person shall provide a copy of the petition to the State or municipal official who was the prosecuting authority on the matter in District Court. The court shall grant the petition if, after providing the prosecuting authority with an opportunity to respond, the court finds that sealing the records would serve the interests of justice.”

Complaint for municipal civil ordinance violations

Universal Citation: 24 V.S.A. § 1977

“(a) The complaint in a municipal civil case shall be signed by the issuing municipal official. The original copy shall be filed with the Judicial Bureau, a copy shall be retained by the issuing municipal official, and two copies shall be given to the defendant. (b) The municipal official may void or amend the municipal complaint issued by that official by so marking the complaint and sending it to the Judicial Bureau. (c) The Court Administrator shall approve an appropriate summons and complaint form, pursuant to 4 V.S.A. § 1105(a), to implement the assessment of the full and waiver penalty provisions of this section.”

Minimum training standards; definitions

Universal Citation: 20 V.S.A. § 2358

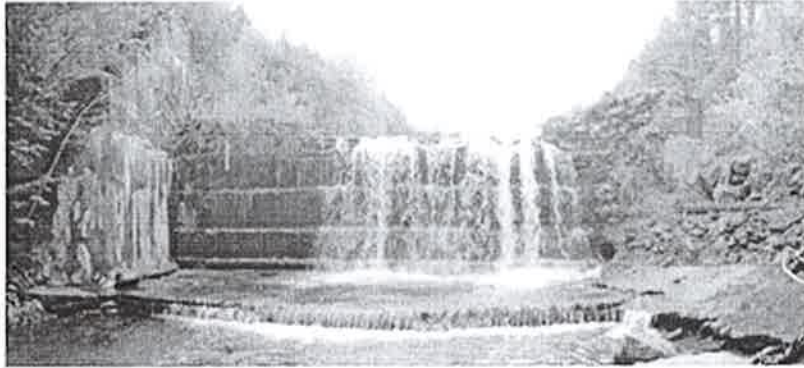
“(a) Unless waived by the Council under standards adopted by rule, and notwithstanding any statute or charter to the contrary, no person shall exercise law enforcement authority as a law enforcement officer without completing a basic training course and annual in-service training within a time and manner prescribed by the Council by rule. (b) The Council shall offer or approve basic training and annual in-service training for each of the following three levels of law enforcement officer certification in accordance with the scope of practice for each level, and shall determine by rule the scope of practice for each level in accordance with the provisions of this section: (1) Level I certification. (A) An applicant for certification as a Level I law enforcement officer shall first complete an off-site training program prior to entering and completing Level I basic training. Level I basic training shall include training to react to the circumstances described in subdivision (B) of this subdivision (1). (B)(i) The scope of practice of a Level I law enforcement officer shall be limited to security, transport, vehicle escorts, and traffic control, as those terms are defined by the Council, except that a Level I officer may react in the following circumstances if the officer determines that it is necessary to do any of the following: (I) protect an individual in the presence of the officer from the imminent infliction of serious bodily injury; (II) provide immediate assistance to an individual who has suffered or is threatened with serious bodily injury; (III) detain or arrest an individual who the officer reasonably believes has committed a crime in the presence of the officer; or (IV) detain or arrest an individual who the officer reasonably believes has committed a felony under Vermont law. (ii) If a Level I officer reacts to any of the circumstances described in subdivision (i) of this subdivision (B), he or she shall call upon an officer certified to respond and assume law enforcement authority over the incident. (2) Level II certification. (A) An applicant for certification as a Level II law enforcement officer shall first complete Level II basic training and may then become certified in a specialized practice area as set forth in subdivision (B)(ii) of this subdivision (2). Level II basic training shall include training to respond to calls regarding alleged crimes in progress and to react to the circumstances described in subdivision (B)(iii) of this subdivision (2). (B)(i) Except as provided in subdivisions (ii) and (iii) of this subdivision (B), the scope of practice of a Level II law enforcement officer shall be limited to investigating the following matters: (I) [Repealed.] (II) 7 V.S.A. § 658 (sale or furnishing to minors; enabling consumption by minors); (III) 13 V.S.A. chapter 7 (advertisements); (IV) 13 V.S.A. chapter 8 (humane and proper treatment of animals); (V) 13 V.S.A. §§ 505 (fourth degree arson), 508 (setting fires), and 509 (attempts); (VI) 13 V.S.A. chapter 19, subchapter 1 (riots); (VII) 13 V.S.A. §§ 1022 (noise in the nighttime), 1023 (simple assault), 1025 (recklessly endangering another person), 1026 (disorderly conduct), 1026a (aggravated disorderly conduct), 1027 (disturbing peace by use of telephone or other electronic communications), 1030 (violation of an abuse prevention order, an order against stalking or sexual assault, or a protective order concerning contact with a child), 1031 (interference with access to emergency services), 1042 (domestic assault), and 1062 (stalking); (VIII) 13 V.S.A. chapter 35 (escape); (IX) 13 V.S.A. chapter 41 (false alarms and reports); (X) 13 V.S.A. chapter 45 (flags and ensigns); (XI) 13 V.S.A. chapter 47 (frauds); (XII) 13 V.S.A. chapter 49 (fraud in commercial transactions); (XIII) 13 V.S.A. chapter 51 (gambling and lotteries); (XIV) 13 V.S.A. chapter 57 (larceny and embezzlement), except for subchapter 2 (embezzlement); (XV) 13 V.S.A. chapter 67 (public

justice and public officers); (XVI) 13 V.S.A. chapter 69 (railroads); (XVII) 13 V.S.A. chapter 77 (trees and plants); (XVIII) 13 V.S.A. chapter 81 (trespass and malicious injuries to property); (XIX) 13 V.S.A. chapter 83 (vagrants); (XX) 13 V.S.A. chapter 85 (weapons); (XXI) 13 V.S.A. § 7559(d), (e), and (f) (violating condition of release); (XXII) 18 V.S.A. §§ 4230(a) and 4230d (marijuana possession); (XXIII) 18 V.S.A. § 4231(a) (cocaine possession); (XXIV) 18 V.S.A. § 4232(a) (LSD possession); (XXV) 18 V.S.A. § 4233(a) (heroin possession); (XXVI) 18 V.S.A. § 4234(a) (depressant, stimulant, or narcotic drug possession); (XXVII) 18 V.S.A. § 4234a(a) (methamphetamine possession); (XXVIII) 18 V.S.A. § 4235(b) (hallucinogenic drug possession); (XXIX) 18 V.S.A. § 4235a(a) (ecstasy possession); (XXX) 18 V.S.A. § 4476 (drug paraphernalia offenses); (XXXI) 20 V.S.A. § 3132 (firework prohibitions); (XXXII) 21 V.S.A. § 692(c)(2) (criminal violation of stop-work order); (XXXIII) any misdemeanor set forth in Title 23 of the Vermont Statutes Annotated, except for 23 V.S.A. chapter 13, subchapter 13 (drunken driving), 23 V.S.A. § 3207a (snowmobiling under the influence), 23 V.S.A. § 3323 (boating under the influence), or 23 V.S.A. § 3506(b)(8) (operating an all-terrain vehicle under the influence); (XXXIV) any motor vehicle accident that includes property damage and injuries, as permitted by the Council by rule; (XXXV) any matter within the jurisdiction of the Judicial Bureau as set forth in 4 V.S.A. § 1102; (XXXVI) municipal ordinance violations; (XXXVII) any matter within the jurisdiction of a game warden or deputy game warden as set forth in 10 V.S.A. chapter 103, subchapter 4 (game wardens); and (XXXVIII) any matter within the scope of practice of a Level I law enforcement officer. (ii) In addition to the scope of practice permitted under subdivision (i) of this subdivision (B), a Level II law enforcement officer may also practice in additional areas approved in writing by the Council based on a special certification or training approved by the Council. (iii) Notwithstanding the limitations set forth in subdivisions (i) and (ii) of this subdivision (B), a Level II officer may respond to calls regarding alleged crimes in progress and may react in the following circumstances if the officer determines that it is necessary to do any of the following: (I) protect an individual in the presence of the officer from the imminent infliction of serious bodily injury; (II) provide immediate assistance to an individual who has suffered or is threatened with serious bodily injury; (III) detain or arrest an individual who the officer reasonably believes has committed a crime in the presence of the officer; or (IV) detain or arrest an individual who the officer reasonably believes has committed a felony under Vermont law. (iv) If a Level II officer responds to calls regarding alleged crimes in progress or reacts to any of the circumstances described in subdivision (iii) of this subdivision (B) and that response or reaction is outside the scope of his or her scope of practice, he or she shall call upon an officer certified to respond and assume law enforcement authority over the incident. (3) Level III certification. (A) An applicant for certification as a Level III law enforcement officer shall complete Level III basic training. (B) The scope of practice of a Level III law enforcement officer shall include all law enforcement authority. (c) All programs required by this section shall be approved by the Council. Completion of a program shall be established by a certificate to that effect signed by the Executive Director of the Council. (d) [Repealed.] (e)(1) The criteria for all minimum training standards under this section shall include anti-bias training approved by the Vermont Criminal Justice Training Council and training on the State, county, or municipal law enforcement agency's fair and impartial policing policy, adopted pursuant to subsection 2366(a) of this title. (2) On or before December 31, 2018, law

enforcement officers shall receive a minimum of four hours of training as required by this subsection. [Subdivision (e)(3) effective January 1, 2019.] (3) In order to remain certified, law enforcement officers shall receive a refresher course on the training required by this subsection during every odd-numbered year in a program approved by the Vermont Criminal Justice Training Council. (4) The Criminal Justice Training Council shall, on an annual basis, report to the Racial Disparities in the Criminal and Juvenile Justice System Advisory Panel regarding: (A) the adoption and implementation of the Panel's recommended data collection methods and trainings and policies pursuant to 3 V.S.A. § 168(f)(2) and (3); (B) the incorporation of implicit bias training into the requirements of basic training pursuant to this subsection; and (C) the implementation of all trainings as required by this subsection.”

FYI

BOOM! BAM! TAKE DOWN THE DAM!



Norwich Reservoir Dam on Charles Brown Brook in Norwich, VT

JOIN US TO CELEBRATE ANOTHER DAM COMING DOWN!

Wednesday, September 19
Norwich, VT

3pm - Dam Site Tour

See 4.3 miles of stream being opened for fish passage, sediment transport and improvements in water quality.

4pm - Celebrate With Us

Join U.S. Representative Peter Welch (*invited*)
Andrew Fisk, CRC Executive Director
Ron Rhodes, CRC River Steward
at the Norwich Inn
325 Main Street, Norwich Vermont
Light Refreshment - Cash Bar

RSVP to cbent@ctriver.org or (413) 772-2020, ext. 206
for parking instructions and details.
Space is limited.

Town of Norwich, Vermont
Warning of Special Town Meeting, November 6, 2018

FYI

The legal voters of the Town of Norwich, Vermont are hereby notified and warned to meet in Tracy Memorial Hall, Norwich, Vermont at 7:00 pm on Thursday, November 1, 2018, to transact business not requiring a vote by Australian ballot. Voting for all articles on the Warning will be by Australian ballot. The polls will be open Tuesday, November 6, 2018 from 7:00 am to 7:00 pm.

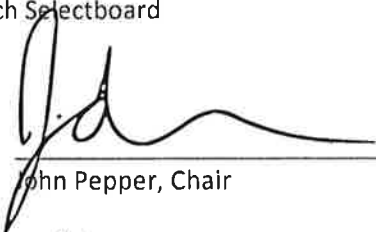
This meeting is called to determine if the Town will:

Article 1. Shall the voters of the Town of Norwich re-establish a revolving Affordable Housing Reserve Fund with previously appropriated funds approved by Norwich voters to be distributed and administered according to a process adopted by the Selectboard in consultation with the Town Manager, the Norwich Planning Commission, and the Affordable Housing Subcommittee?

Article 2. To transact any other business that may legally come before the Norwich Special Town Meeting.

Norwich Selectboard

BY:



John Pepper, Chair



Claudette Brochu, Vice-Chair

Linda Cook



John Langhus



Mary Layton