

Agenda for the Selectboard Meeting Wednesday, October 10, 2018 6:30 PM

- 1) Approval of Agenda (Action)
- 2) Consent Agenda Items (Action)
 - a) Approval of Minutes: 9/26/2018 Selectboard meeting
 - b) Correspondence
 1. Planning Commission Quarterly Report
 - c) Review Accounts Payable/Warrants
- 3) Public Comments (Discussion) *strict 3-minute limit per speaker*
- 4) Family Place – Alcohol Policy Waiver Request for Gingerbread Festival (Discussion/Action)
- 5) BoardDocs.com – Possible SB Use (Discussion/Action)
- 6) Personnel Policies (Discussion/Action)
- 7) TRORC Decision To Deny Approval of Town Plan (Discussion/Action)
- 8) Finance Committee Charge (Discussion/Action)
- 9) Audit Committee Charge (Discussion/Action)
- 10) Fraud Policy (Discussion/Action)
- 11) Town Survey Results - Update (Discussion)
- 12) Electric Vehicle Charging Station Grant (Discussion/Action)
- 13) Enhanced Energy – Committee or Working Group? (Discussion/Action)
- 14) Town Manager's Report / Committees (Discussion)
- 15) Review of Next Agendas (Discussion/Action)
- 16) End of Meeting Debrief (Discussion)
- 17) Adjourn

Next Meeting – October 24, 2018 at 6:30 PM

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DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, September 26, 2018 at 6:30 pm

2a

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

There were about 4 people in the audience.

Also participating: Matt Swett and Jeff Goodrich.

1. Approval of Agenda (Action Item). Selectboard (SB) members agreed to move proceed with the agenda as written.
2. Consent Agenda (Action Item). Layton **moved** (2nd Pepper) to approve the consent agenda, subject to any individual wishing to discuss any items separately. **Motion passed unanimously.** Cook asked to discuss separately four of the correspondence items: numbers 1, 3, 4, and 6. With regard to correspondence concerning Stowell Road addresses, Cook said that the addresses will not be renumbered. Cook said that Two Rivers Ottauquechee Regional Commission (TRORC) staff has recommended that TRORC should approve Norwich's Town Plan. Cook asked who had responded to the correspondence from Chris Katucki. Durfee, Town Manager, said that he would respond. SB members agreed to incorporate into the final 9-12-2018 SB minutes the changes that Cook suggested. Cook **moved** (2nd Pepper) to receive all correspondence items, 1 through 7. **Motion passed unanimously.**
3. Public Comments (Discussion Item). There were no public comments.
4. Fire District Report (Discussion Item). Cook said that she and Langhus attended the Fire District meeting and began discussion with them about a possible merger with the town.
5. Personnel Policies (Discussion/Action Item). Matt Swett, Assistant Fire Chief, asked about §9 of the Personnel Policies and whether SB members want to delete that section. Swett asked about the rationale behind that deletion. Town Manager (TM) said the SB member who proposed the deletion is absent tonight. Swett said that he thinks §9, which concerns the Fire Department, should not be deleted and it makes sense to keep it. SB members agreed to put the issue of personnel policies on the next SB meeting's agenda.
6. Finance Committee Charge (Discussion/Action Item). Layton **moved** (2nd Pepper) to acknowledge that the Finance Committee Charge as presented in the Board packet for signature is the charge adopted by the Selectboard on June 13, 2018. After some discussion, Layton withdrew the motion. SB members agreed to place this item on the agenda for the next meeting.
7. Fire Department Forestry 1 Truck Replacement (Discussion/Action Item). Matt Swett said that this will be a good purchase. Swett made several calls to confirm bid numbers and discuss details of the bid. This new truck should last 20 to 25 years. The new truck will allow more room for needed safety equipment for use when responding to calls. Swett said that the Fire Department will recommend putting aside money in future budgets to replenish the fund spent on the vehicle. Layton **moved** (2nd Pepper) to authorize the TM to dispose of the current Forestry 1 truck according to the proposal offered in the NFD memorandum prepared by Alex Northern and Matt Swett, and to further authorize the TM to purchase a replacement truck (F-550) through the state purchasing program in

an amount not to exceed \$36,742.00 and fit up the new truck as Forestry 1. **Motion approved unanimously.**

8. Transportation Alternatives Grant Program – Culverts (Discussion/Action Item). TM said that FEMA does not cover the cost of putting in larger culverts to replace those damaged in the July 2017 storm. The Town needs to install larger culverts in order to avoid the same kinds of damage that the July 2017 storm caused. TM is looking into applying for VTrans funds to cover 80% of the costs of putting in the larger culverts. The Town would be responsible for 20% of the cost. Layton **moved** (2nd Pepper) to authorize the TM to apply for an FY 2018-19 VT Transportation Alternatives Grant program to help with the funding of two large culverts affected by the July 1, 2017 storm event toward which FEMA cannot offer repair-related reimbursement. **Motion approved unanimously.**

9. Town Road & Bridge Standards (Discussion/Action Item). TM said that the July 1, 2017 storm showed the Town the need to adopt its own road and bridge standards so that the Town can get additional funding from the state when a FEMA event happens. Jeff Goodrich explained some background on how and why the new road standards were developed. The new road standards will hopefully allow for more reimbursement from FEMA for future events. TM thanked Goodrich for volunteering his services to draft the Road & Bridge Standards. Layton **moved** (2nd Pepper) to amend the Town Road & Bridge Standards as recommended by the Town Manager. **Motion approved unanimously.**

10. Town Manager's Report (Discussion Item). TM said that he has been working on finding new ways to communicate with the Town's public. TM received a proposal from a consultant to write news items for the Town for posting on Daily UV in order to keep the public informed. TM asked for the SB's opinion on hiring the consultant. SB agreed to hire the consultant, Story Kitchen Creative, for three months, and then evaluate how it's going. TM said an updated energy audit is being performed for Town property to evaluate our energy usage. TM is working with the Energy Committee to write a grant for additional electric vehicle charging stations in town, possibly at the Marion Cross School employee parking lot and at Huntley Meadow. The Audit Committee charge needs to be finalized by the SB. New flashing crosswalk signs will be installed soon, because the Town got a grant for additional signs. TM is looking into the possibility of obtaining a grant to install public art in front of Tracy Hall. TM said that the Town has received VTrans's answer to the Town's question about alternative possibilities for Church Street pedestrian safety improvements. TM said his cracker barrel discussions went well and he will have more in the future.

11. Traffic Ordinance Adoption (Discussion/Action Item). Cook **moved** (2nd Layton) to adopt the Town traffic-related ordinances, as recommended by the Norwich Police Department, into a single codified ordinance, pursuant to 24 VSA §1971, et seq. **Motion approved unanimously.**

12. Review of Next Agendas (Discussion/Action Item). SB members listed the following as agenda items for the next meeting on October 10, 2018:

- Personnel Policies

- Enhanced Energy Working Group

- Audit Committee Charge

- Fraud Policy

- Town Survey Results

- Alcohol Waiver Request (Family Place annual Preview Party – Gingerbread Festival)

- EV Station Grant

- TRORC Decision not to Approve/Confirm the Adopted Town Plan/Continuing Planning Process

Layton **moved** (2nd Pepper) that the public body has made a specific finding that premature public knowledge would clearly place the Town of Norwich and an employee at a substantial disadvantage under 1 VSA §§ 313(a)(1)(A) and 313(a)(4). **Motion approved unanimously.** Layton **moved** (2nd Pepper) to amend the motion to invite the TM to join the SB executive session. **Motion to amend approved unanimously.** At 8:15 pm, the Selectboard moved into executive session.

Layton **moved** (2nd Pepper) to enter public session. **Motion approved unanimously.** SB moved into public session at 8:46 pm.

At 8:52 pm, Layton **moved** (2nd Pepper) to adjourn. **Motion passed unanimously.**

Meeting adjourned at 8:53 pm.

By Miranda Bergmeier

Approved by the Selectboard on _____.

John Pepper
Selectboard Chair

Next Meetings – October 10, 2018 – Meeting at 6:30 PM

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

Selectboard Quarterly Report-September 30, 2018

Commission: Planning Commission

PC Members: Jaci Allen, Chair, Jeff Goodrich, Vice Chair, Chris Brien, Susan Brink, Melissa Horwitz, Jeff Lubell, Steve Thoms.

Affordable Housing Sub-committee Members: Creigh Moffatt, Paul Manganiello; Kathleen Shepherd, Ralph Hybels, Jeff Lubell (PC Member), Jeff Goodrich (PC Member)

Committee/Commission/Appointee Charge (including subcommittees and workgroups):
Preparing a town plan, and preparing zoning and subdivision regulations based on the town plan. The Planning Commission also studies other planning issues and makes recommendations to the Selectboard.

Current Projects (including work by subcommittees and work groups) with proposed deadlines:

- On September 26th, the 2018 Norwich Town Plan was before the **Two Rivers Ottauquechee Regional Planning Commission (TRORC)** for approval, pursuant to 24 VSA Section 4350 and at the request of the Town of Norwich. Despite a recommendation by the TRORC staff to approve, our Town Plan was rejected by the Commissioners in a unanimous vote taken by voice. Despite this action, it's important to note that Norwich still has an ADOPTED plan (Towns adopt, RPCs approve), and can carry out its daily functions including land use regulation, uninterrupted.

TRORC has 21 days to prepare a written explanation of why approval of the plan was denied. They need to show cause with reference to statute (specifically 24 VSA Sect. 4350).

In terms of impact, without an approved plan the town is not eligible for some state planning grants, and will score less well in competition for some other grants. Most significantly, we cannot apply for historic tax credits in the designated village district because we cannot renew the village designation without an approved Town Plan.

We need to wait for a response from TRORC before taking any action. Upon receipt of that report, the Planning Commission and Selectboard will meet to discuss options going forward. Target-Nov 2018

- We're in the process of developing an **inventory of action items under the adopted 2018 Town Plan**, including current status, next steps, and level of priority. The objective is to create a 2019 Planning Commission work plan from the output. Target-Dec 2018
- We're researching the possibility of adopting **River Corridor regulations** (as developed by VT ANR River Management Program [RMP]) on top of the existing Special Flood Hazard Area (SFHA) and Shoreline Protection Overlay (SPO). Included in our activities is meeting with members of the public to discuss the regulations and solicit input. The Commission is considering direct and indirect costs of implementation, as well as potential benefits. The Commission has not yet set a formal target for sending a recommendation to the Selectboard, but expects to make substantial progress this fall.

- As part of the process of developing an **affordable housing strategy** for the town, as specified in the 2018 Town Plan, the Planning Commission completed five Affordable Housing Listening Sessions during the first part of 2018. We're currently conducting an Affordable Housing Education Series to continue dialog on topics of interest identified during the Listening Sessions. The first session was held in August on Tapping Federal and State Resources for Affordable Housing. A session on Facilitating Development of Lower-Cost Housing by the Private Sector was held on September 17th. Future sessions on Alternative Septic Solutions (Oct 22nd) and Expanding the Stock of Accessory Dwelling Units are in the works. The purpose of these activities is to gather input and grow consensus on an affordable housing strategy for the town.
- The **Affordable Housing Sub-committee** drafted a proposed ballot measure to reestablish a revolving reserve fund for affordable housing projects, and forwarded this to the Selectboard last month.

Future Projects:

- Meet with Selectboard to review '**21 day report**' from **TRORC** with Town Plan feedback, and discuss options going forward. Target date Nov 2018
- Analyze feedback from **Town Survey results** on the 'top 5' town priorities and issue report. Target date Nov 2018
- Draft a **2019 Planning Commission work plan**, based upon the Town Plan Action Item Review and survey input. Target December 2018
- Begin drafting an **affordable housing strategy** using feedback and data gathered in 2018. Target date January 2019
- Continue follow up and analysis of **River Corridor regulations**. Progress expected in the fall.

Support Needed from the Selectboard:

- **Availability** to meet and discuss TRORC Town Plan feedback and options
- **Provide input** from the town survey.
- If the **Affordable Housing Revolving Fund** question passes in November, timely feedback on recommendations from the Affordable Housing Sub-committee and Planning Commission. Anticipated timing: 1st quarter 2019.

10/05/18
12:17 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-08 Current Prior Next FY Invoices For Fund (LAND MANAGEMENT COUNCIL F)
For Check Acct 03(General) All check #s 10/10/18 To 10/10/18

2c

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UVTRAILS	09/25/18	UPPER VALLEY TRAILS ALLIA LANDMGMT- BALLARD TRAIL 09/25/2018	24-5-580150.00 LAND MGMT COUNCIL	4100.00	6882	10/10/18
Report Total				4100.00		

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 \$ *****4,100.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR

Roberta Robinson
Roberta Robinson

TOWN MANAGER:

Herb Durfee
Herb Durfee, Town Manager

SELECTBOARD:

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

10/05/18
12:17 pm

Town of Norwich Accounts Payable
Check Warrant Report # 19-08 Current Prior Next FY Invoices For Fund (COMMUNICATIONS STUDY FUND)
For Check Acct 03(General) All check #s 10/10/18 To 10/10/18

2c


Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
USBANK	US BANK	09/15/18	BOND INTEREST	31-5-555320.00	16325.42	6881	10/10/18
			11/01/2018	TRANSFER OUT TO TOWER FUN			
Report Total					16325.42		

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 \$ ****16,325.42
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

10/09/18
10:36 am

Town of Norwich Accounts Payable
Check Warrant Report # 19-08 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 10/10/18 To 10/10/18

2c

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADKINS	09/25/18	ADKINS PRINTING CO., INC. TC-BINDERS RESTORE 246184	01-5-100758.00 DES. FUND-RECORD RESTORAT	338.00	6859	10/10/18
ADKINS	09/25/18	ADKINS PRINTING CO., INC. TC-BINDERS RESTORE 246184	01-5-100610.00 OFFICE SUPPLIES	243.00	6859	10/10/18
ADKINS	10/01/18	ADKINS PRINTING CO., INC. TC-INDEX 246203	01-5-100610.00 OFFICE SUPPLIES	103.87	6859	10/10/18
ALLHANDS	10/04/18	ALL HANDS FIRE EQUIPMENT, FD-HOOKS INV12224	01-5-555422.00 FIRE TOOLS & EQUIPMENT	53.98	6860	10/10/18
ALLHANDS	09/28/18	ALL HANDS FIRE EQUIPMENT, FD-EZ BRACKETS INV12238	01-5-555422.00 FIRE TOOLS & EQUIPMENT	83.97	6860	10/10/18
CARROLL	09/24/18	CARROLL CONCRETE DPW-AQANIL PLUS 100 331075	01-5-703511.00 REPAIRS & MAINTENANCE	735.00	6861	10/10/18
CHALLENGE	10/04/18	CHALLENGER SPORTS TEAMWEA REC-SOFT CUSTOM BALLS 10/01/18	01-5-425211.00 EQUIPMENT	255.00	-----	--/--/--
CINTAS	06/27/18	CINTAS CORPORATION DPW-16 UNIT METAL KIT (6) 5010989990	01-5-703515.00 ADMINISTRATION	417.72	6862	10/10/18
CINTAS	09/04/18	CINTAS CORPORATION DPW- SUPPLIES 5011667044	01-5-703515.00 ADMINISTRATION	34.96	6862	10/10/18
COTT	10/01/18	COTT SYSTEMS INC TC-MONTHLY HOSTING 124269	01-5-100613.00 SOFTWARE	241.00	-----	--/--/--
CRYSTAL	09/18/18	CRYSTAL ROCK, LLC TS & DPW - WATER 091818	01-5-703515.00 ADMINISTRATION	15.00	-----	--/--/--
CRYSTAL	09/18/18	CRYSTAL ROCK, LLC TS & DPW - WATER 091818	01-5-705515.00 ADMINISTRATION	15.00	-----	--/--/--
D&W	10/02/18	DAN & WHIT'S GENERAL STOR REC-PARTY GOODS 5581879	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	3.99	6863	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-005125.00 DENTAL INSURANCE	119.69	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-100125.00 DENTAL INSURANCE	135.42	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-200125.00 DENTAL INSURANCE	67.71	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-350125.00 DENTAL INSURANCE	35.97	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-425125.00 DENTAL INSURANCE	35.97	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-555126.00 DENTAL INSURANCE	306.81	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-555126.00 DENTAL INSURANCE	67.71	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-704125.00 DENTAL INSURANCE	35.97	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-703125.00 DENTAL INSURANCE	426.50	6864	10/10/18
DELTA DEN	09/23/18	DELTA DENTAL DENTAL INSURANCE OCT 2018	01-5-555126.00 DENTAL INSURANCE	35.97	6864	10/10/18
FERGUSON	09/19/18	FERGUSON WATERWORKS DPW-HDPE PIPE 0847224	01-5-703209.00 CULVERTS & ROAD SUPPLIES	102.20	-----	--/--/--
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-005531.00 ADMIN TELEPHONE	11.93	6865	10/10/18

10/09/18
10:36 am

Town of Norwich Accounts Payable
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All Invoices For Check Acct 03(General) 10/10/18 To 10/10/18

Page 2 of 4
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-100531.00 TELEPHONE	1.46	6865	10/10/18
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-200531.00 TELEPHONE	3.97	6865	10/10/18
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-275531.00 TELEPHONE	0.29	6865	10/10/18
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-300531.00 TELEPHONE	0.83	6865	10/10/18
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-350531.00 TELEPHONE	1.33	6865	10/10/18
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-425127.00 TELEPHONE	5.00	6865	10/10/18
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-705505.00 TELEPHONE	0.02	6865	10/10/18
FIRSTLIGH	09/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4395763	01-5-703505.00 TELEPHONE	5.88	6865	10/10/18
GMPC	09/18/18	GREEN MOUNTAIN POWER CORP DPW-STREETLIGHTS 051192 9/18	01-5-703307.00 STREETLIGHTS	36.12	6866	10/10/18
GMPC	09/25/18	GREEN MOUNTAIN POWER CORP TS- ELECTRIC 14695 SEPT18	01-5-705501.00 ELECTRICITY	-828.08	6866	10/10/18
GMPC	09/28/18	GREEN MOUNTAIN POWER CORP DPW-STREETLIGHTS 24926 SEPT18	01-5-703307.00 STREETLIGHTS	900.30	6866	10/10/18
GMPC	09/27/18	GREEN MOUNTAIN POWER CORP EMER-TOWER POWER 35066 SEPT18	01-5-575233.00 TOWER POWER	52.29	6866	10/10/18
GMPC	08/31/18	GREEN MOUNTAIN POWER CORP TH-EVCHARGING STATION 921503 SEPT1	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	14.81	6866	10/10/18
GNOMON	09/25/18	GNOMON COPY CONCOM-PRINTING 52787	01-5-650550.00 PRINTING	47.60	6867	10/10/18
GUVSWMD	09/27/18	GRTR UPPR VILLY SOLID WAST TC-HCCR PUNCH CARDS N-PC19-25	01-2-001125.10 DUE TO GUVSWMD-STICKERS	1075.00	6868	10/10/18
HANOVERRE	10/04/18	TOWN OF HANOVER REC-3 & 4TH GRADE SOCCER OCT212018	01-5-425216.00 ENTRY FEE	90.00	6869	10/10/18
HANVERTO	09/18/18	TOWN OF HANOVER FD-DISPATCH JULY-DEC 18 5466	01-5-555632.00 DISPATCH SERVICE	4924.66	-----	--/--/--
HANVERTO	09/21/18	TOWN OF HANOVER FD-OCT-DEC 18 AMBULANCE 5482	01-5-555901.00 AMBULANCE CONTRACT	30606.51	-----	--/--/--
KEYCOMM	09/25/18	KEY COMMUNICATIONS INC PD-TROUBLE SHOOTING 52067	01-5-500501.00 ADMINISTRATION	61.00	-----	--/--/--
KNIGHTB	10/02/18	BRIAN KNIGHT RESEARCH PLAN-MAPLE HILL FARM GRNT INV-0040	01-5-350416.00 HIST PRES GRANT	1640.00	6870	10/10/18
LHS	10/01/18	LHS ASSOCIATES, INC. TC- VOTING SUPPLIES 59637	01-5-050650.00 VOTING MACHINE	632.00	-----	--/--/--
LHS	10/01/18	LHS ASSOCIATES, INC. TC- VOTING SUPPLIES 59637	01-5-050610.00 OFFICE SUPPLIES	57.30	-----	--/--/--
MIS 1	09/24/18	GREEN MOUNTAIN PLUMMING & FD & PD - PLUMMING REPAIR 38026	01-5-485302.00 REPAIRS & MAINTENANCE	77.84	6871	10/10/18
MIS 2	09/29/18	MATT HERBERT PD-EMS SAFETY COURSE 09/27/2018	01-5-500538.00 TRAINING	100.00	6872	10/10/18
NORNURSE	09/27/18	NORTHERN NURSERIES B&G- AUTM N ARBORITAE 022825	01-5-704201.00 GARDEN SUPPLIES & PLANTS	1161.00	6873	10/10/18

10/09/18
10:36 am

Town of Norwich Accounts Payable
Check Warrant Report # 19-08 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 10/10/18 To 10/10/18

Page 3 of 4
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
NORNURSE	09/28/18	NORTHERN NURSERIES B&G-HYDRANGEA PEE TREES 022860	01-5-704201.00 GARDEN SUPPLIES & PLANTS	319.00	6873	10/10/18
PAPAZIAN	08/31/18	LYSSA PAPAZIAN PLAN-BRIGHAM HILL HIST DI 8/31/18	01-5-350416.00 HIST PRES GRANT	5000.00	6874	10/10/18
PETESTIRE	09/11/18	PETE'S TIRE BARN, INC PD-FIREHAWK GTZ 255680	01-5-500306.00 CRUISER MAINT	150.79	-----	--/--/--
POSEIDON	09/28/18	POSEIDON AIR SYSTEMS FD--COMPRESSOR SERVICE 112928	01-5-555636.00 OSHA COMPLIANCE	595.00	6875	10/10/18
PUTNEY	09/17/18	PUTNEY PRESS TC-VT GOVERN DIRECTORY 20075	01-5-100610.00 OFFICE SUPPLIES	33.45	6876	10/10/18
RODFRAN	09/24/18	RODERICK FRANCIS PLAN-RE-DO OF NHS WEBSITE 9242018	01-5-350408.00 HISTORIC PRES COMM.	300.00	-----	--/--/--
SIPLAY	10/02/18	SI PLAY LLC REC-AUG/SEPT 18 SEPT 18	01-5-425218.00 REGISTRATION FEES	754.50	6877	10/10/18
TANGREDI	10/02/18	CHRISTINA TANGREDI REC--YOGA INSTRUCTION 9/9-10/1/18	01-5-425200.00 INSTRUCTOR FEE	999.60	6878	10/10/18
TDS LEASE	09/25/18	TDS LEASING INC PD-WATER COOLER 01067951	01-5-500501.00 ADMINISTRATION	90.00	-----	--/--/--
TROTTIER	09/20/18	L F TROTTIER & SONS INC B&G-BOITS/FRIEGHT 02-44149	01-5-704403.00 PARTS & SUPPLIES	36.72	6879	10/10/18
TRUSSELL	10/01/18	BEN TRUSSELL B&G-MILEGAGE REIMB. AUG 18	01-5-704405.00 PETROLEUM PRODUCTS	19.62	-----	--/--/--
TRUSSELL	09/01/18	BEN TRUSSELL B&G-MILEAGE REIMB. JULY 18	01-5-704405.00 PETROLEUM PRODUCTS	11.77	-----	--/--/--
TRUSSELL	09/30/18	BEN TRUSSELL B&G-MILEGAGE REIMB. SEPT 2018	01-5-704405.00 PETROLEUM PRODUCTS	26.16	-----	--/--/--
TSSAND	09/15/18	TWIN STATE SAND & GRAVEL DPW-MILLER/WILLEY 86260	01-5-703703.00 FEMA GRANT	1087.27	6880	10/10/18
USBANK	09/15/18	US BANK BOND INTEREST 11/01/2018	01-5-575100.00 DEBT SERVICE TOWER PRINCI	11174.58	6881	10/10/18
USBANK	09/15/18	US BANK BOND INTEREST 11/01/2018	01-5-800207.00 PUBLIC SAFTY FACILITY BON	47000.00	6881	10/10/18
USBANK	09/15/18	US BANK BOND INTEREST 11/01/2018	01-5-575105.00 DEBT SERVICE TOWER INTERE	2393.41	6881	10/10/18
USBANK	09/15/18	US BANK BOND INTEREST 11/01/2018	01-5-800235.00 DEBT INTEREST	24700.84	6881	10/10/18
UVTRAILS	09/25/18	UPPER VALLEY TRAILS ALLIA OTEP- BALLARD TRAIL 09/25/18	01-5-800382.00 U.V. TRAILS ALLIANCE	1085.00	6882	10/10/18
VLCT	09/20/18	VERMONT LEAGUE OF CITIES TADMIN-DURFEE BERGM WS 2018-19934	01-5-005615.00 DUES/MTS/EDUC	165.00	6883	10/10/18
VLCTPACIF	09/04/18	VLCT PROP & CASUALTY INTE 2018 AUDIT-REM87 DODGE INT455090418	01-5-800518.00 PROP & CAS INSURANCE	246.00	6884	10/10/18
WILLEY	09/20/18	WILLEY EARTHMOVING CORP FEMA-SITE 1 09/20/2018-2	01-5-703703.00 FEMA GRANT	143311.00	6885	10/10/18
WILLEY	09/20/18	WILLEY EARTHMOVING CORP FEMA-BRAGG HILL 9/20/18-1	01-5-703703.00 FEMA GRANT	16424.00	6885	10/10/18
WILLEY	09/20/18	WILLEY EARTHMOVING CORP FEMA-SITE 3 9/20/18-3	01-5-703703.00 FEMA GRANT	74732.00	6885	10/10/18
WILLEY	09/20/18	WILLEY EARTHMOVING CORP FEMA-SITE 2 9/20/2018-3	01-5-703703.00 FEMA GRANT	73402.00	6885	10/10/18

10/09/18
10:36 am

Town of Norwich Accounts Payable
Check Warrant Report # 19-08 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 10/10/18 To 10/10/18

Page 4 of 4
RRobinson

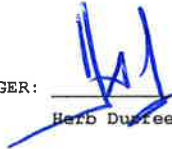
Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WILLEY	09/20/18	FEMA-SITE 5	01-5-703703.00	46147.00	6885	10/10/18
		9/20/2018-5	FEMA GRANT			
Report Total				494794.18		

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 \$ ***494,794.18
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Herb Dwyer, Town Manager

SELECTBOARD:

John Langhus

Linda Cook

Claudette Brochu

John Pepper, Chair

Mary Layton

4

**Robin Rice Voigt
28 Owl Creek Lane
Norwich, Vermont 05055
(802) 649-3254
ricevoigt@comcast.net**

September 20, 2018

To: The Norwich Selectboard

The Family Place, a nonprofit organization here in Norwich, will be holding its annual Gingerbread Festival and silent auction in Tracy Hall on Saturday, December 1, 2018. On November 30, the evening before the Gingerbread Festival, once again, there will be a preview party for supporters and friends of The Family Place. The proceeds of the event represent a significant source of income for the agency. The Family Place is one of the most successful parent-child centers in Vermont. We are continually adding programs to further serve the needs of young parents and their children, needs which are increasing with the current opioid epidemic.

We are requesting a waiver of the ordinance regulating the possession and consumption of alcohol for the Friday night preview party in order for us to serve wine and beer.

The event will again be catered by Maple Street catering. They hold a caterer's permit. We will provide the Town Manager with the "Request to cater Malt and Vinous Beverages & Spirituous Liquors" for submission to the Vermont Liquor Control Board, as directed. We will be certain that the caterer has a current insurance policy covering catered events, uses trained servers and will name the Town of Norwich as an additional named insured for our event.

Sincerely,

Robin Rice Voigt
Chair, Board of Directors
The Family Place



About BoardDocs LT

Swiftly create, approve and track agenda items and correspondence. Easily incorporate video and social media into your operations. Get support for an unlimited number of users and meetings. It's all possible with the most comprehensive entry-level board management system available.



Powerful features at an affordable value

BoardDocs LT improves efficiency and effectiveness with many of the same robust features offered in the advanced BoardDocs Pro, including:

- Context-sensitive searching, with a meta search of public documents from similar organizations
- A template-based minutes generator with editing functionality
- Support for an unlimited number of policy books, procedures, manuals, standards and code
- The ability to link to your existing online policy system and manage and publish your policy books
- Customizable security that lets you keep an agenda item, portion of an agenda item, attachment or entire meeting private

BoardDocs is the easiest to use and most powerful paperless-meeting software you can find. It is designed exclusively for the needs of county governments, municipalities and school districts.



<p style="text-align: center;">BoardDocs LT Meeting Management System</p>	<p style="text-align: center;">BoardDocs Pro Meeting Management System</p>
<ul style="list-style-type: none"> • Meeting Management • Cloud Based board meeting management system • Unlimited Storage & Distribution of Content, Users and Meeting Bodies • Electronically publish and revise agenda items • Electronically publish and revise support documents • Import correspondence • Customizable packets • Agenda item security • Video and audio connectivity • Policy Management • Manage and publish multiple policy books (policies, procedures, handbooks) • Complete policy development with track changes; internal access to draft policies • Archiving of retired policies • Public view of active policies • Policy cross-referencing • General • Search (including metasearch of public documents from similar organizations) • Social media sharing • On-site training • Support for major software platforms and internet-connected tablets • Document word processing-style formatting • Free Onsite Training (1 Day), Unlimited Training and 24/365 Free Support 	<ul style="list-style-type: none"> • Annotations: Private annotations for Board members (can be used on Agendas, Minutes, Library Items, Projects or Policies). Stored in a separate database for security and to maintain auditable documentation of meeting materials separate from private member notes. Notes can be taken item by item or on supporting documentation/attachments. All notes are searchable but only by that specific Member. • Workflow: Customizable agenda items/templates that allow others outside of Publishers to submit items to be electronically tracked, approved, rejected, or rerouted before adding to an upcoming meeting or collaborative projects. Unlimited Approval Trees can be created (Approval Trees- a group or sequence of people who need to see and/or approve an item before the item can be added). Includes a detailed audit of all changes, current status and future steps and is time stamped. • Library Tab <ul style="list-style-type: none"> • Content Repository for any and all types of content. Unlimited Data Usage • Events- Tracking & Alerting of Upcoming Events, both public & private. Calendar of Events. • Goal Tracking- Linking and tracking of board goals to agenda items, projects, mission statements, goals or legislation. Easy to read meter to track progress and printable reports on life cycle/history of any content. • Board Members- area to feature Board members on any and all committees, manage terms and bios. • Live Minutes Creation: Comprehensive live meeting management to record roll call, motions/votes and action details, details & data of the meeting live. Members can vote directly from their device which feeds decision directly into the minutes. Comes with Score Board to display Agenda automatically to live attendees, Voting Tally and Speaker Timer. Flexible on the fly changes to the agenda or order in which the meeting occurred is included. <p>Free Onsite Training (2 Days), Unlimited Training and 24/365 Free Support</p>



BoardDocs Customer Success:
East Coast Municipalities

Overview

Discover ways communities across the eastern region have succeeded in partnership with BoardDocs to significantly improve the way they create and manage board packets, access information and conduct meetings. The achievement of our users has been our top priority and we are excited to share their stories with you. Some highlights in this eBook include:



Seat Pleasant
MARYLAND

How a Smart City Saves Taxpayer Dollars
with the City of Seat Pleasant, MD



Exceptional Tool for Peer Best Practices
at City of Bridgeport, WV



Fostering Public Transparency
at Charles County Government, MD

A Smart City Saves Taxpayer Dollars

State-of-Art Technology Improves Communications

The City of Seat Pleasant has a goal of becoming the first Smart City in Maryland by integrating information and communication technology to enhance quality and performance while reducing costs and resource consumption. Overall, this will improve transparency between citizens and the City.

Mayor Eugene W. Grant stated, "I attended the Maryland Municipal League (MML) Board of Directors' retreat that required training on the use of BoardDocs, a cloud-based board management solution. After using it once, I was sold. BoardDocs moves us closer to being a Smart City and providing smart services while reducing taxpayer dollars."

Prior to BoardDocs, the City's process of creating City Council agendas and packets was time consuming and antiquated. "Our old process was horrible. We printed 30 copies of the Council packets and if there was a change, all documents had to be retrieved and reprinted. The City Clerk spent hours producing materials and if something happened at the last minute, other staff members were asked to help in the process," said Mayor Grant. "About five to ten reams of paper were used for each meeting and we hold a minimum of two meetings a month."

Tremendous Savings of Taxpayer Dollars

The City staff and City Council members trained on the BoardDocs system on a Thursday and used it at their meeting the next Monday. The transition to a paperless City Council meeting was seamless. "The





solution is so intuitive and easy to use. BoardDocs thought about the end users when developing the system — from the novice to the professional — anyone can navigate the program,” mentioned Grant.

Mayor Grant stated that the City of Seat Pleasant immediately saw a savings. “Not only are we saving in paper and copy toner, but experienced a staff time savings of about 75 percent. This time is now used for other job responsibilities.”

“BoardDocs reduced our need for paper — helping us save the environment and planet. It gets information to our City Council and constituents easily - increasing our transparency. It is a tremendous board management solution,” commented Mayor Grant.

BoardDocs LT - A Nice Fit

For the City of Seat Pleasant, BoardDocs LT is a perfect fit. BoardDocs LT provides a means of electronically publishing and revising agenda items and supporting documents while maintaining a search data repository. The City can quickly and easily create, approve and track agenda items and search historical information and much more.

After using BoardDocs LT at one City Council meeting, Mayor Grant is already considering upgrading to BoardDocs LT with Plus. He sees the benefits of added features for multiple governing bodies with separate confidential meetings, separate document managers and separate administrative access. Through Plus, BoardDocs’ services provide a granular

level of security so only authenticated users in each group can access their meetings and agenda items.

About the City of Seat Pleasant, MD

Formed in 1931, Seat Pleasant is a friendly community located just over the District of Columbia line at its northeast corner. It is a transportation hub community that is moving towards becoming a Smart City. The City Council voted to designate Seat Pleasant as a Smart City in 2017, making it the FIRST in the state of Maryland. It is a place where you can live, work, play and want to stay.



“If you want to save time, save money and be more effective — BoardDocs is the way to go! Our City is now more efficient in delivering services to it’s residents.”

— Eugene W. Grant, Mayor

Exceptional Tool for Peer Best Practices

Biggest Bang for Their Buck

"After doing research on board management solutions, the City found BoardDocs was by far the easiest solution to use and provided the most valuable service," said Andrea Kerr, City Clerk. They wanted to eliminate the time-consuming process of preparing paper packets which, when completed, were hand delivered to council members by their police department. The BoardDocs solution immediately resolved numerous issues.

"What took me an entire day to complete now only takes 30 minutes," stated Kerr. "BoardDocs templates make it easy to create agendas. The City saw greater efficiencies in time, money and resources — not to mention saving my sanity."

Rich Information Available at Your Fingertips

The City's Mayor finds BoardDocs helpful in running council meetings. He can see everything on one screen, including the next agenda item to be discussed. Information is transparent to the council and public — meetings, agendas and policies — and can be easily shared via email, Twitter or Facebook.

"Personally, the search function is my favorite. People ask on a daily basis, 'Do you remember when?' and I can easily locate and navigate to the specific agenda item," mentioned Kerr. She also uses the MetaSearch feature. With this feature, members of the board have access to practices from other governing bodies that are using BoardDocs, allowing them to gain important knowledge about





initiatives other governing bodies have considered and implemented.

“BoardDocs is so intuitive that anyone in the public can easily find and view information. It is readily available right at their fingertips,” stated Kerr.

Superior Training

The City of Bridgeport has never called the BoardDocs’ support team. “The solution just works,” acknowledged Kerr. BoardDocs holds Best Practices

Webinars for subscribers and offers free ongoing, remote training. It is simply part of the BoardDocs experience.

About the City of Bridgeport, WV

The City of Bridgeport is conveniently located in north central West Virginia, just two hours south of Pittsburgh, PA. Throughout all of its growth, population of 8500, the residents maintain a small community atmosphere. The City is family-oriented and provides advantages to area youth.



“BoardDocs is so intuitive that anyone in the public can easily find and view information. It is readily available right at their fingertips.”

— Andrea Kerr, City Clerk

Fostering Public Transparency

Commissioners get down to the business of governing.

A Visionary Recommends Process Change

The former Commissioner President observed the Charles County Board of Education using BoardDocs in 2006. He was impressed with the high level of functionality and believed it would help his Board of Commissioners. As a visionary, he knew it would be much easier for the commissioners to get down to the business of governing and not worry about the administrative pieces of board packets. "More importantly, many years later, we continue to appreciate and are impressed with BoardDocs," said Danielle Mitchell, Clerk to the Board of Commissioners, Charles County Government, MD.

Document Retention and Public Transparency Benefits

Prior to BoardDocs, board packets were physically created. "Because of our document retention policy, we

had to determine what to do with the paper from board meetings once it existed — should it be retained or discarded," stated Mitchell. "Public transparency also had to be considered. Many documents are subject to public disclosure and public information requests. Transparency was enhanced by providing easy electronic access through BoardDocs. Information is readily available before meetings, which allows the board and public to be more informed. A sense of full transparency within government is now fostered, which is very important," said Mitchell.

Added Valuable Time for Other Workplace Goals

The Charles County Government saves time with the BoardDocs solution so now staff can work on other goals. "Creating board meeting materials can be a very time consuming process; not to mention the challenge of physically getting the packets to board members," stated Mitchell. "If an agenda changes or materials are delayed it is easily handled through BoardDocs. It allows





our board members to access the information online wherever they are located.”

BoardDocs is a proactive approach for public information requests. “Putting all of our information on BoardDocs allows easy public access to the documents. We don’t have to worry about when someone may appear in our office asking for copies of items at an inconvenient time. It takes the guessing out of what the public is interested in and when a request may be made.”

Premiere BoardDocs Pro with Plus for Multiple Governing Bodies

Charles County Government selected BoardDocs Pro Plus as their board management solution. BoardDocs Pro is the fastest, easiest and most powerful board agenda solution on the market. By leveraging state-of-the-art, cloud-based technology, BoardDocs Pro does things no other board management solution can. By adding the Plus feature, Charles County governing bodies can have separate confidential meetings, separate document managers and separate administrative access. Through Plus, BoardDocs’ services provide a granular level of security so only authenticated users in each group can access their meetings and agenda items.

Nontraditional Hours a Breeze with 24x7 Customer Support

BoardDocs’ customer service is 24 hours a day, 7 days a week — including holidays. More than 99% of the time a live person answers the phone. “By and large, BoardDocs is incredibly reliable. There are times I work nontraditional hours (late, weekends or from home) and it is awesome because I always get someone on the phone 24x7 with BoardDocs. It is an extra sense of security to know that I’ll always get the support needed whenever I call,” stated Mitchell.

About Charles County Government, MD

Charles County Government is located in Southern Maryland, only 20 miles south of Washington DC. According to the 2014 U.S. Census, it is the second fastest growing county in Maryland. Home to over 155,000 residents and employer of over 1,900 part- and full-time employees. Charles County is governed by a board of five Commissioners with the day-to-day management done by the County Administrator.



“BoardDocs exceeds our expectations. It saves us time, energy and gives more flexibility to easily produce board documents. The Commissioners receive information more efficiently and public transparency is enhanced.”


— Danielle Mitchell, Clerk to the Board of Commissioners

Contact Us

Want to read more about our customer success? [Click here](#) to read how other local governments have accomplished their goals with BoardDocs.

Questions? Ask about our products, implementation or anything else.

 **Website:** BoardDocs.com

 **Phone:** (800) 407-0141

 **Request a demo**

“The setup and training received from the BoardDocs staff made our implementation and live launch ‘flawless.’ And the ability to search agenda items and add attachments and supporting documentation on the fly, beats copying paper any day. Do your county a favor and get on board with BoardDocs.”

— Jerry Derr, Commission Assistant/HR
Director of Meade County, SD

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

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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. **

1.	<u>TABLE OF CONTENTS</u>	<u>Section</u>	<u>Page</u>
	Table of Contents	11
	Definitions	22
	Purpose	34
	Adoption and Authority	45
	Applicability	55
	Equal Employment Opportunity	65
	Recruitment	75
	Employee Classification	87
	Fire Department	98
	Physical Examination	1010
	Proof of Citizenship	1110
	Promotions and Transfers	1210
	Rights and Responsibilities of Employees	1311
	Disciplinary Action	1412
	Appeals to Disciplinary Action	1517
	Grievance Procedure	1617
	Reduction in Force	1718
	Recall	1818
	Holidays	1919
	Performance Evaluation	2020
	Leaves	2120
	Employee Benefits	2225
	Pay Plan	2329
	Effective Date of Adoption	2431
	Appendices to Personnel Policies	2532
	Appendix I – Sexual Harassment Policy33
	Appendix II – Drug-Free Workplace Policy37
	Appendix III – Smoking & Tobacco Policy40
	Appendix IV – Workplace Violence Policy41
	Appendix V -- Code of Ethics Policy		43
	Appendix VI – Policy on Personnel Records47
	Appendix VII – Policy of Nondiscrimination51
	Appendix VIII– Use of Computers/Electronic Messaging Policy52
	Appendix IX – Nonunion Compensation Schedule58
	Appendix X – Safety Policy Mission Statement61
	Appendix XI – FLSA: Exempt Employees62
	Appendix XII – Employee Acknowledgement63

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 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/~~her~~self 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. 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. 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. 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. 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).~~

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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.

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~~ 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) it~~ 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 C, 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.~~

- 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.~~

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

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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~~ 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~~Therefore~~Thus~~, 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 be ~~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 ~~serve~~ serves 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	05-06	% INCREASE 0.037	% INCREASE 0.023	% INCREASE 0.04	% INCREASE 0.03	% INCREASE 0.00
		06-07	07-08	08-09	09-10	10-11
Custodian	\$13.60	\$14.10	\$14.43	\$15.00	\$15.45	\$15.45
	\$1,088.00	\$1,128.26	\$1,154.21	\$1,200.37	\$1,236.39	\$1,236.39
	\$28,288.00	\$29,334.66	\$30,009.35	\$31,209.73	\$32,146.02	\$32,146.02
Buildings & Grounds				\$16.35	\$17.32	\$17.32
				\$1,307.69	\$1,385.60	\$1,385.60
				\$34,000.00	\$36,025.60	\$36,025.60
Asst. to the Town Manager	\$16.18	\$16.78	\$17.16	\$17.85	\$18.39	\$18.39
	\$1,294.40	\$1,342.29	\$1,373.17	\$1,428.09	\$1,470.93	\$1,470.93
	\$33,654.40	\$34,899.61	\$35,702.30	\$37,130.40	\$38,244.31	\$38,244.31
Recreation Director (Salary)	\$17.45	\$18.50	\$18.93	\$19.68	\$20.27	\$20.27
	\$1,396.28	\$1,480.06	\$1,514.10	\$1,574.67	\$1,621.91	\$1,621.91
	\$36,303.40	\$38,481.60	\$39,366.68	\$40,941.35	\$42,169.59	\$42,169.59
Finance Officer (Salary)	\$18.42	\$19.10	\$19.54	\$20.71	\$21.33	\$21.33
	\$1,473.60	\$1,528.12	\$1,563.27	\$1,656.75	\$1,706.46	\$1,706.46
	\$38,313.60	\$39,731.20	\$40,645.02	\$43,075.59	\$44,367.86	\$44,367.86
Town Clerk (Elected Salary)	\$18.42	\$19.16	\$19.60	\$20.77	\$21.40	\$21.40
	\$1,473.81	\$1,532.77	\$1,568.04	\$1,661.82	\$1,711.67	\$1,711.67
	\$38,319.17	\$39,851.94	\$40,769.00	\$43,207.27	\$44,503.49	\$44,503.49
Zoning Administrator/ Planning Coordinator (Salary)	\$19.82	\$20.55	\$21.02	\$21.86	\$22.52	\$22.52
	\$1,585.32	\$1,643.98	\$1,681.79	\$1,749.06	\$1,801.53	\$1,801.53
	\$41,218.29	\$42,743.37	\$43,726.46	\$45,475.52	\$46,839.79	\$46,839.79
Director Public Works (Salary)	\$27.37	\$28.38	\$29.04	\$31.19	\$32.13	\$32.13
	\$2,189.67	\$2,270.68	\$2,322.91	\$2,495.50	\$2,570.37	\$2,570.37
	\$56,931.33	\$59,037.79	\$60,395.66	\$64,883.00	\$66,829.49	\$66,829.49
Assessor (Half Time Salary)	\$31.58	\$33.17	\$33.94	\$35.29	\$35.29	\$35.29
	\$1,263.27	\$1,326.92	\$1,357.44	\$1,411.74	\$1,411.74	\$1,411.74
	\$32,845.00	\$34,500.00	\$35,293.50	\$36,705.24	\$36,705.24	\$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
Police Chief	\$2,100.00	\$2,205.00	\$2,315.27	\$2,431.15	\$2,552.73	\$2,680.35
	\$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
Town Manager				\$2,884.62	\$2,971.15	\$2,971.15
				\$75,000.00	\$77,250.00	\$77,250.00
				Aug 08	July 09	July 10
				\$32.69	\$24.52	\$24.52
Fire Chief				\$2,615.38	\$1,961.54	\$1,961.54
				\$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

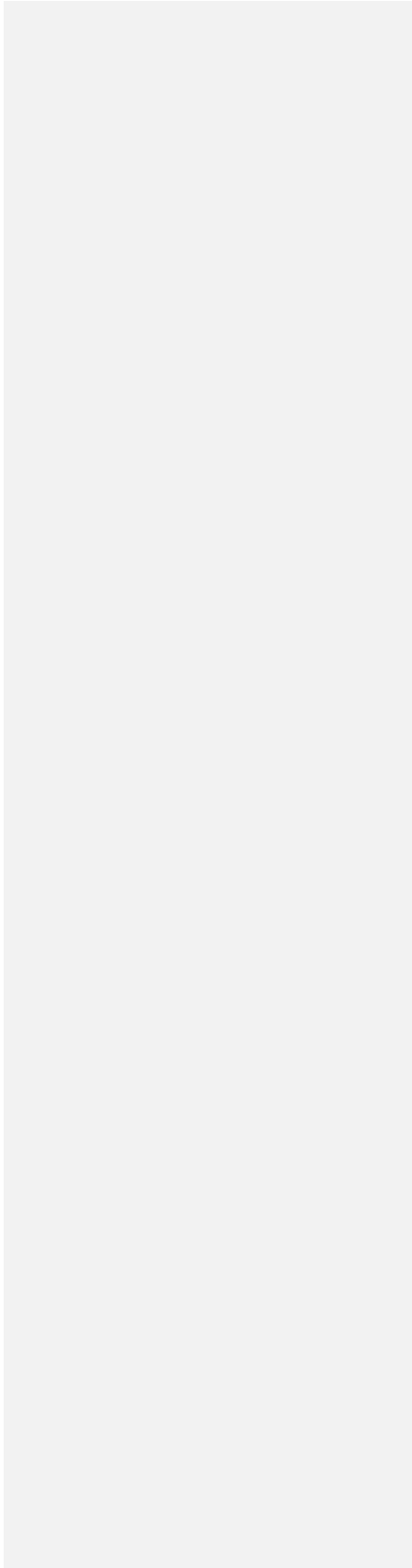
Date Adopted: 6/28/2006
Readopted: 5/28/2008
8/26/2009
9/7/2010
1/11/2012

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

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

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

~~Miranda Sharon Racusin~~ 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

7

October 1, 2018

Herb Durfee, Town Manager
Town of Norwich
P.O. Box 376
Norwich, VT 05055

RE: TRORC Action on Request to Approve Norwich Town Plan

Dear Mr. Durfee;

The Town of Norwich requested TRORC to approve the Norwich Town Plan (adopted July 11, 2018) on July 16, 2018.

Per 24 VSA, section 4350; TRORC staff prepared a draft approval decision on whether the Plan meets the tests outlined in the statute. TRORC warned and held a Public Hearing to gather public comments on the request to approve on September 26, 2018.

As you are aware, the TRORC Board, the entity that has the authority and duty to render a decision, determined that the Plan did not meet the statutory test and was therefore, not approved.

TRORC had to make a positive determination under 24 VSA, Section 4350, (b)(1)(A-D).

The Board noted that the Plan failed to mention or address a housing goal in 24 VSA 4302(11)(C) as it relates to multifamily housing.

The Board also failed to find that the Plan was compatible with the TRORC Regional Plan, a requirement of 24 VSA, Section 4350(b)(1)(C). This was due to the Plan's lack of specificity in Land Use Area descriptions and policies. This lack of specificity was articulated to Norwich in 2012 during the last time the TRORC reviewed the Town Plan, and at various other times during the development and hearing process for the newly adopted Town Plan.

The TRORC staff are ready and willing to assist Norwich in addressing these deficiencies so that a new Town Plan that meets the requirements of 24 VSA, Sections 4302, 4350 and 4382, can be reviewed by this office.

Sincerely,


Gerald Fredrickson, Chair

cc: Jeff Goodrich, Regional Commissioner
Peter G. Gregory, TRORC Executive Director

Gerald Fredrickson, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

Barnard ~ Bethel ~ Bradford ~ Braintree ~ Bridgewater ~ Brookfield ~ Chelsea ~ Corinth ~ Fairlee ~ Granville ~ Hancock ~ Hartford
Hartland ~ Newbury ~ Norwich ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royalton ~ Sharon ~ Stockbridge ~ Strafford
Thetford ~ Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock

TRORC Board Meeting September 26, 2018 – Board Meeting Minutes

Thompson Senior Center, Woodstock, Vermont

Attendance:

Name	Town	9/25/18	6/27/18	5/23/18	4/25/18	3/28/18	2/28/18
Jerry Fredrickson	Barnard	X	X	X	X	X	X
Carl Russell	Bethel	X					
Nancy Jones	Bradford	X	X	X	X		
Marcey Carver	Bradford (Alt)	X					
VACANT	Braintree						
Lynne Bertram	Bridgewater		X				
Jon Binhammer	Brookfield	X	X			X	X
Carl Pepperman	Chelsea	X	X	X		X	
Tim O'Dell	Corinth	X	X	X	X	X	X
Peter Berger	Fairlee	X	X	X	X		
Mark Belisle	Granville	X	X		X	X	X
Monica Collins	Hancock		X			X	
Lori Hirshfield	Hartford	X	X	X	X	X	
Bruce Riddle	Hartford (Alt)	X	X		X	X	X
Charles Jeffries	Hartland	X	X	X	X		X
Frank Tegethoff	Newbury	X	X	X	X	X	X
Jeff Goodrich	Norwich					X	X
Herb Kuendig	Pittsfield	X	X		X		X
Anne Brown	Plymouth	X			X		X
Bill Emmons	Pomfret	X	X	X	X	X	X
Phil Dechert	Pomfret (Alt)	X					
Ramsey Papp	Randolph	X	X		X		X
Winston Sadoo	Randolph (Alt)		X		X	X	
Anni Mackay	Rochester	X	X	X			X
Doon Hinderyckx	Rochester (Alt)	X	X	X			
David Brandau	Royalton		X		X		
Bushrod Powers	Royalton (Alt)	X	X	X	X	X	
Peter Anderson	Sharon	X	X		X		
Deb Jones	Sharon (Alt)						X
Bill Edgerton	Stockbridge						
Steve Campbell	Strafford		X	X	X	X	
Stuart Rogers	Thetford	X			X	X	
Jim Bulger	Topsham	X				X	X
Michael Sacca	Tunbridge		X	X			
Kevin Rose	Tunbridge (Alt)	X					
Bill Baylis	Vershire		X				
Nancy Malmquist	W. Fairlee	X		X			X
Don Bourdon	Woodstock	X		X	X	X	
Steve Schneider	At-Large		X	X	X	X	X
Jennifer Colby	At-Large	X	X				X
Ken Alton	At-Large	X	X	X	X	X	
Kent McFarland	At-Large	X	X				
Andrew Winter	At-Large	X	X	X	X		X

Staff: Kevin Geiger, Kimberly Gilbert, Dee Gish, Peter Gregory, Victoria Littlefield,
Guests: Rod Francis, Ernie Chiccotelli

1. Call to Order and Public Comments:

Chair Jerry Fredrickson convened the Board Meeting at 6:34 p.m. A quorum was declared after roll call. Ernie Chiccotelli of Norwich read a statement regarding the Norwich Town Plan. Ernie offered that there were a number of Norwich citizens who objected to the Norwich Town Plan because they feel that developers will profit at the expense of mid and low-income residents. He noted that a significant portion of property along Route 5 North near Hartford abuts neighborhoods, forests and fields. The Town Plan also contains conflicts and ambiguities and is requesting that the Board does not approve the Norwich Town Plan at this time. Board members began asking Ernie and staff questions and clarifications. Chair Jerry Fredrickson said the discussion should happen during the public hearing. There were no other public comments.

2. Public Hearing – Town Plan Approvals for Norwich and Randolph:

Kimberly Gilbert reviewed the draft Norwich Town Plan Review prepared by staff, noting that TRORC was not under contract with Norwich for this update on the Town Plan. Norwich made some improvements to the Plan since the last review, but currently, some issues remain, as noted in the Town Plan Review. Staff, however, does recommend approval to the Board of the Norwich Town Plan.

A discussion followed with Commissioners and guests asking questions of staff and making comments. Many comments were focused on multi-family housing issues not being addressed in the Plan as required and concerns that the Plan contained ambiguities and inconsistencies in the Land Use chapter that conflicted with the Regional Plan.

Tory Littlefield reviewed the draft Randolph Town Plan Review, noting that this was a quick Plan update in order to meet a state Downtown Designation requirement that had a September 17th deadline. Tory noted that improvements to the Plan were made since the last Review, but that work still needs to be done and will be completed by May, 2019, under a Municipal Planning Grant contract Randolph has with TRORC.

Discussion followed with concerns being aired about the Plan's weaknesses in dealing with multi-family housing, child care and earth resources. The discussion also included the options of approving, rejecting, or tabling the vote on the approval of the Randolph Town Plan. It was noted that the RPC does not need to approve the Plan in order for the Town to have met the state Downtown Designation conditions. Randolph has already addressed this condition. It was also noted that Randolph continues to actively work on the Town Plan through a contract with TRORC.

The hearing was closed.

3. Action on Town Plan Approvals for Norwich and Randolph:

A motion was made by Frank Tegethoff and seconded by Bushrod Powers that the Norwich Town Plan be approved as recommended by staff. Andrew Winter offered a friendly amendment that the language on page 3, section C of the Town Plan Review be changed to more prescriptive language, removing the word "hopefully" and replacing the word "will" with "shall". Frank and Bushrod accepted the friendly amendment. Don Bourdon reminded Commissioners that the RPC Board must affirmatively find the local Plan to be compatible with the TRORC Regional Plan, not just determine that it is not incompatible due to it being too vague to make a determination. The Board voted unanimously to reject the Norwich Town Plan with Bushrod Powers abstaining.

A motion was made by Bushrod Powers and seconded by Bill Emmons to approve the Randolph Town Plan. On a vote of 8 in favor and 16 opposed, the Board voted to reject the approval of the Randolph Town Plan due to missing language addressing all statutorily required goals.

4. Approval of TRORC's Board Minutes from May 23, 2018:

A motion was made by Andrew Winter and seconded by Mark Belisle to approve the May 23, 2018 minutes as presented. Unanimously approved.

5. Acceptance of July and August TRORC Financial Reports:

Peter Gregory reported that the budget figures are on track for the year and that income from the last fiscal years' invoices are coming in as well as Town dues. TRORC wrote some mitigation grants, that have been awarded to Barnard, Stockbridge and Pittsfield and project management costs will be unbudgeted income.

6. Approval of TRORC's FY 20 Dues Rate:

A motion was made by Don Bourdon and seconded by Herb Kuendig to approve the FY 20 Dues Rate. Unanimously approved.

7. Regional Plan Chapter Review:

Tory Littlefield reviewed the changes proposed for the Fostering Healthy Communities chapter. Tory asked that any grammatical or typo change suggestions be emailed to her or Peter. Carl Pepperman requested a definition of healthy food, as mentioned on page 4. Andrew Winter suggests a re-wording of the last line on page 4 to read "older housing serving low-income households." Frank Tegethoff noted that on page 8, line 31, that towns do not have jurisdiction over state highways. Tim O'Dell wanted a mention of housing being located near existing services on page 5 and Jim Bulger was concerned that in many rural towns, there are no services, sidewalks, or much infrastructure, so that the Active Living and Active Transportation sections may not be applicable to some communities. Bruce Riddle will provide written comments, and voiced is disappointment in the chapter. Bruce feels that the region faces huge health concerns and the chapter warrants a higher level of content for greater impact. Carl Russell noted that many Regional Plan chapters overlap here and that this chapter should be more comprehensive when discussing active lifestyles. Suggestions were made for related resources including the United Valley Interfaith Project, SASH (Support

and Services at Home), Council on Aging. Tim O'Dell thought this chapter draft had fostered good discussion and Peter Gregory thanked Commissioners for their thoughtful comments, recommending any more comments be submitted to Tory so that they could be incorporated and brought back before the Board. This chapter will not come before the Board again unless comments suggest policy related changes.

Kevin Geiger reviewed the changes proposed in the Working Landscape draft. Kevin would like comments submitted by the end of October. Carl Russell noted that on page 9, sentence 1 should have the parenthetical note removed. Tim O'Dell questioned whether on page 15, policy 1, if woody biomass should be considered renewable, since using wood for electric generation is inefficient. Discussion ensued with Lori Hirshfield suggesting that the chapter not have a policy to encourage wood for electricity. Jim Bulger suggests changing the word "elegant" on line 4, page 7, and on line 15, there should be a mention of off-site mitigation. Kent McFarland suggests a re-write of the Changing Forest Health paragraph on page 12 to include current data from the region and a greater emphasis on the problem of invasive species, with an inclusion of a goal or policy related to invasives. Kent will help draft the paragraph. Jenn Colby suggested a reference to climate change in this chapter and will provide resources. Carl Russell suggests adding a mention of ways in which the farm and forest economy contributes to conservation and ways to promote farm and forest products to avoid land being sold for unwanted development. Lori Hirshfield asked if on page 15, line 36, we could provide a definition of viable agriculture, or provide some examples. Jenn Colby noted that soils can be used as indicators of viability.

9. Director Remarks:

Jerry Fredrickson recognized Chris Damiani, who is leaving TRORC to work for the Town of Waitsfield. Peter Gregory thanked Chris for his good work at TRORC.

Peter reported that TRORC will be receiving funding for the third year of Town energy planning. The next Board meeting will continue review of Regional Plan chapters and will have a presentation by VT ANR on the White River Basin Plan. Peter mentioned that thanks to Rita Seto's diligence, 28 of TRORC's 30 towns are working on Grants In Aid projects and that TRORC will likely submit 35 applications for Road Erosion and Culvert Inventories and culvert ditch and bridge projects. Peter reported that he has made two offers to new staff members. Paige Greenfield, a recent UVM graduate with communications experience will be coming on board shortly, and he is still waiting to hear from another prospective employee. He will also be looking to fill Chris Damiani's full-time position. The next Board meeting is scheduled for Wednesday, October 31 at the Thompson Senior Center.

Adjourn:

Jerry Fredrickson made a motion to adjourn at 8:35 pm.

Minutes prepared by Dee Gish 9/28/18.

Town of Norwich, Vermont



CHARTERED 1791

Finance Committee Charge

June 13, 2018

The Norwich Finance Committee, appointed by the Norwich Selectboard, in consultation with the Town Treasurer, comprises three to seven Norwich residents who are not employees of the Town, nor have immediate family members that are employees of the Town. One such member shall be the Town Treasurer at any time that he or she is willing to so serve. Immediate family members include children, spouses or domestic partners, siblings and parents. Members shall serve staggered, three-year terms, with the initial appointments being for one, two or three years and all subsequent appoints being for three years. Members may be reappointed at the discretion of the Selectboard.

The NFC has three primary tasks:

- a. Provide independent advice to the Selectboard on the annual Town budget during the Selectboard’s process for reviewing the budget prior to voter approval;
- b. Provide independent advice to the Selectboard from time to time on Financial Policies and their amendment; and
- c. Review and offer insight to the Selectboard on quarterly financial statements provided by the Town Manager and the Treasurer’s Investment Reports.

The NFC shall research annual budgets, policies, contracts, capital decisions and business practices that affect Norwich town and school finances. It will render non-binding advisory recommendations to the Selectboard about costs, benefits, and financial options, based on economic factors and the overriding principles of accountability, frugality, and prioritization.

The Selectboard may ask the NFC to review and comment on other financial issues as it deems necessary and appropriate from time to time.

It is up to the voters to decide whether a proposed Town budget be adopted. Accordingly, the NFC should provide a statement to voters in advance of Town Meeting on the town budget, providing whatever facts and analysis the Committee deems to be helpful and necessary for voters to evaluate the budget.

Finance Committee Charge
June 13, 2018

The NFC elects a Chair and Vice-Chair (and Secretary if and when the membership exceeds four members), from among its members. Vacancies of the NFC are filled by appointment of the Norwich Selectboard. Members of the NFC are subject to and must observe the Town's policies, including but not limited to the Conflict of Interest and Code of Ethics policies, as may be amended. Meetings shall be duly noticed and held in accordance with Vermont's Open Meeting Law. In addition, the Committee and its members are subject to Vermont's Public Records Law.

The table below shows the number of members required for a quorum and the number of votes required to pass a motion as a function of filled positions on the committee:

Number of Filled Positions	Quorum	Votes Required
0 – 2	N/A	N/A
3 – 5	3	3
6 – 7	4	4

Adopted by the Norwich Selectboard on June 13, 2018:

John Pepper, Chair

John Langhus

Claudette Brochu, Vice-Chair

Mary Layton

Linda Cook

Acknowledged and concurred:

Cheryl Lindberg, Town Treasurer

NORWICH AUDIT COMMITTEE

9

Audit Committee Charge

The Audit Committee of the Town of Norwich shall be comprised of the Town Treasurer (to the extent such person is willing and able to serve), two members of the Selectboard, two Members of the NFC (or three in the event that the Treasurer is not a Member), and a qualified member of the public at-large appointed by the Selectboard. The Audit Committee shall have the following duties:

- a. To solicit bids for the Town Audit when a current audit contract is up for renewal and to recommend the choice of auditor to the Selectboard and to advise the Selectboard on the contract for audit services;
- b. To review the progress of the annual audit and to receive the audit report from the Town auditors; and
- c. To report on and recommend acceptance of the final audit to the Selectboard each year.

The Audit Committee shall have the authority to direct questions regarding the audit or the underlying financial statements and reports of the Town Manager and the Town Finance Director. Any unresolved questions shall be directed for further investigation to the Selectboard. The Audit Committee shall report to the Selectboard each year on the process and content of the audit, identifying any material points of disagreement between the Town management and the auditor, and otherwise in accordance with the Selectboard's *Policy Governing Reporting of Committees, Commissions, Task Force, or Other Groups/Individuals Appointed by the Selectboard* (the "Reporting Policy"). Such report shall be delivered no later than the first Selectboard meeting in December of each year and shall include a concluding recommendation as to whether the audit should be accepted or not by the Selectboard.

The Audit Committee elects a Chair and Vice-chair from among its members. Vacancies are filled by appointment of the Norwich Selectboard, in the case of Selectboard representatives, and by the NFC in the case of NFC representatives. Members of the Audit Committee are subject to and must observe the town's Open Meeting Law (including meeting notices, agendas, and minutes), Public Records Law, Conflict of Interest Policy, and the Reporting Policy.

A quorum and the number of votes necessary to pass a motion shall equal a majority of the full committee membership.

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Adopted by the Norwich Selectboard on this _____ day of _____, 2018:

John Pepper, Chair

Claudette Brochu, Vice Chair

Linda Cook

Mary Layton

John Langhus

DRAFT

Memorandum
To: Norwich Select Board
CC: Herb Durfee, Miranda Bergmeier
Date: October 3, 2018
Subject: Input on Fraud Prevention Policy Redraft

Hello All,

I met with Herb on Monday afternoon to discuss a rewrite of the proposed Town of Norwich Fraud Prevention Policy. He has come up with a slightly different draft that I am hoping will be acceptable to a majority of the Select Board. The policy has the required elements of purpose, reports of irregularity, investigation, and consequences that is based on the VLCT Model Fraud Prevention Policy. A difference is that I suggested a section that notes the obligation of the Town Manager or Select Board to report criminal behavior to the Police Department.

We also discussed the idea of including the Treasurer as a signatory. I am not in favor of this idea as the Select Board is the policy making body for the Town. I do think it is important that the Treasurer is included as one of many experts listed as consultants during an investigation.

Linda and I have reviewed the Borough of Dormont Financial Policies and Procedures (1/1/2013), which is a broad and generic example of a master financial policy provided by VLCT. It would not be possible to adopt this policy word for word as it has been written for use by small villages, cities, and towns. It is clear from review of the Dormont policy and Herb's email exchange with a VLCT lawyer that the model policies must be rewritten to reflect the specific circumstances of each municipality.

As part of the Internal Controls goals for this year Linda and I agreed that it makes sense to take our existing policies, put them in order according to a framework such as the Table of Contents of the Dormont document, and figure out if there are any gaps. A preliminary review by Linda and I, is that most areas are covered by existing Town of Norwich Policies, with the exception of a Fraud Policy. After review all of the various financial policies could be consolidated into one master policy similar to the work that was done recently with traffic speed limit ordinances. This would be a significant step towards making our financial policies more understandable and usable as they could be accessed as a set, and updated as a system as needed.

Mary Layton

Town of Norwich, Vermont



CHARTERED 1761

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 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.

Deleted: 's public accountant employed by the Selectboard

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 Town Manager (unless the irregularity is focused on the Town Manager, in which case, the Selectboard should be notified).¹

Deleted: public accountant employed by the Selectboard. That report should be copied to the

Deleted: Chair

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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 Town Manager (or the Selectboard) shall investigate the issues identified in the report. The Town Manager (or the Selectboard) may consult with the Finance Director, Treasurer, any other Town employee, legal counsel, and independent auditors as a part of the investigation. At the

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Deleted: their

¹ It needs to be noted that the maximum limits of this policy equate for an officer, the possible inability to run for office and, for an employee, possible termination of employment. However, it may be the obligation of the Town Manager (or the Selectboard) to report any irregularity to the Police Department in the event the irregularity could be considered criminal. Any such determination would be investigated and adjudicated as warranted via the criminal justice system, not by this policy.

conclusion of the investigation, the 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 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 of the Town of Norwich, Vermont, this ____ day of _____, 2018 and is effective as of this date until amended or repealed.

BY: _____ **AGREED & AFFIRMED:**

John Pepper, Chair

Cheryl Lindberg, Treasurer

Claudette Brochu, Vice-Chair

Linda Cook

John Langhus

Mary Layton

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¶ 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 mann ... [1]

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.

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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.



Town of Norwich, Vermont



CHARTERED 1761

PRELIMINARY 2018 SURVEY RESULTS

In July, the **Planning Commission** of Norwich began a **new planning cycle** and sought citizen feedback on priorities for our town.

In addition, the **Selectboard recirculated 30 important questions first asked back in 2005** related to Norwich's future to identify any significant changes in town sentiment over the past decade.

The survey closed on October 3, 2018. Although a few still need to be logged in, it appears we will have input from approximately 500 citizens. A deep analysis will be conducted, especially comparing 2018 sentiments with those from 2005, but in the meantime, here are a few high-level results that were easy to display and might be interesting to some.

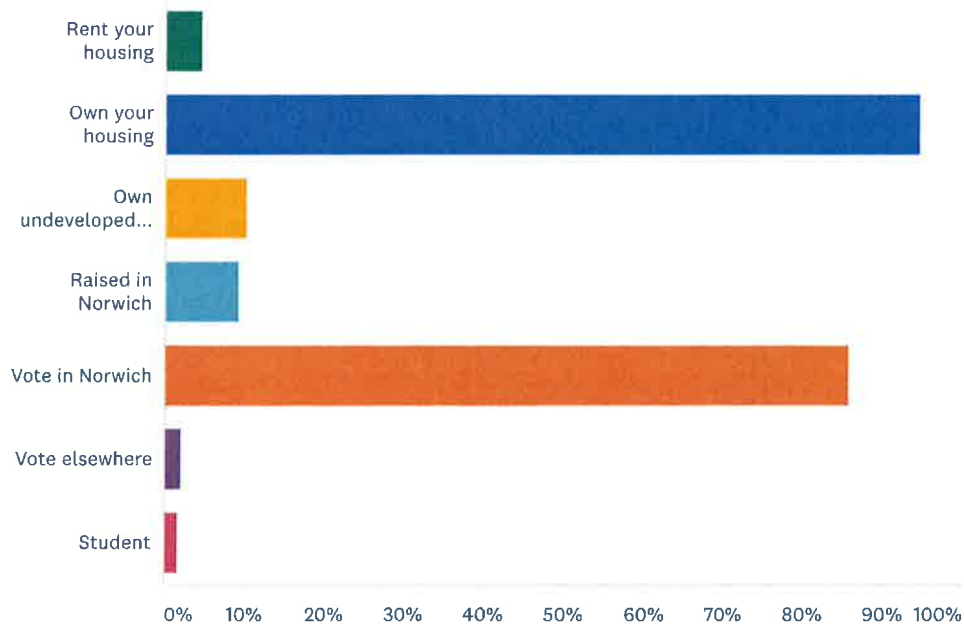
Further discussion to follow at the Selectboard Meeting on October 10, 2018 at 6:30pm.

Cheers,
John Pepper

Q4

Please check all of these that apply to you:

Answered: 438 Skipped: 6

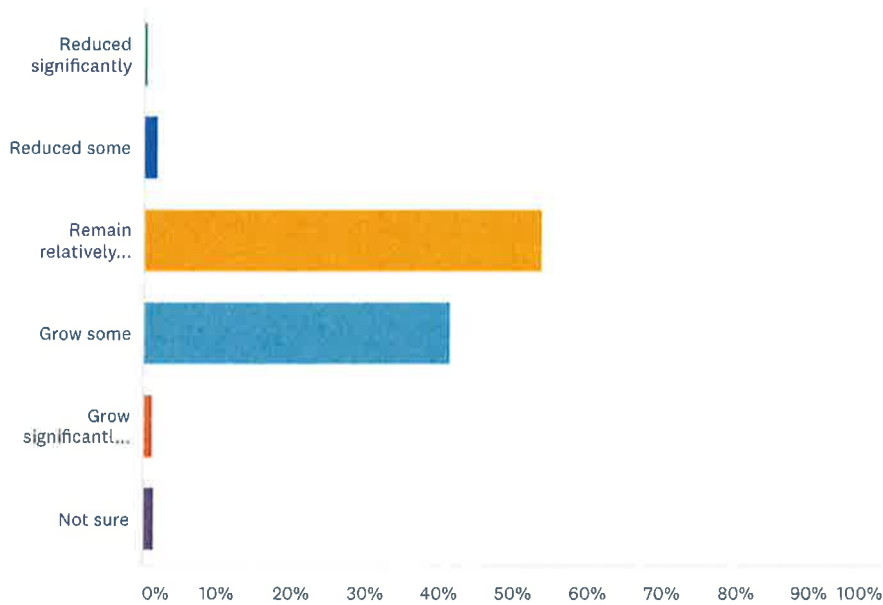


Q6

[Customize](#) [Save As](#)

The population in Norwich is currently approximately 3,400 people. What would you like to see happen to the population of Norwich? (Please check only one)

Answered: 434 Skipped: 10

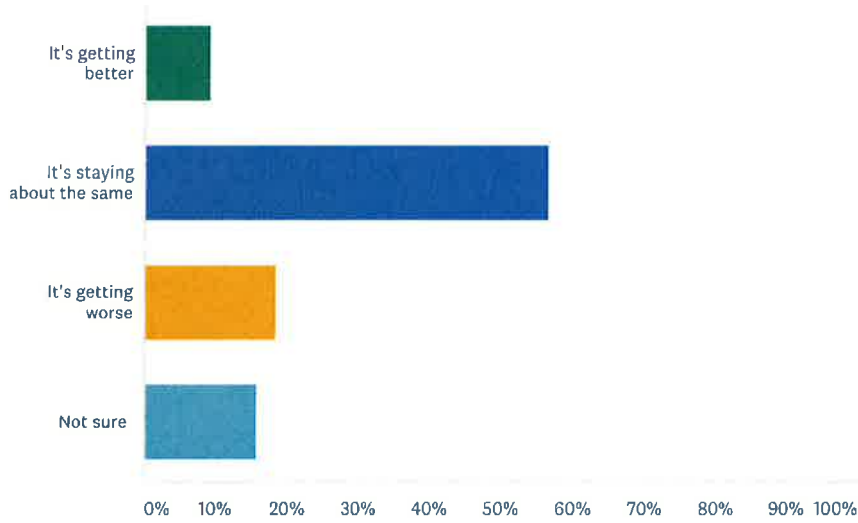


Q7

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How do you view the quality of life in Norwich compared to times past?
(Please check only one)

Answered: 435 Skipped: 9

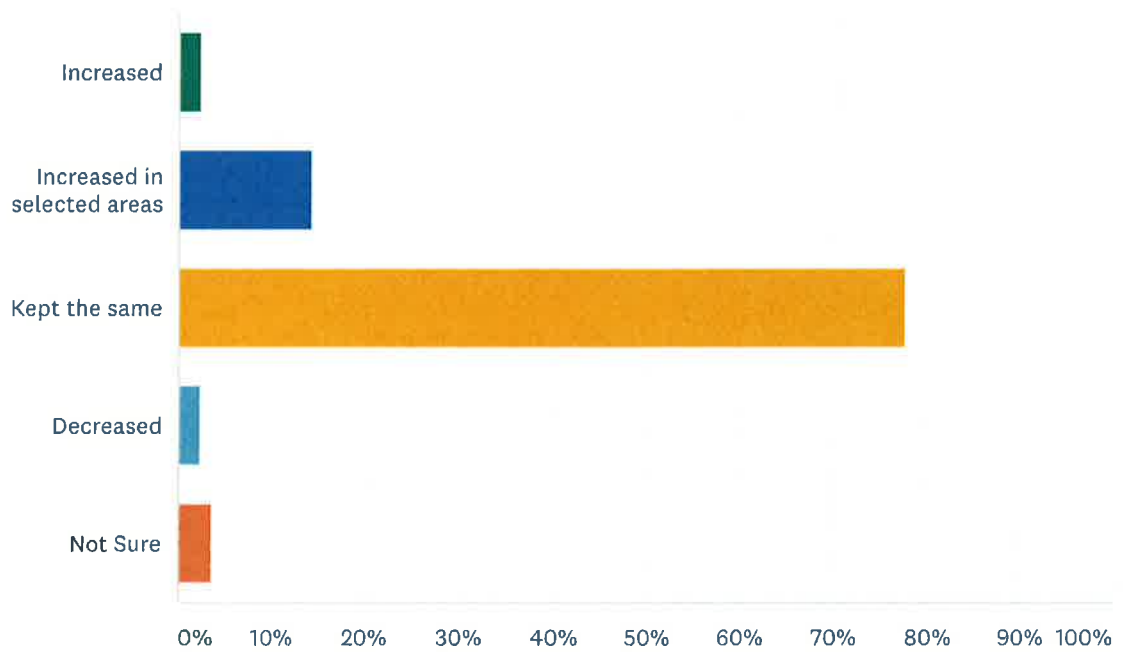


Q9

Go

The maximum height for buildings in Norwich is 35 feet (2-3 stories). How would you like to see this height _____ (pick one)

Answered: 438 Skipped: 6

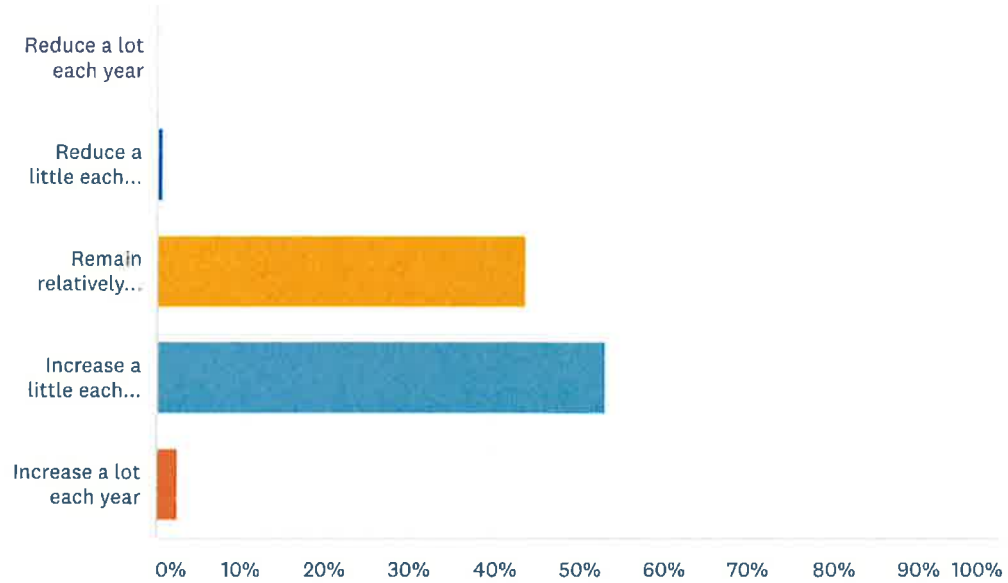


Q11

Customize

What would you like to see happen to the amount of commercial and business activity in Norwich? (pick one)

Answered: 436 Skipped: 8



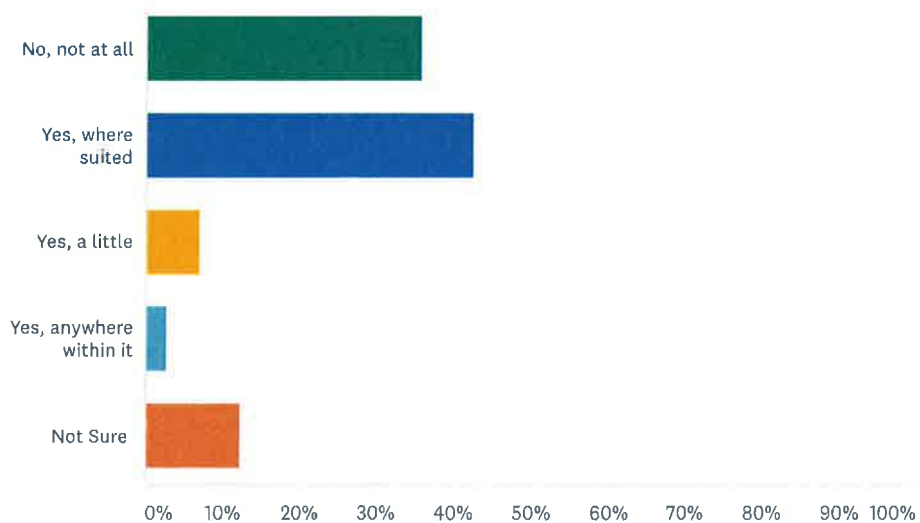
Q12

Customize

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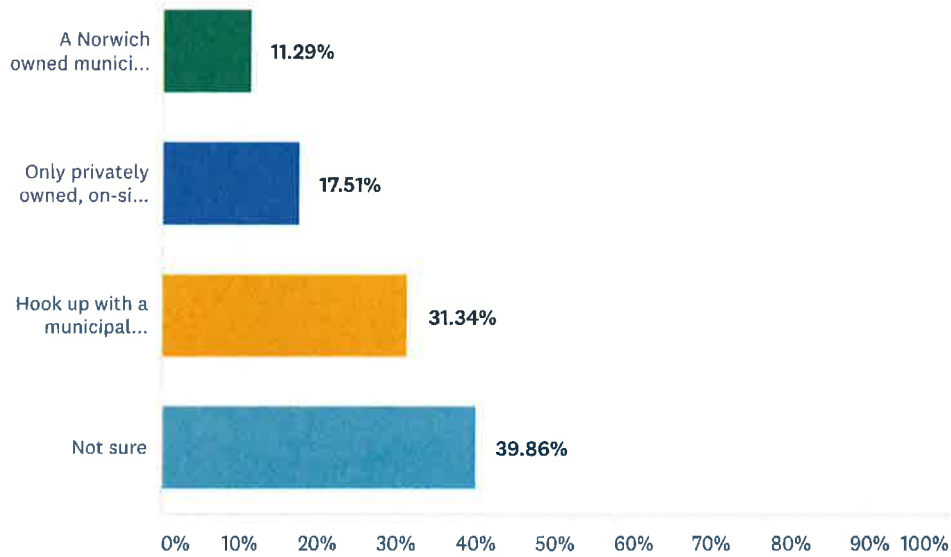
Should commercial developments (those that are larger than home businesses or home occupations) be permitted in a Rural Residential zoning district of town? (Please check only one.)

Answered: 436 Skipped: 8



For the treatment of wastewater in parts of Norwich, which do you prefer? (Please check only one.)

Answered: 434 Skipped: 10

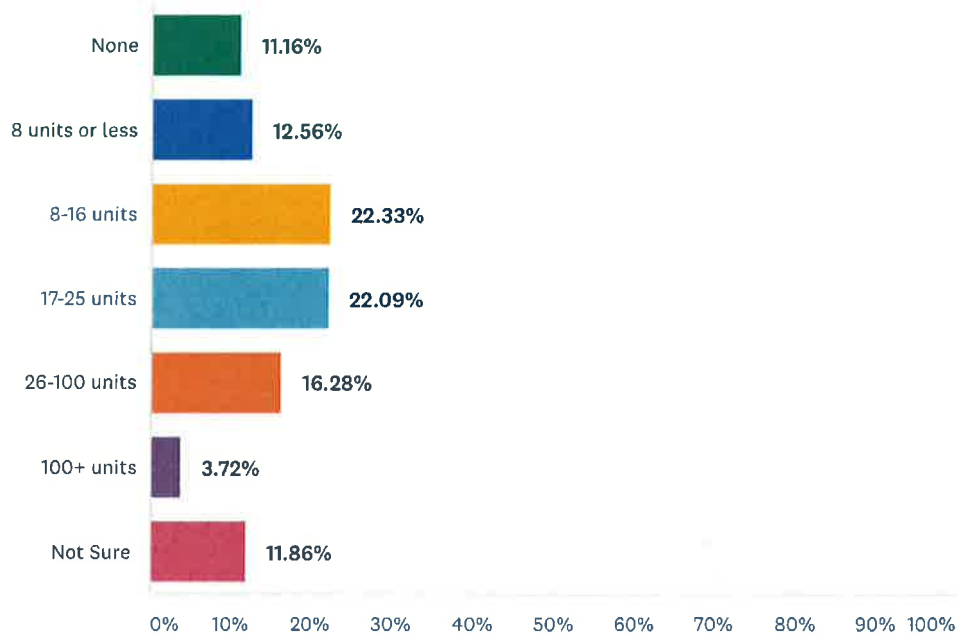


Q16

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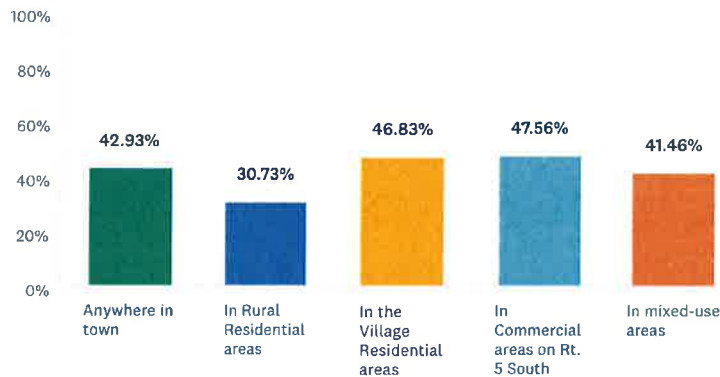
How many affordable housing units should be built in the next five years? (Please check only one)

Answered: 430 Skipped: 14



If affordable housing is developed where should it be constructed? (Check all that apply)

Answered: 410 Skipped: 34



Q19

Customize Save As

To increase the supply of affordable housing, the Town should: (Check all that apply)

Answered: 392 Skipped: 52

ANSWER CHOICES	RESPONSES
Work in partnership with a housing trust, like Twin Pines, to develop affordable housing.	75.00% 294
Acquire land for affordable housing to be developed by a public or private entity.	37.76% 148
Provide tax relief for housing units that are deeded to be perpetually affordable.	62.24% 244
Rely on neighboring communities and region to provide affordable housing.	19.39% 76
Rely on private sector employers to provide employer assisted affordable housing.	12.76% 50
Require private sector developers to include some percentage of affordable units in their projects.	38.52% 151

Total Respondents: 392

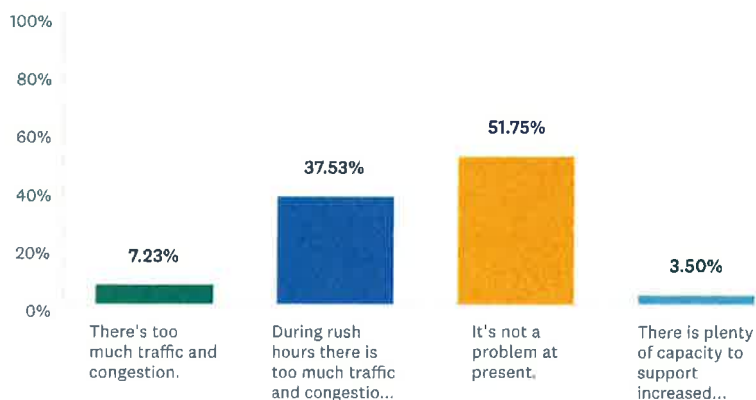
Comments (72)

Q23

Customize Save As

How do you feel about the current amount of automobile traffic in the center of town? (Check only one)

Answered: 429 Skipped: 15

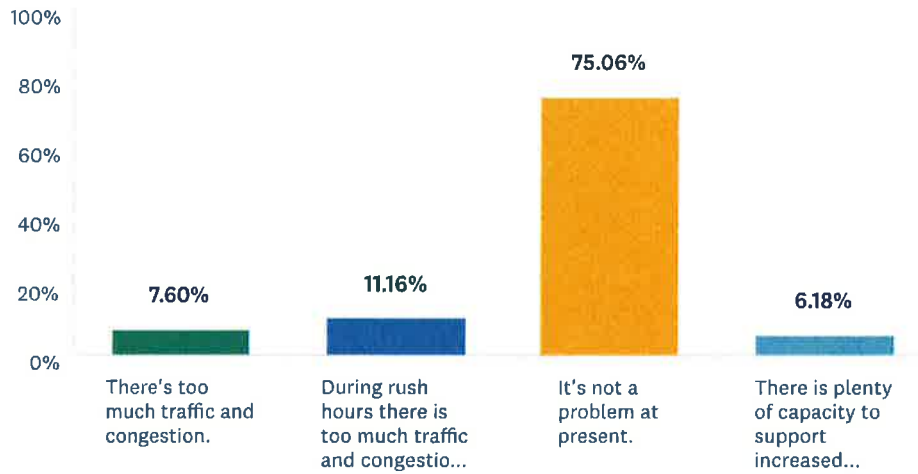


Q24

Customize Si

How do you feel about the current amount of automobile traffic in your neighborhood? (Check only one)

Answered: 421 Skipped: 23

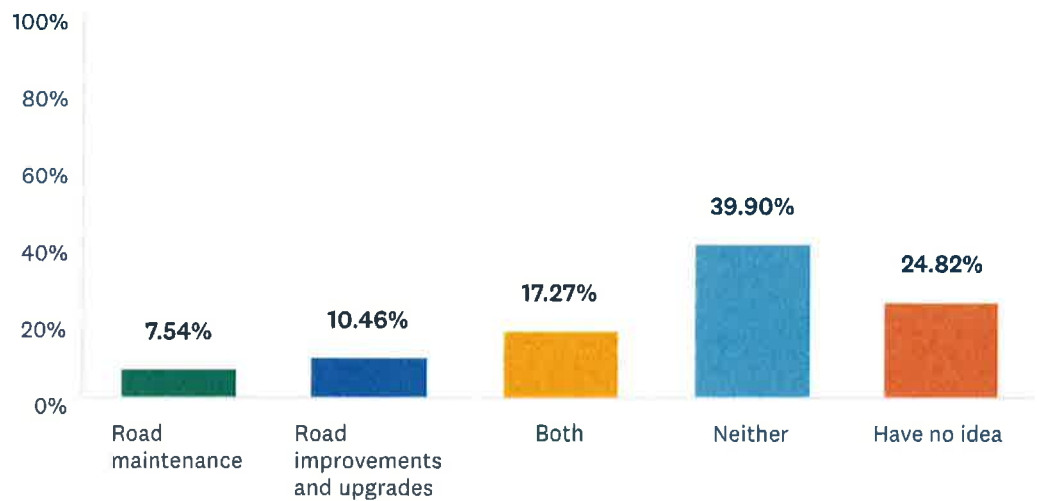


Q27

Si

Should the town spend a greater share of the town budget on? (only one)

Answered: 411 Skipped: 33



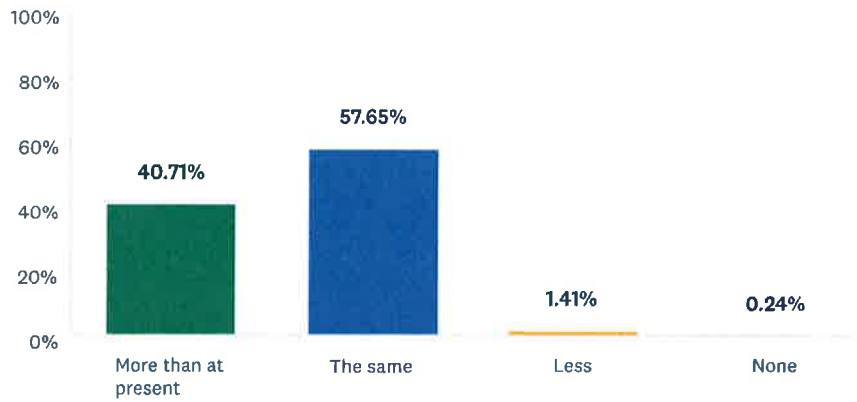
Q30

Customize

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How many hiking and recreational trails should Norwich have? (Please check only one)

Answered: 425 Skipped: 19



Town Manager Monthly Report September 2018

1. Forestry 1:
 - a. Participated in several meetings/discussions regarding Forestry 1 and its servicing or replacement. After considerable discussion, it was decided to sell Forestry 1 (an older vehicle, several times traded back and forth between NFD and DPW, and within the past year suffering a unintended rollover due to a roadway soft shoulder and requiring consideration repair), and to purchase a new Ford F-550 via “state contract” (i.e., a formal bidding process by the state division of Buildings & Grounds that, also, permits municipalities to purchase without having to conduct additional bidding). The state contract for such vehicle would be via Gateway Motors. The equipment and necessary “fit-up” would be conducted by Dingee Motors – the NFD’s local automotive service shop that cares for the department’s vehicles.
 - b. The department prepared a formal memo for the Board’s consideration, and, given the Board’s discussion, the TM was authorized to dispose of the currently serving Forestry 1 and to purchase a new Forestry 1 including its fit-up, according to the memo proposed by the NFD.
2. DPW:
 - a. Worked on various tasks, in the interim of hiring a DPW Director, in collaboration with Neal Rich to ensure the department was carrying out the responsibilities it needed (e.g., setting up a line striping contractor for class 3 paved roads outside the village; setting up contractor for paving parts of town that were identified in the approved budget – Beaver Meadow Rd is not being done this year due to the construction vehicle activity on that road; obtained quotes for streambank/roadway slide on Turnpike Rd and for cleanup and preparatory work related to the collapse of the Browns Schoolhouse Rd bridge; obtaining salt bids for winter salt purchase; collaborated with Nott’s and Scott Jensen (stream alteration permits and to carry out work) re: Turnpike slide and Brown’s Schoolhouse Rd pedestrian bridge/stream channel;
 - b. Worked with Jeff Goodrich (who volunteered his professional time) to update the DPW Road & Bridge Standards to address the issue of the standards not accommodating public infrastructure repair work and its resiliency, given the struggles the Town has had to deal with since the July 1 storm event. The Board amended the Codes & Standards to address that issue.
3. Town Plan:
 - a. Met with various Planning Commission members on specific elements of the adopted Town Plan providing insight on the various objectives and action steps – with a focus on their implementation.
 - b. Some discussion with PC Chair/P&Z Director concerning the TRORC approval and confirmation process on the adopted Town Plan and the town’s continuing planning process.

4. FEMA:

a. Irene:

- i. Collaborating with the Finance Director and the state official responsible for helping the Town “close-out” the Alternate Projects portion of the Tropical Storm Irene damage (i.e., removing the former Pool Dam including restoring the stream channel, streambank, and removing some buildings; purchasing a new loader; constructing an addition to the DPW Highway Garage). The Alternate Projects all, effectively, are finished. Thus, staff has been working to submit the necessary information for the feds to “sign-off” allowing the Town to receive its share of federal reimbursement funds.

b. July 1, 2017 Storm Event:

- i. Contract #1 (Nott’s) work is complete.
- ii. Contract #2 (Willy’s) work remains on-going and, hopefully, will be completed before the end of the construction season. Obviously, if not, work will continue in the spring, as applicable.
- iii. Contract #3 (L&M) has been initiated. Given some on-going discussion with FEMA, though work should begin this construction season, it’s likely Contract #3 work will have to continue into next spring.
- iv. Application is being made to VTrans for some Transportation Alternative Program funding (distributed on an 80% state/20% local basis) to help cover the costs of two, very large culvert replacements on Tigertown Road. Due to the upsize required, FEMA, to date, has stated such upsize is not reimbursable. Though discussion with FEMA continues on those two culverts, the grant application will move forward in the event those discussions continue to fail with FEMA.
- v. Significant staff work and on-site engineering effort is on-going that is focused on the 1st 60-day period after July 1 where the Town is working with FEMA to receive the reimbursement funds from the feds for the repair work conducted during that time. This period constituted a host of DPW staff time/energy and contractor effort to gets the roadways into some level of repair shape related to vehicular travel, emergency vehicle access, anticipated school bus travel, and anticipated winter condition maintenance.
- vi. Held some discussion with Todd Menees on next steps for the debris cleanup in the Town’s various streams/brooks left from storm damage that could pose a threat (similar to the July 1 storm event) during any future storm event.
- vii. Successfully amended the Town’s Road & Bridge Standards to be better prepared for any future storm events that damage the Town’s public infrastructure.

5. Personnel:

- a. Completed search process for a new DPW Director, made an offer to the preferred candidate, and Larry Wiggins PE accepted the position beginning Oct 1.

- b. Researched and monitored an on-going staff injury, including that employee's return to work status.
 - c. Based on a "demand to bargain" from the Union, negotiated the location and protocols related to the NPD copier and its use by the NFD, given that the two departments now share one building (instead of locating separately in two buildings).
 - d. Discussed anticipated successor Union contract negotiations with Town Counsel.
 - e. Served as liaison between the Board and the Town Clerk on the preparation and signing of a memorandum of understanding (MOU) between the two, to accommodate "personnel"-related issues that a change in statute many years ago affected Town Clerks that such MOU helps to address (e.g., salary and employee status though the position remains and elected position).
 - f. Carried out typical duties related to evaluations, etc.
6. Other:
- a. Amid trying to address property owner complaint of two neighbors' property storage/aesthetics of personal belongings.
 - b. Worked with P&Z Director on some public right-of-way issues, including need to consult with Town Counsel.
 - c. Participated in the dedication of the donated flagpole outside the new public safety building.
 - d. Met with the Assistant Emergency Management Director to discuss and schedule an emergency management planning meeting for department heads to be held in October in lieu of the regular department head meeting. Given that there are several new department heads and a new TM, it was felt this is warranted.
 - e. Worked to finalize the Finance Committee Charge, as intended by the Selectboard in order for the TM office to be able to advertise for members.
 - f. August Financials were provided to the Board.
 - g. Working with the Board to adopt a Fraud Policy, update the Purchasing Policy as necessary and warranted, and collaborate with a working group of the Board to assess internal financial controls.
 - h. Researching if there are some grant funds available to help with the creation and location of some public space art outside Tracy Hall.
 - i. With members of the Energy Committee, working to update the Tracy Hall energy audit, with the intention of making "fixes" that would improve the energy efficiency of the building and minimize energy-related expenses. Also, researching the location of additional EV charging stations via a grant program in the elementary school's faculty parking lot and at the Huntley Meadow park and ride lot.
 - j. Held a "Cracker Barrel" session at the Town Green bandstand (Noon hour and later in the day) to informally talk about any issue citizens wanted to raise.
 - k. Met, along with two members of the Board, with the Prudential Committee, to discuss very preliminarily the possibility of the Fire District merging into the Town. (All agreed there is much to discuss and a lot of topics to examine before

any such merger could be asked of voters both in the water district service area and in the Town as a whole.)

- l. Working with the state to finalize a state agreement to purchase and install another two sets of RRFB's (pedestrian crossing LED blinking lights). The state agreement follows a grant award from the 2018 VT Bike & Pedestrian grant program. (This matches the 2017 grant award received for two sets of RRFB's.) As a reminder, the 2017 grant award allows for RRFB installations at the crosswalks in front of Tracy Hall and the Town Green (nearest the Historical Society), and the 2018 grant award allows for RRFB's at the crosswalks in front of the Norwich Inn and at the crosswalk between Marion Cross School and the Congregational Church.
- m. Worked to carry out the vegetative screening between the Senior Housing project and the new public safety building. In addition, met with the Senior Housing Board to discuss the screening.
- n. Met with the Senior Housing Board, at their request, to discuss the 40-year "payment in lieu of taxes" agreement that soon expires. Given the Board's deliberations, staff was notified that the housing project would not be seeking another 40-year agreement. Instead, the Senior Housing Board voted its preference to be taxed according to the regular process that the Town adheres to.
- o. The FYE 2017 audit was initiated (and currently is being conducted). Staff has provided the pre-audit information requested of the auditor (Batchelder Assocs.)
- p. Worked with NPD on ensuring a codified ordinance of all traffic-related ordinances by the Board. This was critical as it pertained to their use in court proceedings for Windsor County Superior Court.
- q. Helped organize a community forum on marijuana with the idea of being "ahead of the curve" not that the recreational drug has been further decriminalized.
- r. Work on 3 projects a Tracy Hall were initiated: installation of a new flagpole and military service monument (in collaboration with the local American Legion); installation of the RRFB on Main St.; and, excavation of the underground fuel tank to ensure its integrity.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

Recreation@norwich.vt.us

September 2018 - Recreation Report

"John Girard Fund" Update: The Town of Norwich Recreation Department has continued to receive donations to the "John Girard Fund" from all over the country. The fund now has over \$22,000. I have been in communication with John's wife, Cathy Girard and daughter, Lauren Adams and met with them to discuss how they would like to see the funds used. We have moved ahead with one project they felt strongly about as they were confident that John would have loved to see two new side baskets installed in the Marion Cross School "Girard" gymnasium. Working together with Tony Daigle, the Superintendent of B & G for the Dresden School District and with Bill Hammond, the MC Principal these are slated to be installed on October 5th at a cost of \$10,000. The contractor was chosen after much consideration comparing the quality of the product and looking at other bids. We are very excited that they should be up and ready for our upcoming basketball season and that they will benefit so many Norwich children for generations to come!

A heartfelt thank-you goes out to Roberta and Colleen for all the extra time they have put in recording and sending out acknowledgements to donors.

Fall Recreation Program Update: Fall programs are successfully underway and here is what we have running: Youth Soccer for K - 6th Grade players, Trail Blazers, Lacrosse for Girls & Parents, Youth and Adult Yoga, Youth and Women's Mountain Biking, Fencing, Table Tennis and Pa Kua Chang Kung Fu. We have 141 youth soccer players enrolled which is close to half of all MCS students! There are another 70 involved in our other youth offerings, plus 38 adults signed up on-line for various adult programs. A fair amount of time this month was spent observing games and practices as well as lining up officials for Youth Soccer games.

Facilities: Our B & G crew have done an ace job keeping up with all the mowing and trimming at Huntley Meadow and lining on the Green and at Huntley - special thanks to Neil, Adam and Joe! It looks fabulous. Much time was spent lining up reservations for residents using the Huntley pavilion and Barrett outdoor oven. These are such treasures for the community and it is rewarding to see how much they are used and appreciated.

Events: Our 34th Annual Labor Day Road Race was held on Monday, September 3rd with 128 runner participating on a perfect day. Please SEE PICTURES & RESULTS in attachments above. A humongous "Thank-you" goes out to all of our WONDERFUL Volunteers and Sponsors: Blue Sparrow Kitchen, King Arthur Flour, Norwich Recreation Council Members, Omer & Bob's, Panera, Stateline Sports, Susan Zak - 4 Seasons Sothebys / Bakewell and Youth-In-Action for their contributions to make this event a success. I'd also like to thank Chief Robinson who gave up his Labor Day morning and to Ben Trussell for moving the police barriers to and from Tracy Hall, all to ensure a safe event. I helped out with "Bike To School Day" this last Wednesday morning and it was a joy to see so many Norwich children and families participate.

Meetings: I attended our Department Head meeting on September 18th, where much discussion about preparing our upcoming Budget '20 ensued. We held a baseball meeting on the night of the 20th to discuss a variety of Baseball issues: Huntley baseball field maintenance (Girard Field plus the original softball diamond), safety, coaching, rules, uniforms, etc.

Respectfully submitted by, Jill Kearney Niles - Norwich Recreation Director

Norwich Recreation's LABOR DAY ROAD RACE RESULTS '18

Held Monday, Sept. 3rd, 2018 - 2 Race Distances

2.1 Mile Race Results

38 females & 61 males ran this race

Top 3 Overall Females:

1st - Christine Aman - 14:24 2nd - Hannah Chipman - 14:44 3rd - Alice Garner - 15:05

*The top 3 male & female finishers are excluded from their age groups below.

Top 3 Overall Males:

1st - Sam Murray - 12:41 2nd - Daniel Bandler - 12:45 3rd - Jack Lynch - 12:49

Student / Age Group Leaders for 2.1 Mile Race

<u>10 & under - MALE</u>			<u>10 & under - FEMALE</u>		
1st	Alexander Collins	16:10	1 st	Casey Wilkinson	19:54
2nd	Hayden Clapp	18:02	2 nd	Mary Westridge	20:39
3rd	Oliver Collins	19:48	3 rd	Amelia Barlow	27:42
<u>11 - 15 years - MALE</u>			<u>11 - 15 years - FEMALE</u>		
1st	Daniel Frost	12:59	1 st	Carolyn Loescher	15:08
2nd	Spencer May	14:21	2 nd	Sarah Glueck	16:10
3rd	Matty Gardner	14:24	3 rd	Wyethe Murray	16:11

Honorable Mentions: Fastest 11 Year Olds: Male: Schuyler Clapp - 16:27 & Female: Penelope Collins 19:06

Youngest Runners - Female: Mia Lorenzo - age 3 & Males: Bruce Johnson, Sebastian Marotti & Lucas Cottage - age 7

Certified 10 Kilometer Race Results

14 women and 15 men ran the 10K Race

Top Overall Runner Female - Kelly Harris - 44:08 **Top Overall Male** - Stephen Dunn - 43:01

*The top male & female finishers are excluded from their age groups below.

Age Group Leaders for 10K Race

<u>29 & under - MALE</u>			<u>29 & under - FEMALE</u>		
1 st	Bill Young	49:00	1 st	Emily Young	1Hr:02
2 nd	Caleb Zuckerman	53:23	2nd	Stefanie Holmes	1Hr:15
3 rd	Liam Kitchel	1Hr	No third female in this age group		
<u>30 - 45 - MALE</u>			<u>30 - 45 - FEMALE</u>		
1 st	Tim Gardner	44:39	1 st	JoEllen Gardner	48:01
2 nd	Brian Loeb	45:10	2 nd	Jane Phipps	48:21
3 rd	Brian Geraghty	47:37	3 rd	Madeline Bothe	50:43
<u>46 & Up - MALE</u>			<u>46 & Up - FEMALE</u>		
1 st	Jim Westbridge	45:23	1 st	Tracy Zuckerman	54:59
2 nd	Michael Libuda	50:45	2 nd	Sue Kessler	56:00
3 rd	David Barlow	51:43	3rd	Melissa Herman	57:42

Our race was **SPONSORED BY** the Norwich Recreation Council, the Norwich Police Department, **BLUE SPARROW KITCHEN, KING ARTHUR FLOUR, OMER & BOB's SPORTS - Lebanon, PANERA - West Lebanon, STATELINE SPORTS - Lebanon, SUSAN ZAK - 4 SEASONS SOTHEBYS / BAKEWELL & Youth-In-Action (YIA)**

A gigantic THANK-YOU goes out to all our awesome Sponsors & Community Volunteers who made the race possible!

~ Jill Kearney Niles - Norwich Recreation Director



TOWN OF NORWICH
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802-649-1419 ext 105

September 26, 2018

TO: Herb Durfee, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for September

- Delinquent Taxes as of September 26, 2018 are \$ 131,767. Last year at this time delinquent taxes were \$ 75,443.
- There is \$ 119,756 outstanding on the first installment of 18-19 property taxes. The initial billing for school & town taxes this year was \$ 16,984,869 up \$ 425,605 from 17-18.
- The 17-18 Audit has started. All information initially requested, has been sent electronically to Bonnie Batchelder and Donna Rogers. I am currently working on wrapping up last years fixed assets in order to send that information over to them.
- Work continues on our effort to close out the FEMA Alternate Projects. Ron Pentkowski visited September 4th and we are still working together to get all the pieces for the final reimbursement on the Town Garage Addition and for the final closeout on Hurricane Irene which occurred in late August of 2011!
- Continue to work on the July 1, 2017 FEMA storm event providing information to FEMA and Jeff Durell, the Engineer from Pathways on the project. Hopefully the town will get reimbursed soon for road repairs that needed to be done right away to make things passable.



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

To: Town Manager/Town of Norwich Selectboard

Re: Summary of Departmental Activity-September

Date: 10/2/18

In the month of September, I attended the 2018 Vermont Emergency Preparedness Conference, which gave me an opportunity to network and enhance my capabilities as the town Deputy EMD. A direct result of this event led to the coordination of an in-service training for all town department heads regarding the EOC & LEMP by a VEM official who I met at the conference. Other meetings included attending an EMS Town Hall mtg. at the TVFD, the Career Chiefs' meeting in Berlin and the UVRESA (mutual aid) meeting in Proctorsville.

Closer to home, I coordinated the yearly inspection of all NFD apparatus and organized the State inspection of all NFD apparatus in one month to enhance fleet management efficiency & accountability. I coordinated site visits for Norwich residents regarding fire safety and occupancy inspections, and conducted an inspection with a State Fire Marshall. In addition, I spear-headed an initiative to re-organize the purchase of a new forestry unit for the NFD, began coordination of a regional Mutual-Aid working group focused on developing a Rapid Intervention Team policy for the mutual aid association and began using SIREN to conform to State EMS reporting requirements.

Lastly, I was interviewed by WPTZ regarding the NFD's participation in the States' Class "B" Foam recovery initiative. The NFD has ~34 five-gallon drums of liquid surfactant that is contaminated with a carcinogen called PFOA. This has been widely reported on in VT-the NFD is one of the first to arrange for pick-up and destruction of this material.

Respectfully Submitted,
NFD Chief Alexander Northern

1. **Planning Commission** met September 27 and continued work on identifying Town Plan action items, assigning them to individual PC members and conduct follow-up with other bodies/individuals responsible for implementing the Town Plan action items. The Commission along with the Director continues to do outreach and analysis on the VT River Corridor overlay for Norwich,.
 - a. Affordable Housing Working Group held the second session in the Education Series on September 17. More are planned
 - b. Enhanced Energy Working Group last met on September 4. I am reviewing the draft 'enhanced energy' chapter developed by the group against the check list for Act174 requirements and will report back to the group. Form there further revisions to the chapter will be approved

2. **Development Review Board** met September 6 to hear an application for a PUD on farming property. The applicants sought a permit for the construction of dwelling unit (the third, thus resulting in the PUD application)

3. **Planning Director:** support and provide technical assistance to commissions, boards, working groups and subcommittees; close-out CLG grants for Historic Preservation Council (HPC); interface with regional and VT representatives regarding River Corridor rule; attended TRORC hearing on approval of Norwich Town Plan

4. **Zoning Administrator:** followed up 1 violation of the Special Flood Hazard Area (SFHA) section of the zoning bylaw (successfully resolved); 1 violation of the fence permit requirements in ROW (successfully resolved); preparation of 1 DRB decision, 2 Environmental Court conference calls on unresolved appeal; numerous potential development inquiries, participated in a half day ZA training on SFHA requirements at TRORC