

AGENDA  
Norwich Selectboard

Participation: Remote Meeting Only

ZOOM access information: <https://us02web.zoom.us/j/86293758694>

Meeting ID: 862 9375 8694

US Toll-free: 877 853 5257

Regular Session

6:30PM

Wednesday July 13, 2022

- 
- |   |  |               |
|---|--|---------------|
| 1 | Convene Meeting  | (6:30)        |
| 2 | Agenda Review  | (6:30 — 6:35) |
| 3 | Public Participation   | (6:35 — 6:45) |
| 4 | Consent Agenda   | (6:45 — 6:55) |
|   | a) Consider AP Warrant   |               |
|   | b) Approve minutes from June 22 and July 6, 2022                             |               |
|   | c) Correspondence  |               |
| 5 | Town Manager's Report  | (6:55 — 7:05) |
|   | a) Physical Space Needs Assessment Update                                    |               |
| 6 | Authorize Contract with Sullivan Powers and Company<br>for Auditing Services | (7:05 — 7:15) |
| 7 | Executive session: contract for legal services                               | (7:15 — 7:35) |
| 9 | Selectboard Vacancy  | (7:35 — 7:45) |

BREAK

- 10 Executive session: labor relations agreements with employees (7:55 – 8:25)
- 11 Future Agenda Items (8:25 – 8:30)
- 12 Adjournment (8:30)

07/08/2022

Town of Norwich Accounts Payable

Page 1 of 2

12:20 pm

Check Warrant Report # 23-1 Current Prior Next FY Invoices  
For checks For Check Acct 03(General) 07/13/2022 To 07/13/2022

HTML5LMILLICAN

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
<u>ANYTIME</u>	ANYTIME CARPET CARE & CLEANING 864587	PD- 6/22 & 6/30 CLEANING	✓360.00	0.00	✓360.00	✓11880	07/13/22 ✓
<u>BUSINESS</u>	BUSINESS CARD	✓ 07072022D&WS ICE CREAM FOR LISTSERS X	✓17.97	0.00	✓17.97	✓11881	07/13/22 ✓
<u>BUSINESS</u>	BUSINESS CARD	✓ FY23PDBOXRNT PD-FY 23 PO BOX RENT #31	✓100.00	0.00	✓100.00	✓11881	07/13/22 ✓
<u>BUSINESS</u>	BUSINESS CARD	✓ FY23THBOXRNT TH- PO BOX RENT #376	✓100.00	0.00	✓100.00	✓11881	07/13/22 ✓
					Check Total		✓217.97
<u>CANON</u>	CANON SOLUTIONS AMERICA, INC. ✓6001046491	TH-COPIER MAINT (X2) JUN	✓312.30	0.00	✓312.30	✓11882	07/13/22 ✓
<u>CKAUFMAN</u>	CHRIS KAUFMAN	✓ FARMWAYSHOES DPW WORK SHOES REIMBURS	✓220.50	0.00	✓220.50	✓11883	07/13/22 ✓
<u>GMPC</u>	GREEN MOUNTAIN POWER CORP	✓ 062422MNSTTW MN ST TWR - #35066725603	✓17.01	0.00	✓17.01	✓11884	07/13/22 ✓
<u>GMPC</u>	GREEN MOUNTAIN POWER CORP	✓ 062422NBR24 24 NBR - #14695000001	✓31.17	0.00	✓31.17	✓11884	07/13/22 ✓
<u>GMPC</u>	GREEN MOUNTAIN POWER CORP	✓ 062822STLTS ST LTS - 24926000001	✓1153.12	0.00	✓1153.12	✓11884	07/13/22 ✓
<u>GMPC</u>	GREEN MOUNTAIN POWER CORP	✓ 062922MNSTSL MN ST SOLR - 48815990790	✓22.49	0.00	✓22.49	✓11884	07/13/22 ✓
<u>GMPC</u>	GREEN MOUNTAIN POWER CORP	✓ 063022TNPKEV TRNPK EV - 38951919299	✓47.36	0.00	✓47.36	✓11884	07/13/22 ✓
					Check Total		✓1271.15
<u>JOESEQUIP</u>	JOE'S EQUIPMENT SEV. INC.	✓59038 B&G-ELECT MOWER	✓11069.00	0.00	✓11069.00	✓11885	07/13/22 ✓
<u>LEAF</u>	LEAF CAPITAL FUNDING, LLC	✓13430085 TH-JULY COPIER MAINTENEN	✓82.00	0.00	✓82.00	✓11886	07/13/22 ✓
<u>NORFIREDI</u>	NORWICH FIRE DISTRICT	✓ Q2FY22H20BLL FY 22 Q2 WATER USAGE BIL	✓289.98	0.00	✓289.98	✓11887	07/13/22 ✓
<u>STITZEL</u>	STITZEL PAGE & FLETCHER PC	✓ 67314 TH- SVCS THRU 05/31/22	✓11249.86	0.00	✓11249.86	✓11888	07/13/22 ✓
<u>TWORIVERS</u>	TWO RIVERS - OTTAUQUECHEE	✓ FY23MEMBRDUE TH- FY 2023 MEMBRSH DUE	✓5707.00	0.00	✓5707.00	✓11889	07/13/22 ✓
<u>VALLEYNEW</u>	VALLEY NEWS	✓ STMT 665783 ADVERT FOR STAFF ACCTNT	✓120.10	0.00	✓120.10	✓11890	07/13/22 ✓
<u>VMERS</u>	VMERS DB	PR-06/15/22 Payroll Transfer	6424.52	0.00	✓6424.52	✓11891	07/13/22 ✓
<u>VMERS</u>	VMERS DB	PR-06/29/22 Payroll Transfer	5117.56	0.00	✓5117.56	✓11891	07/13/22 ✓
					Check Total		11542.08
<u>WBMASON</u>	W.B. MASON CO., INC.	✓230990191 FINA - CLIPS & BNKR BOXE	✓77.09	0.00	✓77.09	✓11892	07/13/22 ✓

07/08/2022

Town of Norwich Accounts Payable

12:20 pm

Check Warrant Report # 23-1 Current Prior Next FY Invoices

For checks For Check Acct 03(General) 07/13/2022 To 07/13/2022

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
Report Total			42,519.03	0.00	42,519.03		

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 \$ \*\*\*\*42,519.03  
 Let this be your order for the payments of these amounts.

Finance Director   
 Fielding Essensa

Town Manager:   
 Rod Francis

SELECTBOARD:

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

DRAFT Minutes of the Selectboard Meeting of  
Wednesday, Jun 22, 2022, at 6:30 pm

This meeting was conducted via teleconference using ZOOM according to Open Meeting Law requirements. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

Also participating: Demo Sofronas, Jaan Laaspere, Charlotte Metcalf, Stuart Richards, Christine Richard, Cheryl Lindberg, Andy Scherer, Linda Cook, Alka Dev, Richard Kenney, Anne Day, Stuart Richards, Bob Pitiger, Fielding Essensa, Marc Aquila, Anna Ingraham, Mary Gorman, Leslie Wells, Margaret Baghdoyan.

1. Convene Meeting – at 6:30 pm.
2. Agenda Review. Gere **moved** (2<sup>nd</sup> Brochu) to approve the agenda. **Motion approved unanimously.**
3. Public Participation. Demo Sofronas said the voters defeated a proposal for a new police study; Sofronas expressed concern about the Norwich Police Department (NPD), including low staffing levels and equipment problems. Jaan Laaspere would like the SB to proceed with setting up a 3<sup>rd</sup>-party option for employees to give feedback and do exit interviews. He said he has questions about our current HR consultant and wants to know what's going on with the personnel issues among town employees. Charlotte Metcalf read aloud from a written statement about her letters to the SB raising concerns about police coverage. Stuart Richards asked when the SB will answer questions in writing. Christine Richard said she is concerned that we have lost so many police officers; she believes it's important to have police in Norwich and wants to have an in-person meeting to discuss the matter. Cheryl Lindberg reminded the SB about reviewing the land management council agreement. Andy Scherer said this is a hiring crisis that affects more than just Norwich; we should think creatively about meeting our needs in town, such as other traffic calming measures. Linda Cook wants to give incentive pay to encourage employees to stay working for Norwich; she wants enhanced communication to the public.
4. Vice Chair's Remarks, Announcements, Town Manager's Report. Layton spoke about being rattled as a town; she announced congratulations to Town Manager Rod Francis for his PhD. Calloway referenced a rumor that Francis had terminated the HR contractor's work; she said that the TM has no authority to do so. Arnold said he is the official contact for the HR contractor and he has heard nothing about any termination. Arnold agreed that the town is rattled and we need to be careful about rumors. Layton said the SB is trying very hard to maintain confidentiality around HR issues, and the public needs to be aware that the SB cannot disclose everything. Town Manager Rod Francis said it's not creosote coming from the Moore Lane bridge; it's another unidentified substance. Tests have shown that the water is not contaminated. The Town is working with our consultant to find a temporary solution while we figure out the long-term solution for the bridge's problem. Francis said we have had continued staffing issues; the Lister's assistant resigned recently. The Police Chief opening has been advertised.
5. Consent Agenda. Arnold **moved** (2<sup>nd</sup> Gere) to approve the consent agenda. **Motion approved unanimously.**

6. Committee Appointments.

A) Health Officer – Alka Dev spoke in support of her application for Health Officer. Dev wants to serve as Health Officer with the other applicant, Alena Berube. Arnold **moved** (2<sup>nd</sup> Gere) to recommend Alka Dev and Alena Berube for appointment by the State of Vermont as Health Officer for a 3-year term. **Motion approved unanimously.**

B) Wastewater Study Steering Committee – Richard Kenney spoke in support of his application. Anne Day spoke in support of her application. Brochu **moved** (2<sup>nd</sup> Calloway) to appoint Anne Day to the Wastewater Feasibility Study Steering Committee as a resident living outside the village. **Motion approved unanimously.** Stuart Richards spoke in support of his application. Bob Pitiger spoke in support of his application. Calloway moved to appoint Stuart Richards to the Wastewater Feasibility Study Steering Committee as a resident living within the village. Motion was not seconded. Arnold **moved** (2<sup>nd</sup> Gere) to appoint Bob Pitiger to the Wastewater Feasibility Study Steering Committee as a resident living within the village. **Motion approved (4-yes; Calloway-abstain).** Layton **moved** (2<sup>nd</sup> Brochu) to appoint Marcia Calloway as Selectboard representative to the Wastewater Study Steering Committee. **Motion approved unanimously.** Arnold **moved** (2<sup>nd</sup> Gere) to affirm Suzanne Leiter, Marc Aquila, and Jamie Teague as members of the Wastewater Study Steering Committee. **Motion approved unanimously.**

7. End of Fiscal Year Update. Finance Director Fielding Essensa spoke about the financial reports contained in the SB meeting packet. So far, we are anticipating an approximately \$250,000 surplus for FY2022. Essensa said the SB can decide what to do with the surplus. SB members discussed options for using the surplus funds, including possible retention bonuses for employees or asking the voters to spend the money on a particular project or reserve fund. Marc Aquila suggested that the surplus money should go back to the voters. SB members agreed to discuss the issue of the surplus in greater depth at a future meeting. Essensa said he has been actively working on finding an auditor to begin work in the near future; he has compiled a list of potential auditors to reach out to.

8. Set Transfer Station Fees for FY2023. After some discussion, Arnold **moved** (2<sup>nd</sup> Brochu) to approve the Norwich Transfer Station Fee Schedule, as contained in the Selectboard meeting packet. **Motion approved unanimously.**

9. Guiding Principles for Police Chief Selection. SB members discussed ideas about how to approach hiring a new police chief and what qualities and skills they would like the new chief to possess. Demo Sofronas thinks it's important to hire a chief soon. Mary Gorman thinks it's important to hire a chief now and recruit concurrently for chief and officers. Leslie Wells wants to post for a chief and officers at once.

10. Physical Plan Needs Assessment Follow-up. After some discussion, Brochu **moved** (2<sup>nd</sup> Layton) to authorize the Town Manager to release the RFQ for Space Needs Analysis, as contained in the Selectboard meeting packet. **Motion approved (4-yes; Calloway-no).**

11. Digital Footprint. Brochu **moved** (2<sup>nd</sup> Gere) to request that the Town Manager provide comparative information on a short list of options for developing a new town website. **Motion approved unanimously.**

12. Preliminary Discussion of Animal Ordinance Revisions. Brochu thanked Calloway for her work on the animal ordinance. SB members agreed to defer this item to a future meeting.

13. Future Meetings. SB members agreed to defer this item to a future meeting.

14. Adjourn. Brochu suggested that the SB develop a written response to residents' questions.

Arnold volunteered to work with the Town Manager to develop draft responses for review and approval by the SB. Layton **moved** (2<sup>nd</sup> Brochu) to adjourn. **Motion approved unanimously.** Meeting adjourned at 10:21 pm.

By Miranda Bergmeier

Approved by the Selectboard on \_\_\_\_\_, 2022

\_\_\_\_\_  
Roger Arnold, Selectboard Chair

Next Meeting – July 13, 2022 – Meeting at 6:30

PLEASE NOTE: CATV POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD

**From:** [charlotte metcalf](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** correction to minutes  
**Date:** Monday, June 27, 2022 7:36:31 PM

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Miranda,

I believe under Item 4, that Police Officer Ingraham made a report that there had been 17 calls during off hours in the most recent two weeks. She said that a number of them had been referred to other towns including Hartford and that 7 had been referred to State Police. None of the seven were addressed by state police. At a later point when making his report Rod Francis said that none of the 7 calls referred to state police would have been responded to if during Norwich officers' time on patrol. Officer Ingraham corrected him to say that all seven calls would have been attended to by Norwich officers if there were any on duty.

Thank you  
Charlotte Metcalf

<http://norwich.vt.us/wp-content/uploads/2022/06/draft-minutes-062222.pdf>

**From:** [Charlotte Metcalf](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** Re: Selectboard Draft Minutes for 6-22-2022  
**Date:** Tuesday, June 28, 2022 11:06:13 AM

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Sorry, Miranda

One more small addition to the minutes. Item #9.  
When the select Board began discussing qualities they would seek in a new Police Chief, Charlotte Metcalf asked them to also define qualities that Chief Keeling may have lacked.

Thanks  
Charlotte

On Jun 27, 2022, at 4:30 PM, Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)> wrote:

... have been posted at <http://norwich.vt.us/wp-content/uploads/2022/06/draft-minutes-062222.pdf>

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

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

**From:** [Marcia Calloway](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** Re: Selectboard Draft Minutes for 6-22-2022  
**Date:** Tuesday, June 28, 2022 8:15:29 AM

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Hello Miranda,

Here are my corrections to the 6/22/2022 draft minutes.

Paragraph 4: "...Calloway referenced a rumor that Francis had terminated the HR contractor's work; she said that the TM has no authority to do so..."

Should read:

"...Calloway read a statement about rumors that the HR consultant had been terminated, and made the following request:

o I have become aware of rumors that the Human Resources consultant services have been terminated or suspended by the town manager. I trust this is not the case. The HR consultant was hired by the Selectboard and is contracted to do specific work and make a report to the Selectboard. To my knowledge, there has been no termination or suspension of that work. In any event, the town manager, who is a town employee, has no authority to terminate or suspend a contract entered into by the Selectboard.

As it has been some weeks since that work began, I would like an interim report on the status of the HR consultant's work, at the next Selectboard meeting. "

Paragraph 9: "...SB members discussed ideas about how to approach hiring a new police chief and what qualities and skills they would like the new chief to possess..."

Should read:

" ...SB members discussed ideas about how to approach hiring a new police chief and what qualities and skills they would like the new chief to possess. Calloway said the issue was a red herring because we do not have a full complement of officers, as budgeted and voted by the town, to cover the approximately 45 square miles encompassed by the town..."

Paragraph 10: "...Motion approved (4-yes; Calloway-no)."

Should read:

"...Motion approved (4-yes; Calloway-no **due to overbroad proposal**)."

Thank you,

Marcia

On Mon, Jun 27, 2022 at 4:30 PM Miranda Bergmeier <[MBergmeier@norwich.vt.us](mailto:MBergmeier@norwich.vt.us)> wrote:

... have been posted at <http://norwich.vt.us/wp-content/uploads/2022/06/draft-minutes-062222.pdf>

Miranda H. Bergmeier

Assistant to the Town Manager

Town of Norwich

P.O. Box 376

Norwich, VT 05055

802-649-1419 x101

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

**From:** [Demo Sofronas](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** correction to draft minutes regarding Guiding Principles for Police Chief Selection  
**Date:** Thursday, June 30, 2022 10:36:47 AM

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Hello Miranda,

Could you make a correction

I was quoted as saying the **following:**

9. Guiding Principles for Police Chief Selection. SB members discussed ideas about how to approach hiring a new police chief and what qualities and skills they would like the new chief to possess. Demo Sofronas thinks it's important to hire a chief soon. Mary Gorman thinks it's important to hire a chief now and recruit concurrently for chief and officers. Leslie Wells wants to post for a chief and officers at once.

This is what I actually said:

Please add (A condensed version of what I said please relative to what we discussed today)

We don't have the luxury of waiting for a new chief to hire officers, We need to get those positions filled along with the chief and hopefully the new chief will be able to work with his or her officers.

Thanks so much ,

Demo

DRAFT Minutes of the Special Selectboard Meeting of  
Wednesday, July 6, 2022, at 6:30 pm

This meeting was conducted via teleconference using ZOOM according to Open Meeting Law requirements. Members present: Roger Arnold, Chair; Mary Layton, Vice Chair; Claudette Brochu; Marcia Calloway; Robert Gere; Rod Francis, Town Manager; Miranda Bergmeier, Assistant to the Town Manager.

Also participating: Stuart Richards, Jaan Laaspere, Cheryl Lindberg, Fielding Essensa, Jack Cushman.

1. Meeting convened at 6:31 pm.

2. Agenda Review. Layton **moved** (2<sup>nd</sup> Layton) to approve the agenda. **Motion approved unanimously.**

3. Public Participation. Stuart Richards asked when questions will be answered. And said he wants to meet in person and remote. Jaan Laaspere said he is concerned about town employees; he had questions about the HR consultant. Cheryl Lindberg said the Board Listers has lodged the 2022 Grand List. She said copies are available from the Town Clerk and it will be posted on the town's website. Claudette Brochu announced that she is resigning because she is moving to another town. Brochu thanked everyone for their support. Arnold, Layton, Calloway, and Gere each thanked Brochu for her work and service. Arnold **moved** (2<sup>nd</sup> Layton) to accept Claudette Brochu's resignation effective July 11, 2022, with regrets. **Motion approved unanimously.**

4. Set Tax Rate FY2023-24. Fielding Essensa, Finance Director, spoke about the proposed tax rate. After some discussion, Layton **moved** (2<sup>nd</sup> Brochu) to set the Fiscal Year 2023-24 **Total Homestead Tax Rate at \$2.5195** (equal to a school homestead rate of \$1.9178 a town rate with local agreement of \$0.5940 and a county rate of \$0.0077) and the **Non-Residential Tax Rate at \$2.3389** (equal to a school non-residential rate of \$1.7372, a town rate with local agreement of \$0.5940, and a county rate of \$0.0077). Brochu left the meeting after this motion was voted.

5. Authorize Contract with Clean Harbor for Moore Lane Bridge Clean-up. After some discussion, Layton **moved** (2<sup>nd</sup> Gere) to authorize the Town Manager to enter an agreement with Clean Harbors for an amount not to exceed \$8,000. **Motion approved unanimously.**

6. Authorize Purchase of Exmark Zero Turn Lawnmower. After some discussion, Layton **moved** (2<sup>nd</sup> Gere) to authorize the Town Manager to purchase a Laser E 60" mower with mulch attachment for a price not to exceed \$11,069. This mower will be purchased with the condition that an immediate research and testing schedule of viable municipal electric lawn mowers is established and administered by a Green Procurement Team, to be designated, with first testing sessions conducted no later than June 1, 2023. Research and testing will continue annually until a viable mower is found and procured. At this point the gas mower will be sold or retired. **Motion approved unanimously.** Francis clarified that the funds for this purchase will come from a reserve fund. SB members discussed forming a green procurement team.

7. Executive Session: Attorney-Client Communications. Layton **moved** (2<sup>nd</sup> Gere) to find that premature general public knowledge of attorney-client communications between the Selectboard and Town attorney as to matters for which legal advice is sought would clearly place the Town at a substantial disadvantage by disclosing privileged communications and waiving attorney-client

privilege. **Motion approved unanimously.** Layton **moved** (2<sup>nd</sup> Gere) to enter executive session pursuant to 1 VSA sec. 313(a)(1)(F), for the purposes of considering confidential attorney-client advice, and to invite the town's attorney. **Motion approved unanimously.** The Selectboard went into executive session at 7:42 pm.

Layton **moved** (2<sup>nd</sup> Gere) to enter public session. **Motion approved unanimously.** The Selectboard moved into public session at 8:22. No action was taken.

8. Adjourn. Layton **moved** (2<sup>nd</sup> Calloway ) to adjourn. **Motion approved unanimously.** Meeting adjourned at 8:23.

By Miranda Bergmeier

Approved by the Selectboard on \_\_\_\_\_, 2022

\_\_\_\_\_  
Roger Arnold, Selectboard Chair

Next Meeting – July 13, 2022 – Meeting at 6:30

PLEASE NOTE: CATV POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD

**From:** [Robert Harnish](#)  
**To:** [Select Board](#)  
**Cc:** [Miranda Bergmeier](#)  
**Subject:** MAKING VERMONT A MORE INCLUSIVE STATE ONE TOWN AT A TIME.  
**Date:** Friday, June 17, 2022 3:35:39 PM  
**Attachments:** [DOI – Selectboard INTRO.pdf](#)

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## TO NORWICH SELECT BOARD MEMBERS

Some of us in Vermont have been distressed by recent events unfolding across the country relating to human rights, justice and equity. I small group of us from the Rutland area decided to do something “hands on”.

We found a statement first adopted by the Town of Franklin, VT in 2020 which they call a Declaration of Inclusion. The intent of the Declaration of Inclusion is to promote and reinforce the message to all visitors, residents and those thinking about moving to Vermont that Vermont is a Welcoming Community, will treat them fairly and ensure their well-being and security.

To this date 54 towns have adopted our Declaration or one very similar and the Governor has issued two Proclamations: a Declaration of inclusion for Vermont and also a proclamation designating the second week in May as Inclusion Week.. In addition, the Vermont League of Cities and Towns and Vermont Chamber of Commerce have become our partners in urging towns to adopt a Declaration of Inclusion.

There are really two key reasons: first it supports our constitution and is morally the “right” thing to do and second, there is an economic imperative.....Vermont has an aging population and a stagnating population and this does not bode well for the economic future of our state. We must increase our population and diversity brings economic vitality good for all of us.

Please print out the attachment below which is a good handout for Select Board members

[Bob Harnish](#)  
[rharnish24@gmail.com](mailto:rharnish24@gmail.com)  
802 483 6220 Vermont  
802 779 7714 Mobile



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**A VERMONT DIVERSITY, EQUITY,  
AND INCLUSION INITIATIVE**

**DECLARATION  
OF INCLUSION**

**PREPARED FOR  
GOVERNMENT LEADERS**

**Vermont's Declaration of Inclusion is a grassroots effort working with community leaders to reinforce the message that Vermont is a welcoming and safe place for all.**

## **Our Partners**

- National Association for the Advancement of Colored People - Vermont
- The Vermont Chamber of Commerce
- Vermont League of Cities and Towns
- Vermont Social Equity Caucus

## **Visit Our Website**

[vtdeclarationofinclusion.org](http://vtdeclarationofinclusion.org)

# INTRODUCTION

It is our vision that Vermont will become known as the most inclusive state in our nation for all people, regardless of how they identify.

With that vision in mind, a small group of Vermont citizens organized in January of 2021 to develop strategies to assist the state, cities, and towns in the planning, adoption, and implementation of a Declaration of Inclusion.

Bob Harnish, Pittsford

Al Wakefield, Mendon

Norman Cohen, Rutland City

Liz Weinmann, Rutland City

Elicia Pinsonault, Wallingford

The following information is intended for use by those who are interested in learning more about this initiative as well as providing thoughts for Select Board members, Town Managers and Administrators, and Legislators who wish to lead this initiative in their respective community.

# BACKGROUND

Distressed by recent catastrophic events unfolding across the country relating to human rights, justice, and equality, Bob Harnish, a long-time resident of Pittsford, decided to do something. His concern led him to Al Wakefield, a former businessman in the Rutland area, who shared similar distress and felt a need to do something “hands-on.”

Together, the pair began crafting an overarching statement that would build on Vermont’s agreed upon uniqueness, its long-standing reputation for being a leader in addressing injustices, and ensure that events occurring in Wisconsin, Minnesota, New York, and other states do not happen here. They realized that, at the same time, such a statement could attract people with myriad skills and traditions to Vermont to live, work, and raise families.

They found that statement in the Declaration of Inclusion first adopted by the Town of Franklin in 2020.

## **Intent of the Declaration of Inclusion**

The intent of the Declaration of Inclusion is to indicate and reinforce the message to all visitors, residents, and those thinking about or planning to come and stay, that:

- Vermont is a welcoming community
- Vermont invites all to bring their families and friends, as well as their talents and skills
- Vermont is a community of people who will treat them fairly, provide encouragement and support for their interests, and
- Vermont will bring the full resources of the State, its cities, and towns to ensure their well-being and security.

# DECLARATION OF INCLUSION

The Town of \_\_\_\_\_ condemns racism and welcomes all persons regardless of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age or disability and wants everyone to feel safe and welcome in our community.

As a town, we formally condemn discrimination in all its forms, commit to fair and equal treatment of everyone in our community, and will strive to ensure all our actions, policies and operating procedures reflect this commitment.

The Town of \_\_\_\_\_ is and will continue to be a place where individuals can live freely and express their opinions.

By the \_\_\_\_\_ Select Board on \_\_\_\_\_ 2022

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## Goal Statement

To have each Vermont municipality adopt and implement a Declaration of Inclusion.

ADOPT means formal approval by the municipality's governing body.

IMPLEMENT means the enactment and furtherance of plans, policies, programs, procedures, and relevant training which support and advance the intent and spirit of the Declaration.

# REASONS TO ADOPT THE DECLARATION

A Declaration such as this would mark the town and its leaders as a forward-thinking community of people, stepping out in front for what we know is right and deeply rooted in the values that America and Vermont say they champion.

We all learned early in our schooling that America assimilates people from all over the world. America has always welcomed diverse people and embraced their cultures, languages, foods, customs, and religions. This is nothing new. The Statue of Liberty is our monument to this sacred tradition. Let's take this small but affirmative step to continue this most meaningful piece of our heritage.

# THOUGHTS ON SELECTBOARD LEADERSHIP

Select Board members are recognized by their towns for their leadership skills and are respected for their good judgment.

Acting on a Declaration of Inclusion is the type of Select Board action that is expected by the voters.

The role of the Select Board is changing. It is no longer limited to budgets, law enforcement, and maintaining infrastructure.

Select Boards are now called upon to affirmatively and aggressively institute and promote policies and programs which support economic growth

By adopting a Declaration of Inclusion, a Select Board sends a powerful, positive, forward-thinking message for the town and aligns it with other towns that are seeking healthy growth.

By adopting the Declaration of Inclusion the Select Board joins the statewide effort to encourage businesses, talented individuals, and investors to come to Vermont and specifically to your town.

By adopting the Declaration of Inclusion the town signals its agreement with the Governor's Proclamation of Inclusion.

# "PROJECT INCLUSION"

The goal of the Declaration of Inclusion is to increase diversity, abolish racism, and have our towns, their employees, and policies manifest respect for the dignity of all people. This is the obligation of our largely white population and we will benefit and grow from it.

Municipal leaders and law enforcement officials must engage effectively with community members on the subject of systemic racism, racial justice, public safety, and law enforcement. They need to lead the public in conversation on these and other issues important to an increasingly diverse population.

There are many state organizations ready to help, including The Vermont Chamber of Commerce, Vermont League of Cities and Towns, the Vermont Office of Racial Equity, the Vermont Equity Caucus, and Vermont Council on Rural Development.

## Contact Us

Al Wakefield • [al@wakefield-global.com](mailto:al@wakefield-global.com) • (802) 770-3958

Bob Harnish • [rharnish24@gmail.com](mailto:rharnish24@gmail.com) • (802) 779-7714

Norman Cohen • [norcoh26@gmail.com](mailto:norcoh26@gmail.com) • (802) 558-1998

## OF COUNSEL

Liz Weinmann

Elicia Pinsonault

**UPDATED FEB. 27, 2022**



**DESIGNED BY**

**ELICIA PINSONAULT**

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creative works

**From:** [claudette brochu](#)  
**To:** [Roger Arnold](#)  
**Cc:** [Mary Layton](#); [Robert Gere](#); [Marcia Calloway](#); [Rod Francis](#); [Miranda Bergmeier](#)  
**Subject:** Resignation from the Selectboard  
**Date:** Tuesday, July 5, 2022 10:25:49 PM

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Hello Roger and all,

It is with significant regret that I am submitting my resignation from the Selectboard effective July 11, 2022. The reason for my resignation is that I am moving out of town.

When I first decided to run for the Selectboard, I never expected to say that I would be moving out of town but as I age, I am finding that I want less space and less responsibility in maintaining a home. Make no mistake-I love my place in Norwich and hate to move. But it is time.

I thank the residents in town who have voted me into office (though I think some regret their votes!) and the board members with whom I have worked. I believe we all are working for the betterment of the town, even if we disagree on what that looks and feels like. It will be up to the younger generations to determine how/what Norwich will become.

Respectfully,  
Claudette Brochu

Please note that any reply or response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act..

**From:** [charlotte metcalf](#)  
**To:** [Charlotte Metcalf](#); [norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)  
**Cc:** [Miranda Bergmeier](#); [Roger Arnold](#); [claudette brochu](#); [Mary Layton](#); [Marcia Calloway](#); [robert gere](#)  
**Subject:** Norwich POLICING in light of TRORC regional plan  
**Date:** Tuesday, July 5, 2022 5:18:07 PM

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Two weeks ago, there was news that a murder had occurred in nearby Woodstock. Woodstock local police were joined by emergency personnel from other towns who surrounded the building where there was an active shooter who remained in situ for several hours. There was a shootout. The joint effort of several police departments is what we like to think of when any of our towns is faced with a crisis. Woodstock's population is very nearly the same as that of Norwich. Unfortunately Norwich has only one officer on our "force", and she would not have been on duty at that time.

If the incident had happened in Norwich, she would not have been allowed to respond to the call. It is my understanding that it is imperative that there are at least 2 officers to respond when there is an active shooter.

At our June 13 Select Board Meeting Officer Anna Ingraham reported there had been 17 incidents that had been called in during off duty time during the previous two weeks, ones that our department was unable to respond to. Seven of those incidents were relayed to State Police who were also unavailable.

During his report to the Select Board Rod Francis volunteered that none of those 7 incidents warranted a response from Norwich personnel. Officer Ingraham contradicted Mr. Francis and said every one would have been addressed if we had staff. A select Board member asked her to repeat what she had said. She did so explicitly.

During the previous Select Board meeting on June 8, Mr Francis indicated that he understood the urgency for hiring more officers and had advertised for 2 new officers at the Vermont Police Academy. Officer Ingraham volunteered that she had looked in to the advertising for Norwich and that she was unable to corroborate what Mr Francis had said about posting those ads.

Norwich has voted to approve a Town Plan engineered in large part by Mr Francis. It was accomplished in conjunction with members of a larger community, Two Rivers Ottauquechee Regional Commission. TRORC encourages us to look beyond our borders to see how we are making a contribution for the greater good, largely by supporting the addition of housing for a growing number of new workers in the area.

Encouraging development in our town would imply that we are prepared with services to support such increases, by enlarging our staffing to meet the needs of members of our entire community.

In the past 12 months we have lost at least 5 or more members of our DPW staff. Contrary to rumor, they did not all leave for better paying jobs. Several of those who have left have indicated a willingness to talk to the Human Resources firm that has been hired by our Select Board. Many of us are urging the Select Board to make those arrangements.

We have lost two Police chiefs and several other officers to other nearby towns in the past two years. When Officer Frank left to take a higher paying and well-supported position in Windsor, I contacted Claudette Brochu to ask what had happened. Her response was that some people in Norwich could not STAND Chief Frank and she elaborated further with her opinion that we did not need our own chief but could rely on sharing with Thetford.

It is notable that at the select Board Meeting on the 8th of June 2022, after the departure of Chief Keeling the former select board chair made the very same proposal, that we should depend on Thetford for our police chief.

She was reminded that Mike Scruggs is now the Chief in Thetford which recently lost their chief, and that he was an officer under Chief Robinson in Norwich. She was also told by the Town Manager that our Police Union arrangement would have to be materially changed for such a move and that was highly unlikely.

That a board member has held such a view for several years now is telling about the intentions of our board as a

whole regarding policing in Norwich. It seems they may not have accepted the town's rejection of an allocation of \$50,000.00 to "study policing" and have ideas for the future of the department that preclude the 20/7 arrangement for which we have been paying. In fact there is a \$250,000.00 surplus in the town budget largely for unused compensation.

Another idea has been posited publicly by Claudette Brochu more than once. It was reiterated by Rod Francis at the June 8 Board Meeting, A number of Vermont towns have no police Department whatsoever. We are getting warmer.

When Chief Frank left, the Select Board insisted it was the Town Manager, Mr Durfee who did not want to hire a new chief. After a lengthy discussion with me, Roger Arnold agreed to approach Mr Durfee with the idea of hiring officers to augment the staff which had been reduced by the departure of others who had left with MS Frank.

In a reversal of Mr Durfee's position, our current Town Manager would not choose to hire new officers until he has found a new chief, (Board Meeting June 13), one "would be able to build his own department". Last week in a frank discussion with Mr Francis, I asked him, given the helpless position he finds himself in with respect to new hires, how a new chief is going to go about cherry picking his new appointees. Mr Francis agreed that might be a tall order even if he could find a replacement for Chief Keeling.

And, of Chief Keeling??? Mr Francis told us at the June 8 board meeting that Mr Keeling would not be available for an interview with the HR firm hired by Claudette Brochu and Roger Arnold for the Board because he "is working for Norwich part time". During our discussion the other day, it became apparent that the former chief will not be doing any work for Norwich and therefore might help us in better understanding the reasons he has left us in such a tenuous position.

It is clear that his departure was not discussed among members of the board before Roger Arnold called or emailed him to ask exactly when he would be leaving. There remain questions about why his letter sent to the Select Board was considered "insubordinate" and why the Board Chair accepted his resignation without discussing it with other members who had also received the chief's letter apparently requesting more support.

So back to the original question: How is Norwich going to do its part in assuring its OWN residents of their safety at home AND on our roads? And how will we justify calling on our neighbors if we are unable to reciprocate, ever, in a crisis??

These are not rhetorical questions. They like those of so many residents (VOTERS) go begging. We are worried, perplexed and concerned for the town's future.

Sincerely  
Charlotte Metcalf

**From:** [charlotte metcalf](mailto:charlotte.metcalf@norwich.vitalcommunities.org)  
**To:** [Roger Arnold](mailto:Roger.Arnold@norwich.vitalcommunities.org); [Mary Layton](mailto:Mary.Layton@norwich.vitalcommunities.org); [Marcia Calloway](mailto:Marcia.Calloway@norwich.vitalcommunities.org); [robert gere](mailto:robert.gere@norwich.vitalcommunities.org); [claudette brochu](mailto:claudette.brochu@norwich.vitalcommunities.org); [Miranda Bergmeier](mailto:Miranda.Bergmeier@norwich.vitalcommunities.org); [Rod Francis](mailto:Rod.Francis@norwich.vitalcommunities.org); [norwich@lists.vitalcommunities.org](mailto:norwich@lists.vitalcommunities.org)  
**Subject:** statement to Select Board regarding safety concerns raised in letters over the past 9 months  
**Date:** Thursday, June 23, 2022 10:03:03 AM

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Those who have reviewed the correspondence in this (june 22nd Select Board) packet will have noticed letters from me to the Select Board dating as far back as Dec 1,2021 regarding personnel and safety issues in Norwich. The letters I wrote subsequently on Dec 26th and March 23rd are deliberately redundant to emphasize the fact that I have had no response from any of the board regarding safety issues I had brought to their attention and for which they are ultimately responsible.

When I write a letter I do not expect it to disappear into a “ CONSENT AGENDA” never to be addressed. A consent agenda is for “routine- non controversial matters”, not the sort of issues we bring before the board tonight regarding the loss of so many valued employees in the past 10 months.

I respectfully request a board response to tonight’s questions from participants regarding the loss of Police Chief Keeling. Also, please define your understanding of what the Town Manager means by “adequate police coverage” in light of recent events in Woodstock.

Thank you.

Charlotte Metcalf

**From:** Demo Sofronas  
**To:** Rod Francis; Select Board  
**Subject:** Policing in Norwich or lack thereof  
**Date:** Thursday, June 16, 2022 6:07:29 PM

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Dear Rod and selectboard,

I am sending you this e-mail which I also have sent to the listserv asking that you expedite the hiring process so that Norwich can maintain the proper police staffing level as recommended by the last police services committee study which the board at the time authorized and accepted.

Here is the e-mail for your review and hopeful action without delay.

**Demo Sofronas** <[demosofronas@gmail.com](mailto:demosofronas@gmail.com)>

5:57 PM (1 minute ago)



Dear Norwich residents,



At this year's town meeting/voting day the voters overwhelmingly voted down a \$ 50,000 appropriation to pay for yet another Norwich police study. At the time of the February 28 town meeting, the Norwich police staffing level was 3 officers and 1 police chief.

The Police Services Committee Assessment report was the final report of the Police Services Committee and was accepted by the selectboard during the last study.

***[Click this link to review the report: Police Services Committee Assessment Report 02/2009](#)***

Now is the time to act to ensure that we have the proper police coverage for our town. If you agree after reading the story please take a moment and write to the town manager and selectboard, and ask them to expedite the hiring process.

Their contact info is as follows:

Town manager e-mail is : [rfrancis@norwich.vt.us](mailto:rfrancis@norwich.vt.us)

Selectboard e-mail is: [selectboard@norwich.vt.us](mailto:selectboard@norwich.vt.us)

Please take a moment to check out the story that was posted on May 1, 2021, regarding policing in Norwich. <https://aboutnorwich.substack.com/p/news-you-can-use-from-the-norwich-380?s=w>. There are several links and I thought at the time it would be informative to share with the community how we came to the staffing level of 1 police chief and 3 police officers.

Since then, a lot has happened. We have lost a new chief and a good one at that; we lost two police officers; the police community services budget was slashed; a new cruiser replacement policy is still on hold thus increasing the maintenance costs; and we are still waiting on body cameras for officers that could have been bought using a grant.

The present day police staffing is two. **TWO**. One police officer serving as an officer in charge and the other person serving as a part time community safety officer. ( **they are still awaiting certification before becoming a full time police officer.**) One might ask, why have we lost two police officers and a chief in less than a year, why the revolving door, is there a hidden agenda? Any answers?

I understand that it takes time to find the right person for the job, but I would urge the town manager and selectboard to please take the necessary steps to ensure that replacements are hired as soon as possible. This will alleviate the pressure that is put on the two officers that are carrying the extra workload. It would also bring us back to the proper staffing level and ensure that Norwich is a safe place to live and work once again.

Thanks for your understanding in this matter

Sincerely,  
 Demo Sofronas

**From:** [Heidi Lockwood](#)  
**To:** [Select Board](#)  
**Subject:** comments on policing and public safety  
**Date:** Friday, July 1, 2022 1:18:40 PM

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Dear Norwich Selectboard,

This is just a brief message to indicate that I am strongly opposed to a hasty decision to hire or provide non-merit-based bonuses to police officers in town.

The rationale for this position is as follows:

- My husband and I have had nothing but negative experiences in our two short years with the NPD so far, including:

(1) an aggressive encounter with an officer who pulled me over for doing 37 in a 35 mph zone, likely because I had a NH plate at the time (his attitude changed once he learned we live in Norwich) —and then gave me a warning that falsely alleged that the stop occurred in a 25 mph zone;

(2) an officer who lied to us in a Zoom meeting and then failed to apologize when we pointed out the inconsistency in his story;

(3) an officer who bizarrely and falsely alleged that a new Vermont driver's license was invalid after demanding that my husband, who was at MCS to pick up our daughter for a dentist's appointment, to get out of a parked car without explanation;

(4) an officer who put his lights on and pulled in to block my parked car at Huntley because he noticed that one of my headlights was out, but then refused to wear a mask during the encounter, refused to let me exit the car to inspect the light, and refused to give his name; and

(5) an officer who angrily refused to give his name or explain why he was repeatedly patrolling our private road when my husband stepped out of our house to say hello and ask what the trouble was.

The falsehood described in (1) above was verified by a review of the patrol car footage, which clearly showed that the stop occurred almost half a mile into a 35 mph zone. None of the encounters involved Officer Anna Ingraham. I appreciate the fact that she is coping with an unusual load.

- I strongly believe that the only positive form of policing is community policing, which requires positive interactions, partnerships, and problem-solving — all of which require time, patience, and research. While a merit-based bonus for engaging in positive community interaction might be a part of the solution, this is not the same as blindly providing a non-merit-based bonus.

I grew up in a small town like Norwich — a town in which the police officers made an effort to get to know residents by name. I felt none of the fear and distrust of the police that I have felt here in Norwich. My husband is Canadian-American, and he, too, has never had encounters with the police like this. We are surprised, stunned,

and dismayed.

Fortunately, these negative experiences have been offset by wonderful relationships with neighbors and friends in town.

As I explained in [an April 2021 to the Selectboard](#), our concerns about the NPD were intensified when we obtained the names of the officers from the (prior) Town Manager in March 2021, and discovered that one of the officers who was on the force at that time, Joseph Pregel, was a member of the Vergennes Police Department who was on the scene when [a police shooting](#) occurred in response to a domestic violence incident in 2003; was VT state police officer who [turned a Honduran man over to ICE after a drunk driving arrest](#); and was on the state force through at least the fall of 2018, when he caused [a multiple-car accident](#) on I-91 south. Officer Pregel was *not* involved in any of the incidents I describe above.

I urge the Selectboard to proceed with caution in all decisions related to public safety in Norwich, and strongly urge the Selectboard and Town Manager to explore alternatives to increasing the presence of the police in town, such as shifting responsibilities to other entities.

Thank you for your continued service,  
Heidi Lockwood  
90 Meetinghouse Rd

**From:** [judy munger](#)  
**To:** [Select Board](#)  
**Subject:** Plastic Free July  
**Date:** Monday, June 27, 2022 12:13:40 PM

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Dear Selectboard Members,

I want to be sure you know of some valuable and timely free resources in our area, and may not have had your correct address the last time I tried to contact you. Plastic Free July is 11 years old and was founded in Perth, Australia.

Now it has millions of participants in 177 countries. Ten Towns Ten Actions in NH has joined the cause, and now represents at least 29 NH towns. The leaders of Ten Towns Ten Actions have generously offered to personally assist, for a period of at least 2 years, any towns in this area that want to become involved. They also offer free access to their many resources. Some of these are a template to be edited for a proclamation declaring July a town's (originally from Dover, NH) Plastic Pollution Reduction Month, ideas and steps to progress (such as involving schools, libraries, town governments and communities in education and alternatives to single-use plastic), posters, webinars, etc. Please check out the websites listed here.

I hope Norwich will

choose to become involved. What better way to build community spirit than to have a cause that affects us all? To quote Maya Angelou, "When you do nothing, you feel overwhelmed and powerless. But when you get involved, you feel the sense of hope and accomplishment." R. Buckminster Fuller said, "You change things by building a new model that makes the existing model obsolete." I have downloaded some of the posters, the template and other information, and will try to forward at least the Dover template to you.

Thank you for reading this, and please contact me if I can help in any way.

Sincerely,

Judy

802 649 7312 (home)

603 266 8011 (mobile)

Websites:

[tentownstenactions](#)

[plastic free July.org](#)

**From:** [Karen Ness](#)  
**To:** [Miranda Bergmeier](#)  
**Subject:** Tax payments  
**Date:** Wednesday, June 29, 2022 8:09:37 PM

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Hi Miranda,  
Will you please include this email in the packet for the selectboard's meeting this week?

Thank you,  
Karen

To whom it may concern,

For many years we sent monthly tax payments to the Town of Norwich. This is easier for our budgeting purposes, and alleviates large tax payments for us bi-annually. Prior town financial personnel had never had a problem with this, and I had my bank issue the check monthly.

On April 18th of this year, we received an email from Lacey Millican:

image.png



I called the office and explained that I had done this for years, and was told the auditors just included this in their newest report. I asked for a copy of the report, and was told she would inquire about it. I never heard back from the Financial Office, nor have I received the check that was issued in April. Subsequently, I have stopped the monthly payments.

Will you please be so kind as to explain why this new policy of prepaid tax payments was cited by the auditors? It would seem to me that keeping track of tax payments would be a part of the role of the department, would you please confirm that tax payments before the tax deadline will no longer be accepted per the directive of the town auditors?

Regards,

Karen Ness

**From:** [Nelson M. Kasfir](#)  
**To:** [Select Board](#)  
**Subject:** Note for packet about the police  
**Date:** Thursday, June 16, 2022 5:02:23 PM

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Dear Selectboard,

The sudden resignation of Police Chief Simon Keeling puts the town in the awkward position of having very few filled positions on the police force. By the same token, it also puts us in an excellent position to evaluate the best way forward for Norwich. Considering that the town voted down a consultant study costing \$50,000, I suggest the Board consider creating a committee of townspeople to advise the Board.

Best wishes,

Nelson Kasfir  
48 Cliff St.

## Memo

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To: Selectboard  
From: Roger Arnold  
Re: Addressing correspondence from June 22 meeting  
Date: Thursday, July 7, 2022

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At our June 22 meeting I was asked, broadly, to work on behalf of the full Board to answer questions that took place in correspondence. Please find two memos that answer questions that can be addressed with information.

## Memo

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To: Selectboard  
From: Roger Arnold  
Re: Correspondence from Farrell, Wilberding, and Scavone published in June 22  
Selectboard Packet  
Date: Thursday, July 7, 2022

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Below are answers to questions posed by Mr. Farrell, Wilberding, and Scavone in correspondence to the Board published in the June 22 packet. These questions are answered to the extent possible within the context of 1) privacy provisions relating to personnel, labor agreements and HR practices and 2) reasonable burden that these questions place on the Town staff.

*Farrell et al ask about the number of employees in town offices*

The Town budgets for 22 full-time and up to 30 part-time (including a number of seasonal workers in the summer camp programs run by the Recreation Department). Total annual payroll is \$1,600,000.

*Farrell et al ask for a list of employees in the Town of Norwich and how many Department of Public Works employees have a DPL license.*

A list of employees can be provided by writing to the Town Manager directly. The Town has no awareness of what a DPL license is. It's possible that the question meant to ask how many employees have a CDL license. Currently all DPW staff have a CDL license (the DPW Director does not).

*Farrell et al ask questions relating to the number of personnel in the Town of Norwich and the salaries of several employees.*

The Town of Norwich employees 20 people in full and part-time roles. The FY23 budgeted wage for the Police Chief is \$85,761. The FY23 budgeted wage for the Director of Public Works is \$87,664.

*Farrell et al ask how our collective bargaining agreement compensates employees compared to other towns.*

The Town Manager and Finance Director are collecting data on comparative compensation in the region, any data shared will be subject to privacy provisions relating to personnel.

*Farrell et al ask what police services can be expected due to vacancies.*

This question has been answered extensively at the June 8 Regular Selectboard meeting. It is expected that Officer in Charge Ingraham will be on-duty for forty hours a week, will be on call (but not at work) approximately four hours a day Monday through Friday, and will screen calls from Hartford Dispatch for some time each day to determine if these calls warrant an immediate response from the Vermont State Police or can wait till a

shift. This is a similar arrangement that other towns currently have with the Vermont State Police.

*Farrell et al ask for a list of publications where advertisements for open positions have been posted.*

The Town has had advertisements for different positions on different websites and publications, including but not limited to: indeed.com, Valley News, the Vermont League of Cities and Towns, the Vermont Council for Crminal Justice and others according to the profession we are seeking candidates in. A full listing of postings and their associated costs would require time to compile.

*Farrell et al ask if documentation related to the Town Manager's PhD has been provided.*  
Documentation has been provided.

*Farrell et al ask if the Town Manager has engaged in any contracted work in towns outside of Norwich during his employment as Town Manager.*

The Town Manager completed planning consultant work for two towns in April and appeared at meetings in a consultant capacity until May 3, 2022. The Selectboard was made aware of these projects.

*Farrell et al ask about the cost for the Town's HR consultant.*

Mark Heyman of HR Happens will receive \$200 an hour for his work.

*Farrell et al ask for an MOU between the Town of Norwich and the Marion Cross School regarding wastewater.*

The Town is not aware of any MOU or other contractual agreement between the Town of Norwich and the Marion Cross school regarding wastewater.

## Memo

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To: Selectboard  
From: Roger Arnold  
Re: Response to John Farrell's correspondence entitled "COMMUNITY ASSISTANCE FUND" that was published in the June 22 meeting packet  
Date: Thursday, July 7, 2022

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Mr. Farrell asks questions about the citizen assistance fund and its accounting.

1. The citizen assistance fund is a reserve fund with spending authorized by a majority vote of the Selectboard. The Selectboard decision to authorize spending from the fund is informed by the recommendations and insights of the Town Services Officer and the Town Manager.
2. Names of recipients of monies from the citizen assistance reserve fund remain confidential from public discussion. The selectboard may sign stand-alone A/P warrants for requests that state the dollar amount.
3. The fund balance is \$7,084.37. This information can be found most recently in the June 22 packet (page 145).

Mr. Farrell asks if the citizen assistance fund is funded by revenue from Transfer Station bottle and can redeemable and, if so, what else in the municipal budget is funded by the Transfer station bottle and can redeemable.

1. The citizen assistance fund's source of revenue is from bottles and cans that can be redeemable.
2. The Norwich Cadet program received \$500 of funding from the bottle and cans when the program was running. The cadet program is no longer running nor is there a line item for the program allocated in the FY23 operating budget. It was not proposed by the Police Department in the FY23 budget. In his budget presentation to the Board, former Chief Simon Keeling explained that the program was created by Chief Jennifer Frank and was brought with her to Windsor.

TO: Selectboard  
FROM: Rod Francis, Acting Town Manager  
RE: Town Manager Report  
DATE: July 9, 2022

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### **Staffing/Recruitment**

The Norwich Police Department is continuing to work well with the cooperation and support of the Vermont State Police (VSP) and the Hartford Police Department. Regrettably Community Safety Officer Root has resigned to take a position with the Rutland Police Department.

The advertisement of the Chief's position on Indeed.com has generated some interest, the candidates are from out-of-state and would need to apply for waivers and receive training prior to becoming a fully sworn officer in Vermont. There has been one response to the ad placed on the criminal justice council website, they were also an out-of-state candidate.

I have advertised for two full-time (Level III) officer positions and hope that we have suitable candidates applying soon.

I have advertised for a new Planning and Zoning Director position. There was a disappointing lack of interest in the part-time ZA position, so I made the decision to advertise the position I vacated to take on the role of Town Manager.

Elsewhere in this meeting I will be presenting information for the Board's review concerning a retention and recruitment strategy.

### **Auditor RFP**

After directly soliciting appropriately qualified firms we have received a proposal from an auditor. The proposal is presented elsewhere in the packet for board approval.

### **Tracy Hall space needs update**

Working with Geoff Martin I have contracted with living building LLC to provide needed information on Tracy Hall to examine building envelope performance, ventilation, heat generation and distribution, and controls. The contractor will also look at the Town Highway Garage –a major source of GHG emissions for town properties.

This work will inform the Tracy Hall space analysis and hopefully will be able to guide decision-making about the future of the building. The RFQ for Tracy Hall space analysis has been posted and forwarded to established consultants.

### **Moore Lane Bridge Release of Hazardous Materials**

We now have a contract with Clean Harbors to remove the old tarp, clean the hazardous materials from the bridge supports, encapsulate the remaining hazardous material stains on the bridge supports with a specialized paint product and reinstall a temporary tarp or similar material to capture the hazardous material as it falls from the underside of the bridge. Early impressions from field visits suggest that the pavement on the bridge deck is not monolithic – water is making its way through the paving and is passing through the bridge deck, thus mobilizing the hazardous material. This dramatically increases the volume of the material that needs to be captured and raises questions about the best design for short-term management and any longer-term solution(s). We will continue to work with the contractor while awaiting a formal action from Vermont DEC Clean-up program.

# FINANCE

# JUNE

**PREPARED BY:** FIELDING ESSENSA – DIRECTOR

**DATE:** JULY 1, 2022

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The Finance Department has gone through an interesting June, filled with change but also opportunity. Hiring, training and educational efforts were in full force, while the Department also began to switch its focus to the upcoming new fiscal year.

The Director attended the VTGFOA summer conference, which proved immensely beneficial to the Department. Extensive review of GASB regulations, as well as employment requirements for worker's comp and unemployment insurance proved to be very helpful in terms of the overall knowledge of the Department. Further discussion with economists from the VT Dept of Labor proved enlightening, bringing with it an enhanced understanding of the Vermont labor market as a whole and its effects on our hiring situation.

Lacey has transitioned to a hybrid remote work structure, laying the groundwork for future efforts on this front within the Department. Her continued strong effort for the Town has been greatly appreciated as she continues to work on her move to D.C.

The Department is also very excited as we have a signed offer letter for the newly created position of Staff Accountant to replace the Finance Assistant role. The increased experience this switch has resulted in from potential applicants has proven beneficial as our new employee comes not only with a formal accounting degree, but also experience with a public CPA firm. Both of which should prove beneficial to the Department and the Town.

Our search for a new auditor, while initially frustrating in terms of lack of response, has recently seen an upswing in activity, with some highly recommended firms expressing interest. While they are also dealing with staffing shortages and increased business levels, we are confident in finding a suitable solution.

Finally, the Department, with the help of every other team member, has made excellent progress towards our year end close. Payroll is reconciled and AP is in good standing as we enter the year end close period. Our efforts continue further and the Department will keep you posted on any further developments as well as the final numbers for the year.

# NORWICH FIRE DEPARTMENT

## JUNE SB REPORT



**PREPARED BY:** FIRE CHIEF ALEX NORTHERN

**DATE:** 6/29/22

Downed utility lines, power company blackouts, heavy snow falls, or summer storms can all lead to power outages. These events can be exacerbated due to our rural area and subsequent potential for long-term outages. Many people turn to a portable generator for a temporary solution without knowing the risks. The below recommendations are “common sense” actions you can take to prevent a fire/health injury caused by a portable or fixed portable generator:<sup>1</sup>

- Store fuel for the generator in a container that is intended for the purpose and is correctly labeled as such. Store the containers outside of living areas.
- Generators should be used in well ventilated locations outside at least 5 feet (1.5 meters) away from all doors, windows, and vent openings. Measure the 5-foot (1.5 meters) distance from the generator exhaust system to the building. Remember that 5 feet is the minimum. Longer distances, when practical, are recommended.
- Never use a generator in an attached garage, even with the door open.
- Place generators so that exhaust fumes can’t enter the home through windows, doors or other openings in the building. The exhaust must be directed away from the building.
- Make sure to install carbon monoxide (CO) alarms in your home. Follow manufacturer’s instructions for correct placement and mounting height.
- Turn off generators and let them cool down before refueling. Never refuel a generator while it is hot.

NFD FIRE CALLS-20	NFD EMS CALLS-16	FIRE MUTUAL AID-1
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<sup>1</sup>nfpfpa.org/education ©NFPA 2017



# NORWICH POLICE DEPARTMENT



POLICE OFFICER  
ANNA R. INGRAHAM

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775  
E-MAIL [anna.ingraham@vermont.gov](mailto:anna.ingraham@vermont.gov)

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## MONTHLY REPORT

## JUNE 2022

**PREPARED BY:** Anna Ingraham, OIC

**DATE:** July 5, 2022

The Norwich Police Department responded to 135 calls for service during the month of June, including two arrests. Norwich officers made a total of 51 motor vehicle stops which resulted in 2 traffic tickets and 37 warnings. Due to our current staffing crisis, 24 calls were received when no Norwich officer was on duty. Of those calls, 10 were forwarded to the VT State Police, they responded to just one of those. Norwich officers followed up on all after hours calls during their next regular shift.

In the wake of recent school shootings, NPD increased foot patrols in and around the MCS. You may have seen Officer Root playing basketball or freeze tags with the kids. On June 8, Officer Root participated in a Touch-A-Truck event sponsored by The Family Place. NPD shared coffee and donuts with Crossing Guards Demo Sofronas and Tracey Hayes on the last day of school. Unfortunately, Tracey and Debra Harlow will not be returning in the fall.

Officers Ingraham and Root completed their annual CPR/AED/First Aid training. Officer Root attended Interacting with People Experiencing a Mental Health Crisis and Fair and Impartial Policing. These were the final classes required for his Level II certification. We commend Officer Root for his hard work and the long hours spent to achieve this goal. Administrative Secretary, Judy Powell was on the CCV Honors List for the spring semester.

Cruiser repairs totaled over \$6000 this month. The camera systems in EQ2 and EQ3 work intermittently and are unreliable at best.

Sadly, Norwich suffered another loss when Simon Keeling resigned. This was a tremendous blow to the department and the remaining staff are struggling to stay afloat. On June 6, Anna Ingraham was named Officer in Charge. Norwich officers worked approximately 34 hours of overtime in June. Current staffing vacancies are for a Chief, a Sergeant, and a Patrol Officer.

Respectfully,

*Anna Ingraham*  
Anna R. Ingraham  
Officer in Charge

**Intermunicipal Regional Energy Coordinator Progress Report  
Town of Norwich  
June 2022**

- *Energy & zoning regulations proposals:* Developed recommendations for revisions to the town's zoning regulations that would encourage a reduction in energy use and greenhouse gas emissions. These recommendations include regulations that address transportation, buildings, land use, electricity supply, stormwater/water conservation, and shading/carbon sequestration.
- *Strafford Community Solar:* One Norwich household is planning to participate in the Strafford Community Solar array that was developed as part of the IREC program. This community solar array is an example of what can be done through the collaboration of the IREC towns.
- *IREC Steering Committee:* Met with the Steering Committee on June 2. We discussed a framework for developing the projects that were selected at our May 26 regional climate action plan meeting.

**TOWN OF NORWICH, VERMONT**  
**TECHNICAL AUDIT PROPOSAL**

Presented By: Sullivan, Powers & Company  
77 Barre Street  
P.O. Box 947  
Montpelier, Vermont 05601  
Telephone 223-2352  
Contact: Fred Duplessis, CPA

Transmittal Letter

Firm and Staff Profile

Exhibit A

Firm Experience

Exhibit B

Staff Resumes

Exhibit C

Quality Review Report

Exhibit D

Scope of Services

Exhibit E

Audit Approach and Implementation Budget

Exhibit F

General Terms and Conditions

Exhibit G

**Sullivan, Powers & Co., P.C.**  
CERTIFIED PUBLIC ACCOUNTANTS

77 Barre Street  
P.O. Box 947  
Montpelier, VT 05601  
802/223-2352  
[www.sullivanpowers.com](http://www.sullivanpowers.com)

Fred Duplessis, CPA  
Richard J. Brigham, CPA  
Chad A. Hewitt, CPA  
Wendy C. Gilwee, CPA  
VT Lic. #92-000180

June 30, 2022

Fielding Essensa  
Finance Director  
Town of Norwich, Vermont  
300 Main Street  
P.O. Box 376  
Norwich, VT 05055

Thank you for giving us the opportunity to submit a proposal to provide auditing services to the Town of Norwich.

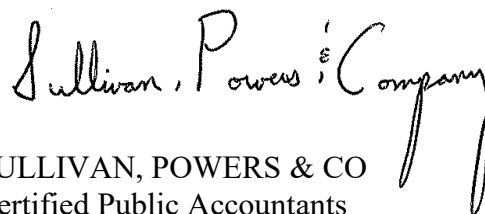
We have significant experience in municipal auditing engagements of all sizes. This experience provides us with a good background for the scope of services you request. We have a team of professionals who have all worked on a large number of municipal and school district accounting and auditing engagements. This level of experience reaches from the partner level down through to the staff level auditors. This experience will enable us to perform the services within our required time frame with a minimum of disruption to your daily operations.

Our depth in governmental accounting goes beyond auditing to also include areas such as Federal compliance auditing and a wide range of topics unique to municipal clients. The principal in charge of this engagement is a member of the Vermont Government Finance Officers Association and has taught numerous courses in the field. All members of our Firm are independent of the Town under "Government Auditing Standards".

We are prepared to follow the audit scope and all other required procedures in your request for proposals. The following pages set forth our experience, qualifications, audit approach and proposed fees for the audits. If you have any questions please contact us. We will be happy to explain any of the information contained the proposal or to provide you with additional information or references. Please feel free to contact any of the auditees listed in the experience section of the proposal.

As contact person, I am authorized to bind the Firm. We feel we are uniquely qualified to perform the requested scope of services and hope to have the opportunity to continue working with you.

Respectfully submitted,

  
SULLIVAN, POWERS & CO  
Certified Public Accountants

SULLIVAN, POWERS & CO.FIRM PROFILE

The firm of Sullivan, Powers & Co. began as a sole-proprietorship in May of 1978. The Firm has exhibited steady growth since that time. The Firm incorporated in May of 1979. Fred Duplessis was admitted as a principal on June 1, 1982, Richard Brigham on June 1, 1995, Chad Hewitt on June 1, 2002 and Wendy Gilwee on June 1, 2005. The Firm now consists of fourteen accountants and three support staff who are all located in our office in Montpelier, Vermont.

Our Firm goal is to provide a wide range of services throughout the state. Wendy Gilwee is responsible for the tax department. Fred Duplessis is principal in charge of auditing and management advisory services. Richard Brigham is responsible for the design and implementation of the Firm's quality control system. Chad Hewitt is principal in-charge of our governmental practice. All principals are properly licensed certified public accountants in the State of Vermont.

We are especially proud of the positive feedback we receive from our clients. We attribute this to the quality of our services, especially the assistance we provide, the value of our management recommendations and the minimum amount of disruption to our clients' staff. All systems review and documentation and the work of all senior and staff accountants is reviewed by a principal. The final workpapers and financial statements are also reviewed by an audit principal.

Our firm is enrolled in the American Institute of Certified Public Accountant's Quality Review Program and we meet the quality review requirements. Our most recent quality review which included a review of specific government engagements was completed in September, 2018. We received a rating of pass with no deficiencies. Our independence guidelines follow "Government Auditing Standards", the ethics rules of the AICPA and the "Rules of Conduct" adopted by the State of Vermont. We have not had any disciplinary action taken against our firm and we do not have any pending investigations. In addition, we have not had any engagements terminated by our clients for any reason.

A minimum of forty hours per year of continuing education are required of each CPA on staff. Staff members performing governmental audits are required to meet the educational requirements of the GAO. Other staff members take continuing education in various areas. All professional staff are encouraged to work toward certification.

Sullivan, Powers & Co., Certified Public Accountants, is a small business concern, as defined by the Small Business Administration.

SULLIVAN, POWERS & CO.STAFF PROFILE

<u>Classification</u>	<u>Total Number</u>	<u>CPA's</u>
Principals	4	4
Managers	3	3
Seniors	4	1
Staff	<u>3</u>	<u>0</u>
	<u>14</u>	<u>8</u>

Principals: Shareholder CPA's who have authority to make representations for the Firm and can sign the Firm name to audit reports, financial statements and tax returns.

Manager: In charge of engagement administration and supervision, review and scheduling of senior and staff accountants. The individual must be a certified public accountant.

Senior Accountants: Must be able to perform all accounting assignments with a minimum of supervision. Seniors act in an in-charge capacity for all field work and supervise and review the work of staff accountants.

Staff Accountants: Entry level accountants who have a minimum of a two year degree from a recognized college. They perform all levels of accounting under direct supervision.

SULLIVAN, POWERS & CO.FIRM EXPERIENCE

Municipalities & School Districts:	<u>Fiscal Years</u>
Addison Northeast Supervisory Union	2007-2011
Alburgh School District	2017-2020
Town of Alburgh	2020
Town of Arlington	1987-2005, 2010-2013
City of Barre	2004-2014, 2017-2021
Town of Barre	2010-2021
Barton Village	1998-2014
Town of Bethel	2007-2008, 2014- 2021
Bethel/Royalton Solid Waste Management Facility	2014-2021
Town of Bolton	2017-2021
Town of Braintree	2003, 2012-2021
Town of Bristol	2011-2020
Bristol Town School District	2007-2011
Town of Brookfield	2011-2014
Brookline Town School District	2007, 2013-2014
Burke Fire District #1	2018
City of Burlington	1995-2010
Town of Cabot	2017-2021
Town of Calais	2017-2021
Caledonia County	2017, 2019
Town of Canaan	2014

SULLIVAN, POWERS & CO.FIRM EXPERIENCE

	<u>Fiscal Years</u>
Canaan Fire District #1	2016-2018
Town of Cavendish	2008, 2010, 2019
Town of Charlotte	2014-2021
Town of Chester	2006-2010
Chittenden County Regional Planning Commission	2011-2021
Town of Clarendon	2018
Town of Colchester	2001-2021
Colchester School District	2001-2021
Cold Brook Fire District #1	1999-2008, 2011, 2013-2017
Town of Corinth	1999-2021
County of Chittenden	2019
Town of Danby	2010, 2018, 2021
Town of Dover	1994-2021
Dover Town School District	2006-2007, 2010, 2013-2019
Town of Dummerston	2013
Town of East Montpelier	2014-2021
Edward Farrar Utility District	2018-2020
Village of Essex Junction	1989-2015
Town of Georgia	2009, 2017
Town of Grafton	2009, 2011-2021
Grand Isle School District	2017-2019

SULLIVAN, POWERS & CO.FIRM EXPERIENCE

	<u>Fiscal Years</u>
Grand Isle Supervisory Union	2017-2020
Town of Granville	2004, 2013-2019
Greensboro Fire District #1	2013
Town of Halifax	2012-2013
Town of Hardwick	1982-2021
Town of Hartford	1996-2016
Town of Highgate	2012, 2014-2021
Isle LaMotte School District	2017-2019
Jamaica Town School District	2007, 2010, 2013-2014
Town of Jamaica	2010, 2012-2021
Village of Jericho	2013
Lamoille County Planning Commission	1995-2007, 2016-2021
Leland and Gray Union High School	1994-2014
Town of Londonderry	2010, 2012, 2014-2016-2021
Lyndon Institute	1992-2008, 2010
Marble Valley Regional Transit District	1990-2021
Town of Middletown Springs	2018
Town of Milton	2012-2021
Town of Milton School District	2012-2021
Town of Moretown	2006-2008, 2012
Town of Morristown	2015-2017

SULLIVAN, POWERS & CO.FIRM EXPERIENCE

	<u>Fiscal Years</u>
Mount Ascutney Regional Commission	2016-2021
Newbrook School District	2013-2014
Town of Newbury	1989-2020
Village of Newbury	2005, 2007, 2010, 2013-2014
Newfane School District	2005-2014
Town of Newfane	2010-2021
Town of Northfield	2014
Village of Northfield	2014
Northfield School District	1996-2012
Town of North Hero	2011-2012, 2019-2021
North Hero School District	2017-2019
Orange East Supervisory Union	2012
Town of Orange	2018-2020
Town of Peacham	2011
Town of Pittsford	1997-2000, 2002-2021
Town of Proctor	2004-2006, 2012-2021
Town of Richmond	2014-2021
Town of Roxbury	2005, 2012, 2014
City of Rutland	2017-2021

SULLIVAN, POWERS & CO.FIRM EXPERIENCE

	<u>Fiscal Years</u>
Rutland Redevelopment Authority	2017-2021
City of St. Albans	2011-2015
Town of St. Johnsbury	2014, 2016-2021
Town of Shaftsbury	2004, 2010, 2016-2021
Town of Shelburne	2015-2019
South Alburgh Fire District No. 2	2014-2015
South Hero School District	2017-2020
Town of South Hero	2017-2021
Town of Stowe	1998-2021
Stratton School District	2008, 2011, 2013-2021
Town of Stratton	2016-2021
Town of Sutton	2018
Town of Thetford	2004-2020
Town of Tinmouth	2020
Townshend Town School District	2007, 2010, 2013-2014
Town of Townshend	2019-2021
Town of Troy	2015-2020
Toy/Jay Wastewater Treatment Facility	2020
Town of Tunbridge	2019
Town of Vernon	2014-2016
Town of Vershire	2011-2021

SULLIVAN, POWERS & CO.FIRM EXPERIENCE

	<u>Fiscal Years</u>
Town of Waitsfield	2015-2021
Town of Walden	2015
Town of Wardsboro	2012
Wardsboro Town School District	2007, 2010, 2013-2014
Washington South Supervisory Union	1996-2012
Town of Waterbury	2017-2020
Village of Waterbury	2017-2018
Town of Waterford	2015, 2017-2020
Westminster Fire District #3	1991-2021
Town of Westminster	1979-2021
Town of West Fairlee	2003, 2009-2020
Town of West Rutland	1989-2021
Town of Whitingham	2005-2021
Town of Williston	2020-2021
Town of Wilmington	1993-2012
Wilmington Water District	1994-2020
Windham Central Supervisory Union	1998-2014
Windham Town School District	2012-2014
City of Winooski	1986-2014, 2016-2018
Town of Worcester	2013-2020

SULLIVAN, POWERS & CO.FIRM EXPERIENCETown of Colchester/Colchester School District

Audit of all funds of the Town and School District in accordance with “Government Auditing Standards” and the Uniform Guidance - June 30, 2021 – Contact: Aaron Frank, Town Manager 264-5502 or George Trieb, Business and Operations Manager 264-5999

Town of Stowe

Audit of all funds of the Town in accordance with “Government Auditing Standards” – June 30, 2021 – Contact: Charles Safford, Town Manager 253-7350

City of Barre

Audit of all funds of the City in accordance with “Government Auditing Standards” – June 30, 2021 – Contact: Steve Mackenzie, City Manager 476-0241

Chittenden County Regional Planning Commission

Audit of all funds of the Planning Commission in accordance with “Government Auditing Standards” and the Uniform Guidance – June 30, 2021 – Contact: Charles Baker, Executive Director 846-4490

City of Rutland

Audit of all funds of the City in accordance with “Government Auditing Standards” and the Uniform Guidance – June 30, 2021 – Contact: Mary Markowski, City Treasurer 773-1800

SULLIVAN, POWERS & CO.STAFF RESUMESFRED DUPLESSIS

Fred Duplessis, CPA, received a Bachelor of Science degree in accounting from Bentley College in Waltham, Massachusetts, where he graduated with highest honors in 1976. He has since attended and taught a number of continuing professional education courses related to governmental accounting, auditing and compliance with Federal regulations.

Mr. Duplessis has taught a number of courses sponsored by the Vermont Society of CPA's, the Vermont GFOA, the University of Vermont Extension Service, the Vermont League of Cities and Towns and the Vermont Clerks and Treasurer's Association.

Mr. Duplessis had four years experience working for a certified public accounting firm prior to his joining this Firm in June of 1980. His experience has concentrated in the areas of municipal government, federal grants, and nonprofit corporations.

Mr. Duplessis is a certified public accountant and a member of the American Institute of Certified Public Accountants, the Vermont Society of Certified Public Accountants and the Government Finance Officers Association.

RICHARD BRIGHAM

Richard Brigham, CPA, graduated Magna Cum Laude from Champlain College in Burlington, Vermont. Mr. Brigham received an Associate of Science degree in Business Management, with a strong emphasis in accounting. He worked in private industry before accepting his present position at Sullivan, Powers & Company in 1985.

Mr. Brigham is a principal in charge of a large number of our audits. Mr. Brigham is responsible for the design and implementation of our firm quality control system. He has also attended a number of continuing education courses related to governmental accounting and compliance auditing.

Mr. Brigham is a certified public accountant and a member of the American Institute of Certified Public Accountants and the Vermont Society of Certified Public Accountants.

SULLIVAN, POWERS & COSTAFF RESUMESCHAD HEWITT

Chad Hewitt, CPA, graduated from Castleton State College in Castleton, Vermont in 1992 where he received a Bachelor of Science Degree in Business Administration with an emphasis in Accounting. Mr. Hewitt joined the professional staff at Sullivan, Powers & Company directly out of college where he has since been involved in a number of governmental and nonprofit audits as well as personal and business income taxes. Mr. Hewitt has also attended continuing professional education courses relating to governmental accounting and compliance auditing.

Mr. Hewitt is a certified public accountant and a member of the American Institute of Certified Public Accountants and the Vermont Society of Certified Public Accountants.

WENDY GILWEE

Wendy Gilwee, CPA, graduated from the University of Vermont in 1990 where she received a Bachelor of Science degree in Business Administration with a concentration in marketing. After graduation she continued her education, obtaining a concentration in accounting. Ms. Gilwee worked for the State of Vermont Department of Taxes and in the legal profession prior to joining the professional staff at Sullivan, Powers & Company.

Wendy is a certified public accountant and a member of the American Institute of Certified Public Accountants and the Vermont Society of Certified Public Accountants.



**CERTIFIED PUBLIC ACCOUNTANTS**  
608 Chestnut Street • Manchester, New Hampshire 03104  
(603) 622-7070 • Fax: (603) 622-1452 • [www.vachonclukay.com](http://www.vachonclukay.com)

## **Report on the Firm's System of Quality Control**

December 17, 2021

To the Shareholders of Sullivan, Powers & Co. and the Peer Review Committee of the New England Peer Review

We have reviewed the system of quality control for the accounting and auditing practice of Sullivan, Powers & Co. (the firm) in effect for the year ended April 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**


Engagements selected for review included engagements performed under *Government Auditing Standards* and compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Sullivan, Powers & Co. in effect for the year ended April 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Sullivan, Powers & Co. has received a peer review rating of *pass*.

Vachon Clukay & Company PC

A handwritten signature in black ink that reads "Vachon Clukay & Company PC". The signature is written in a cursive, flowing style.

## Exhibit E

SULLIVAN, POWERS & CO.SCOPE OF SERVICES

We are prepared to perform an audit of the Town of Norwich, Vermont as of and for the years ended June 30, 2022 through 2026 as outlined in the request for proposals. The audits will be performed in accordance with generally accepted auditing standards and “Government Auditing Standards” and will include procedures which we consider necessary to express an opinion as to the fairness of the financial statements. The audit will also be in accordance with the Uniform Guidance (single audit), if required.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Also, we will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods for which we are not engaged as auditors.

We will begin interim audit procedures before year-end. During that period, internal control and our system evaluation will be documented and transactional and compliance testing will begin.

Our audit will include obtaining an understanding of the Town and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professionals standards.

We will review any findings with you prior to issuing the report. You will have ample time to provide rebuttal to our findings. A revised report, if applicable, will be given to you. If you still disagree with our findings or wish to respond, we will incorporate your response in our report. We will also note where steps have been taken to rectify problem areas, if any, subsequent to the audit period.

We will also be available throughout the year to answer any questions that may arise.

SULLIVAN, POWERS & CO.AUDIT APPROACH

The following is a summary of our audit approach.

Planning/Entrance Conference

We will meet to plan the engagement. We will then meet with Town staff to plan the engagement and review our audit approach.

Survey of Grants, Programs, Contracts and Requirements

We will overview your funds and the various requirements resulting from grant agreements, contracts and Federal regulations.

Review and Evaluation of Management Information, Accounting and Internal Control Systems

We will interview staff and examine the records to determine the adequacy of your systems.

Program and Develop Tests

We will develop and program those tests we consider necessary to express an opinion on the financial statements and evaluate the effectiveness of the system of internal control.

Perform Tests

Tests will be performed by various staff levels based on our written programs.

Review Tests

Test results and conclusions will be reviewed by the audit principal and in-charge.

Trial Balance

A working trial balance will be obtained and analyzed and audit programs will be prepared to test the various account balances.

Verification Procedures

Substantive tests, including analytical review procedures, will be performed to verify account balances.

SULLIVAN, POWERS & CO.AUDIT APPROACH/(CONTINUED)Draft

A draft of the financial statements and management recommendations letter will be prepared. The drafts will be reviewed with you prior to our finalizing the reports. Your staff should already be aware of any findings raised during the course of fieldwork. Any adjusting journal entries we propose will also be reviewed with you for your approval.

Exit Conference

The results of our audit will be discussed at the exit conference with the Town Treasurer and Finance Director. If the Town disagrees with any findings, additional opportunity will be given to provide support for your position. Any changes will be communicated to you prior to finalization of our report.

Review

The reports and workpapers will all be reviewed by the audit principal to ensure that our quality control procedures have been met.

Final Reports

The final reports will be delivered to you in accordance with the contractual agreement.

The audit team will be supervised by Richard Brigham, CPA, Principal. The staff for this engagement will be assigned as needed. We do not anticipate any problem areas which may adversely affect our ability to conduct the audit in accordance with the specifications.

Our approach in subsequent years would be similar to the approach described previously. We would attempt to schedule the same staff as their familiarity with your accounting system will allow them to complete the audit more efficiently in subsequent years. We will notify you prior to the audit if there is a change in any key personnel who have been assigned to this engagement.

SULLIVAN, POWERS & CO.AUDIT IMPLEMENTATION BUDGET

	<u>Principal</u>	<u>In-Charge</u>	<u>Staff</u>	<u>Total</u>
Planning, Including Review of Prior Reports, Minutes Contracts, and Agreements	8	8	4	20
Entrance Conference and Documentation of Internal Controls	4	4	--	8
Evaluation of Internal Control, Programming Compliance Tests and Development of Sampling Plan	2	2	--	4
Performance of Compliance/Control Testing	--	--	20	20
Evaluation of Test Results and Programming of Substantive Tests	2	2	--	4
Performance of Substantive and Analytical Procedures	16	26	60	102
Review Workpapers and Evaluation of Results and Conclusions	4	--	--	4
Preparation of Reports	--	8	16	24
Final Partner Review/Exit Conference	<u>4</u>	--	--	<u>4</u>
	<u>40</u>	<u>50</u>	<u>100</u>	<u>190</u>

SULLIVAN, POWERS & CO.GENERAL TERMS AND CONDITIONS

We are prepared to commence work as soon as formally engaged. Fieldwork will be completed with draft reports issued by January 31 for 2022 provided that the books are closed and reconciled and our to do list is completed by November 1. We will issue the final reports within one (1) week of your approval of the draft reports.

All workpapers prepared in connection with this audit shall be retained for a period of five (5) years.

**TOWN OF NORWICH, VERMONT**  
**COST PROPOSAL**

Presented By: Sullivan, Powers & Company  
77 Barre Street  
P.O. Box 947  
Montpelier, Vermont 05601  
Telephone 223-2352  
Contact: Fred Duplessis, CPA

SULLIVAN, POWERS & CO.COST SCHEDULE

Based on our knowledge of the accounting system and the regulations and guidelines, we have determined that the audit of the financial statements can be performed for the following fees provided that the books are closed and reconciled and our to do list is completed prior to our commencing fieldwork:

2022	\$28,000
2023	\$28,600
2024	\$29,100
2025	\$30,000
2026	\$30,900

A breakdown of our hours and rates for the audit of the 2022 financial statement are as follows:

Principal	40 hours at \$250.00 per hour	\$ 10,000
In-Charge	50 hours at \$150.00 per hour	7,500
Staff	100 hours at \$100.00 per hour	10,000
Clerical and Out-of-Pocket Expenses		<u>500</u>
Total		<u>\$28,000</u>

If a single audit is required, our fee will be \$6,000 for one (1) major program and \$4,000 for each additional major program.

Fees for any additional accounting services will be billed based on the time of the individuals performing the services at our standard hourly rates plus out-of-pocket expenses.

Our procedure is to bill monthly for work completed to date. Invoices are payable on receipt. A finance charge of one percent (1%) per month will be charged on balances over thirty (30) days.