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TOWN OF NORWICH, VERMONT AND
NORWICH TOWN SCHOOL DISTRICT
WARNING OF ANNUAL MEETING, MARCH 1, 2022

The legal voters of the Town of Norwich, Vermont are hereby notified and warned to meet in remote fashion, due to the special circumstances surrounding COVID-19, via a ZOOM™ meeting link: [INSERT LINK HERE](#), or telephonically (US toll-free 1-888-475-4499) using meeting ID: **MEETING ID** at 7:00 pm on Monday, February 28, 2022, to transact business not requiring a vote by Australian ballot. Voting for Town Officers and for all articles on the Warning will be by Australian ballot. The polls will be open Tuesday, March 1, 2022 from 7:00 am to 7:00 pm.

NOTE: GIVEN THE EXTENUATING CIRCUMSTANCES SURROUNDING COVID-19, VOTERS ARE STRONGLY ENCOURAGED TO VOTE BY EARLY/ABSENTEE BALLOT. TO OBTAIN A BALLOT, CONTACT THE TOWN CLERK'S OFFICE (802-649-1419).

This meeting is called to determine if the Town will:

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

Article 2. Elect Town and School District Officers for terms starting in 2022.

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

Article 4. Shall the voters approve a gross spending General Town Budget of \$4,958,865.00, plus state and federal grants and gifts consistent with budgeted programs for the period July 1, 2022 through June 30, 2023?

Article 5. shall the voters eliminate the office of Grand Juror pursuant to 17 VSA §2646?

Article 6. Shall the voters eliminate the office of Town Agent pursuant to 17 VSA §2646?

Article 7. Shall the voters approve the formation of an emergency reserve fund (to be governed by the purpose statement provided in the Town Report), initially funded through a transfer of \$750,000 from the FY22 unrestricted fund balance, and to be maintained in subsequent years at a level between 12 and 16 percent of the annual operating budget through: (i) transfer of any fund balance that may remain in the general fund from the prior year's operating budget as approved by the voters; and/or (ii) allocations in the proposed operating budget as approved by the voters?

Article 8. Shall the voters approve the establishment of an Operational Performance and Development Fund (to be governed by the purpose statement provided in the Town Report), to be initially funded through a transfer of \$110,000 from the FY22 unrestricted fund balance?

Article 10. Shall the voters approve spending up to \$51,000 from the Operational Performance and Development Fund to undertake Police and Public Safety Study?

Article 11. Shall the voters approve spending up to \$50,000 from the Operational Performance and Development Fund to undertake long-range planning for the construction and maintenance of sidewalks, bikeways and trails, to include additional assessment of bike and pedestrian alternatives along Beaver Meadow Road (Main Street to Moore Lane) and linkages to Huntley Meadows?

Article 12. Shall the voters approve the establishment of the Emerald Ash Borer Response Fund (to be governed by the purpose statement provided in the Town Report)?

Article 13. Shall the voters approve the allocation of \$10,000 from FY23 budget to the Emerald Ash Borer Response Fund?

Article 14. Shall the voters approve a transfer of \$1,297.76 from the Recreation Pool Fund to the Emerald Ash Borer Response Fund?

Article 15. Shall the voters approve a transfer \$546.59 from the Long-Term Facility Fund to the Emerald Ash Borer Response Fund?

Article 16. Shall the voters appropriate \$13,514 to Advance Transit to be used to help cover operating costs and providing matching funds for grants for the support of providing public transportation services?

Article 17. Shall the voters appropriate \$20,000 to the Cemetery Commission under 18 VSA §5361 to supplement the interest from the Perpetual Care Trust Fund for maintenance of the Town Cemeteries?

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

Article 19. Shall the voters appropriate \$3,000 to Community Access Television, Inc. (CATV) for video recordings of meetings for local government transparency?

Article 20. Shall the voters appropriate \$3,000 to Good Beginnings to be used for the support of programs?

Article 21. Shall the voters appropriate \$1704.50 to the Green Mountain Economic Development Corporation to be used to offer support for new, growing and relocating businesses?

Article 22. Shall the voters appropriate \$2,500 to Headrest to be used for the operation of a crisis 24/7 hotline?

Article 23. Shall the voters appropriate \$1,500 to the Norwich American Legion, to be used for the Legion's Memorial Day observance?

Article 24. Shall the voters appropriate \$8,000 to the Norwich Historical Society and Community Center to support those programs that support the celebration of historic events?

Article 25. Shall the voters appropriate \$3,500 to the Norwich Lions Club to be used to underwrite the fireworks for the Norwich Fair in celebration of the 260th year of the Town's Charter?

Article 26. Shall the voters appropriate \$300,000 to the Norwich Public Library Association, to be used for the operating expenses of the Library?

Article 27. Shall the voters appropriate \$337 to Public Health Council of the Upper Valley to be used for continuing public health education for Norwich residents particularly in the areas of substance abuse, elder care, oral health, emergency preparedness, and healthy living?

Article 28. Shall the voters appropriate \$1,200 to Senior Solutions (an Area Agency on Aging) to provide social services benefitting Norwich residents aged 60 and older?

Article 29. Shall the voters appropriate \$3,750 to SEVCA (Southeastern Vermont Community Action) to be used for emergency needs, referral to and assistance with accessing needed services, financial counseling and food and nutrition education?

Article 30. Shall the voters appropriate \$2,000 to the Special Needs Support Center of the Upper Valley to help children and adults with special needs, and their families, meet their unique challenges through advocacy and program support?

Article 31. Shall the voters appropriate \$6,000 to The Family Place to be used for general program support, such amount being reasonably necessary for the support of programs such as direct service through early intervention, child care payment assistance, healthy baby visits, reach up, welcome baby, parent education, playgroups and other services?

Article 32. Shall the voters appropriate \$2,000 to the Upper Valley Trails Alliance to be used for trail planning and work?

Article 33. Shall the voters appropriate \$18,500 to the Visiting Nurse Association & Hospice of VT and NH to help support the home health, maternal and child health and hospice care provided in patients' homes and in community settings?

Article 34. Shall the voters appropriate \$5,300 to the White River Council on Aging to be used for home delivered meals, transport and social services?

Article 35. Shall the voters appropriate \$1,000 to Windsor County Mentors to be used for mentoring youth?

Article 36. Shall the voters appropriate \$2,500 to WISE (Women's Information Service) to be used to support WISE's crisis intervention and support services and prevention education?

Article 37. Shall the voters appropriate \$3,000 to Youth-In-Action to be used for operating expenses that support our community service efforts?

Article 38. Shall the voters require that taxes be paid in U.S. funds in two installments? The first installment will be due and accepted at the Town of Norwich Finance Office on or before 6:00 pm August 12, 2022 and the balance will be due at the same location on or before 6:00 pm February 10, 2023. A legible, official United States Post Office postmark/cancellation (not a postage machine date) will determine the payment date for all mailed payments. Interest on overdue taxes will be charged at 1% per month for the first three months and 1½% per month thereafter. All delinquent taxes will be subject to an 8% collection fee in accordance with Vermont Statutes after February 10, 2023.

Article 39. To transact any other business that may legally come before the annual Norwich Town Meeting.

ARTICLE 40: To authorize the Board of School Directors to borrow money by issuance of bonds or notes not in excess of anticipated revenues for the next fiscal year in accordance with the provisions of 16 VSA § 562(9).

ARTICLE 41: Shall the voters of the Norwich Town School District determine and fix the salaries of the School Board members in the sum of \$500 each per year for a total of \$2,500 in accordance with the provisions of 16 VSA § 562(5)?

ARTICLE 42: Shall the voters of the Norwich Town School District approve the school board to expend \$6,618,680 which is the amount the school board has

determined to be necessary for the ensuing 2022-23 fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$21,404 per equalized pupil (this includes the current proposed Dresden assessment for 7-12th grade). This projected spending per equalized pupil is 12.48% higher than spending for the current year.

ARTICLE 43: Transact any other business that may legally come before the annual meeting of the Norwich Town School District.

Norwich Selectboard

Roger Arnold, Chair
Mary Layton, Vice-Chair
Claudette Brochu
Marcia Calloway
Robert Gere

Norwich School Board

Tom Candon, Chair
Lisa Christie, Vice-Chair
Neil Odell
Garrett Palm
Lily Trajman



TOWN DELIBERATIVE SESSION, Monday, February 28th, 7:00 p.m.

ALL DAY VOTING Tuesday, March 1st, 7:00 a.m. to 7:00 p.m.

Tracy Hall, 300 Main Street, Norwich, VT

2022-23 Warning Articles

ARTICLE 1: Elect a Moderator of the Town and School District meeting for one year.

ARTICLE 2: Elect Town and School District Officers for terms starting in 2022.

This year there are 2 seats coming up for election in March. One seat is a two-year term and one seat is a 3-year term.

ARTICLE 3: Hear and act on the reports of the officers of the Town and Town School District.,

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

ARTICLE 5: Shall the voters of the Norwich Town School District determine and fix the salaries of the School Board members in the sum of \$500 each per year for a total of \$2,500 in accordance with the provisions of 16 VSA § 562(5)?

ARTICLE 6: Shall the voters of the Norwich Town School District approve the school board to expend \$6,618,680 which is the amount the school board has determined to be necessary for the ensuing 2022-23 fiscal year? It is estimated that this proposed budget, if approved, will result in education spending of \$21,404 per equalized pupil (this includes the current proposed Dresden assessment for 7-12th grade). This projected spending per equalized pupil is 12.48% higher than spending for the current year.

ARTICLE 7: Transact any other business that may legally come before the annual meeting of the Norwich Town School District.

Articles adopted the 13th day of January, 2022.

Tom Candon, Chair

Henry K. Candon

Lisa Christie, Vice Chair

Lisa Christie

Neil Odell

Neil P. Odell

Garrett Palm

C. Palm

Lily Trajman

[Signature]



CHARTERED 1761

To: Selectboard Members – Arnold, Layton, Brochu, Davis and Gere

From: Board of Listers – Lindberg, Smith and Wilberding

Date: 10/26/2021

RE: Town-wide Reappraisal update – response from KRT Appraisal

Background: The Norwich Board of Listers issued an RFP for a town-wide reappraisal on April 30, 2021 with a response date of October 1, 2021. After a discussion of the RFP with the Selectboard at a meeting on January 27, 2021, the Listers distributed the RFP by email to each approved appraisal firm as certified by the Vermont Department of Taxes, Property Valuation and Review Division. We advertised the RFP on the Town's website and placed the information on the Norwich listserve. The RFP was listed in the VLCT Classifieds until the response date and was placed on the Vermont Business Registry by the prior Town Manager.

With the decline of the CLA and the COD, the Board of Listers have anticipated the need for a town-wide reappraisal prior to the State of Vermont requiring a reappraisal to be done when the CLA reaches 85% or the COD reaches 15%. The Town's 2020 CLA is 90.28 and the COD is 11.84. With the added pressure of sale prices of homes in Norwich far exceeding the current assessments, increased sales during COVID-19 to unprecedented levels throughout Vermont, the availability of reappraisal firms has diminished due to many Vermont towns needing reappraisal services as well.

The Listers have requested appropriations to build a reappraisal fund to pay for the eventual reappraisal. The reappraisal reserve fund is projected to be roughly \$165,000 by the end of FY 2023.

Process: As of the deadline, the Board of Listers received one bid from KRT Appraisal, an appraisal firm on the Vermont PV&R certified list. The Board of Listers met once with them to discuss the response in detail. KRT has not done a reappraisal in Vermont and wants to add the experience to their reference list. Over the past 5 years, they have provided cyclical revaluations, statistical updates, full revaluations and other services to multiple New Hampshire, Maine and Massachusetts Cities and Towns. Please refer to the RFP document as part of this agenda item. Their bid is valid for 120 days from October 1, 2021 and the choice of CAMA software has not been agreed upon.

Recommendation: The Board of Listers continues to discuss contract details with KRT and will contact references. With positive results from references and contract discussions, the Board of Listers would recommend going to contract with KRT for a reappraisal to be completed in June 2023.

Norwich Vermont FY23-27 Capital Request Detail and 5 Year Capital Improvement Plan

Project Title	Capital Project / Appropriation					FY23 Request				FY 24 Request				FY 25 Request				FY 26 Request				FY 27 Request					
	Total Cost	Funding Source	Grant Funds	Net Cost To Town	Lifespan	Annual Operating Cost	Priority	Ranking	Capital Cost	Fund	Fund Appropriation Needed	Priority	Ranking	Capital Cost	Fund	Fund Appropriation Needed	Capital Cost	Fund	Fund Appropriation Needed	Capital Cost	Fund	Fund Appropriation Needed	Capital Cost	Fund	Fund Appropriation Needed		
Administration																											
Tracy Hall Renovations	\$ 540,600.00	FUND #49 (ARPA)	\$ 500,000.00	\$ 40,600.00	25	\$ (5,000.00)		\$ -		\$ -			\$ -		\$ -	\$ 500,000.00	49		\$ 20,000.00	13		\$ 20,000.00	\$ 20,600.00	13		\$ 20,600.00	
Subtotal	\$ 540,600.00		\$ 500,000.00	\$ 40,600.00		\$ (5,000.00)		\$ -		\$ -			\$ -		\$ -	\$ 500,000.00			\$ 20,000.00			\$ 20,000.00	\$ 20,600.00			\$ 20,600.00	
Town Clerk																											
Recycle Instructional Appropriation	\$ 55,000.00	FUND # 45	\$ -	\$ 15,000.00	5 to 10	\$ -		\$ -		\$ -	LOW		\$ 5,000.00	45	\$ 5,000.00	\$ 55,000.00	45		\$ 5,000.00	45		\$ 5,000.00	\$ 5,000.00	45		\$ 5,000.00	
Subtotal	\$ 55,000.00		\$ -	\$ 15,000.00		\$ -		\$ -		\$ -			\$ 5,000.00		\$ 5,000.00	\$ 55,000.00			\$ 5,000.00			\$ 5,000.00	\$ 5,000.00			\$ 5,000.00	
Finance																											
NONE	\$ -		\$ -	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -	\$ -			\$ -			\$ -	\$ -			\$ -	
Subtotal	\$ -		\$ -	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -	\$ -			\$ -			\$ -	\$ -			\$ -	
Listers																											
Reparational Appropriation	\$ 165,000.00	FUND #12	\$ -	\$ 112,280.00	N/A	\$ -	LOW	\$ 50,000.00	12	\$ 50,000.00	MEDIUM	6	\$ 165,000.00	12	\$ 15,390.00	\$ 15,390.00	12	\$ 15,390.00	\$ 15,750.00	12	\$ 15,750.00	\$ 15,750.00	12	\$ 15,750.00	\$ 15,750.00	12	\$ 15,750.00
Subtotal	\$ 165,000.00		\$ -	\$ 112,280.00		\$ -		\$ 50,000.00		\$ 50,000.00			\$ 165,000.00		\$ 15,390.00	\$ 15,390.00			\$ 15,390.00			\$ 15,750.00	\$ 15,750.00			\$ 15,750.00	
Planning																											
NONE	\$ -		\$ -	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -	\$ -			\$ -			\$ -	\$ -			\$ -	
Subtotal	\$ -		\$ -	\$ -		\$ -		\$ -		\$ -			\$ -		\$ -	\$ -			\$ -			\$ -	\$ -			\$ -	
Parks and Recreation																											
Blood Brook Pedestrian Bridge	\$ 40,000.00	FUNDRAISE/GRANT	\$ 10,000.00	\$ -	50	\$ -	LOW	\$ 40,000.00	N/A	\$ -			\$ -		\$ -	\$ -			\$ -			\$ -	\$ -			\$ -	
Tennis Courts	\$ 320,000.00	FUNDRAISE/GRANT/FUND #17	\$ 84,158.69	\$ 84,158.69	30	\$ 5,000.00	LOW	\$ 10,200.00	17	\$ 10,200.00	LOW	8	\$ 320,000.00	17	\$ 40,000.00	\$ 10,986.67	17	\$ 10,986.67	\$ 11,316.27	17	\$ 11,316.27	\$ 11,316.27	17	\$ 11,655.75	17	\$ 11,655.75	
Subtotal	\$ 360,000.00		\$ 106,000.00	\$ 84,158.69		\$ 5,000.00		\$ 50,200.00		\$ 10,200.00			\$ 320,000.00		\$ 40,000.00	\$ 10,986.67			\$ 11,316.27			\$ 11,316.27	\$ 11,655.75			\$ 11,655.75	
Public Works																											
Tanker Truck Replacement	\$ 25,000.00	FUND #7	\$ -	\$ 50,000.00	20	\$ 2,500.00		\$ -		\$ -			\$ 50,000.00	7	\$ -	\$ -			\$ -			\$ -	\$ -			\$ -	
Freightliner Dump	\$ 167,463.00	FUND #7	\$ -	\$ 154,507.43	15	\$ 5,000.00		\$ -		\$ -			\$ 167,463.00	7	\$ -	\$ 120,000.00			\$ 11,642.20	7	\$ 11,642.20	\$ 11,499.13	7	\$ 11,499.13	7	\$ 11,844.10	
JD Grater	\$ 315,000.00	FUND #7	\$ -	\$ 298,681.68	20	\$ 10,000.00		\$ -		\$ -			\$ 315,000.00	7	\$ -	\$ 250,000.00			\$ 15,750.00	7	\$ 15,750.00	\$ 16,222.50	7	\$ 16,222.50	7	\$ 16,709.18	
Beaver Meadow Road	\$ 565,000.00	FUND #42	POSSIBLE	\$ 242,000.00	20	\$ -		\$ -		\$ -			\$ -		\$ -	\$ 317,000.00	42	\$ 117,000.00	\$ 248,000.00	42	\$ 125,000.00	\$ -				\$ -	
Grade Paving	\$ 250,000.00	FUND #42	POSSIBLE	\$ 175,000.00	20	\$ -		\$ -		\$ -			\$ -		\$ -	\$ -			\$ -			\$ -	\$ 250,000.00	42	\$ 125,000.00		
Chapel Hill Road South Bridge	\$ 36,000.00	FUND #41	POSSIBLE	\$ -	30	\$ -		\$ -		\$ -			\$ -		\$ -	\$ 36,000.00	41	\$ -	\$ -			\$ -	\$ -			\$ -	
Elm St. Bridge	\$ 600,000.00	FUND #41	POSSIBLE	\$ 225,000.00	30	\$ -		\$ -		\$ -			\$ -		\$ -	\$ -			\$ -			\$ -	\$ 500,000.00	41	\$ 225,000.00		
Beaver Meadow Road Bridge # 39	\$ 850,000.00	FUND #41	POSSIBLE	\$ 150,000.00	30	\$ -		\$ -		\$ -			\$ -		\$ -	\$ -			\$ -			\$ -	\$ 150,000.00	41	\$ 150,000.00		
Bridge Appropriations	\$ 625,000.00	FUND #41	POSSIBLE	\$ 600,000.00	N/A	VARIED	MEDIUM	\$ 100,000.00	41	\$ 100,000.00	MEDIUM		\$ 125,000.00	41	\$ 125,000.00	\$ 125,000.00	41	\$ 125,000.00	\$ 125,000.00	41	\$ 125,000.00	\$ 125,000.00	41	\$ 125,000.00	\$ 125,000.00		
Paving Appropriations	\$ 250,000.00	FUND #42	POSSIBLE	\$ 245,000.00	N/A	VARIED	MEDIUM	\$ 45,000.00	42	\$ 45,000.00	MEDIUM		\$ 50,000.00	42	\$ 50,000.00	\$ 50,000.00	42	\$ 50,000.00	\$ 50,000.00	42	\$ 50,000.00	\$ 50,000.00	42	\$ 50,000.00	\$ 50,000.00		
Highway Equipment Appropriations	\$ 200,000.00	FUND #7	\$ -	\$ 200,000.00	VARIED	VARIED	MEDIUM	\$ 40,000.00	7	\$ 40,000.00	MEDIUM		\$ 40,000.00	7	\$ 40,000.00	\$ 40,000.00	7	\$ 40,000.00	\$ 40,000.00	7	\$ 40,000.00	\$ 40,000.00	7	\$ 40,000.00	\$ 40,000.00		
Highway Garage Appropriations	\$ 62,500.00	FUND # 8	\$ -	\$ 62,500.00	VARIED	VARIED	MEDIUM	\$ 25,000.00	8	\$ 25,000.00	MEDIUM		\$ 12,500.00	8	\$ 12,500.00	\$ 12,500.00	8	\$ 12,500.00	\$ 12,500.00	8	\$ 12,500.00	\$ 12,500.00	8	\$ 12,500.00	\$ 12,500.00		
Sidewalks	\$ 70,000.00	FUND #27	POSSIBLE	\$ 70,000.00	40	\$ -		\$ 14,000.00	27	\$ 14,000.00	MEDIUM		\$ 14,000.00	27	\$ 14,000.00	\$ 14,000.00	27	\$ 14,000.00	\$ 14,000.00	27	\$ 14,000.00	\$ 14,000.00	27	\$ 14,000.00	\$ 14,000.00		
Subtotal	\$ 4,015,963.00		\$ -	\$ 2,422,689.10		\$ 17,500.00		\$ 220,000.00		\$ 211,500.00			\$ 773,963.00		\$ 661,500.00	\$ 621,414.20			\$ 385,414.20			\$ 617,221.63	\$ 394,221.63			\$ 1,170,953.27	
Fire																											
SCBA Package	\$ 117,375.00	FUND #26	\$ -	\$ 41,185.09	15	\$ 500.00	HIGH	\$ 89,518.00	26	\$ -	HIGH	2	\$ 33,854.00	26	\$ 7,825.00	\$ 12,316.88	26	\$ 12,316.88	\$ 8,382.34	26	\$ 8,382.34	\$ 12,377.72	26	\$ 12,660.88	\$ 12,660.88		
PPE	\$ 8,508.00	FUND #26	\$ -	\$ 25,570.00	10	\$ 250.00	HIGH	\$ 8,508.00	26	\$ -	HIGH	3	\$ 5,899.00	26	\$ 5,899.00	\$ 6,135.00	26	\$ 6,135.00	\$ 6,635.00	26	\$ 6,635.00	\$ 6,901.00	26	\$ 6,901.00	\$ 6,901.00		
Generators Fuel Appropriation	\$ 75,000.00	FUND #46	POSSIBLE	\$ 75,000.00	15	\$ 1,250.00	MEDIUM	\$ 15,000.00	46	\$ 15,000.00	MEDIUM		\$ 15,000.00	46	\$ 15,000.00	\$ 15,000.00	46	\$ 15,000.00	\$ 15,000.00	46	\$ 15,000.00	\$ 15,000.00	46	\$ 15,000.00	\$ 15,000.00		
Fire Apparatus Appropriation	\$ 480,000.00	FUND #6	\$ -	\$ 460,000.00	VARIED	VARIED	MEDIUM	\$ 60,000.00	26	\$ 60,000.00	MEDIUM		\$ 80,000.00	26	\$ 80,000.00	\$ 100,000.00	26	\$ 100,000.00	\$ 120,000.00	26	\$ 120,000.00	\$ 100,000.00	26	\$ 100,000.00	\$ 100,000.00		
Fire Equipment Appropriation	\$ 130,000.00	FUND #26	\$ -	\$ 130,000.00	VARIED	VARIED	MEDIUM	\$ 10,000.00	6	\$ 10,000.00	MEDIUM		\$ 30,000.00	6	\$ 30,000.00	\$ 30,000.00	6	\$ 30,000.00	\$ 30,000.00	6	\$ 30,000.00	\$ 30,000.00	6	\$ 30,000.00	\$ 30,000.00		
Subtotal	\$ 810,883.00		\$ -	\$ 731,735.09		\$ 2,000.00		\$ 183,026.00		\$ 85,000.00			\$ 164,753.00		\$ 138,724.00	\$ 163,451.88			\$ 163,451.88			\$ 180,017.34	\$ 180,017.34			\$ 185,138.72	
Police																											
Radios	\$ 6,000.00	FUND #21	\$ -	\$ 4,309.14	6	\$ 750.00	MEDIUM	\$ 6,000.00	21	\$ -	LOW		\$ 1,030.00	21	\$ 1,030.00	\$ 1,060.90	21	\$ 1,060.90	\$ 1,092.73	21	\$ 1,092.73	\$ 1,125.51	21	\$ 1,125.51	\$ 1,125.51		
Balaistic Vests	\$ 5,200.00	FUND #21/GRANT	\$ 3,600.00	\$ 1,603.63	10	\$ -		\$ -		\$ -			\$ 5,200.00	21	\$ 2,600.00	\$ 2,600.00	21	\$ 2,600.00	\$ 2,678.00	21	\$ 2,678.00	\$ 2,753.81	21	\$ 2,753.81	\$ 2,753.81		
Cruiser #1	\$ 68,316.00	FUND #11	\$ -	\$ 29,764.75	10	\$ 2,500.00	MEDIUM	\$ 68,316.00	11	\$ -	MEDIUM		\$ 7,070.71	11	\$ 7,318.18	\$ 7,318.18	11	\$ 7,318.18	\$ 7,574.32	11	\$ 7,574.32	\$ 7,801.55	11	\$ 7,801.55	\$ 7,801.55		
Cruiser #2	\$ 68,316.00	FUND #11	\$ -	\$ 44,647.33	10	\$ 2,500.00		\$ -		\$ -			\$ 10,606.06	11	\$ 10,977.27	\$ 10,977.27	11	\$ 10,977.27	\$ 11,361.48	11	\$ 11,361.48	\$ 11,702.32	11	\$ 11,702.32	\$ 11,702.32		
Cruiser #3	\$ 68,316.00	FUND #11	\$ -	\$ 29,764.75	10	\$ 2,500.00		\$ -		\$ -			\$ 7,070.71	11	\$ 7,318.18	\$ 7,318.18	11	\$ 7,318.18	\$ 7,574.32	11	\$ 7,574.32	\$ 7,801.55	11	\$ 7,801.55	\$ 7,801.55		
Non-Patrol Car #4	\$ 68,316.00	FUND #11/21	\$ -	\$ 57,449.86	10	\$ 2,500.00	MEDIUM	\$ 40,000.00	11 & 21	\$ 40,000.00	MEDIUM		\$ 4,140.00	11	\$ 4,140.00	\$ 4,284.90	11	\$ 4,284.90	\$ 4,434.87	11	\$ 4,434.87	\$ 4,590.09	11	\$ 4,590.09	\$ 4,590.09		
Subtotal	\$ 284,464.00		\$ 2,600.00	\$ 169,339.26		\$ 10,250.00		\$ 114,316.00		\$ 40,000.00			\$ 35,117.47		\$ 32,617.47	\$ 31,219.43			\$ 32,395.51			\$ 33,296.85	\$ 33,296.85			\$ 33,296.85	
Total Annual Request	\$ 6,882,510.00		\$ 608,600.00	\$ 3,575,822.14		\$ 29,750.00		\$ 617,542.00		\$ 396,700.00			\$ 1,463,833.47		\$ 893,131.47	\$ 1,397,46											

TO: Selectboard
FROM: Rod Francis, Interim Town Manager
RE: ARPA Update
DATE: January 18, 2022

Background

Recently (January 6, 2022) the US Treasury has provided the so-called Final Rule for Coronavirus State and Local Fiscal Recovery Funds established under the American Rescue Plan Act (ARPA). The rule is 437 pages in length, accompanying it is a 44-page overview document. See: <https://home.treasury.gov/news/press-releases/jy0550>

Norwich has been allocated \$1,019,038.83, using a formula for our population. We have received half (\$509, 519) and will receive the second half in FY2023. The final rule is a streamlined replacement of earlier drafts which had complex controls on spending and reporting. In short, this latest rule starts with the assumption that local governments may have experienced up to \$10million in lost revenue due to covid. A local government can spend ARPA funds on any regular government service up to this amount (\$10million) and simply describe this activity as replacing 'lost revenue'. Said slightly differently, we can spend our entire allocation (\$1,019,038.83) on regular government services with minimal justification. We do not need to demonstrate lost revenue equal to the amount we spend. Although there is a lost revenue calculator provided that we are currently working with.

The considered view of both VLCT and TRORC is for towns to wait until after the first reporting period in April 2022 before making decisions regarding the expenditure of ARPA funds because this very light level of control is novel and we all need to understand the consequences of proceeding in this very new program. In the meantime, it is important for us to identify area where we could upgrade and modernize the government services we provide. Before proceeding with an outline of areas that need support it is important to note that early indications suggest that sending ARPA funds to another government entity (such as the Norwich Fire District, NFD) appears to be possible. But further clarification on this is needed.

I am recommending a broad brainstorming session by the selectboard that identifies areas of government operations that could benefit with targeted expenditures. Although these funds represent a windfall, they don't allow the town to do all the things that need attention. It will fall to the selectboard to establish priorities. Community input on the priorities you establish and on some amount of funds dedicated to community activity should be sought after April

Preliminary Areas of Need

1. Emergency Preparedness/Resilience
 - a. Generators. The Tracy Hall generator needs replacing and the DPW generator (which was at the Public Safety Building) needs to be either replaced or have significant additional investment to make workable for DPW (it is set up for 3-phase electrical service, which is not available at DPW). A rough estimate is \$50,000 each.
 - b. Town website/communication. Our current website and communication abilities limit the range of options for pushing out emergency messages or other forms of communication that are best practice for emergency and public health updates. We could explore adding this functionality to a website upgrade using vendors that specialize in these functions. A ballpark estimate of a website upgrade is \$100,000.

2. Building Upgrades

- a. Recent changes in staffing and programming mean that the current layout and function of Tracy Hall is no longer effective. In addition, we are now aware that the HVAC is non-compliant and the building envelope is not energy efficient. A reallocation of space, replacement of boilers and windows, and adding insulation is needed. Recent studies had been done exploring aspects of this work, we may need to obtain new estimates.

3. Infrastructure Upgrades

- a. Norwich has local roads, trails, and stormwater facilities that all have plans in place to manage continued capital investment. The NFD provides potable water to the village area and sidewalks. We have not received any input from NFD to date and will need to review forthcoming guidance if transferring funds is contemplated. At a minimum this would require legal agreements being put in place.

4. Government Service Upgrades

- a. Assuming we pursue a rebuilt website with expanded capabilities we should seek out ways to reduce duplication and inefficient processes in basic town administrative tasks. This can include online permitting, online payments, fleet management, online access to documents and records including listers information, zoning, access to open space facilities etc. This effort would be part of the upgrade identified in 2.a. (above).

5. Community Support

- a. The town has many active groups pursuing missions that could be enhanced by additional support (including but not limited to: affordable housing, conservation, trails, recreation).
- b. Resident identified needs may not be captured by any of the categories identified above and the board may wish to allow input on this.

Recommendation

Staff suggests that the board continue to discuss the ARPA program in future meetings and arrive at an appropriate public outreach strategy recognizing that funds are limited and the demands on them are likely to exceed the allocation several times over. The outreach will be most effective once the Selectboard guides the public discussion by identifying areas of greatest need.

Rod Francis

From: Fielding Essensa
Sent: Friday, January 7, 2022 3:44 PM
To: Rod Francis; Miranda Bergmeier
Subject: Generator Fund

Rod,

The Generator Reserve Fund (#46) currently has \$35794.38 in it. We have budgeted \$15,000 as a FY 23 allocation. This code for this allocation rests within the "Emergency Management" section of the operating budget. Which also includes fuel and maintenance for the generators, as well as the budgeted bond principal and interest payments.

-F

ARPA ELIGIBLE USES MATRIX

Reference Documents:

Interim Final Rule

Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) FAQ

31CFR Part 35- Pandemic Relief Programs, Subpart A - Coronavirus State and Local Fiscal Recovery Funds, §35.6

1: PUBLIC HEALTH

ACTIVITY/EXPENSE	POSSIBLE EXPENDITURE CATEGORY (EC)	REF DOC	NOTES OF IMPORTANCE
Expenses related to COVID-19 vaccination programs and sites, including staffing, acquisition of equipment or supplies, facilities costs, and information technology or other administrative expenses	1.1 COVID-19 Vaccination ^	FAQ 2.1; 31 CFR 35.6	
Vaccine incentive programs (cash or in-kind transfer, lottery programs, or other incentives for individuals who get vaccinated)	1.1 COVID-19 Vaccination ^	FAQ 2.12	
Mental health treatment	1.10 Mental Health Services*	IFR	
Hotlines or warmlines	1.10 Mental Health Services*	IFR	
Crisis intervention	1.10 Mental Health Services*	IFR	
Infectious disease prevention	1.10 Mental Health Services*	IFR	
Services or outreach to promote access to physical or behavioral health primary care or preventative medicine	1.10 Mental Health Services*	IFR	
Substance misuse treatment	1.11 Substance Use Services*	IFR	
Overdose prevention	1.11 Substance Use Services*	IFR	
Supports for vulnerable populations to access medical or public health services	1.12 Other Public Health Services	FAQ 2.1	
Enhancement of public health data systems	1.12 Other Public Health Services	FAQ 2.1	
Other public health responses	1.12 Other Public Health Services	FAQ 2.1	
Other behavioral health services	1.12 Other Public Health Services	IFR	
Testing and monitoring	1.2 COVID-19 Testing ^	FAQ 2.1	
Cost for monitoring case trends and genomic sequencing for variants	1.3 COVID-19 Contact Tracing	31 CFR 35.6	
Contract tracing	1.3 COVID-19 Contact Tracing	FAQ 2.1	
Ventilation improvements in congregate settings, health care settings or other key locations	1.4 Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*	FAQ 2.1	
COVID-19 related expenses for prevention, mitigation or other services in congregate living facilities, including skilled nursing facilities, long-term care facilities, incarceration settings, homeless shelters, residential foster care facilities, residential behavioral health treatment, and other group living facilities and other key settings like schools	1.4 Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*	FAQ 2.1; 31 CFR 35.6	
Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment	1.5 Personal Protective Equipment	FAQ 2.1; 31 CFR 35.6	
Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions	1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19	31 CFR 35.6	



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Expenses for treatment of the long-term symptoms or effects of COVID-19, including post-intensive care syndrome	1.6 Medical Expenses (including Alternative Care Facilities)	31 CFR 35.6	
Emergency medical response expenses, including emergency medical transportation, related to COVID-19	1.6 Medical Expenses (including Alternative Care Facilities)	31 CFR 35.6	
Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment	1.6 Medical Expenses (including Alternative Care Facilities)	31 CFR 35.6	
Medical care	1.6 Medical Expenses (including Alternative Care Facilities)	FAQ 2.1	
Enhancement to health care capacity, including through alternative care facilities	1.6 Medical Expenses (including Alternative Care Facilities)	FAQ 2.1	
Continue to provide care and services to address near and long-term needs	1.6 Medical Expenses (including Alternative Care Facilities)	IFR	
COVID-19-related expenses of public hospitals, clinics, and similar facilities	1.6 Medical Expenses (including Alternative Care Facilities)		
Capital investments in public facilities to pandemic operation needs, such as physical plant improvements to public hospitals and health clinics or adaptations to public buildings to implement COVID-19 mitigation tactics	1.7 Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency	FAQ 2.1	
Improvement to public parks from increased use during the pandemic resulting in damage or increased maintenance needs	1.7 Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency	FAQ 2.18	
Expenses for disinfection of public areas and other facilities in response to the COVID-19 public health emergency	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	31 CFR 35.6	
Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	31 CFR 35.6	
Expenses for communication related to COVID-19 vaccination programs and communication or enforcement by recipients of public health orders related to COVID-19	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	31 CFR 35.6	



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Public health surveillance (e.g. monitoring case trends, genomic sequencing of variants)	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	FAQ 2.1	
Public health surveillance (e.g. monitoring case trends, genomic sequencing of variants)	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	FAQ 2.1	
Enforcement of public health orders	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	FAQ 2.1	
Public communication efforts	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	FAQ 2.1	
Expenses for quarantining or isolation of individuals	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	FAQ 2.1; 31 CFR 35.6	
Improve efficacy of programs addressing negative economic impacts of COVID-19, including through use of targeted consumer outreach, improvements to data or technology infrastructure, impact evaluations and data analysis	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	FAQ 4.12	
Outreach to increase uptake of federal assistance programs - Child Tax Credit	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	FAQ 4.12	
Outreach to increase uptake of federal assistance programs -SNAP	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	FAQ 4.12	
Planning and analysis in order to improve programs addressing COVID-19, including through use of targeted consumer outreach, improvements to data or technology infrastructure, impact evaluations and data analysis	1.8 Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)	IFR	



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Payroll and covered benefits expenses for public safety staff, public health, health care, human services, and similar employees, to the extent that their services are devoted to mitigating or responding to COVID-19	1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19	IFR	
Payroll, covered benefit, and other costs associated with the recipient increasing the number of its employees up to the number of employees that it employed on January 27, 2020	1.9 Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19	IFR	

2: NEGATIVE ECONOMIC IMPACTS

ACTIVITY/EXPENSE	POSSIBLE EXPENDITURE CATEGORY (EC)	REF DOC	NOTES OF IMPORTANCE
Food assistance	2.1 Household Assistance: Food Programs* ^	FAQ 2.5	
Assistance to implement COVID-19 mitigation and infection prevention measures to enable safe resumption of tourism, travel, and hospitality services, for example, improvements to ventilation, physical barriers or partitions, signage to facilitate social distancing, provision of masks or personal protective equipment, or consultation with infection prevention professionals to develop safe reopening plans.	2.11 Aid to Tourism, Travel, or Hospitality	FAQ 2.13	
Provide aid to support safe reopening of businesses in the tourism, travel and hospitality industries and to districts that were closed during the COVID-19 public health emergency, as well as aid a planned expansion or upgrade of tourism, travel and hospitality facilities delayed due to the pandemic.	2.11 Aid to Tourism, Travel, or Hospitality	FAQ 2.9	



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[Interim Final Rule](#)

[Coronavirus State and Local Fiscal Recovery Funds \(CSLFRF\) FAQ](#)

[31CFR Part 35- Pandemic Relief Programs, Subpart A - Coronavirus State and Local Fiscal Recovery Funds, §35.6](#)

			<p>Provided that recipients consider the extent of the impact in such industries as compared to tourism, travel, and hospitality, the industries enumerated in the statute. For example, nationwide the leisure and hospitality industry has experienced an approximately 17 percent decline in employment and 24 percent decline in revenue, on net, due to the COVID-19 public health emergency. Recipients should also consider whether impacts were due to the COVID-19 pandemic, as opposed to longer-term economic or industrial trends unrelated to the pandemic. Recipients should maintain records to support their assessment of how businesses or business districts receiving assistance were affected by the negative economic impacts of the pandemic and how the aid provided responds to these impacts. (FAQ 2.10)</p>
Assistance to impacted industries other than travel, tourism, and hospitality,	2.12 Aid to Other Impacted Industries	IFR	
Rent, mortgage, utility assistance	2.2 Household Assistance: Rent, Mortgage, and Utility Aid* ^	FAQ 2.5	
Survivor's benefits to surviving family members of COVID-19 victims, or cash assistance to widows, widowers and dependents of eligible COVID-19 victims	2.3 Household Assistance: Cash Transfers* ^	31 CFR 35.6	
Cash assistance	2.3 Household Assistance: Cash Transfers* ^	FAQ 2.5	
Emergency assistance for burials	2.3 Household Assistance: Cash Transfers* ^	FAQ 2.5	
Emergency assistance for home repairs, weatherization or other needs	2.3 Household Assistance: Cash Transfers* ^	FAQ 2.5	
Internet access or digital literacy assistance	2.4 Household Assistance: Internet Access Programs* ^	FAQ 2.5	
Provide assistance to households facing negative economic impacts due to Covid-19, including digital literacy training and other programs that promote access to the internet.	2.4 Household Assistance: Internet Access Programs* ^	FAQ 6.6	



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<p>Counseling and legal aid to prevent eviction or homelessness (This includes housing stability services that enable eligible households to maintain or obtain housing, such as housing counseling, fair housing counseling, case management related to housing stability, outreach to households at risk of eviction or promotion of housing support programs, housing related services for survivors of domestic abuse or human trafficking, and specialized services for individuals with disabilities or seniors that supports their ability to access or maintain housing.</p>	<p>2.5 Household Assistance: Eviction Prevention* ^</p>	<p>FAQ 2.5</p>	
<p>Cash transfer program to unemployed workers or low-moderate families which have faced disproportionate economic harms due to COVID-19; cash transfers must be reasonably proportional to the negative economic impact they intended to address</p>	<p>2.6 Unemployment Benefits or Cash Assistance to Unemployed Workers*</p>	<p>IFR</p>	<p>Provided the recipient considers whether, and the extent to which, the household has experienced a negative economic impact from the pandemic. Additionally, cash transfers must be reasonably proportional to the negative economic impact they are intended to address. Cash transfers grossly in excess of the amount needed to address the negative economic impact identified by the recipient would not be considered to be a response to the COVID-19 public health emergency or its negative impacts. In particular, when considering appropriate size of permissible cash transfers made in response to the COVID-19 public health emergency, state, local, territorial, and Tribal governments may consider and take guidance from the per person amounts previously provided by the federal government in response to the COVID crisis.</p>
<p>Assistance, including job training, for individuals who want and are available for work, including those who have looked for work sometime in the past 12 months or who are employed part time but who want and are available for full-time work</p>	<p>2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^</p>	<p>31 CFR 35.6</p>	
<p>Pay “back to work incentives” (e.g., cash payments for newly employed workers after a certain period of time on the job). This assistance can include job training or other efforts to accelerate rehiring and thus reduce unemployment, such as childcare assistance, assistance with transportation to and from a jobsite or interview, and incentives for newly employed workers.</p>	<p>2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^</p>	<p>FAQ 2.16</p>	



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[Interim Final Rule](#)

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[31CFR Part 35- Pandemic Relief Programs, Subpart A - Coronavirus State and Local Fiscal Recovery Funds, §35.6](#)

Public jobs programs, subsidized employment, combined education and on-the-job training programs, or job training to accelerate rehiring or address negative economic or public health impacts experienced due to a worker's occupation or level of training. The broad range of permitted services can also include other employment supports, such as childcare assistance or assistance with transportation to and from a jobsite or interview.	2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^	FAQ 2.16	
Job training to address negative economic or public health impacts experienced due to a worker's occupation or level of training	2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^	FAQ 2.5	
Assistance to Unemployed Workers including services like job training to accelerate rehiring of employed workers	2.7 Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^	IFR	
Contributions to an unemployment trust fund up to the level required to restore the unemployment trust fund to its balance on January 27, 2020 or to pay back advances received under Title XII of the Social Security Act (42 U.S.C. 1321) for the payment of benefits between January 27, 2020 and May 17, 2021	2.8 Contributions to UI Trust Funds	31 CFR 35.6	
State unemployment insurance trust funds	2.8 Contributions to UI Trust Funds	IFR	
Provide assistance to adopt safer operating procedures, weather periods of closure,, or mitigate the financial hardship resulting from COVID-19	2.9 Small Business Economic Assistance (General)* ^	FAQ 2.17	
Assistance to small businesses to support to enhance outdoor spaces for COVID-19 mitigation (e.g., restaurant patios) or to improve the built environment of the neighborhood (e.g., façade improvements).	2.9 Small Business Economic Assistance (General)* ^	FAQ 2.18	
Loans or grants to small businesses and non-profits to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employes, mortgage rent, utilities costs and other operating costs	2.9 Small Business Economic Assistance (General)* ^	FAQ 2.5	
Loans, grants, or in-kind assistance to small businesses or non-profits to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers, or partitions, or COVID-19 vaccination, testing or contact tracing programs	2.9 Small Business Economic Assistance (General)* ^	FAQ 2.5	
Technical assistance, counseling, or other services to assist business planning needs	2.9 Small Business Economic Assistance (General)* ^	FAQ 2.5	

3: SERVICES TO DISPROPORTIONATELY IMPACTED COMMUNITIES

ACTIVITY/EXPENSE	POSSIBLE EXPENDITURE CATEGORY (EC)	REF DOC	NOTES OF IMPORTANCE
Evidence-based practices like focused deterrence, street outreach, violence interrupters, and hospital-based violence intervention models, complete with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance	3.16 Social Determinants of Health: Community Violence Interventions* ^	IFR	



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Reference Documents:

[Interim Final Rule](#)

[Coronavirus State and Local Fiscal Recovery Funds \(CSLFRF\) FAQ](#)

[31CFR Part 35- Pandemic Relief Programs, Subpart A - Coronavirus State and Local Fiscal Recovery Funds, §35.6](#)

Capacity-building efforts at CVI programs like funding more intervention workers; increasing their pay; providing training and professional development for intervention workers; and hiring and training workers to administer the programs.	3.16 Social Determinants of Health: Community Violence Interventions* ^	IFR	<p>Recipients may provide these services to other populations, households, or geographic areas disproportionately impacted** by the pandemic.</p> <p>** In identifying these disproportionately impacted communities, recipients should be able to support their determination that the pandemic resulted in disproportionate public health or economic outcomes to the specific populations, households or geographic areas to be served. ("support their determination" means be able to show documentation supported by real data)</p>
Summer education and enrichment programs in these communities, which include many communities currently struggling with high levels of violence	3.16 Social Determinants of Health: Community Violence Interventions* ^	IFR	
Programs that address learning loss and keep students productively engaged	3.3 Education Assistance: Academic Services* ^	IFR	
Enhanced services for foster youths and home visiting programs	3.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^	IFR	
Summer camps and recreation	3.9 Healthy Childhood Environments: Other* ^	IFR	
Facilitate access to resources that improve health outcomes, including services that residents with health care resources and public assistance programs and build healthier environments	3.13 Social Determinants of Health: Other* ^	FAQ 2.11	
Funding community health workers to help community members access health services and services to address social determinants of health	3.14 Social Determinants of Health: Community Health Workers or Benefits Navigators* ^		
Funding public benefits navigators to assist community members with navigating and applying for available Federal, State, and local public benefits or services	3.14 Social Determinants of Health: Community Health Workers or Benefits Navigators* ^		
Housing services to support healthy living environments and neighborhoods conducive to mental and physical wellness	3.12 Housing Support: Other Housing Assistance* ^		
Remediation of lead paint or other lead hazards to reduce risk of elevate blood lead levels among children	3.15 Social Determinants of Health: Lead Remediation ^	FAQ 2.11	<p>Recipients may provide these services to other populations, households, or geographic areas disproportionately impacted** by the pandemic.</p>
Evidence-based community violence intervention programs to prevent violence and mitigate the increase of violence during the pandemic	3.16 Social Determinants of Health: Community Violence Interventions* ^		
Services to address homelessness such as supportive housing, and to improve access to stable, affordable housing among unhoused individuals;	3.11 Housing Support: Services for Unhoused Persons* ^		



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[31CFR Part 35- Pandemic Relief Programs, Subpart A - Coronavirus State and Local Fiscal Recovery Funds, §35.6](#)

Affordable housing development to increase supply of affordable and high-quality living units;	3.10 Housing Support: Affordable Housing* ^	IFR	** In identifying these disproportionately impacted communities, recipients should be able to support their determination that the pandemic resulted in disproportionate public health or economic outcomes to the specific populations, households or geographic areas to be served. ("support their determination" means be able to show documentation supported by real data)
Housing vouchers, residential counseling, or housing navigation assistance to facilitate household moves to neighborhoods with high levels of economic opportunity and mobility for low-income residents, to help residents increase their economic opportunity and reduce concentrated areas of low economic opportunity.	3.12 Housing Support: Other Housing Assistance* ^		
New, expanded, or enhanced early learning services, including prekindergarten, Head Start, or partnerships between pre kindergarten programs and local education authorities, or administration of those services;	3.6 Healthy Childhood Environments: Child Care* ^		
Providing assistance to high-poverty school districts to advance equitable funding across districts and geographies	3.2 Education Assistance: Aid to High-Poverty Districts ^		
Evidence-based educational services and practices to address the academic needs of students, including tutoring, summer, afterschool, and other extended learning and enrichment programs	3.3 Education Assistance: Academic Services* ^		
Evidence-based practices to address the social, emotional, and mental health needs of students	3.4 Education Assistance: Social, Emotional, and Mental Health Services* ^		
New or expanded high-quality childcare to provide safe and supportive care for children	3.6 Healthy Childhood Environments: Child Care* ^		
Home visiting programs to provide structured visits from health, parent educators, and social service professionals to pregnant women or families with young children to offer education and assistance navigating resources for economic support, health needs, or child development	3.7 Healthy Childhood Environments: Home Visiting* ^		
Enhanced services for child welfare involved families and foster youth to provide support and training on child development, positive parenting, coping skills, or recovery for mental health and substance use challenges	3.8 Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^		
Investments in parks, public plazas, and other public outdoor recreation spaces may be responsive to the needs of disproportionately impacted communities by promoting healthier living environments and outdoor recreation and socialization to mitigate the spread of COVID-19.	3.13 Social Determinants of Health: Other* ^	FAQ 2.18	

TO: Selectboard
FROM: Rod Francis, Interim Town Manager
RE: American Rescue Plan Act (ARPA) Fund Allocation Process
DATE: November 2, 2021

Please find below and attached information regarding the American Rescue Plan Act (ARPA) funds. We are asking that the Board review and discuss the proposed framework for funding allocations and provide any feedback.

Background

The Town has received the full disbursement of ARPA funds totaling \$840, 598.55. The Treasury has outlined the following timeframe for using these funds:

- **December 31, 2024** – Funds must be “obligated”. Any funds not obligated must be returned to the Treasury. Obligation is defined as a contract, award, order, or similar transaction requiring payment.
- **December 31, 2026** – Funds must be expended. Any funds not expended by this date must be returned to the Treasury.

Funding can be used for the following broad criteria per the Treasury:

- To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality
- To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers
- For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency
- To make necessary investments in water, sewer, or broadband infrastructure

Attached is a more detailed list of authorized “expenditure categories” defined by the Treasury. A project using ARPA funds must fall into one of these categories.

We recommend reviewing [The Vermont League of Cities and Towns \(VLCT\) resources](#) on their website. Additionally, information regarding acceptable uses of the funds continues to be shared by the Federal government, VLCT and the Two Rivers-Ottawaquechee Regional Commission (TRORC). Staff have reviewed multiple information packets concerning ARPA funds, and a very helpful summary document from Board member Brochu. We hope to bring you more information as our understanding increases.

State of Vermont ARPA Investment Plan

The Governor [has issued a proposed investment plan](#) that outlines the State's use of approximately \$1 billion in funds. The State's proposed investment breakdown is outlined as:

- Broadband \$250.5M
- Housing: \$249M
- Climate Change: \$200M



Town of Norwich
ARPA FUNDING REVIEW
Funding Request: Hybrid Public Meeting Technology

Funding Request:

Hybrid Meeting Technology

Location:

Tracy Hall

Description:

Procure and install equipment to support hybrid public meetings that will be operated by CATV

Estimated one-time ARPA funds expense:

[Expenses procured], [Additional costs]

Estimated added annual town operational expense: Assume a 5- year replacement cycle for CIP funding.

Timeframe:

Partially completed with zoom software, additional software and hardware support projected

Supporting Documents:

[Invoice], [Cost estimates]

ARPA Scoring Review: xx/50

1. Is this a confirmed ARPA reimbursable expense and what US Dept. of Treasury Expenditure Category does the request fall under? (10 pts) Yes, 7.2- "Administrative Expenses"
2. Is this a one-time expense with no to minimal new funding or replacement of an existing asset? (10 pts)
3. Does this request fall under one of the Town Plan goals or other Town adopted planning documents (identify the goal/document)? (10 pts)
4. Does this request leverage other funding sources or stakeholders? (10pts)
5. Does this request fill an identified gap in Town services or programs? (10 pts)

Miranda Bergmeier

Subject: FW: additional thoughts on ARPA use

From: **claudette brochu** <cbrochu30@gmail.com>

Date: Sat, Oct 23, 2021 at 11:29 PM

Subject: additional thoughts on ARPA use

To: Roger Arnold <rogerarnoldvt@gmail.com>

Cc: Marcia Calloway <msbcalloway@gmail.com>, Mary Layton <marydlayton@gmail.com>, Robert Gere <rgere@mac.com>, Fielding Essensa <FEssensa@norwich.vt.us>, Rod Francis <RFrancis@norwich.vt.us>, Miranda Bergmeier <MBergmeier@norwich.vt.us>

Again, board members, DO NOT REPLY.

An additional use of ARPA funds was the ability of the TON to "grant" funds to essential use organizations. To be more specific, money could be granted to businesses deemed essential during COVID to enhance in the way of "premium pay or hazard pay".

If there was any business in town that fit that category it is Dan & Whit's. The store stayed open, provided free delivery to residents in town and out, and provided an essential service.

Another business may be the Child Care Ctr or other child care organizations in town (I admit I do not know if there are any others) who benefited the town by staying open. This category may be difficult to parse. The demographics of our town might make us ineligible but it might be worth investigation.

We may consider Baydaya but I am not sure but given their funding sources and rate of pay for employees, we may not want to consider. Ditto the private, for profit organizations in town.

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

To: Norwich Selectboard, Rod Francis, Interim Town Manager, Miranda Bergmeier

From: Claudette Brochu, Selectboard member

Date: October 20, 2021

Subject: ARPA funds

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The Town of Norwich (subsequently referred to as TON) has been the recipient of significant funds from the federal government's American Rescue Plan Act (ARPA). To date, I believe we have received approximately \$500K this fiscal year, with the second appropriation to be received in FY2023.

While the final, approved uses for these funds have not been published, there is an interim plan published by the US Treasury on appropriate use(s) for these funds. The Vermont League of Cities and Towns (VLCT) website includes a section dedicated to use of ARPA funds, including links to the Treasury interim guidelines and frequently asked questions (VLCT.org/ARPA). One provision of the ARPA funding is that any project proposed after March 2021 can be covered under ARPA. Another is that the funds can be used for administrative costs associated with ARPA funding. There are five general categories for ARPA funding of which three are more specific to the TON. Due to town demographics, funding for sidewalks or recreation would not qualify for ARPA funding. Funding for HVAC systems in public buildings, enhanced cybersecurity systems for TON, or any project that would address water systems, wastewater systems, or any project that would meet the criteria under the EPA clean water act (think culverts or other projects that enhance the clean water) would qualify. Funding could also be used to provide grants to any business in order for that employer provide up to \$13/hr (in addition to base pay) in enhanced pay for employees working in critical roles during the state of emergency declared during COVID-19.

One consistent message from VLCT as well as the National League of Cities (NLC) has been that the public should be included in how these monies should be spent. I welcome such a public discussion and ask that the Selectboard Chair include a public "listening session" as part of the upcoming budget discussions. The criteria

for use of the funds is that the funds need to be obligated by Dec 31, 2024 and expended by Dec 31, 2026. Any unspent funds are to be returned to the US Treasury. While this timeline seems generous, the board must consider how planning for any project will fit into the specified timeline.

I have been considering how the TON might best use these funds. Absent any public or Selectboard discussion, these are my thoughts on how to use these funds in order of priority:

1. Use the funds to revamp HVAC systems in Tracy Hall. We know that ventilation is an issue in the building. We know that the heating system needs to be addressed soon and that the underground oil tank needs to be inspected and possibly replaced. How can we meet our reduction in fossil fuel use while we consider upgrades to HVAC systems? The emergency generator needs to be upgraded. Can this be a battery backup system vs a fossil fuel driven system? In addition, we should investigate how we use this space. Can changes be made in the use of the space to enhance overall use while reducing our reliance on fossil fuel? We do know that spending for HVAC is allowable under ARPA.
2. Reimburse the designated fund (I believe this was approved under General Administration) for cybersecurity upgrades. I believe we have approved approximately \$80K. Use ARPA funds to pay for the cybersecurity upgrades and return the approved funds to the appropriate designated fund(s). Such spending is allowable under ARPA.
3. Use additional ARPA funds to upgrade the TON website.
4. Fund a Grant Administrator position until the terms of ARPA have expired. I do not know if this would be a full-time or part-time position but feel strongly that the details of ARPA do justify a specific person who would deal with all aspects of the grant funding.
5. Use ARPA to fund the Moore Lane bridge mitigation. I believe this would qualify under the EPA clean water standards.
6. Consider if use of ARPA to fund the septic RFQ would be prudent. I ask because the funding of such a project is already advantageous to the TON.

7. There were two specific items related to the Public Safety Facility that could be considered for funding under ARPA. It had been reported to the board that the septic system at the PSF was deficient. The previous TM had reported that the TON might seek repairs from the original contractor. If this attempt fails, I would suggest that ARPA funds could be used to redress the septic issue at the PSF. I feel this would qualify since the deficiency was not recognized until after March 2021. Of course, I would want the TON to investigate how remediation from the original contractor would be first in line. The heat pump issues have been identified since the TON signed off on the PSF. Since the heat pump issues have been ongoing, I am not sure if the heat pump issue would qualify but it might be worth asking.

These are my thoughts to date. I am very interested in the thoughts of other board members. I am also looking forward to how residents of the town feel we should use these funds.

Respectfully,

Claudette Brochu

Norwich Selectboard