

Norwich Selectboard

Regular Meeting: Wednesday, March 12, 2025 – 6:30 p.m.

Tracy Hall Multi-Purpose Room

This meeting is being held in-person and via ZOOM

ZOOM access information: <https://us02web.zoom.us/j/89116638939> Meeting ID: 891 1663 8939
US Toll-free: 888-475-4499 (Press *9 to raise hand; Press *6 to unmute after being recognized by Chair)

NOTE: To be admitted to Zoom, you must display a First and Last Name

Welcome & Introductions

1. Agenda – Discussion/Motion
2. Chair’s Report
3. Public Comments for Items not on the Agenda – Discussion
4. SB Rules of Procedure – Discussion\Possible Motion
5. Hemlock Rd Slope Stabilization & Culvert Bid Recommendation – Discussion/Motion
6. FEMA Storm Event Culverts Bid Recommendation - Discussion/Motion
7. Construction Inspection Services – Illsley, Kate Wallace, Norford Lake Culverts – Discussion/Motion
8. Fire Dept. Spending Request – Apparatus Bay Heating Repair – Discussion/Motion
9. Police Dept. Spending Request – Police Specialty Equipment – Discussion/Motion
10. Liquor License Renewals – Discussion/Motion
11. 2025 Town Goals Brainstorming – Discussion/Motion
12. AP Warrants – Discussion/Motion
13. Receipt of Correspondence – Discussion/Motion
14. Approve Minutes – Feb. 26, 2025 – Discussion/Motion
15. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	3/26/2025	Regular: Zoom & JAM	6:30 p.m. Selectboard business	<ul style="list-style-type: none"> ❖ DPW Comm Tower – Cell Antenna RFP ❖ Fill Open Positions ❖ Animal Control Ordinance

Ongoing and Future Work

Town Manager's Office

- Tracy Hall Improvement Project
- Fire District – Fire Protection Fee
- Moore Lane Bridge
- Animal Control Ordinance Revision

Selectboard

- Town Manager's Goals
- Develop Charge for Green Procurement Team
- Purchasing Policy Review
- Gift Policy Review
- Tracy Hall Planning
- Handbook for Committees, Commissions & Boards
- Committees: coordination with overall town priorities
- 2027 Vermont 250th Anniversary Commemoration

Norwich Selectboard Rules of Procedure

Statutory Authority

The Selectboard of the Town of Norwich, State of Vermont, incorporates by reference the Vermont Statutes which govern the meetings of public bodies and the rights of public citizens pertaining to such meetings. Pertinent statutes include but may not be limited to the following which are found in Title 1, Chapter 5: Common Law; General Rights; Subchapters 2 (Public Information) and 3 (Access to Public Records), cited below. A printed copy of these statutes will be compiled and located in the physical meeting room for each selectboard meeting and will be appended to these rules and found on the Town of Norwich, Selectboard website, here: _____

Commented [MC1]: MC 1

- Public Information

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- 1 V.S.A. § 310 Definitions
- 1 V.S.A. § 312 Right to attend meetings of public agencies
 - N.B. 1 V.S.A. § 312(h)
 - "...public shall be given a reasonable opportunity to express its opinion on matters considered by the public body during the meeting...."
- 1 V.S.A. § 312a. Meetings of public bodies; state of emergency
- 1 V.S.A. § 313 Executive Sessions
- 1 V.S.A. § 314 Penalty and enforcement

- Access to Public Records

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- 1 V.S.A. § 317a Management of public records

Preface as to Language

Throughout this document the words "selectboard," "public body," or "body" are used to refer to the Norwich Selectboard. The word "selectboard" is capitalized only when used with the word "Norwich."

Organization

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair's absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure. At all times members will be respectful to each other and to the public.
3. Vermont law does not give the chair of a board particular authority except for that which is delegated to him or her by the rest of the board. This chair has no special authority to control what is on the agenda, and is generally responsible only for running the board

meeting and for keeping order during the meetings and for making sure that the decisions of the board are carried out by the staff.

4. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
5. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes. Unless a board authorizes an individual board member to make a public statement about the board's policy or position, an individual member of the board does not have the power to speak for the board.
6. All members will respect the Town Manager form of government elected by the voters in Norwich. Questions about any aspect of government will be submitted to the Town Manager in writing for inclusion in the next meeting packet.
7. To avoid inadvertent violations of the so-called "Open Meeting Law" members will only communicate outside a duly warned meeting for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, provided that no other business of the public body is discussed or conducted, and any such written or recorded information shall be available for inspection and copying under the Public Records Act, pursuant to 1 V.S.A. § 310(5)(B).
8. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
9. All comments must be clear and audible to all present physically or virtually. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will be entertained.
10. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required, and any time a vote is not unanimous.
11. Meetings may be recessed to a time and place certain.
12. These rules may be amended by majority vote of the body and must be readopted annually.

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Agendas

1. Each regular and special meeting of the body shall have an agenda, with meeting time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the selectboard through its email address, selectboard@norwich.vt.us, which is monitored by the Town Manager's office, to request inclusion on the agenda. The chair shall determine the final content of the agenda with input from the Town Manager's office and majority support of the board.
2. At least 48 hours prior to a regular meeting and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and on the following websites: Town of Norwich Selectboard Agenda tab <http://norwich.vt.us/selectboard-agendas/> and the Norwich listserv norwich@lists.vitalcommunities.org. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other

adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions or agenda items, may be made by majority vote of the body.

Meetings

1. "Meeting" means a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action, but not for scheduling a meeting or organizing an agenda.
2. Regular meetings shall take place on the second and fourth Wednesdays of the month at 6:30 p.m. at Tracy Hall Meeting Room, Norwich, Vermont, or at such other location in Norwich if required due to the physical impossibility of meeting in Tracy Hall, and in "Hybrid" format using technology.
3. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to the Norwich listserv; and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office.
4. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
5. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting, except where act of law otherwise allows.
6. Pursuant to Act 133 (S.55), beginning July 1, 2024, the Selectboard is designated as a "nonadvisory" public body, defined as one that "has supervision, control, or jurisdiction over legislative, quasi-judicial, tax, or budgetary matters; is required to hold all regular and special meetings in hybrid fashion with a designated physical location with a member of the public body or staff if a quorum or more attend without being physically present at a meeting location, and with a designated electronic meeting platform; and members may attend through electronic means."

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Public Participation

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions or give information about matters considered by the body, so long as order is maintained according to these rules.
2. After each agenda item is introduced by the chair, the selectboard will have opportunity discuss first, but before any action is taken by the public body at each meeting, there may be reasonable time afforded for open public comment. The chair may suggest commenters conclude their remarks within three (3) minutes.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, but not to any individual member of the body or public.

4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment. If a member of the public wishes to make the same comment as someone else, they should concur with a previous speaker and not reiterate the point.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any person while speaking. Members of the body and members of the public are prohibited from making personal, **impertinent, threatening, or profane** remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.

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ADOPTED this _____ day of March, 2025, by:

MC 1 *Regarding the last sentence of the Statutory Authority paragraph.*

This sentence was in the procedures in 2023, dropped in 2024. The intent was to have the law at hand if questions come up in meetings from either the board or the public.

MC 2 *Regarding the Public Information statutes.*

The citations list all of the “Public Information” sections in Title 1, Chapter 5, Subchapter 2 EXCEPT § 311 which is the Declaration of public policy explaining that we “exist to aid in the conduct of the people’s business and are accountable to them pursuant to ...the Vermont Constitution.” We can easily add that intent of the legislature if the board thinks it is a desirable reminder.

MC 3 *Regarding the Access to Public Information statutes.*

There is only one citation here from Subsection 3 Access to Public Records. There are actually 8 sections in total but section § 317a is highlighted because it reminds the board, and the public, that the records we handle: are public; but should be systematically managed for many reasons including their “legal, administrative, and informational value;” and that the custodian is constrained by law in how they are managed. In other words, we have a Town Manager form of government and records are maintained in that office and requests for access to those records go through the Town Manager.

MC 4 *Regarding the Organization section, paragraph 3.*

This comes from Municipal Law Basics (2014), page 22, paragraph 4. The full text of the paragraph is: “**The power of the chair.** Vermont law does not give the chair of a board particular authority except for that which is delegated to him or her by the rest of the board. This means that the chair has no special authority to control what is on the agenda, to spend money that is in the control of the board or to direct the employees that are overseen by the board. Generally the chair is responsible only for running the board meeting and for keeping order during the meetings and for making sure that the decisions of the board are carried out by the staff.”

MC 5 *Regarding the Organization section, paragraph 5.*

This comes from Municipal Law Basics (2014), page 11, paragraph 5. The full text of the paragraph is: “**Board members may not act on their own.** Officials who are elected or appointed to serve on a local board have authority to take action only as part of the board. The law provides, “when joint authority is given to three or more, the concurrence of a majority of such number shall be sufficient and shall be required in its exercise.” 1 V.S.A. § 172. This means, unless a board authorizes an individual board member to negotiate a contract or make a public statement about the board’s policy or position, an individual member of the board does not have power to negotiate or speak for the board. *Goslant v. Town of Calais*, 90 Vt. 114 (1916). (Statements by selectboard member acting independently did not legally obligate the town.) *St. George v. Tilley*, 87 Vt. 427 (1914) (action of one auditor working alone has no official force and effect.) The law provides some exceptions to this. For example, the selectboard may vote to authorize an individual selectboard member to examine the bills for town expenses and draw orders to pay them in between meetings. In such a situation each member of the board is provided with a record of the orders drawn so that they can be sure the individual selectboard member is acting appropriately. 24 V.S.A. § 1623.

MC 6 *Regarding the Organization section, paragraph 7.*

FIRST SENTENCE of paragraph 6 is added to **underscore and acknowledge** the different roles and responsibilities of the Selectboard versus the Town Manager, and that statute requires a Selectboard to respect

the responsibilities delegated to the Town Manager once the town has voted for that form of government. This is set out in multiple statutes that must be read together. Although you will find them all in The Selectboard Handbook, there is a concise explanation in the Municipal Law Basics (2014), page 17, first full paragraph: “...in towns that have adopted a town manager form of government, most of the administrative functions ordinarily performed by the selectboard are, by statute, the responsibility of the town manager. The manager is accountable to the selectboard who have general oversight over the manager’s performance, and the board retains its discretionary authority to determine the budget, sign the orders for payments, and to adopt policies for the town. 24 V.S.A. Ch 37.

SECOND SENTENCE of paragraph 6 memorializes the process the Selectboard came up with over the last couple of years. The purpose is to ensure (a) selectboard members respect the Town Manager/staff time, (b) ensure that all members and the public get the benefit of any questions/answers about any issue(s) of concern to any member(s) and (c) by inclusion in the packet, the Town Manager gets assurance from the board that they want him to spend time gathering information which only one member has requested – this assumes of course that the question(s) are appropriate e.g. not involving improper access to confidential HR information for example.

MC 7 Regarding the Organization section, paragraph 7.

Paragraph 7 comes from the “OML” statute, including 1 V.S.A. § 310(5)(B), and a VLCT article including “meetings” through “serial” communications. The goal of the suggested paragraph is to meet the spirit and intent of the law to be in a “public” meeting when we are discussing issues which will be decided upon, and to avoid ‘serial’ communications in any form which would result in a “meeting” if “less than a quorum” were to discuss an issue and then e.g. one of those members talks to another member, etc. The effect is to create a “meeting” and effectively circumvent the intent and requirements of the OML.

The larger question is: why do less than a quorum of the board need to discuss anything in private?

The full paragraph 5:

“(5)(A) **“Meeting” means** a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action.

(B) **“Meeting” shall not mean** any communication, including in person or through e-mail, telephone, or teleconferencing, between members of a public body for the purpose of scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, provided that:

(i) no other business of the public body is discussed or conducted; and

(ii) such a communication that results in written or recorded information shall be available for inspection and copying under the Public Records Act as set forth in chapter 5, subchapter 3 of this title.

VLCT article predating the new OML changes, includes:

- A “meeting” is defined as “a gathering of a quorum of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action.”
- “However, the term meeting does not include ... “scheduling a meeting, organizing an agenda, or distributing materials to discuss at a meeting, provided that such a written correspondence or such an electronic communication that results in written or recorded information shall be available for inspection and copying under the Public Records ActThat language makes it clear that using electronic communication for purposes of scheduling a meeting, organizing an agenda, and distributing materials that are going to be discussed at a meeting is not considered a meeting under the law.

Understanding that these three actions are explicitly not considered meetings under the law therefore means that other forms of electronic communication between a quorum of members are. If the legislature had intended to make exceptions to the law and allow for a quorum of members to communicate using Google Docs and Facebook, it would have stated so.

- ” **Document Sharing Platforms (Google Docs).** Less clear under the Open Meeting Law is whether it permits a few members of a public body to work, comment, share ideas, and make statements or corrections on a shared document, whether simultaneously in real-time or through a series of one-to-one communications over a period of time. Though it is a question of first impression that has yet to be addressed by a Vermont court, the law likely prohibits public bodies from doing this type of collaborative work outside the confines of an open meeting. This is because such action may violate the intent behind the Open Meeting Law, which is to assure that substantive conversations and decisions by municipal public bodies are made in public. By using a method of on-line communication such as Google Docs, to which the public has limited access, a public body is accomplishing what otherwise may only be accomplished in the context of an open meeting. If members, totaling a quorum, are indicating their approval or disapproval, or making comments and suggestions via Google Docs, whether simultaneously or serially as individual members, the use of the software therefore may be a violation of the Open Meeting Law.
- “ To avoid a potential violation of the law, the Municipal Assistance Center recommends that members work independently to compose, comment, and edit documents. And while those drafts, comments, and edits may be disseminated (sent by one-way communication) to the other members, all discussions or decisions about those documents should take place during the course of a duly warned open meeting. Alternatively, a public body can designate a point person or several members to work collaboratively on a document using Google Docs outside of its meetings – just as long as the total number of members stays under the quorum threshold (i.e., less than the majority of the total membership of the public body).
- “**Emails.** In a related matter, public bodies using email for administrative purposes should be circumspect with respect to whom and how they reply to group emails. Generally, members should avoid clicking “reply all,” as that may create a group discussion that constitutes a meeting under the law. Communication among a quorum of members regarding the public body’s business is defined as a meeting and elicits the requirements of the Open Meeting Law: public notice, agenda, open to the public, public comment, and meeting minutes.

MC 8 Regarding the Meetings section, paragraph 1.

Again this is from 1 V.S.A. § 310(5)(A) and (B).

MC 9 Regarding the Meetings section, paragraph 2.

The last clause of Meetings paragraph 2 is a nod to the potential for Tracy Hall being unavailable as a meeting place for any reason, and the statutorily allowed “hybrid” format.

MC 10 Regarding the Meetings section, paragraph 6.

The definition for “nonadvisory” is summarized by the VT Sec. of State’s office here: [Open Meetings](#) – Note that the definitions in statute describe an ADVISORY body but not a NON-advisory body. See 1 V.S.A. § 310(1) – advisory do not have “supervision, control,” etc. over “legislative, quasi-judicial, tax, or budgetary matters.”

MC 11 Regarding the Meetings section, paragraph 6.

The requirement for a nonadvisory public body to hold hybrid meetings is here: 1 V.S.A. § 312(a)(3):

“(3) State nonadvisory public bodies; hybrid meeting requirement. Any public body of the State, except advisory bodies, shall:

(A) hold all regular and special meetings in a hybrid fashion, which shall include both a designated physical meeting location and a designated electronic meeting platform;

(B) electronically record all meetings; and

(C) for a minimum of 30 days following the approval and posting of the official minutes for a meeting, retain the audiovisual recording and post the recording in a designated electronic location.”

MC 12 Regarding the Meetings section, paragraph 6.

The requirement for a staff member or at least one member of the public body being present at the physical location of a hybrid meeting is when “a quorum or more...attend a meeting without being physically present at a designated meeting location.” See 1 V.S.A. § 312(a)(2)(D):

“(D) If a quorum or more of the members of a public body attend a meeting without being physically present at a designated meeting location, the agenda required under subsection (d) of this section shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the public body, or at least one staff or designee of the public body, shall be physically present at each designated meeting location. The requirements of this subdivision (D) shall not apply to advisory bodies. “

MC 13 Regarding the Meetings section, paragraph 6.

The designated electronic platform requirement is in 1 V.S.A. § 312(a)(3):

“(3) State nonadvisory public bodies; hybrid meeting requirement. Any public body of the State, except advisory bodies, shall:

(A) hold all regular and special meetings in a hybrid fashion, which shall include both a designated physical meeting location and a designated electronic meeting platform;

(B) electronically record all meetings; and

(C) for a minimum of 30 days following the approval and posting of the official minutes for a meeting, retain the audiovisual recording and post the recording in a designated electronic location.”

MC 14 Regarding the Meetings section, paragraph 6.

Participation of members may be electronic, see 1 V.S.A. § 312(a)(2):

“(2) Participation in meetings through electronic or other means.

(A) As long as the requirements of this subchapter are met, one or more of the members of a public body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location.

(B) If one or more members attend a meeting by electronic or other means, such members may fully participate in discussing the business of the public body and voting to take an action, but any vote of the public body that is not unanimous shall be taken by roll call.

(C) Each member who attends a meeting without being physically present at a designated meeting location shall:

(i) identify himself or herself when the meeting is convened; and

(ii) be able to hear the conduct of the meeting and be heard throughout the meeting.”

MC 15 Regarding the Meetings section, paragraph 6.

The Act upon which the statutes are crafted is here: [ACT133 As Enacted.pdf](#)

MC 16 Regarding the Public Participation section, paragraph 6.

“Impertinent” is a subjective decision, and the rest of paragraph 6 is probably better suited to meeting legally-defensible meeting parameters. See: Municipal Law Basic (2014) page 3, first paragraph:

“...the First Amendment to the United States Constitution includes a guarantee of free speech and association. The provision prevents a municipality from prohibiting certain individuals from speaking at a public meeting or posting notices on a public bulletin board solely because of the ideas that person was espousing. The municipality could prevent the speech or posting, however, because it was taking up too much time or space, or because it was threatening or libelous.”

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman
RE: Bid Results for the Norwich DPW Hemlock Road Slope Stability and Culvert Replacement Project
DATE: March 3, 2025

Based on Section 2 of the Town's Financial Policy, which requires a sealed bid process for purchases above \$25,000, the DPW advertised the Hemlock Road Slope Stability and Culvert Replacement Project on January 29, 2025, in the following public forums: 1) Town Website, 2) State of Vermont Bid Registry, and 3) reaching out directly to various companies via email.

Results of the Bid Process

On February 26, 2025, upon closure of the bid date, the Town of Norwich DPW received three bids. The bids were as follows:

1. Waters Excavation, Inc. - \$799,670.00
2. Engineering Construction, Inc. - \$813,965.00
3. Blue Mountain Trucking and Excavating - \$826,590.00

Based on the results of the final bid tabulation conducted by Stantec, Inc. (see attached), Waters Excavation, Inc., was found to be the lowest responsive bidder. We are recommending the award of the contract to Waters Excavation, Inc. for \$799,670.00. A schedule is now being discussed with the contractor and will be reviewed in detail during the pre-construction meeting, which is anticipated to be held within the next few months.

Funding

Funding for this work will be temporarily paid for by the Fund 01-5-703703. This work is reimbursable from FEMA/State of Vermont with the exception of the Town's contribution of 2.2%.

Final Recommendation

My recommendation is that the Town Manager and Selectboard approve the Hemlock Road Slope Stability and Culvert Replacement Construction Project with Waters Excavation Inc. for a total of \$799,670.00.



Stantec Consulting Services Inc.
193 Tilley Drive, Suite 101, South Burlington VT 05403-7824

February 27, 2025
File: 179450762

Attention: Chris Kaufman, Norwich Public Works Director

Town of Norwich, Vermont
300 Main Street
Norwich, VT 05055

Dear Chris,

Reference: Town of Norwich – Hemlock Road Slope Stabilization Project Bid Analysis

Bids for the above referenced project were opened and publicly read aloud on Wednesday, February 26th, at 1:00 PM. Stantec has analyzed these bids and we are pleased to present the following findings and recommendations.

1. Three contractors (Waters Excavation, Inc., Engineers Construction, Inc., and Blue Mountain Trucking and Excavating) submitted total base bids of \$799,670.00, \$813,965.00, and \$826,590.00 respectively. The FHWA guidance says that competition is adequate when the low bid does not exceed 110% of the Engineer's estimate and there are at least three bidders. The apparent low base bid is 101.7% of the Engineer's estimate. The apparent low bid is within the FHWA guidance.
2. The bid packages of all bidders were reviewed to determine if all the required forms were submitted. It was found that the bids that were received included the following required documents: Bid Proposal Form; Bid Bond, and VTrans pre-qualifications.
3. The required forms were examined to determine if they were properly completed. No errors were found in Waters Excavation, Inc.'s forms.

The bid included the required signatures and acknowledged receipt of all addenda.

4. Waters Excavation, Inc. is the lowest qualified bidder. Their bid was analyzed to identify "unbalanced items". Bids can be unbalanced in two different ways: materially and mathematically. Mathematically unbalanced bids are individual price quotations that do not reasonably reflect actual costs. Materially unbalanced bids are ones that generate doubt that the award would result in the lowest ultimate cost.

To check for unbalanced bids, it is standard practice to review items where the engineer's bid price and contractors bid price differ by 1% of the total bid amount. Guidance also states to evaluate a total value of items that equal greater than 80% of the absolute value of the differences between the Engineer's estimated costs and the Low Bid costs. For this



February 27, 2025
Chris Kaufman, Norwich Public Works Director
Page 2 of 2

Reference: Town of Norwich – Hemlock Road Slope Stabilization Project Bid Analysis

bid, those items that differed by 2.0% of the bid price totaled greater than 80% of the total variance, so checking additional items is not necessary. Please refer to the attached spreadsheet for Stantec's detailed analysis of "unbalanced items". In summary, the bid from Waters Excavation, Inc. is not mathematically or materially unbalanced and offers no advantage to the contractor or disadvantage to the Town of Norwich.

Based on our analysis of the bid submitted, we recommend that the Town of Norwich award the contract to Waters Excavation, Inc. for the base bid amount of \$799,670.00. Please contact us if you have questions regarding our analysis and recommendation. We will be happy to meet with you at your convenience to discuss this further.

Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in blue ink, appearing to read "Israel Maynard".

Israel Maynard, PE
Senior Associate
Phone: (802) 497-6415
Israel.Maynard@stantec.com

Attachment: Bid Tabulation Spreadsheet
Analysis of Unbalanced Items

Town of Norwich
Hemlock Road Slope Stabilization Project

Bid Opening Date: February 26, 2025

Stantec Project No. 179450762

				Waters Excavation, Inc.		Engineers Construction, Inc.		Blue Mountain Trucking and Excavating		Engineer's Estimate		Average Unit Price
Bid Item	Description Of Item	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
201.1000	Clearing and Grubbing, Including Individual Trees and Stumps	LS	1	\$25,000.00	\$25,000.00	\$50,000.00	\$50,000.00	\$ 35,420.00	\$35,420.00	\$ 50,000.00	\$50,000.00	\$36,806.67
203.1500	Common Excavation	CY	650	\$100.00	\$65,000.00	\$45.00	\$29,250.00	\$ 85.10	\$55,315.00	\$ 30.00	\$19,500.00	\$76.70
204.2000	Trench Excavation of Earth	CY	270	\$75.00	\$20,250.00	\$60.00	\$16,200.00	\$ 38.00	\$10,260.00	\$ 30.00	\$8,100.00	\$57.67
204.2200	Trench Excavation of Earth, Exploratory (N.A.B.I.)	CY	1	\$75.00	\$75.00	\$75.00	\$75.00	\$ 75.00	\$75.00	\$ 75.00	\$75.00	\$75.00
219.1000	Slope Stabilization Nail	LF	2610	\$65.00	\$169,650.00	\$98.00	\$255,780.00	\$ 63.00	\$164,430.00	\$ 55.00	\$143,550.00	\$75.33
219.1500	Slope Stabilization Nail Testing	Each	18	\$1,800.00	\$32,400.00	\$1,400.00	\$25,200.00	\$ 1,725.00	\$31,050.00	\$ 500.00	\$9,000.00	\$1,641.67
219.2000	Slope Stabilization System, Shotcrete Facing	SF	4550	\$55.00	\$250,250.00	\$35.00	\$159,250.00	\$ 57.00	\$259,350.00	\$ 72.00	\$327,600.00	\$49.00
401.1000	Aggregate Surface Course	CY	85	\$100.00	\$8,500.00	\$90.00	\$7,650.00	\$ 110.00	\$9,350.00	\$ 60.00	\$5,100.00	\$100.00
507.1100	Reinforcing Steel, Level I	LB	900	\$ 10.00	\$9,000.00	\$2.50	\$2,250.00	\$ 4.60	\$4,140.00	\$ 3.00	\$2,700.00	\$5.70
541.2200	Concrete, Class B	CY	5	\$ 1,550.00	\$7,750.00	\$1,215.00	\$6,075.00	\$ 1,380.00	\$6,900.00	\$ 1,600.00	\$8,000.00	\$1,381.67
601.2615	18 Inch CPEP(SL)	LF	40	\$ 225.00	\$9,000.00	\$165.00	\$6,600.00	\$ 335.00	\$13,400.00	\$ 120.00	\$4,800.00	\$241.67
601.2620	24 Inch CPEP(SL)	LF	30	\$ 253.00	\$7,590.00	\$240.00	\$7,200.00	\$ 508.00	\$15,240.00	\$ 130.00	\$3,900.00	\$333.67
613.1001	Stone Fill, Type I	CY	165	\$ 95.00	\$15,675.00	\$100.00	\$16,500.00	\$ 102.00	\$16,830.00	\$ 100.00	\$16,500.00	\$99.00
613.1002	Stone Fill, Type II	CY	50	\$ 100.00	\$5,000.00	\$175.00	\$8,750.00	\$ 132.00	\$6,600.00	\$ 100.00	\$5,000.00	\$135.67
621.1080	Steel Beam Guardrail with 8 Foot Posts	LF	1100	\$ 33.00	\$36,300.00	\$30.00	\$33,000.00	\$ 31.00	\$34,100.00	\$ 38.00	\$41,800.00	\$31.33
621.1520	Anchor for Steel Beam Guardrail	Each	2	\$ 1,300.00	\$2,600.00	\$1,225.00	\$2,450.00	\$ 1,380.00	\$2,760.00	\$ 1,400.00	\$2,800.00	\$1,301.67
630.1500	Flaggers	HR	200	\$ 70.00	\$14,000.00	\$70.00	\$14,000.00	\$ 80.50	\$16,100.00	\$ 45.00	\$9,000.00	\$73.50
635.1100	Mobilization/Demobilization (8%)	LS	1	\$ 85,000.00	\$85,000.00	\$90,000.00	\$90,000.00	\$ 99,500.00	\$99,500.00	\$ 58,069.60	\$58,069.60	\$91,500.00
641.1100	Traffic Control, All-Inclusive	LS	1	\$ 15,000.00	\$15,000.00	\$60,000.00	\$60,000.00	\$ 12,925.00	\$12,925.00	\$ 50,000.00	\$50,000.00	\$29,308.33
649.3100	Geotextile Under Stone Fill	SY	750	\$ 5.00	\$3,750.00	\$5.00	\$3,750.00	\$ 3.50	\$2,625.00	\$ 4.00	\$3,000.00	\$4.50
651.1500	Turf Establishment, General Seed	SY	180	\$ 10.00	\$1,800.00	\$8.00	\$1,440.00	\$ 9.25	\$1,665.00	\$ 10.00	\$1,800.00	\$9.08
651.3500	Topsoil	CY	25	\$ 82.00	\$2,050.00	\$125.00	\$3,125.00	\$ 110.00	\$2,750.00	\$ 60.00	\$1,500.00	\$105.67
653.0100	EPSC Plan	LS	1	\$ 3,500.00	\$3,500.00	\$2,250.00	\$2,250.00	\$ 5,750.00	\$5,750.00	\$ 3,000.00	\$3,000.00	\$3,833.33
653.0200	Monitoring EPSC Plan	HR	5	\$ 50.00	\$250.00	\$15.00	\$75.00	\$ 345.00	\$1,725.00	\$ 45.00	\$225.00	\$136.67
653.0300	Maintenance of EPSC Plan (N.A.B.I.)	DL	3000	\$ 1.00	\$3,000.00	\$1.00	\$3,000.00	\$ 1.00	\$3,000.00	\$ 1.00	\$3,000.00	\$1.00
653.2001	Rolled Erosion Control Product, Type I	SY	180	\$ 6.00	\$1,080.00	\$4.00	\$720.00	\$ 3.50	\$630.00	\$ 4.00	\$720.00	\$4.50
653.4702	Silt Fence, Type II	LF	250	\$ 6.00	\$1,500.00	\$6.00	\$1,500.00	\$ 6.00	\$1,500.00	\$ 8.00	\$2,000.00	\$6.00
653.5000	Barrier Fence	LF	300	\$ 5.00	\$1,500.00	\$3.25	\$975.00	\$ 5.00	\$1,500.00	\$ 4.00	\$1,200.00	\$4.42
653.5500	Project Demarcation Fence	LF	800	\$ 1.50	\$1,200.00	\$1.75	\$1,400.00	\$ 6.00	\$4,800.00	\$ 2.50	\$2,000.00	\$3.08
681.1010	Remove and Relocate Landscape Items (Concrete Barrier)	Each	20	\$ 100.00	\$2,000.00	\$275.00	\$5,500.00	345	\$6,900.00	\$ 100.00	\$2,000.00	
				TOTAL =	\$799,670.00	TOTAL =	\$813,965.00	TOTAL =	\$826,590.00	TOTAL =	\$785,939.60	

Town of Norwich
Hemlock Road Slope Stabilization Project

Prepared by: D. Youlen
Checked by: I. Maynard
Date: 2/27/2025

Bid Opening Date: February 26, 2025
Stantec Project No. 179450762

Base Bid				Engineer's Opinion of Probable Construction Cost		Waters Excavation, Inc.		Prices Compared to Total Engineer's Estimate (percent)	Difference b/t Unit Prices	Absolute Value of Difference	Percentage Difference b/t Engineer's and Contractor's Unit Price
Bid Item	Description Of Item	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price				
201.1000	Clearing and Grubbing, Including Individual Trees and Stumps	LS	1	\$50,000.00	\$50,000.00	\$25,000.00	\$25,000.00	3.13%	-\$25,000.00	\$25,000.00	-50.00%
203.1500	Common Excavation	CY	650	\$30.00	\$19,500.00	\$100.00	\$65,000.00	-5.70%	\$45,500.00	\$45,500.00	233.33%
204.2000	Trench Excavation of Earth	CY	270	\$30.00	\$8,100.00	\$75.00	\$20,250.00	-1.52%	\$12,150.00	\$12,150.00	150.00%
204.2200	Trench Excavation of Earth, Exploratory (N.A.B.I.)	CY	1	\$75.00	\$75.00	\$75.00	\$75.00	0.00%	\$0.00	\$0.00	0.00%
219.1000	Slope Stabilization Nail	LF	2610	\$55.00	\$143,550.00	\$65.00	\$169,650.00	-3.27%	\$26,100.00	\$26,100.00	18.18%
219.1500	Slope Stabilization Nail Testing	Each	18	\$500.00	\$9,000.00	\$1,800.00	\$32,400.00	-2.93%	\$23,400.00	\$23,400.00	260.00%
219.2000	Slope Stabilization System, Shotcrete Facing	SF	4550	\$72.00	\$327,600.00	\$55.00	\$250,250.00	9.70%	-\$77,350.00	\$77,350.00	-23.61%
401.1000	Aggregate Surface Course	CY	85	\$60.00	\$5,100.00	\$100.00	\$8,500.00	-0.43%	\$3,400.00	\$3,400.00	66.67%
507.1100	Reinforcing Steel, Level I	LB	900	\$3.00	\$2,700.00	\$10.00	\$9,000.00	-0.79%	\$6,300.00	\$6,300.00	233.33%
541.2200	Concrete, Class B	CY	5	\$1,600.00	\$8,000.00	\$1,550.00	\$7,750.00	0.03%	-\$250.00	\$250.00	-3.13%
601.2615	18 Inch CPEP(SL)	LF	40	\$120.00	\$4,800.00	\$225.00	\$9,000.00	-0.53%	\$4,200.00	\$4,200.00	87.50%
601.2620	24 Inch CPEP(SL)	LF	30	\$130.00	\$3,900.00	\$253.00	\$7,590.00	-0.46%	\$3,690.00	\$3,690.00	94.62%
613.1001	Stone Fill, Type I	CY	165	\$100.00	\$16,500.00	\$95.00	\$15,675.00	0.10%	-\$825.00	\$825.00	-5.00%
613.1002	Stone Fill, Type II	CY	50	\$100.00	\$5,000.00	\$100.00	\$5,000.00	0.00%	\$0.00	\$0.00	0.00%
621.1080	Steel Beam Guardrail with 8 Foot Posts	LF	1100	\$38.00	\$41,800.00	\$33.00	\$36,300.00	0.69%	-\$5,500.00	\$5,500.00	-13.16%
621.1520	Anchor for Steel Beam Guardrail	Each	2	\$1,400.00	\$2,800.00	\$1,300.00	\$2,600.00	0.03%	-\$200.00	\$200.00	-7.14%
630.1500	Flaggers	HR	200	\$45.00	\$9,000.00	\$70.00	\$14,000.00	-0.63%	\$5,000.00	\$5,000.00	55.56%
635.1100	Mobilization/Demobilization (8%)	LS	1	\$58,069.60	\$58,069.60	\$85,000.00	\$85,000.00	-3.38%	\$26,930.40	\$26,930.40	46.38%
641.1100	Traffic Control, All-Inclusive	LS	1	\$50,000.00	\$50,000.00	\$15,000.00	\$15,000.00	4.39%	-\$35,000.00	\$35,000.00	-70.00%
649.3100	Geotextile Under Stone Fill	SY	750	\$4.00	\$3,000.00	\$5.00	\$3,750.00	-0.09%	\$750.00	\$750.00	25.00%
651.1500	Turf Establishment, General Seed	SY	180	\$10.00	\$1,800.00	\$10.00	\$1,800.00	0.00%	\$0.00	\$0.00	0.00%
651.3500	Topsoil	CY	25	\$60.00	\$1,500.00	\$82.00	\$2,050.00	-0.07%	\$550.00	\$550.00	36.67%
653.0100	EPSC Plan	LS	1	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	-0.06%	\$500.00	\$500.00	16.67%
653.0200	Monitoring EPSC Plan	HR	5	\$45.00	\$225.00	\$50.00	\$250.00	0.00%	\$25.00	\$25.00	11.11%
653.0300	Maintenance of EPSC Plan (N.A.B.I.)	DL	3000	\$1.00	\$3,000.00	\$1.00	\$3,000.00	0.00%	\$0.00	\$0.00	0.00%
653.2001	Rolled Erosion Control Product, Type I	SY	180	\$4.00	\$720.00	\$6.00	\$1,080.00	-0.05%	\$360.00	\$360.00	50.00%
653.4702	Silt Fence, Type II	LF	250	\$8.00	\$2,000.00	\$6.00	\$1,500.00	0.06%	-\$500.00	\$500.00	-25.00%
653.5000	Barrier Fence	LF	300	\$4.00	\$1,200.00	\$5.00	\$1,500.00	-0.04%	\$300.00	\$300.00	25.00%
653.5500	Project Demarcation Fence	LF	800	\$2.50	\$2,000.00	\$1.50	\$1,200.00	0.10%	-\$800.00	\$800.00	-40.00%
681.1010	Remove and Relocate Landscape Items (Concrete Barrier)	Each	20	\$100.00	\$2,000.00	\$100.00	\$2,000.00	0.00%	\$0.00	\$0.00	0.00%
				TOTAL =	\$783,939.60	TOTAL =	\$797,670.00	TOTAL =		\$304,580.40	

2.0% of total \$16,000.00

80% of variance \$243,664.32

Sum of items with variance over 2.0% of total \$259,280.40

Town of Norwich - Hemlock Road Slope Stabilization Project
Bid Opening Date: February 26, 2025
ANALYSIS OF UNBALANCED ITEMS
PERFORMED BY STANTEC FOR THE TOWN OF NORWICH

The purpose of this analysis is to help determine whether or not it is in the Town's best interest to award this Contract to the lowest responsive bidder. If a bid is unbalanced (materially or mathematically) then it may not be in the Town's best interest to award the Contract to that bidder. To check for unbalanced bids, it is standard practice to review items where the engineer's estimated item costs and the contractor's bid item cost differ by $\pm 1\%$ of the total bid amount. Guidance also says to evaluate a total value of items that equal greater than 80% of the absolute value of the differences between the Engineer's estimated costs and the Low Bid costs. For this bid analysis, a threshold of 2.0% of the total bid amount was used. Using 2.0% resulted in the total costs evaluated being higher than the 80% guideline. The analyzed items (highlighted in yellow) are listed below with the engineer's opinion regarding acceptance the bid price. Additional items are listed where there is greater than 25% difference between then engineer's and contractor's unit price.

ITEM NO.	ITEM DESCRIPTION	UNIT	BID QUANTITY	Engineer's Opinion of Probable Construction Cost		Waters Excavation, Inc.			
				UNIT PRICE	EXTENSION	UNIT PRICE	EXTENSION	BID OVER/UNDER RUN	% OVER/UNDER RUN
201.10	Clearing and Grubbing, Including Individual Trees and Stumps	LS	1	\$50,000.00	\$50,000.00	\$25,000.00	\$25,000.00	-\$25,000.00	-50.00%
<p>The engineer's estimate was based on project experience on similar projects and recent bid results. The second and third bidder's bid unit prices were \$50,000.00 and \$35,420.00. The low bid unit price is lower than the other bidders and recent bid prices. The limits for this item are well-defined and being a Lump Sum item there is no risk for this Bid Unit Price to significantly impact the total cost of the project. The bid price is considered acceptable.</p>									
203.15	Common Excavation	CY	650	\$30.00	\$19,500.00	\$100.00	\$65,000.00	\$45,500.00	233.33%
<p>The engineer's estimate was based on regression pricing in iPd web estimating system and recent bid results. The second and third bidder's bid unit prices were \$45.00 and \$85.10. The Engineer's estimated unit price may be low due to Contractor's means and methods and the low bid Contractor anticipating the need to move material multiple times. The low bid unit price is higher than the other bidders and recent bid prices. The Resident Engineer should track this item closely. The bid price is considered acceptable.</p>									
219.10	Slope Stabilization Nail	LF	2610	\$55.00	\$143,550.00	\$65.00	\$169,650.00	\$26,100.00	18.18%
<p>The engineer's estimated price is based on experience with similar projects. Items considered specialty work are often difficult to estimate. The low bid unit price was in range of the other bidders. The second and third bidders bid unit prices were \$98.00 and \$63.00. The limits for this item are well-defined and there is little risk for this item to over run and to significantly impact the total cost of the project. The bid price is considered acceptable.</p>									
219.15	Slope Stabilization Nail Testing	Each	18	\$500.00	\$9,000.00	\$1,800.00	\$32,400.00	\$23,400.00	260.00%
<p>The engineer's estimated price is based on experience with similar projects. Items considered specialty work are often difficult to estimate. The Engineer's estimated unit price is lower than all bidders. The low bid unit price was in range of the other bidders. The second and third bidders bid unit prices were \$1,400.00 and \$1,725.00. The limits for this item are well-defined and there is little risk for this item to over run and to significantly impact the total cost of the project. The bid price is considered acceptable.</p>									
219.20	Slope Stabilization System, Shotcrete Facing	SF	4550	\$72.00	\$327,600.00	\$55.00	\$250,250.00	-\$77,350.00	-23.61%
<p>The engineer's estimated price is based on experience with similar projects. Items considered specialty work are often difficult to estimate. The low bid unit price was in range of the other bidders. The second and third bidders bid unit prices were \$35.00 and \$57.00. The limits for this item are well-defined and there is little risk for this item to over run and to significantly impact the total cost of the project. The bid price is considered acceptable.</p>									
635.11	Mobilization/Demobilization (8%)	LS	1	\$58,069.60	\$58,069.60	\$85,000.00	\$85,000.00	\$26,930.40	46.38%
<p>The estimated price was estimated at 8% of all other contract items. The low bid unit price is higher than the estimated unit price for this item, but in range with the other bidders. The second and third bidders bid unit prices were \$95,000.00 and \$91,225.00. Lump sum items are often difficult to estimate. Being a Lump Sum, there is no risk of over running this item. This price is considered acceptable.</p>									
641.11	Traffic Control, All-Inclusive	LS	1	\$50,000.00	\$50,000.00	\$15,000.00	\$15,000.00	-\$35,000.00	-70.00%
<p>The low bid unit price is higher than the estimated unit price for this item and also higher than the other bidders. The second and third bidders bid unit prices were \$50,000.00 and \$34,350.00. Traffic Control is often difficult to estimate as the Contractor's means and methods can affect the price for this item. Being a Lump Sum, there is no risk of over running this item. This price is considered acceptable.</p>									

BID PRICE =	\$797,670.00
2.0% OF BID PRICE =	\$16,000.00

Unit Price Assessment:

The low bid unit prices for the following additional items have been found to be significantly over/under the estimated unit price:

204.2000	Trench Excavation of Earth
401.1000	Aggregate Surface Course
507.1100	Reinforcing Steel, Level I
601.2615	18 Inch CPEP(SL)
601.2620	24 Inch CPEP(SL)
630.1500	Flaggers
651.3500	Topsail
653.2001	Rolled Erosion Control Product, Type I
653.5500	Project Demarcation Fence

While the Low Bid Difference of these items does not exceed the dollar value warranting individual analysis of the items, they have been reviewed and quantities have been checked.

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman
RE: Bid Results for the Norwich DPW FEMA Storm Event Culverts Project
DATE: March 7, 2025

Based on Section 2 of the Town's Financial Policy, which requires a sealed bid process for purchases above \$25,000, the DPW advertised the FEMA Storm Event Culverts Project on February 5, 2025, in the following public forums: 1) Town Website, 2) State of Vermont Bid Registry, and 3) reaching out directly to various companies via email.

Results of the Bid Process

On March 5, 2025, upon closure of the bid date, the Town of Norwich DPW received six bids. Based on the results of the final bid tabulation conducted by Hammond Engineering (see attached) dated March 7, 2025, the final bid results were as follows:

1. Northwoods Excavating, Inc. - \$768,281.48
2. Waters Excavation, Inc. - \$810,121.50
3. Notts Excavating, Inc. - \$852,565.50
4. Engineering Construction, Inc. - \$1,014,573.00
5. Neil H. Daniels, Inc. - \$1,097,190.00
6. Blue Mountain Trucking and Excavating - \$1,385,531.25

Northwoods Excavating, Inc., was found to be the lowest responsive bidder. We are recommending the award of the contract to Northwoods Excavating, Inc. for \$768,281.48. A schedule will be discussed with the contractor and be reviewed in detail during the pre-construction meeting, which is anticipated to be held within the next few months.

Funding

Funding for this work will be temporarily paid for by the Fund 01-5-703703. This work is reimbursable from FEMA/State of Vermont with the exception of the Town's contribution of 2.2%.

Final Recommendation

My recommendation is that the Town Manager and Selectboard approve the FEMA Storm Event Culverts Project with Northwoods Excavating, Inc. for a total of \$768,281.48.

**Hammond Engineering
5 Lincoln Street
Springfield, VT 05156
802-885-3872 (office)
802-376-0042 (cell)**

March 7, 2025

Chris Kaufman, Public Works Director
Town of Norwich
PO Box 367, 300 Main Street
Norwich, VT 05055

Re: Norwich Culvert Bid Summary & Recommendation
Ilsley Road, Kate Wallace Road and Norford Lake Road

Dear Chris:

This project with the 3 large culverts on each of the above referenced roads was put out to bid on February 5, 2025 with bids due at 1:00pm on March 5, 2025. There was interest from 12 contractors with 6 of them submitting bids to the Town of Norwich. Bids submitted were from the following contractors:

- Northwoods Excavating, Inc.: \$768,281.48
- Waters Excavation, Inc.: \$810,121.50
- Notts Excavating, Inc.: \$852,565.50
- Engineers Construction, Inc.: \$1,014,573.00
- Neil H Daniels, Inc: \$1,097,190.00
- Blue Mountain Trucking and Excavating: \$1,385,531.25

Northwoods Excavating submitted all of the appropriate documents with their bid. These documents are a bid bond; Contractors EEO Certification Form; Debarment & Non-Collusion Affidavit and Workers Classification Compliance Requirement as well as recognition of Addendum 1. Northwoods Excavating, Inc. bid proposal also falls well within the engineers estimate of \$851,045.69. In summary, Northwoods Excavating, Inc. is the lowest responsible bidder for this project on these 3 drainage improvement sites.
Sincerely,

Everett T. Hammond, P.E.

Attachments:

Bid Summary sheet with detailed bid tabulation of the 6 contractors bids

Town of Norwich, VT

Norwich Culvert Bid Summary (TOTAL BIDS: 6)

3/5/2025

	Illsley Road	Kate Wallace Road	Norford Lake Road	Total of 3 sites
Northwoods Exc, Inc.	213,442.36	223,964.98	330,874.14	768,281.48
Waters Excavation, Inc.	238,535.00	242,185.00	329,401.50	810,121.50
Notts Excavating, Inc.	224,035.00	257,863.00	370,667.50	852,565.50
Engineers Const., Inc.	298,888.00	266,612.00	449,073.00	1,014,573.00
Neil H Daniels, Inc.	286,635.00	367,311.00	443,244.00	1,097,190.00
Blue Mountail Tkg & Ec.	259,008.00	382,780.00	743,743.25	1,385,531.25
Engineers Estimate	241,563.60	252,409.51	357,072.58	851,045.69

Town of Norwich, VT

Kate Wallace Road culvert bid tabulation (TOTAL BIDS: 6)

3/5/2025

ITEM	Description	Quantity	Unit	Engineers Const., Inc.		Neil H Daniels, Inc.		Blue Mountail Tkg & Ec.		Engineers Estimate	
				Unit Cost	Total	Unit	Total	Unit	Total	Unit	Total
201.1000	Clearing and Grubbing	1	LS	\$2,510.00	\$2,510.00	15,000.00	\$15,000.00	7,015.00	\$7,015.00	10,000.00	\$10,000.00
203.1500	Common Excavation	1	LS	\$4,210.00	\$4,210.00	12,000.00	\$12,000.00	5,865.00	\$5,865.00	2,192.30	\$2,192.30
203.1600	Solid Rock Excavation	10	CY	\$323.00	\$3,230.00	150.00	\$1,500.00	500.00	\$5,000.00	141.62	\$1,416.20
203.2600	Channel Excavation of Rock	20	CY	\$323.00	\$6,460.00	250.00	\$5,000.00	500.00	\$10,000.00	175.00	\$3,500.00
204.2200	Trench Excavation of Earth, exploratory	1	CY	\$75.00	\$75.00	75.00	\$75.00	75.00	\$75.00	75.00	\$75.00
204.2500	Structure Excavation	1	LS	\$7,670.00	\$7,670.00	36,000.00	\$36,000.00	8,165.00	\$8,165.00	7,468.00	\$7,468.00
204.3000	Granular Backfill for Structures	120	CY	\$93.00	\$11,160.00	165.00	\$19,800.00	127.00	\$15,240.00	67.54	\$8,104.80
301.2500	Subbase of Crushed Gravel, course (18")	150	CY	\$70.00	\$10,500.00	80.00	\$12,000.00	72.00	\$10,800.00	52.07	\$7,810.50
301.2600	Subbase of Crushed Gravel, fine (6")	60	CY	\$64.00	\$3,840.00	95.00	\$5,700.00	100.00	\$6,000.00	103.11	\$6,186.60
529.1500	Removal of Structure	1	EA	\$1,425.00	\$1,425.00	3,000.00	\$3,000.00	5,807.00	\$5,807.00	4,000.00	\$4,000.00
540.1000	Precast Concrete Structure (6'w6'Hx40')	1	LS	\$20,850.00	\$20,850.00	130,000.00	\$130,000.00	133,072.00	\$133,072.00	120,000.00	\$120,000.00
609.1500	Dust and Ice Control with Calcium Chl.	1	TON	\$1,640.00	\$1,640.00	2,000.00	\$2,000.00	5,150.00	\$5,150.00	508.70	\$508.70
613.0601	E-Stone Fill, Type 1	20	CY	\$245.00	\$4,900.00	400.00	\$8,000.00	157.00	\$3,140.00	114.25	\$2,285.00
613.1003	Stone Fill, Type 3	30	CY	\$115.00	\$3,450.00	100.00	\$3,000.00	67.00	\$2,010.00	75.00	\$2,250.00
621.1060	Steel Beam Guardrail with 6 Foot Posts	58	LF	\$32.00	\$1,856.00	32.00	\$1,856.00	31.00	\$1,798.00	32.54	\$1,887.32
621.1080	Steel Beam Guardrail with 8 Foot Posts	100	LF	\$33.00	\$3,300.00	35.00	\$3,500.00	34.50	\$3,450.00	31.45	\$3,145.00
621.1160	Steel Beam Guardrail, nested	50	LF	\$55.00	\$2,750.00	60.00	\$3,000.00	36.50	\$1,825.00	50.00	\$2,500.00
621.1520	Anchor for Steel Beam Guardrail	4	EACH	\$1,290.00	\$5,160.00	1,300.00	\$5,200.00	1,300.00	\$5,200.00	1,209.02	\$4,836.08
630.1500	Flaggers	100	HR	\$66.00	\$6,600.00	50.00	\$5,000.00	80.50	\$8,050.00	40.91	\$4,091.00
635.1100	Mobilization/Demobilization	1	LS	\$93,340.00	\$93,340.00	22,000.00	\$22,000.00	44,850.00	\$44,850.00	20,000.00	\$20,000.00
641.1100	Traffic Control, All Inclusive	1	LS	\$4,160.00	\$4,160.00	3,000.00	\$3,000.00	9,285.00	\$9,285.00	2,000.00	\$2,000.00
651.1500	Turf Establishment, General Seed	600	SY	\$2.00	\$1,200.00	2.00	\$1,200.00	5.00	\$3,000.00	13.80	\$8,280.00
651.3500	Topsoil	40	CY	\$110.00	\$4,400.00	100.00	\$4,000.00	67.00	\$2,680.00	45.96	\$1,838.40
651.4006	Grubbing Material, 6 inch	40	CY	\$77.00	\$3,080.00	25.00	\$1,000.00	24.50	\$980.00	13.31	\$532.40
653.0300	Erosion Control Measures, Maintenance	1	ALL	\$2,000.00	\$2,000.00	2,000.00	\$2,000.00	2,000.00	\$2,000.00	2,000.00	\$2,000.00
653.1000	Hay Mulch	0.2	TON	\$1,530.00	\$306.00	2,000.00	\$400.00	865.00	\$173.00	1,441.05	\$288.21
653.2000	Rolled Erosion Control Product, Type 1	200	SY	\$1.50	\$300.00	3.00	\$600.00	4.00	\$800.00	3.31	\$662.00
653.5500	Project Demarcation Fence	240	LF	\$2.00	\$480.00	2.00	\$480.00	4.00	\$960.00	2.30	\$552.00
900.6000	Special Provision (temp drain pipe/pump)	1	LS	\$19,080.00	\$19,080.00	25,000.00	\$25,000.00	30,390.00	\$30,390.00	8,000.00	\$8,000.00
900.6450	Special Provision (Temporary Roadway)	2	LS	\$18,340.00	\$36,680.00	18,000.00	\$36,000.00	25,000.00	\$50,000.00	8,000.00	\$16,000.00
	Total			Corrected	\$266,612.00		\$367,311.00		\$382,780.00		\$252,409.51
				Math error	\$248,272 bid						
					by contractor						

Town of Norwich, VT

Norford Lake Road culvert bid tabulation (TOTAL BIDS: 6)

3/5/2025

				Northwoods Exc, Inc.		Waters Excavation, Inc.		Notts Excavating, Inc.		Engineers Estimate	
ITEM	Description	Quantity	Unit	Unit Cost	Total	Unit	Total	Unit	Total	Unit	Total
201.1000	Clearing and Grubbing	1	LS	\$3,634.00	\$3,634.00	7,500.00	\$7,500.00	15,000.00	\$15,000.00	10,000.00	\$10,000.00
203.1500	Common Excavation *	1	LS	\$10,350.00	\$10,350.00	10,000.00	\$10,000.00	25,000.00	\$25,000.00	9,965.00	\$9,965.00
203.1600	Solid Rock Excavation	10	CY	\$280.60	\$2,806.00	200.00	\$2,000.00	100.00	\$1,000.00	141.62	\$1,416.20
203.2600	Channel Rock Excavation	20	CY	\$350.75	\$7,015.00	200.00	\$4,000.00	100.00	\$2,000.00	175.00	\$3,500.00
203.2800	Excavation of Surfaces & Pavements	1	LS	\$529.00	\$529.00	500.00	\$500.00	363.00	\$363.00	491.76	\$491.76
204.2200	Trench Excavation of Earth, exploratory	1	CY	\$75.00	\$75.00	75.00	\$75.00	75.00	\$75.00	75.00	\$75.00
204.2500	Structure Excavation	1	LS	\$8,711.25	\$8,711.25	9,200.00	\$9,200.00	20,700.00	\$20,700.00	14,936.00	\$14,936.00
204.3000	Granular Backfill for Structures	200	CY	\$41.47	\$8,294.00	57.00	\$11,400.00	94.00	\$18,800.00	67.54	\$13,508.00
301.2500	Subbase of Crushed Gravel, course *	375	CY	\$42.95	\$16,106.25	56.00	\$21,000.00	56.00	\$21,000.00	52.07	\$19,526.25
301.2600	Subbase of Crushed Gravel, fine *	125	CY	\$58.83	\$7,353.75	56.00	\$7,000.00	56.00	\$7,000.00	103.11	\$12,888.75
404.1100	Tack Coat, Emulsified Asphalt *	30	GAL	\$23.00	\$690.00	30.00	\$900.00	22.00	\$660.00	18.52	\$555.60
406.0210	Bituminous Conc. Pavement, Type IIS *	95	TON	\$215.05	\$20,429.75	200.00	\$19,000.00	206.00	\$19,570.00	107.44	\$10,206.80
406.0410	Bituminous Conc. Pavement, Type IVS *	55	TON	\$215.05	\$11,827.75	200.00	\$11,000.00	206.00	\$11,330.00	259.46	\$14,270.30
529.1500	Removal of Structure	1	EA	\$874.00	\$874.00	6,500.00	\$6,500.00	6,000.00	\$6,000.00	6,000.00	\$6,000.00
540.1000	Precast Conc. Structure (10'wx7'Hx48.5')	1	LS	\$140,852.69	\$140,852.69	117,250.00	\$117,250.00	125,000.00	\$125,000.00	150,000.00	\$150,000.00
609.1500	Dust and Ice Control with Calcium Chl.	1	TON	\$1,046.50	\$1,046.50	1,500.00	\$1,500.00	1,000.00	\$1,000.00	508.70	\$508.70
613.0602	E-Stone Fill, Type 2	40	CY	\$232.30	\$9,292.00	100.00	\$4,000.00	75.00	\$3,000.00	114.25	\$4,570.00
613.1003	Stone Fill, Type 3 *	50	CY	\$213.90	\$10,695.00	80.00	\$4,000.00	75.00	\$3,750.00	75.00	\$3,750.00
617.1200	Remove & Reset Mailbox, Mul. Sup.	8	EA	\$300.00	\$2,400.00	75.00	\$600.00	200.00	\$1,600.00	188.06	\$1,504.48
617.2200	Remove & Replace Mailbox, Mult. Sup.	8	EA	\$265.94	\$2,127.52	75.00	\$600.00	200.00	\$1,600.00	220.83	\$1,766.64
621.0100	Removal of Guardrail	123	LF	\$1.15	\$141.45	2.00	\$246.00	2.00	\$246.00	10.00	\$1,230.00
621.0110	Removal of Guardrail Posts	22	EA	\$9.20	\$202.40	10.00	\$220.00	10.00	\$220.00	5.00	\$110.00
621.1080	Steel Beam Guardrail with 8 Foot Posts	118.5	LF	\$34.50	\$4,088.25	33.00	\$3,910.50	33.00	\$3,910.50	31.45	\$3,726.83
621.1160	Steel Beam Guardrail, nested	50	LF	\$31.23	\$1,561.50	38.00	\$1,900.00	35.00	\$1,750.00	50.00	\$2,500.00
621.1520	Anchor for Steel Beam Guardrail	3	EACH	\$1,293.75	\$3,881.25	1,700.00	\$5,100.00	1,237.00	\$3,711.00	1,209.02	\$3,627.06
630.1500	Flaggers *	100	HR	\$69.00	\$6,900.00	70.00	\$7,000.00	70.00	\$7,000.00	40.91	\$4,091.00
635.1100	Mobilization/Demobilization	1	LS	\$13,363.00	\$13,363.00	10,000.00	\$10,000.00	20,000.00	\$20,000.00	20,000.00	\$20,000.00
641.1100	Traffic Control, All Inclusive	1	LS	\$5,186.50	\$5,186.50	15,500.00	\$15,500.00	5,000.00	\$5,000.00	10,000.00	\$10,000.00
651.1600	Turf Establishment, Specialty Seed	600	SY	\$0.45	\$270.00	2.00	\$1,200.00	1.00	\$600.00	13.80	\$8,280.00
651.4006	Grubbing Material, 6 inch	60	CY	\$37.85	\$2,271.00	55.00	\$3,300.00	35.00	\$2,100.00	13.31	\$798.60
651.3500	Topsoil	40	CY	\$103.21	\$4,128.40	75.00	\$3,000.00	55.00	\$2,200.00	45.96	\$1,838.40
653.0300	Erosion Control Measures, Maintenance	1	ALL	\$2,000.00	\$2,000.00	2,000.00	\$2,000.00	2,000.00	\$2,000.00	2,000.00	\$2,000.00
653.1000	Hay Mulch	0.2	TON	\$1,610.00	\$322.00	1,000.00	\$200.00	500.00	\$100.00	1,441.05	\$288.21
653.2000	Rolled Erosion Control Product, Type 1	300	SY	\$3.32	\$996.00	4.00	\$1,200.00	2.00	\$600.00	3.31	\$993.00
653.5500	Project Demarcation Fence	500	LF	\$5.42	\$2,710.00	2.00	\$1,000.00	3.00	\$1,500.00	2.30	\$1,150.00
656.2002	Evergreen Trees, medium (4' to < 6') *	4	EA	\$500.00	\$2,000.00	1,400.00	\$5,600.00	750.00	\$3,000.00	500.00	\$2,000.00
900.6001	Special Provision (temp drain pipe)	1	LS	\$15,742.93	\$15,742.93	30,000.00	\$30,000.00	32,282.00	\$32,282.00	15,000.00	\$15,000.00
	Total				\$330,874.14		\$329,401.50		\$370,667.50		\$357,072.58
				Math error	\$332,181.34	Math error	\$329,801.50				
					contractor bid		contractor bid				

Town of Norwich, VT

Norford Lake Road culvert bid tabulation (TOTAL BIDS: 6)

3/5/2025

				Engineers Const., Inc.		Neil H Daniels, Inc.		Blue Mountail Tkg & Ec.		Engineers Estimate	
ITEM	Description	Quantity	Unit	Unit Cost	Total	Unit	Total	Unit	Total	Unit	Total
201.1000	Clearing and Grubbing	1	LS	\$2,375.00	\$2,375.00	15,000.00	\$15,000.00	7,015.00	\$7,015.00	10,000.00	\$10,000.00
203.1500	Common Excavation *	1	LS	\$18,115.00	\$18,115.00	30,000.00	\$30,000.00	9,705.00	\$9,705.00	9,965.00	\$9,965.00
203.1600	Solid Rock Excavation	10	CY	\$305.00	\$3,050.00	150.00	\$1,500.00	500.00	\$5,000.00	141.62	\$1,416.20
203.2600	Channel Rock Excavation	20	CY	\$305.00	\$6,100.00	250.00	\$5,000.00	500.00	\$10,000.00	175.00	\$3,500.00
203.2800	Excavation of Surfaces & Pavements	1	LS	\$733.00	\$733.00	1,000.00	\$1,000.00	443.00	\$443.00	491.76	\$491.76
204.2200	Trench Excavation of Earth, exploratory	1	CY	\$75.00	\$75.00	75.00	\$75.00	75.00	\$75.00	75.00	\$75.00
204.2500	Structure Excavation	1	LS	\$20,777.00	\$20,777.00	25,000.00	\$25,000.00	12,052.00	\$12,052.00	14,936.00	\$14,936.00
204.3000	Granular Backfill for Structures	200	CY	\$88.00	\$17,600.00	125.00	\$25,000.00	94.00	\$18,800.00	67.54	\$13,508.00
301.2500	Subbase of Crushed Gravel, course *	375	CY	\$65.00	\$24,375.00	80.00	\$30,000.00	66.00	\$24,750.00	52.07	\$19,526.25
301.2600	Subbase of Crushed Gravel, fine *	125	CY	\$60.00	\$7,500.00	95.00	\$11,875.00	75.00	\$9,375.00	103.11	\$12,888.75
404.1100	Tack Coat, Emulsified Asphalt *	30	GAL	\$15.00	\$450.00	24.00	\$720.00	23.00	\$690.00	18.52	\$555.60
406.0210	Bituminous Conc. Pavement, Type IIS *	95	TON	\$183.00	\$17,385.00	300.00	\$28,500.00	216.00	\$20,520.00	107.44	\$10,206.80
406.0410	Bituminous Conc. Pavement, Type IVS *	55	TON	\$160.00	\$8,800.00	350.00	\$19,250.00	216.00	\$11,880.00	259.46	\$14,270.30
529.1500	Removal of Structure	1	EA	\$1,350.00	\$1,350.00	4,000.00	\$4,000.00	5,808.00	\$5,808.00	6,000.00	\$6,000.00
540.1000	Precast Conc. Structure (10'wx7'Hx48.5')	1	LS	\$152,000.00	\$152,000.00	150,000.00	\$150,000.00	475,775.00	\$475,775.00	150,000.00	\$150,000.00
609.1500	Dust and Ice Control with Calcium Chl.	1	TON	\$1,550.00	\$1,550.00	2,000.00	\$2,000.00	5,151.00	\$5,151.00	508.70	\$508.70
613.0602	E-Stone Fill, Type 2	40	CY	\$96.00	\$3,840.00	300.00	\$12,000.00	106.00	\$4,240.00	114.25	\$4,570.00
613.1003	Stone Fill, Type 3 *	50	CY	\$110.00	\$5,500.00	100.00	\$5,000.00	76.00	\$3,800.00	75.00	\$3,750.00
617.1200	Remove & Reset Mailbox, Mul. Sup.	8	EA	\$162.00	\$1,296.00	100.00	\$800.00		\$0.00	188.06	\$1,504.48
617.2200	Remove & Replace Mailbox, Mult. Sup.	8	EA	\$162.00	\$1,296.00	200.00	\$1,600.00	432.00	\$3,456.00	220.83	\$1,766.64
621.0100	Removal of Guardrail	123	LF	\$1.10	\$135.30	5.00	\$615.00	1.50	\$184.50	10.00	\$1,230.00
621.0110	Removal of Guardrail Posts	22	EA	\$9.00	\$198.00	40.00	\$880.00	9.50	\$209.00	5.00	\$110.00
621.1080	Steel Beam Guardrail with 8 Foot Posts	118.5	LF	\$32.00	\$3,792.00	34.00	\$4,029.00	34.50	\$4,088.25	31.45	\$3,726.83
621.1160	Steel Beam Guardrail, nested	50	LF	\$37.00	\$1,850.00	30.00	\$1,500.00	36.50	\$1,825.00	50.00	\$2,500.00
621.1520	Anchor for Steel Beam Guardrail	3	EACH	\$1,280.00	\$3,840.00	1,300.00	\$3,900.00	1,300.00	\$3,900.00	1,209.02	\$3,627.06
630.1500	Flaggers *	100	HR	\$66.00	\$6,600.00	50.00	\$5,000.00	80.50	\$8,050.00	40.91	\$4,091.00
635.1100	Mobilization/Demobilization	1	LS	\$90,000.00	\$90,000.00	22,000.00	\$22,000.00	35,000.00	\$35,000.00	20,000.00	\$20,000.00
641.1100	Traffic Control, All Inclusive	1	LS	\$6,600.00	\$6,600.00	3,000.00	\$3,000.00	12,000.00	\$12,000.00	10,000.00	\$10,000.00
651.1600	Turf Establishment, Specialty Seed	600	SY	\$2.00	\$1,200.00	2.00	\$1,200.00	5.75	\$3,450.00	13.80	\$8,280.00
651.4006	Grubbing Material, 6 inch	60	CY	\$74.00	\$4,440.00	25.00	\$1,500.00	20.00	\$1,200.00	13.31	\$798.60
651.3500	Topsoil	40	CY	\$105.00	\$4,200.00	100.00	\$4,000.00	67.00	\$2,680.00	45.96	\$1,838.40
653.0300	Erosion Control Measures, Maintenance	1	ALL	\$2,000.00	\$2,000.00	2,000.00	\$2,000.00	2,000.00	\$2,000.00	2,000.00	\$2,000.00
653.1000	Hay Mulch	0.2	TON	\$1,450.00	\$290.00	2,000.00	\$400.00	82.50	\$16.50	1,441.05	\$288.21
653.2000	Rolled Erosion Control Product, Type 1	300	SY	\$2.00	\$600.00	3.00	\$900.00	4.00	\$1,200.00	3.31	\$993.00
653.5500	Project Demarcation Fence	500	LF	\$2.00	\$1,000.00	2.00	\$1,000.00	3.75	\$1,875.00	2.30	\$1,150.00
656.2002	Evergreen Trees, medium (4' to < 6') *	4	EA	\$450.00	\$1,800.00	750.00	\$3,000.00	632.50	\$2,530.00	500.00	\$2,000.00
900.6001	Special Provision (temp drain pipe)	1	LS	\$26,360.70	\$26,360.70	20,000.00	\$20,000.00	35,000.00	\$35,000.00	15,000.00	\$15,000.00
	Total				\$449,073.00		\$443,244.00		\$743,743.25		\$357,072.58
								Math error	\$783,706.00		
									contractor bid		

TO: Brennan Duffy, Town Manager
FROM: Chris Kaufman, DPW Director
RE: Bid Results - Construction Inspection Services for the Illsley Road, Kate Wallace Road, and Norford Lake Road Culvert Replacements
DATE: March 3, 2025

Based on Section 2 of the Town's Financial Policy, which requires a sealed bid process for purchases above \$25,000, the DPW advertised the Construction Inspection Services for the Illsley Road, Kate Wallace Road, and Norford Lake Road Culvert Replacements Project on January 27, 2025, in the following public forums: 1) Town Website, 2) State of Vermont Bid Registry, and 3) reaching out directly to various companies via email.

Results of the Bid Process

On February 26, 2025, upon closure of the bid date, the Town of Norwich DPW received one bid. The bid was as follows:

1. Dubois and King, Inc. - \$91,500.00

A construction duration of twelve weeks was provided by the engineer. Once a contractor is hired by the Town and a construction schedule is received, actual costs will be determined.

Funding

Funding for this work will be temporarily paid for by the Fund 01-5-703703. This work is reimbursable from FEMA/State of Vermont with the exception of the Town's contribution of 2.2%.

Final Recommendation

My recommendation is that the Town Manager and Selectboard approve the construction inspection work for the Illsley Road, Kate Wallace Road, and Norford Lake Road Culvert Replacements Project with Dubois and King, Inc. for a total of \$91,500.00.



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

To: Brennan Duffy
Norwich Town Manager

Re: NFD Apparatus Bay Emergency Heating Repair

Date: 3/6/25

During the third week of January 2025, I had a report that the apparatus bay heat was not operating properly (the apparatus bay houses the NFD fire apparatus). I contacted ARC Mechanical about the issue. They are our usual vendor of choice for this type of repair.

This was an urgently needed repair since the weather was extremely cold and there was a definite risk of our town fire apparatus freezing. This emergency repair was unavoidable.

ARC came on 1/21 to diagnose the issue (s). They returned on 1/24 to begin repair(s). They subsequently returned on 1/31 to finish the repairs. The total repair was \$9,530.20. I have included the departmental request for spending and the itemized invoice.

Sincerely,

A handwritten signature in black ink, appearing to be 'A. Northern', written over the printed name of the Town of Norwich Fire Chief.

Town of Norwich Fire Chief

Town of Norwich
Departmental Request for Spending

Date: 3/6/2025 Department: Fire

Request by (name): Alex Northern Title: Fire Chief

Town Manager Approval Date: _____ For Selectboard Meeting Date: 3/12/25

What is being requested: The NFD requests an appropriation of funds not to exceed \$9,530.20, from the Fire Station Fund # 25 and the Public Safety Facility Fund # 47.

Has this request been budgeted by the Selectboard: no yes If yes, fiscal year: _____

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc.:

\$ 9,530.20 explain: Unplanned for, emergency expense to repair the heating system for the fire department apparatus bay.

Which fund(s) will be used to pay for this request:

Fund name: Fire Station Fund Fund #: 25 Amt. requested: \$ 5,466.55

Fund balance \$ 5,466.55 as of (date): 3/6/25 Balance verified by Finance Director? yes no

Fund name: Public Safety Facility Fund Fund #: 47 Amt. requested: \$ 4,063.65

Fund balance \$ 5,179.63 as of (date): 3/6/25 Balance verified by Finance Director? yes no

List other items/costs that are expected to be paid from the above-named fund in _____ (Fiscal Year):

Request for bids/quotes required: yes no If yes, will bids be sent out by Town Manager: yes no

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor:  Date: 3/6/25

Signature of Town Manager: Brennan Duffy Date: 3-6-25

Action by Selectboard: Approved Denied Tabled Date: _____

Concerns of Selectboard: _____

Bids/Quotes Date sent out: _____ Due date: _____

Date selection made: _____ Date quotes given to Selectboard: _____

Purchase Date purchased: _____ Date Received: _____

ARC MECHANICAL CONTRACTORS

Invoice 106010
Invoice Date 1/31/2025
Payment Term Net Due 15 Days

Remit to: PO Box 724, Bradford, VT 05033

Completed Date: 1/31/2025
Customer PO:

ORDERED BY:
Alex (Fire Chief)

BILL TO

Town of Norwich
300 Main Street
Norwich, VT 05055 USA

SITE ADDRESS

Norwich Public Safety
11 Firehouse Lane
Norwich, VT 05055 USA

Summary

Norwich Public Safety - Heat is going down in the area where the fire trucks park. Must stay warm to keep the water tanks from freezing.

1/21/2025

Arrived on site. All modines were off when we first arrived. Then the front right one turned on, however produced no hot air. Checked the piping and it was hot going into the modines, but were cold coming out. Left site and picked some hyvents. Returned and purged the air out of the system. This was done by closing the gate valve on the return and purging out of the drain right above it. After a period of time, the air was removed. This zone has a circulator on the return side. The zone also has a flow check and 3 hyvents on it. Found the Modines turning on and off. They never put out warm air. Checked the two back aquastats, they were set to 150 and the front ones were set to 100. Verified there was 120 volts going into the aquastats and when they closed the fans came on. We also went around opening and closing gate valves to try and increase the flow. Brought the system's psi to 22 PSI. Checked and verified the pump was spinning the correct direction. We had 120 volts going to the pump and the amp draw was on the higher side. Left site and picked up a new pump. Returned and unwired the old pump. Installed and wired in the new pump. Created a call for heat. The pump began to run. Went around and checked all the piping. We still were having some issues with flow. Isolated the zone and removed all the water from it. This is how we verified our flow check was working properly. Tried to turn the flow check valve itself, but the stem snapped off. Added water back into the zone and heard the hy vents bleeding the air. Turned off three Modines at a time, to purge the air out of the remaining one. Also broke unions on each modines, to verify we had no frozen pipes, and the zone had water going through all of it. We kept the psi at 20-25. Checked the boiler itself. It had a four-minute time between when it satisfied and when it turned back on. It was turning back on when the boiler hit 170 degrees. The high temp was originally 160 but we moved it to 180. We did check the domestic hot water and the other zone; both were heating with no issues. We also verified there was no hydronic leaks on this system. We recommend all gate valves are replaced with ball valves. At one point the Modine was starting to heat, even though the gate valve should have been closed. We also should replace the flow check. The one smaller Modine on the right side was running and putting out some warm air. The temperature of the garage stayed at around 50 degrees. We will return on Friday to do the repairs to the system. I will reach out to the fire chief to update him. We left the 12-foot ladder on site, for Friday's repairs. The equipment under the left back Modine has to be moved. Please note, we need to also change the hyvent on the boiler.

1/24/25 DR

Drained the heating system. Changed the gate valves to ball valves at the circulator. Changed the valves at the modine heaters.

When we cut into the pipes we noticed A LOT OF SLUDGE in the pipes at the end of the loop. We added a chemical that will need to be flushed next week.

The relief valve on the boiler was dripping so I replaced that. There are more gate valves for the break room heat that need to be replaced when the system is flushed.

We filled the system and started the boiler. We left the 12' ladder on site to flush.

1/31/25 DR

Flushed the heating pipes.

Replaced the gate valves with ball valves on the break room loop.

Filled the system and bled air from the system. Turned heat on and waited until the heaters turned on and the break room was heating.

TASK DESCRIPTION	QTY	PRICE	TOTAL
1/24 Dylan Magwire	7.50	\$85.00	\$637.50
1/24 Dave Roy	4.50	\$135.00	\$607.50
1/21 VallaRee Doucette	8.50	\$85.00	\$722.50
1/21 Chiaki Ito (overtime rate)	9.50	\$202.50	\$1,923.75
1/21 Brad Rostron (overtime rate)	2.00	\$202.50	\$405.00
1/31 Dave Roy	4.50	\$135.00	\$607.50
1/31 Dylan Maguire	6.00	\$135.00	\$810.00
Truck Charge	3.00	\$20.00	\$60.00

MATERIAL DESCRIPTION	QTY	PRICE	TOTAL
Propress Ball-valve 1-1/4" LF Brs	6.00	\$113.70	\$682.20
Walrich Bolt Kit F/CIRC Flg	1.00	\$14.78	\$14.78
Gasket Flange 4 x 2-5/8" Rubber	2.00	\$3.40	\$6.80
Relieve Valve 3/4x3/4 30 PSI	1.00	\$77.48	\$77.48
Taco Hyvent 1/2" x 3/4"	1.00	\$138.40	\$138.40
American Granby Hose Bibb Ss 1/2" Quarter Turn	1.00	\$32.50	\$32.50
Taco Air Vent 1/8"	1.00	\$32.25	\$32.25
Taco Check Valve 1-1/4	1.00	\$243.65	\$243.65
Propress Adapter 1-1/4 Brs PrsxM	1.00	\$54.83	\$54.83

Propress Union 1-1/4 PrsxPrs	2.00	\$152.35	\$304.70
1-1/4 Copper Tubing L Hard	10.00	\$21.68	\$216.80
Boiler Drain 3/4	2.00	\$19.72	\$39.44
Hydrosolvent Cleaner 1 Gallon	1.00	\$137.02	\$137.02
Propress Tee 1-1/4x1-1/4x3/4 PrsxF	2.00	\$84.62	\$169.24
Taco Circulator Pump 47074	1.00	\$621.83	\$621.83
Apollo Adapter 1-1/2x2 PrsxMnpt	1.00	\$254.81	\$254.81
Relief Valve Water Pressure w/Flood Sensor 3/4" female bronze 30 PSI 250 Degree Fahrenheit	1.00	\$297.72	\$297.72
1" Tubing L Copper Hard	10.00	\$14.22	\$142.20
Ball Valve 2PC Lever 1" LF BRS PRSxPR	2.00	\$64.32	\$128.64
Apollo 3/4" Union PRSxM	1.00	\$58.72	\$58.72
Apollo Ball Valve LF BRS 3/4" PRS 2PC	1.00	\$48.24	\$48.24
Viega Spring Check Valve 3/4"	1.00	\$38.15	\$38.15
Boiler Drain 1/2" Qrtr Trn	1.00	\$16.05	\$16.05

Thank you for choosing
 ARC Mechanical Contractors, Inc.
 Secure payments can also be made by visiting our website,
www.arcmech.com,
 and clicking "Make A Secure Payment",
 or by calling our office at (802) 222-9255.

SUB-TOTAL	\$9,530.20
TAX	\$0.00
TOTAL DUE	\$9,530.20
PAYMENT	\$0.00
BALANCE DUE	\$9,530.20

ACCOUNT _____
 AMOUNT _____
 APPROVAL _____
 DATE _____



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE

MATTHEW S. ROMEI

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775

email: matthew.s.romei@vermont.gov

Memorandum

To: Brennan Duffy
Town Manager

From: Matthew Romei 
Chief of Police

Re: Request for Designated Fund Expenditure

Date: 05 March 2025

Please find attached a Request for Spending form outlining requested equipment purchases. These purchases were budgeted and are expected to be drawn from Fund 21.

Town of Norwich
Departmental Request for Spending

Date: 04 March 2025 Department: Police

Request by: Matthew Romei (Name) Chief of Police (Title)

Town Manager Approval Date: _____ For Selectboard Meeting Date: 03/12/2025

What is being requested: Misc LE Gear Purchase

Has this request been budgeted by the Selectboard: (No)_XX_ (Yes) ___ FY25 ___ (Fiscal Year)

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc., explain : \$7,500

Which fund will be used to pay for this request:

21 (Number of Fund) Police Specialty Equipment (Name of Fund)

How much is in the above-named fund on this date: \$24,883.37 as of February 27th, 2025

List other items/costs that are expected to be paid from the above-named fund in 2025 (Fiscal Year)

None

Request for Quotes required: XX Already in hand ___ (No) To be sent out by Town Manager: ___ (Yes) X (No)

Expected Date of purchase, if known: upon SB Authorization

Other information: _____

Signature of Requestor:  Date: 3/4/2025

Signature of Town Manager:  Date: 3/5/25

Action by Selectboard: ___ (Approved) ___ (Denied) ___ (Tabled) Date: _____

Concerns of Selectboard: _____

Quotes: Date sent out _____ Due date _____ Date selection made _____

Date quotes given to selectboard _____

Purchase: Date purchased _____ Date Received _____

Leatherhead Tools/MES	Irons - 30"	\$ 470.00	5	\$ 2,350.00
Leatherhead Tools/MES	Sledgehammer	\$ 67.75	5	\$ 338.75
Leatherhead Tools/MES	Irons - 24"	\$ 343.37	1	\$ 343.37
	Total - MES			\$ 3,032.12
Stinger Spike Strips/MHQ	Defender Spikes	\$ 1,111.00	5	\$ 5,555.00
	Rattrap	\$ 52.00	10	\$ 520.00
	Cases	\$ 186.00	5	\$ 930.00
	Total - MHQ			\$ 7,005.00
	Shipping (Estimate)			\$ 495.00
	Total			\$ 7,500.00



Application ID: DLL - Application - 53363
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Fraser's General Store, Inc.
Business ID: 0001670
Business Address: P.O. Box 157,
Norwich, Vermont 05055
Entity Type: Business Corporation
Phone: 802-649-1950
Management Type if LLC:
Email: caroline@danandwhits.com

People Information

• **Person:**
Caroline Gollub

Business Role: Employee
Email: caroline@danandwhits.com
Business Address: ,
,
US Citizen?
Political Position
Phone: **Name:** Caroline Gollub
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Dan & Whit's General Store

Location Address:

319 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:6521

Lodging:

Vermont Tax Department:

Education Details

Student Name:

Caroline Gollub

Training Completion Date:

Mon Mar 18 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-012851

Licensee Name:

Dan & Whit's General Store

License Status:

License Active - Ready for Renewal

Licensee Address:

319 Main Street ,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-18765	Other	Fraser's General Store, Inc.

Payment and Acknowledgement

Signed by:

Caroline Gollub

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2025-02-17 19:03:10

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Application ID: DLL - Application - 54664
Application for: First Class Restaurant/Bar License
Category of Business: First Class

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0006041
Business Address: P.O. Box 908,
Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Phone: 802-649-1143
Management Type if LLC:
Email: dave@norwichinn.com

People Information

• **Person:**
David Burtonbush

Business Role: Registered Agent
Business Address: ,
,
Phone:
Email: dave@norwichinn.com
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:2675
Lodging:2786

Vermont Tax Department:

204927413

Education Details

Student Name:

David Burtonbush

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

First Class

License Number:

LP-015324

Licensee Name:

Norwich Inn, The

License Status:

License Active - Ready for Renewal

Licensee Address:

325 Main Street ,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

Dave Burtonbush

State of Vermont / DLL Application Fee:

115.00

Date of Submission:

2025-03-04 18:59:37

State of Vermont / DLL Payment Status:

Local Application Fee:

115

Local Control Payment Status:

false



Application ID: DLL - Application - 54657
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0006041
Business Address: P.O. Box 908,
Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Phone: 802-649-1143
Management Type if LLC:
Email: dave@norwichinn.com

People Information

• **Person:**
David Burtonbush

Business Role: Registered Agent
Business Address: ,
,
Phone:
Email: dave@norwichinn.com
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:2675
Lodging:2786

Vermont Tax Department:

204927413

Education Details

Student Name:

David Burtonbush

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-015329

Licensee Name:

Norwich Inn, The

License Status:

License Active - Ready for Renewal

Licensee Address:

325 Main Street P.O. Box 908,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

Dave Burtonbush

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2025-03-04 18:48:21

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Application ID: DLL - Application - 54662
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0006041
Business Address: P.O. Box 908,
Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Phone: 802-649-1143
Management Type if LLC:
Email: dave@norwichinn.com

People Information

• **Person:**
David Burtonbush

Business Role: Registered Agent
Business Address: ,
,
Phone:
Email: dave@norwichinn.com
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:2675
Lodging:2786

Vermont Tax Department:

204927413

Education Details

Student Name:

David Burtonbush

Training Completion Date:

Mon Feb 26 00:00:00 GMT 2024

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-015325

Licensee Name:

Norwich Inn, The

License Status:

License Active - Ready for Renewal

Licensee Address:

325 Main Street ,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

Dave Burtonbush

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2025-03-04 18:58:29

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 54658
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0006041
Business Address: P.O. Box 908,
Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Phone: 802-649-1143
Management Type if LLC:
Email: dave@norwichinn.com

Foundational License (if applicable)

License Type: First Class
License Number: LP-015327
Licensee Name: Norwich Inn, The
License Status: License Active - Ready for Renewal
Licensee Address: 325 Main Street ,
Norwich, Vermont 05055
License Start Date: 2024-07-01
License End Date: 2025-06-30

Event Contact/s

Person:

Business Role: **Phone:**
Business Address: **Email:**
,
, ,

Violations:



Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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Event Premises Details

Location Name: Norwich Inn, The	Start date and time of event
Location Address: 325 Main Street, Norwich, Vermont 05055	End date and time of event
Local Jurisdiction/ Town Clerk: Norwich	Approximate Number of Persons Expected
	Describe the type of event/ OCP Area: Consists of two outside patio areas one of which is 40 ft by 30 ft and one that is 20 ft by 30 ft

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:	State of Vermont / DLL Application Fee: 20.00
Date and time of Submission: 2025-03-04 18:53:59	State of Vermont / DLL Payment Status:
Local Application Fee: 0	Local Control Payment Status: false

03/06/2025

Town of Norwich Accounts Payable

11:26 am

Check Warrant Report # 1254 Current Prior Next FY Invoices

brosalinda

All Manual\Direct Pays For Check Acct 09(General) 02/15/2025 To 03/12/2025

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
MYMONEY HEALTHEQUITY, INC.	41258709	HRA DISBURSEMENT	86.14	0.00	86.14	H 16	02/28/25
MYMONEY HEALTHEQUITY, INC.	41266679	HRA Payment	185.00	0.00	185.00	H 17	02/28/25
MYMONEY HEALTHEQUITY, INC.	41276152	HRA	666.47	0.00	666.47	H 18	03/12/25
Report Total			937.61	0.00	937.61		

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 \$ *****937.61
 Let this be your order for the payments of these amounts.

Finance Director: 
 Barrie Rosalinda

Town Manager: 
 Brennan Duffy

SELECTBOARD:

Mary Layton
Chair

Kimo Griggs
Vice Chair

Priscilla Vincent

Matthew Swett

Marcia Calloway

03/06/25
11:30 am

Town of Norwich Accounts Payable
Check Warrant Report # 1255 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 02/27/25 To 03/12/25

Page 1 of 7
brosalinda

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
OCS	OFFICE OF CHILD SUPPORT	03/07/25	Payroll Transfer PR-03/07/25	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	15855	03/07/25
ADVANCE	ADVANCE AUTO PARTS	11/08/24	DPW-ASSRTD SUPPLIES 084431306223	01-5-703403.00 PARTS & SUPPLIES	188.67	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	11/11/24	DPW-ASSRTD SUPPLIES 084431606302	01-5-703403.00 PARTS & SUPPLIES	135.67	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	11/13/24	DPW-HYDRAULIC FLUID 084431860474	01-5-703403.00 PARTS & SUPPLIES	70.13	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/02/24	DPW-CALIPER, ROTOR, BRAKE 084433747695	01-5-703403.00 PARTS & SUPPLIES	341.06	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/03/24	DPW-HEADLGHGT & BRAKE FLUD 084433819989	01-5-703403.00 PARTS & SUPPLIES	107.25	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/13/24	DPW-EXHAUST FLUID 084434860955	01-5-703405.00 PETROLEUM PRODUCTS	79.92	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/19/24	DPW-OIL & WIPER FLUID 084435461124	01-5-703403.00 PARTS & SUPPLIES	113.64	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/23/24	DPW-CUT OFF WHEEL 084435810260	01-5-703403.00 PARTS & SUPPLIES	159.00	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/23/24	DPW-GATES 084435837349	01-5-703403.00 PARTS & SUPPLIES	26.56	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/23/24	DPW-GATES 084435837402	01-5-703403.00 PARTS & SUPPLIES	13.84	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/30/24	DPW-CAT BACKHOE BATTERY 084436561327	01-5-703403.00 PARTS & SUPPLIES	350.95	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/30/24	DPW-HOSE FITTING 084436561347	01-5-703403.00 PARTS & SUPPLIES	44.92	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	01/06/25	DPW-TRUCK #5 SUPPLIES 084500674629	01-5-703403.00 PARTS & SUPPLIES	219.81	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	01/07/25	DPW-CHUCK WAGON BATTERY 084500774642	01-5-703403.00 PARTS & SUPPLIES	150.34	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	01/14/25	FD-DIESEL EXHAUST FLUID 084501438575	01-5-555538.00 PETROLEUM PRODUCTS	39.98	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	01/15/25	DPW-DIESEL EXHAUST FLUID 084501509404	01-5-703405.00 PETROLEUM PRODUCTS	59.94	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	01/15/25	DPW-GLOVES 084501509406	01-5-703507.00 SUPPLIES	38.21	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	01/15/25	DPW-DOME CAP 084501509407	01-5-703403.00 PARTS & SUPPLIES	116.00	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	01/16/25	DPW-DIESEL KLEEN 084501609448	01-5-703405.00 PETROLEUM PRODUCTS	145.32	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	01/23/25	DPW-WIPER BLADE 084502309851	01-5-703403.00 PARTS & SUPPLIES	43.00	15856	03/12/25
ADVANCE	ADVANCE AUTO PARTS	12/03/24	CREDIT - brake caliper 608443388810	01-5-703403.00 PARTS & SUPPLIES	-60.00	15856	03/12/25
Check Total					2384.21		
{0\VOID!}	--- None ---	/ /			0.00	15857	03/12/25
			-- VOID --				
ATG	ADVANTAGE TRUCK GROUP	02/21/25	speed sensor X70104820701	01-5-703403.00 PARTS & SUPPLIES	144.11	15858	03/12/25

03/06/25

11:30 am

Town of Norwich Accounts Payable
 Check Warrant Report # 1255 Current Prior Next FY Invoices
 For Check Acct 03(General) All check #s 02/27/25 To 03/12/25

Page 2 of 7

brosalinda

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PATAI	02/26/25	Basketball Official 02262025	01-5-425214.00 REFERREE/UMPIRE	195.00	15859	03/12/25
BEAUAM	02/27/25	27.5 hours - lister 02272025	01-5-300300.00 Contracted Services	783.75	15860	03/12/25
AMAZON	03/01/25	facial tissue 11N19N6J7VD9	01-5-500501.00 ADMINISTRATTION	30.75	15861	03/12/25
AMERICAN	02/19/25	Bulk Ice Control Salt 0791790	01-5-703201.00 SALT & CHEMICALS	8095.13	15862	03/12/25
AMERICAN	02/19/25	Bulk Ice Control Salt 0791791	01-5-703201.00 SALT & CHEMICALS	7830.81	15862	03/12/25
Check Total				15925.94		
ARC	02/18/25	TH Boiler Maintenance 105403	01-5-706113.00 REPAIRS & MAINTENANCE	5543.05	15863	03/12/25
ARC	02/25/25	Tracy Hall boiler repair 106367	01-5-706113.00 REPAIRS & MAINTENANCE	222.50	15863	03/12/25
Check Total				5765.55		
BETHELMIL	02/14/25	ice melt 323108/6	01-5-705403.00 PARTS & SUPPLIES	89.90	15864	03/12/25
BETHELMIL	02/18/25	Z Dewalt 323581/6	01-5-703403.00 PARTS & SUPPLIES	14.97	15864	03/12/25
BETHELMIL	02/14/25	TS Ice Melt 330425/8	01-5-705403.00 PARTS & SUPPLIES	53.94	15864	03/12/25
Check Total				158.81		
DUFFBR	03/05/25	Vital Communities Lunch 03052025	01-5-005615.00 DUES/MTS/EDUC	24.63	15865	03/12/25
DUFFBR	03/05/25	Vital Communities Lunch 03052025	01-5-005581.00 MILEAGE	25.55	15865	03/12/25
Check Total				50.18		
SWENBR	02/28/25	after school mud season 02282025	01-5-425211.00 EQUIPMENT	107.23	15866	03/12/25
CASELLA	02/01/25	Compost & Recycling 1008866	01-5-705308.00 FOOD WASTE DISPOSAL	1581.60	15867	03/12/25
CASELLA	02/01/25	Compost & Recycling 1008866	01-5-705305.00 RECYCLING	4046.02	15867	03/12/25
CASELLA	02/01/25	Roll Off Disposal 1008867	01-5-705306.00 C & D WASTE DISPOSAL	944.64	15867	03/12/25
CASELLA	02/01/25	Roll Off Disposal 1008867	01-5-705303.00 MUNICIPAL SOLID WASTE	4595.55	15867	03/12/25
CASELLA	02/01/25	8 yard front load dumpste 1010617	01-5-705303.00 MUNICIPAL SOLID WASTE	81.50	15867	03/12/25
Check Total				11249.31		

03/06/25

11:30 am

Town of Norwich Accounts Payable

Check Warrant Report # 1255 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 02/27/25 To 03/12/25

brosalinda

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
CCI	03/01/25	CCI MANAGED SERVICES Monthly Billing IT Suppor CW-61193	01-5-275632.00 SERVER MAINTENANCE	3181.11	15868	03/12/25
DHMC	02/09/25	DARTMOUTH-HITCHCOCK A.Warner 000409653	01-5-555636.00 OSHA COMPLIANCE	140.00	15869	03/12/25
DHMC	01/02/25	DARTMOUTH-HITCHCOCK MR screen 004096724	01-5-500501.00 ADMINISTRATION	75.00	15869	03/12/25
Check Total				215.00		
DEADRIVER	02/18/25	DEAD RIVER COMPANY Tracy Hall heating fuel 02182025	01-5-706103.00 HEATING	1967.56	15870	03/12/25
DEADRIVER	02/20/25	DEAD RIVER COMPANY heating oil - 300 Main TAG278338	01-5-706103.00 HEATING	554.08	15870	03/12/25
Check Total				2521.64		
BARHAR	03/10/25	ELAN FINANCIAL SERVICES DPW Adobe Subscription 03102025	01-5-703515.00 ADMINISTRATION	39.98	15871	03/12/25
EVANSMOTO	02/12/25	EVANS GROUP, INC. 782 gal. diesel 0072618-IN	01-1-004105.00 Inventory-DPW Fueling Sta	2479.69	15872	03/12/25
HAMENGINE	02/24/25	EVERETT HAMMOND ANR permits 396	01-5-703703.03 FEMA Grant Podunk/Illsley	200.00	15873	03/12/25
HAMENGINE	02/24/25	EVERETT HAMMOND ANR permits 396	01-5-703703.02 FEMA GRANT Norford Lake	200.00	15873	03/12/25
HAMENGINE	02/24/25	EVERETT HAMMOND ANR permits 396	01-5-703703.01 FEMA GRANT KateWallace	200.00	15873	03/12/25
Check Total				600.00		
EYEMED	02/21/25	EYEMED/FIDELITY SECURITY Vision Insurance 166708302	01-2-001126.00 VISION SERV PLAN-PAYROLL	167.00	15874	03/12/25
GOODPOINT	02/04/25	GOOD POINT RECYCLING electronic & computer rec 77881	01-5-705305.00 RECYCLING	485.60	15875	03/12/25
GREAT	02/26/25	GREATER GOOD MEDIA HYO-Conservation 2025-0150	01-5-650620.00 SPKRS/PUBLIC INFO	250.00	15876	03/12/25
GREAT	02/26/25	GREATER GOOD MEDIA HYO - Selectboard 2025-0151	01-5-005300.00 PROFESS SERV	250.00	15876	03/12/25
Check Total				500.00		
GMPC	02/21/25	GREEN MOUNTAIN POWER CORP 95726000003-Bandstand 022120205D	01-5-500204.00 SPEED SIGNS	90.18	15877	03/12/25
GMPC	02/21/25	GREEN MOUNTAIN POWER CORP 85726000004-union village 02212025	01-5-500204.00 SPEED SIGNS	44.25	15877	03/12/25
GMPC	02/21/25	GREEN MOUNTAIN POWER CORP 35066725603-Tower 02212025A	01-5-575233.00 TOWER POWER	216.29	15877	03/12/25
GMPC	02/21/25	GREEN MOUNTAIN POWER CORP 75726000005-Turnpike 02212025B	01-5-500204.00 SPEED SIGNS	46.48	15877	03/12/25
GMPC	02/21/25	GREEN MOUNTAIN POWER CORP 14695000001-24 New Boston 02212025C	01-5-705501.00 ELECTRICITY	547.83	15877	03/12/25

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
GMPC	02/21/25	70966000005-Firehouse lan	01-5-485233.00	2788.44	15877	03/12/25
		02212025D	ELECTRICITY			
GMPC	02/28/25	48815990790-319 Main Sola	01-5-706115.00	25.69	15877	03/12/25
		02252025A	BNDSTND/SIGN/EVCH ELECTRI			
GMPC	02/27/25	24926000001-street lights	01-5-703307.00	1245.34	15877	03/12/25
		022720205	STREETLIGHTS			
GMPC	02/28/25	34966000001-300 Main	01-5-706101.00	717.65	15877	03/12/25
		02282025	ELECTRICITY			
GMPC	02/28/25	38951919299-111 Turnpike	01-5-706115.00	246.57	15877	03/12/25
		02282025B	BNDSTND/SIGN/EVCH ELECTRI			
GMPC	02/28/25	04695000002-26 New Boston	01-5-703501.00	509.21	15877	03/12/25
		02282025C	ELECTRICITY			
Check Total				6477.93		
GREENUPVT	02/26/25	2024 Green Up invoice	01-5-705515.00	200.00	15878	03/12/25
		GUV24	ADMINISTRATION			
HOMEDEPOT	02/04/25	Lashing Straps	01-5-555422.00	13.93	15879	03/12/25
		6513523	FIRE TOOLS & EQUIPMENT			
IRVINGOIL	02/25/25	HWY Garage - propane	01-5-703503.00	1441.32	15880	03/12/25
		141668	PROPANE			
IRVINGOIL	02/12/25	TS propane	01-5-705503.00	100.59	15880	03/12/25
		845069	PROPANE			
IRVINGOIL	02/12/25	TS Propane	01-5-705503.00	46.80	15880	03/12/25
		845305	PROPANE			
Check Total				1588.71		
NOBLE	02/26/25	basketball official	01-5-425214.00	180.00	15881	03/12/25
		02262025	REFERREE/UMPIRE			
KEYVOICE	03/01/25	Telephone	01-5-425127.00	22.45	15882	03/12/25
		677438	TELEPHONE			
KEYVOICE	03/01/25	Telephone	01-5-350531.00	22.45	15882	03/12/25
		677438	TELEPHONE			
KEYVOICE	03/01/25	Telephone	01-5-300531.00	22.45	15882	03/12/25
		677438	TELEPHONE			
KEYVOICE	03/01/25	Telephone	01-5-200531.00	22.45	15882	03/12/25
		677438	TELEPHONE			
KEYVOICE	03/01/25	Telephone	01-5-100531.00	22.45	15882	03/12/25
		677438	TELEPHONE			
KEYVOICE	03/01/25	Telephone	01-5-005531.00	22.45	15882	03/12/25
		677438	ADMIN TELEPHONE			
Check Total				134.70		
LEAF	02/28/25	Copier	01-5-500501.00	82.00	15883	03/12/25
		18015939	ADMINISTRATION			
LUFKIN	02/22/25	town report	01-5-005310.00	2456.25	15884	03/12/25
		20740	TOWN REPORT			
LONGTO	02/26/25	remove ash at 17 Elm	01-5-703309.00	800.00	15885	03/12/25
		1882	TREE CUTTING & REMOVAL			

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Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
LEPEMI	02/26/25	basketball official 02262025	01-5-425214.00 REFERREE/UMPIRE	180.00	15886	03/12/25
REBENTISC	02/20/25	Training - Mileage 02202025	01-5-500580.00 MILEAGE REIMB	515.20	15887	03/12/25
REBENTISC	02/27/25	uniform alteration 02272025	01-5-500582.00 UNIFORMS	92.00	15887	03/12/25
Check Total				607.20		
NEMRC	03/01/25	Annual Support Agreement 56800	01-5-300360.00 SOFTWARE MAINT/UPDATE	406.80	15888	03/12/25
NEMRC	03/01/25	Annual Support Agreement 56800	01-5-200613.00 SOFTWARE	4590.89	15888	03/12/25
NEMRC	03/01/25	Annual Support Agreement 56800	01-5-100613.00 SOFTWARE	813.57	15888	03/12/25
Check Total				5811.26		
PBA	03/01/25	Monthly Union Dues 39744	01-2-001117.00 UNION DUES PAYABLE	338.04	15889	03/12/25
NORTHE	02/24/25	Tires 1138574	01-5-703403.00 PARTS & SUPPLIES	1929.00	15890	03/12/25
NUCAR	02/21/25	Truck #1 103461	01-5-703403.00 PARTS & SUPPLIES	518.86	15891	03/12/25
NUCAR	02/20/25	Truck #2 71156	01-5-703403.00 PARTS & SUPPLIES	179.00	15891	03/12/25
Check Total				697.86		
NFD	02/17/25	Culvert Easement 02172025	01-5-703703.01 FEMA GRANT KateWallace	761.40	15892	03/12/25
OTIS	10/14/24	TH-NOV '24 ELEVATOR MAINT 100401730078	01-5-706107.00 ELEVATOR MAINTENANCE	322.22	15893	03/12/25
OTIS	11/11/24	TH-DEC '24 ELEVATOR MNTNC 100401759459	01-5-706107.00 ELEVATOR MAINTENANCE	322.22	15893	03/12/25
OTIS	12/16/24	TH-JAN '25 ELEVATOR MAINT 100401794664	01-5-706107.00 ELEVATOR MAINTENANCE	322.22	15893	03/12/25
OTIS	01/13/25	TH-FEB '25 ELEVATOR MAINT 100401826036	01-5-706107.00 ELEVATOR MAINTENANCE	333.33	15893	03/12/25
OTIS	02/13/25	Monthly Maint.Contract 10040185638	01-5-706107.00 ELEVATOR MAINTENANCE	333.33	15893	03/12/25
OTIS	02/13/25	Maint.Service Contract 100401856388	01-5-706107.00 ELEVATOR MAINTENANCE	333.33	15893	03/12/25
OTIS	10/07/24	TH-INVOICE CREDIT 24281420	01-5-706107.00 ELEVATOR MAINTENANCE	-1533.38	15893	03/12/25
Check Total				433.27		
PATOW	02/26/25	basketball official 02262025	01-5-425214.00 REFERREE/UMPIRE	130.00	15894	03/12/25

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Town of Norwich Accounts Payable

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PARROS	02/21/25	Glock Drop Mag17 240529-298-0	01-5-500543.00 TRAINING SUPPLIES	525.00	15895	03/12/25
RCBRAY	01/31/25	Town Report Postcard L124280	01-5-200550.00 PRINTING	331.00	15896	03/12/25
RCBRAY	01/31/25	L124281	01-5-200550.00 PRINTING	281.00	15896	03/12/25
Check Total				612.00		
SABIL	02/19/25	Flat bed tow 14579	01-5-703401.00 OUTSIDE REPAIRS	262.50	15897	03/12/25
SABIL	02/12/25	orange blade 47714	01-5-703403.00 PARTS & SUPPLIES	36.54	15897	03/12/25
SABIL	02/14/25	plow jack 47726	01-5-703403.00 PARTS & SUPPLIES	138.71	15897	03/12/25
SABIL	02/19/25	Parts 47744	01-5-703403.00 PARTS & SUPPLIES	160.93	15897	03/12/25
Check Total				598.68		
SKIDOOOR	02/13/25	garage door maintenance 33160	01-5-703511.00 REPAIRS & MAINTENANCE	397.00	15898	03/12/25
SULLIVAN	01/31/25	fiscal audit 24 134448	01-5-200322.00 INDEPENDENT AUDIT	3243.00	15899	03/12/25
STREICHER	02/20/25	Patrol Bag I1747247	01-5-500543.00 TRAINING SUPPLIES	132.96	15900	03/12/25
TASCO	02/05/25	Add MR to system 183876	01-5-485303.00 ALARM MONITORING	25.00	15901	03/12/25
TASCO	03/01/25	PD Alarm Monitoring 183967	01-5-485303.00 ALARM MONITORING	191.92	15901	03/12/25
Check Total				216.92		
HANOVERRE	02/21/25	Alarm Monitoring 02515	01-5-706105.00 ALARM MONITORING	500.00	15902	03/12/25
HARTFORD	12/31/24	Dec. Broadband 14761	01-5-500536.00 DISPATCH SERVICES	154.91	15903	03/12/25
HARTFORD	01/31/25	Jan. Broadband 14846	01-5-500536.00 DISPATCH SERVICES	154.91	15903	03/12/25
Check Total				309.82		
UNIFIRST	02/24/25	uniforms DPW 1070398567	01-5-703311.00 UNIFORMS	344.91	15904	03/12/25
NORTRAX	02/13/25	John Deere 672G 10970906	01-5-703403.00 PARTS & SUPPLIES	422.17	15905	03/12/25
NORTRAX	02/13/25	John Deere 672G 10970906	01-5-703401.00 OUTSIDE REPAIRS	951.38	15905	03/12/25
Check Total				1373.55		

03/06/25
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Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VALLEYNEW VALLEY NEWS	02/15/25	Want ad-staff accountant 1092236	01-5-200540.00 ADVERTISING	144.50	15906	03/12/25
VLS VERMONT LIFE SAFETY, LC	08/09/24	Alarm Testing 51404	01-5-485302.00 REPAIRS & MAINTENANCE	809.50	15907	03/12/25
WBMASON W.B. MASON CO., INC.	02/14/25	printer ink 252372137	01-5-705403.00 PARTS & SUPPLIES	20.81	15908	03/12/25
WBMASON W.B. MASON CO., INC.	02/28/25	Toilet Tissue 252659728	01-5-500501.00 ADMINISTRATION	117.49	15908	03/12/25
Check Total				138.30		
HEALTHEQ WAGeworks, INC	02/01/25	COBRA Admin 0225TR112178	01-5-005123.00 HEALTH INSUR	40.00	15909	03/12/25
IRS INTERNAL REVENUE SERVICE	03/07/25	Payroll Transfer PR-03/07/25	01-2-001107.00 FED W/H TAX PAYABLE	6989.28 B	274	03/11/25
IRS INTERNAL REVENUE SERVICE	03/07/25	Payroll Transfer PR-03/07/25	01-2-001103.00 FICA TAX PAYABLE	11356.86 B	274	03/11/25
Check Total				18346.14		
VTWTH VERMONT DEPARTMENT OF TAX	03/07/25	Payroll Transfer PR-03/07/25	01-2-001109.00 VT W/H TAX PAYABLE	2614.46 B	275	03/11/25
Report Total				100476.25		

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 \$ ***100,476.25
Let this be your order for the payments of these amounts.

Finance Director:


Barrie Rosalinda

Town Manager:


Brennan Duffy

SELECTBOARD:

Mary Layton
Chair

Kimo Griggs
Vice Chair

Priscilla Vincent

Matthew Swett

Marcia Calloway

From: [Cheryl Lindberg](#)
To: [Select Board](#)
Cc: [Treasurer](#); [Miranda Bergmeier](#); [Brennan Duffy](#)
Subject: Delinquent Tax Warrant has been issued
Date: Friday, February 28, 2025 11:42:57 AM
Attachments: [DeTaxWarrant-2024-25.pdf](#)
[TaxCollectionPolicySIGNED_Adopted22Jul2020-1.pdf](#)

Please include in the next Selectboard packet.

As required by VT Statute, I have issued the Delinquent Tax Warrant to the Delinquent Tax Collector and have attached the Delinquent Tax Warrant for 2024/25 without the detailed list, even though the list is public information. The wording in the Warrant is very old and I have not found a more updated version. The Current and Delinquent Tax Policy is also attached.

Thanks,
Cheryl

Cheryl A. Lindberg
Treasurer
Town of Norwich, VT

Please note that this email message, along with any response or reply, is considered a public record, and thus is subject to disclosure under the Vermont Public Records Law ([1 V.S.A. §§ 315-320](#)).

DELINQUENT TAX WARRANT

TO: Brennan Duffy, Town Manager and Delinquent Tax Collector, Town of Norwich

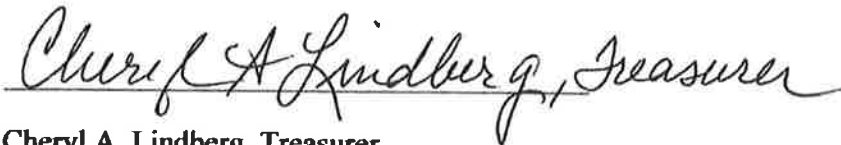
DATE: February 25, 2025

FROM: Cheryl A. Lindberg, Treasurer, Town of Norwich

RE: Delinquent Taxes 2024-2025

By the authority of the State of Vermont 32 V.S.A. Section 4793 you are hereby commanded to levy and collect of the several persons named in the foregoing list herewith committed to you the sum of money annexed to the name of each person respectively, with fees and pay the same to the Treasurer of the Town of Norwich, on or before sixty days from the date hereof. If any person neglects or refuses to pay such sums with fees, you are hereby commanded to distrain the goods and chattels of such delinquent person and the same dispose of according to law, for the satisfying of such sum with fees; and, for want thereof, you are hereby commanded to extend this warrant for the collection of such sum so assessed against such delinquent person, with costs, upon any land in this State belonging to such delinquent, according to law.

Dated at Norwich in the County of Windsor, this 25 day of February 2025

A handwritten signature in cursive script that reads "Cheryl A. Lindberg, Treasurer". The signature is written in black ink and is positioned above a horizontal line.

Cheryl A. Lindberg, Treasurer

Town of Norwich, Vermont



CHARTERED 1761

Tax Collection Policy and Procedure

Effective: Upon adoption.

Purpose: The purpose of this policy is to outline the process for the collection of Town of Norwich property taxes (subsequently referred to as the “Town”) and to describe the process used for the collection of overdue/late and delinquent taxes.

Authority:

- Levying of property taxes is enabled by 24 VSA §1521, et seq.
- Notice of current taxes is the responsibility of last owner 32 VSA §3651, any lien follows the property according to 32 VSA §5061(a).
- Collecting of current taxes is outlined in 32 VSA §§4772 & 4792.
- Overdue (late) installments that are not delinquent are subject to interest payments according to 32 VSA §4873. Pursuant to 32 VSA §5136, the Town votes to charge interest on overdue taxes. (Note: because town votes to collect interest on overdue taxes, that interest must be collected and may not be waived or reduced by the Delinquent Tax Collector; however, there is an exception re: COVID-19 that the VT Legislature granted.)
- Authority to conduct tax collections, based on Delinquent Tax Warrant(s) enabled in 32 VSA §§4794 & 1674(2).
- Delinquent penalty authorized under 32 VSA §1674(2) (and 24 VSA §1236(10)).
- Issuance of corrected new tax bill resulting from filing a late Homestead Declaration does not extend the payment time of the original bill, nor relieve the taxpayer of any interest or penalties associated with the original bill according to 32 VSA §6066a(f)(1).
- Note: there are other statutory references that apply to specific instances related to taxes and tax collection. Refer to the *VLCT Handbook for Collectors of Delinquent Taxes* for such detail, or contact the Town Manager’s Office who serves as Delinquent Tax Collector.

Policy: Annually and as determined by state law, the Selectboard will set a property tax rate and levy property taxes on property owners. Current property taxes are due upon receipt of the tax

Town of Norwich, Vermont
Tax Collection Policy and Procedure
July 22, 2020

bill. However, subject to voter authorization at Town Meeting (1st Tuesday in March) tax payments may be made in two installments.

Definitions:

Delinquent payments: Current taxes that are not paid by the second installment deadline (typically the second Friday in February but can be adjusted by Town vote or decree) are considered delinquent and are subject to a 1% monthly “simple” interest charge for the first three months thereafter 1.5% for subsequent months, and a one-time 8% penalty.¹

Overdue/Late payments: Current taxes that are not paid by the first installment deadline (typically the second Friday in August but can be adjusted by Town vote or decree) are considered overdue/late and are subject to a 1% monthly “simple” interest charge for the first three months the account is late and thereafter 1.5% penalty for subsequent months the account remains overdue/late, including in a delinquent status.

“Returned checks” or “bounced checks” (indicating insufficient funds in the account to which the tax payment was made means a payment has not been made. If the returned check results in an overdue/late payment, then all penalties and charges outlined above apply.

Collection of Property Taxes

Procedure: Unless determined otherwise by the voters of Norwich or by decree by the Legislature, the first payment is due on or by the second Friday in August and the second payment due by the second Friday in February. Clearly legible USPS postal cancellation on or by the due date are considered “on time” payments. Payments can be made in cash, check, money order, credit card or via direct payment from a bank account (ACH). Contact the Finance Office for information on alternate payment options. Any USPS postal cancellation that is not clearly legible can result in an account being considered overdue/late/delinquent. Legibility is determined solely by the Town.

Procedure for the Collection of Overdue/Late and Delinquent Taxes

Notice: a property owner may be entitled to an abatement of their delinquent property taxes under 24 VSA §1535 (attached). Property owners are encouraged to first consult with the Delinquent Tax Collector to discuss the status of the owner’s property tax “account”.

¹ Interest that is assessed on overdue/late taxes is “simple” interest, rather than “compound” interest. Also, interest is applied to a fraction of a month as if it were the entire month. For example, if taxes are due on August 15, there will be a full one percent interest applied as of August 16, since that one day is a fraction of the calculated month.

Town of Norwich, Vermont
Tax Collection Policy and Procedure
July 22, 2020

Thereafter, if the property owner remains committed to seeking an abatement, the owner would need to contact the Town Clerk (802-649-1419 x3), to schedule a meeting with the Board of Abatement.

Overdue/Late payments:

The Selectboard shall set a tax rate, prepare tax bills, and mail the tax bills to property owners no less than 30 days prior to the deadline for the first tax installment (typically 4:30 pm on the second Tuesday of August). **Tax bills are due upon receipt.** The two installment system established by the voters during the annual Town Meeting in addition to the notice information printed on the tax bills, no additional notice to property owners who are overdue/late is warranted.²

Delinquent payments:

- a. No less than 15 days after the final installment is due (typically 4:30 pm on the second Friday of February), The Treasurer shall issue to the Delinquent Tax Collector a Warrant against the delinquent taxpayers in the amount of taxes remaining unpaid. The Finance Officer lends assistance to the Treasurer in the preparation of the Warrant. The Warrant commands the Delinquent Tax Collector to collect those taxes and pay them into the town treasury.
- b. The Delinquent Tax Collector will set up a file for each delinquent taxpayer to track and record amounts due, payments made, and any communication between the taxpayer and the collector. Each file should contain a record of the taxpayer's account.
- c. Thirty to 45 days after a taxpayer is declared delinquent, the Delinquent Tax Collector will notify, via US mail to the tax payer, notice of the delinquency. Any failure in delivery of this preliminary letter **does not** negate the taxpayer's responsibility or prevent the town from pursuing further action.
- d. State law requires that a collector of delinquent taxes must give notice to a delinquent taxpayer before taking action to collect the delinquent amounts. Such notice must indicate the amount owed, including taxes, fees, interest and when and where they

² The tax collection system is established such that, though bills are due upon receipt, they can be paid via the two installment procedure. Essentially, the time between receipt of the tax bill and the installment dates serve as the "grace" period for property owners to pay their property taxes. So, even though tax bills are due upon receipt, interest is not charged until after the 30-day bill sending requirement of the Selectboard (i.e., until after the first installment deadline defining overdue/late payment subject to interest charges and the second installment deadline defining delinquency subject to a delinquent penalty and new/on-going interest charges). Note that the "no additional notice is required" statement relates specifically to notifying the property owner that they are overdue/late. This does not relate to the notices sent by the Finance Office/Delinquent Tax Collector related to monthly interest charges, delinquencies, and the like.

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July 22, 2020

should be paid. The notice must allow residents at least ten days and nonresidents at least twenty days (but not more than forty) to pay the amount due before the collector proceeds with a tax sale or other action. 32 VSA

- e. When a payment is made on a late or delinquent tax, it will normally be applied to the oldest outstanding tax first, unless instructed otherwise by the taxpayer. When a payment is made on a delinquent tax, the accumulated interest is first deducted from the payment. Then if a collection/penalty fee is due, the balance (after deduction of the interest due), is allocated to the tax principal due and the collection fee by dividing by 1.08.
- f. Partial payments will be accepted and allocated as described above. Acceptance of partial payment does not reduce the taxpayer's obligation to pay any outstanding tax, interest and collection fee that is due.
- g. The Delinquent Tax Collector may enter into an installment plan with the taxpayer to pay his/her taxes over time. Payments must be made at least each month. An installment plan must be in writing and signed by the taxpayer and the Delinquent Tax Collector. Providing the taxpayer keeps to the payment schedule, no further action will be taken to collect the delinquent tax. The written payment agreement must be executed by the delinquent taxpayer within 45 days of the first monthly delinquency notice. Note: the delinquent tax payer is expected to adhere to any said installment plan **and** remain current on a subsequent year's new tax bill (i.e., Current taxes). It is permissible for a delinquent taxpayer, though delinquent in one year, to pay taxes first toward their current taxes, to prevent/minimize that current year's taxes from becoming delinquent which would result in the 8% penalty for that year. If agreed, an installment plan can be arranged to incorporate both delinquent taxes (and related penalty and interest) and a current year's taxes, so long as the delinquent taxes (and related penalty and interest) are paid in full within the terms of the installment plan.
- h. If the delinquent property owner declines to enter into an installment plan with the Town or the delinquent taxpayer defaults on any installment plan, the Delinquent Tax Collector will take additional action to obtain delinquent taxes and any related interest/penalty charges. When voluntary agreement to pay delinquent taxes fails by the property owner, advance notice shall be given to property owners that the Delinquent Tax Collector intends to take additional action to collect the amount(s) owed. For residents, at least 10-days' notice is required, and for non-residents, at least 20-days' notice is required. The notice needs to include the time and place where payment of the taxes and fees may be made. Failure to make payment based on this notice to take further action permits the Delinquent Tax Collector to initiate any of four

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methods for collecting delinquent taxes. The most common includes Tax Sale. The other less common methods include: Foreclosure, Distrain, and Action at Law.

- i. Bi-monthly Reports. The statutes require the collector of delinquent taxes to file a report with the treasurer every two months or when demanded by the legislative body. 32 VSA §4646. The report must include a list of the taxpayers from whom taxes have been collected, showing the amounts collected and the years in which the taxes collected were due.
- j. Annual Reports. The collector of delinquent taxes must file an additional report by January 15 of each year. This report must list all taxes remaining unpaid on December 31, and must include the name of the delinquent taxpayer and the year that the taxes were due. This report must be certified by the collector of delinquent taxes and delivered to the Treasurer. 32 VSA §5162. The report is "certified under oath" by having the signature of the collector of delinquent taxes notarized by a notary public.
- k. In addition to providing the town Treasurer with the annual report, the collector of delinquent taxes must also furnish the annual report to the Town's licensed public accountant hired by the Selectboard.

Procedure for entering into a Tax Sale: If the delinquent property owner fails to meet the requirements of the advance notice of the Town's intent to take additional action to collect the amount(s) owed outlined in subsection e. above, the Delinquent Tax Collector will send a Final Demand Letter warning the delinquent property owner of the Town's intent to sell the property at tax sale (or use of one of the other lesser used procedures for collection). Such letter serves as the last-chance warning before formal proceedings are started.

Properties are not "eligible" for tax sale until said Final Demand letter is sent, which should not be sent less than 2 years from the date the taxes became delinquent but not greater than 3 years from said date. The Delinquent Tax Collector has discretion on these dates, subject to the individuality of specific property delinquencies. "Eligibility" for tax sale, assumes all notices, steps, and other processes have been accomplished leading up to the point when the Town opts to proceed with a tax sale.

At this point, the Delinquent Tax Collector will consult with Town Counsel, upon notification and approval of the Selectboard.

**Town of Norwich, Vermont
Tax Collection Policy and Procedure
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Assuming use of Town Counsel is approved, the Delinquent Tax Collector will proceed with tax sale (or another lesser used procedure for collection) under the advice of counsel.³ The typical process for tax sale involves:

1. Preparing for the Tax Sale:
 - a. Whether the Town will “bid” on the delinquent property.
 - b. Conduct a title search of the delinquent property to identify lien holders.
 - c. Prepare an accounting. The following are fees and expenses that can be recouped as part of a tax sale:
 - i. Levy & extending of warrant\$10.00
 - ii. Recording levy & extending of warrant\$10.00
 - iii. NoticesActual cost
 - iv. PublicationActual cost
 - v. TravelAt state rate
 - vi. Attending and holding sale\$10.00
 - vii. Making and recording return (report of sale)\$10.00
 - viii. Collector’s deed\$30.00
 - ix. Collector’s fee (penalty & interest charges).....As established in the Town
 - x. Expenses incurred in securing the property against illegal activity and fire hazardActual cost incurred, not to exceed 20% of the uncollected tax
 - xi. Legal assistanceLegal expenses actually and reasonably incurred and authorized by the Selectboard, up to a maximum of 15% of the uncollected tax
2. Provide notice of tax sale, including notice to delinquent taxpayer, notice to lien holders and mortgagees, and notice to the public at-large.
3. Settling before sale.
4. Conducting the tax sale.
5. Report of sale.
6. Treatment of sale proceeds.
7. Redemption.
8. Collector’s deed and property transfer tax.
9. Report to the Town Clerk.
10. Accounting to the delinquent taxpayer.
11. Challenges to deed.

³ Note that mobile homes and bankruptcy impose potential issues concerning delinquent property taxes. In these instances, the Town and Delinquent Tax Collector should consult with legal counsel first.

**Town of Norwich, Vermont
Tax Collection Policy and Procedure
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Appendices: the appendices attached herein serve as a guide for the Delinquent Tax Collector in carrying out that individual's duties and responsibilities. As applicable and warranted, the Delinquent Tax Collector may use different forms of the model information contained in the appendices. However, in all instances, the Delinquent Tax Collector will strive to ensure consistency and continuity of procedure, use of the model (or modified versions of the model) information, and otherwise work under the intended purpose of the policy contained herein.

Adopted by the Norwich Selectboard on July 22, 2020

Claudette Brochu

Claudette Brochu, Chair

John Langhus

John Langhus

Roger Arnold

Roger Arnold, Vice-Chair

Mary Layton

Mary Layton

Robert Gere

Robert Gere

Signature: 
Claudette Brochu (Jul 23, 2020 20:36 EDT)

Email: cbrochu30@gmail.com

Signature: 
Roger Arnold (Jul 23, 2020 11:24 EDT)

Email: rogerarnoldvt@gmail.com

Signature: 
Mary Layton (Jul 23, 2020 12:58 EDT)

Email: marydayton@gmail.com

Signature: 

Email: johnlanghus@gmail.com

Signature: 
Robert Gere (Jul 23, 2020 13:21 EDT)

Email: rgere@mac.com












Tax Collection Policy

Final Audit Report

2020-07-24

Created:	2020-07-23
By:	Herbert Durfee (hdurfee@norwich.vt.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAInEklhwHQIPW8SfzXuX37_ukPx2Xg09Z

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2020-07-24 - 0:36:35 AM GMT



From: [Pamela Thompson Smith](#)
To: [Select Board](#)
Cc: [Mary Layton](#); [Marcia Calloway](#); [Priscilla Vincent](#); [Matthew Swett](#); [Kimo Griggs](#); [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: Selectboard Handbook
Date: Wednesday, March 5, 2025 11:47:57 AM

To all,

I was looking for some information that does not appear to be captured in the Selectboard Handbook that I feel would be greatly beneficial to all. There seems to be some confusion on which committees, commissions and boards must offer hybrid meetings and record their meetings. Given the agreement the Selectboard signed to settle the Open Meeting Lawsuit brought by Chris Katucki, I believe there should be no ambiguity to prevent violations of the OML and the settlement agreement. Please consider adding this important piece of information to the Selectboard Handbook for every committee, commission and board listed.

Thank you for your time and consideration.

Pam Smith
Norwich

From: [John M. C. Carroll](#)
To: [Select Board](#)
Subject: Your meeting last night
Date: Thursday, March 6, 2025 11:53:33 AM

Dear Selectboard members,

As I explained at the beginning of your organizational meeting last night, I have prepared a presentation on the essential elements of effective and highly-functioning public boards. The presentation is based on my experience over fifty years of public service and leadership of boards, commissions, and legislative bodies at the local, state, and national levels.

In my brief outline, I mentioned some of the elements of an effective Board. In response, the genuine interest of the three newest members was clearly apparent. Regrettably, the ambivalence of the Chair and the resistance of the other senior member were equally visible. Nonetheless, four of the Board members then voted to set aside thirty minutes at the 12 March Board meeting to receive my presentation.

Later, as I sat and watched the Board meeting last night, I was surprised (and concerned) by what I saw — “leadership” that was meandering and ineffectual, a senior board member advocating that the Board disregard its own Rules of Procedure so as to quickly approve her proposals, and neither the Chair nor other members of the Board having the presence-of-mind to confront the member's disregard of established and prudent Board procedure.

The result was a one-step-forward-two-steps-back Board meeting that took two-and-a-half hours to stumble through a very simple agenda —an agenda that an effectively-led Board would complete, with far-greater clarity, in a third of that time. I hesitate to even imagine the scene when this Board must deal with an agenda of complicated and significant policy matters.

Sitting through last night's meeting, I came to understand why, in recent years, so many knowledgeable observers in Norwich have come to regard our Selectboard as virtually dysfunctional.

Accordingly, in light of all the above, I must withdraw my offer to meet with the Board to share my experience and knowledge of how to create a high-performing public board. At this stage of my life, I have neither the time nor the patience for the long, hard work that will be necessary to assist this Selectboard to a high level of collaborative effectiveness.

In declining to be further involved, I express my regret to the three junior members of the Board. My hope for you (and our town) is that in due course you will be able to reinvent the Board to become the welcoming and productive Selectboard that you and the people of Norwich deserve.

kind regards,

John Carroll

Norwich, Vermont

**Norwich Selectboard Meeting Minutes
February 26, 2025**

The meeting was called to order by the Chair at 6:32 pm.

Active Participants:

Tracy Hall: Selectboard members Pam Smith, Priscilla Vincent, Mary Layton, Marcia Calloway. Town Manager Brennan Duffy. Tom Griggs, Kimo Griggs, Jess Phelps, Studio Nexis architect Doug Sonsella.

Zoom: Selectboard member Roger Arnold. Town Clerk Lily Trajman, Treasurer Cheryl Lindberg, Police Chief Matthew Romei, Finance Director Barry Rosalinda, Fire Department Chief Alex Northern.

Item #1 Agenda:

Vincent moved, second by Layton to approve the agenda as amended to include adding an item to confirm the agenda for the Organizational Meeting. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #2 Chair's Report:

The Chair met with the Town Manager to set the agenda for the Selectboard meeting and also attended the Listers Meeting on 2/17/25 with the KRT appraisal firm.

Item #3 Public Comments for items not on the agenda:

Priscilla Vincent thanked Pam Smith and Roger Arnold for their service on the Selectboard. Lily Trajman reminded voters of the election polling hours and availability of absentee ballots, also that the Town Clerk's office will be closed on Monday, March 3, 2025.

Item #4 Studio Nexus Presentation on Tracy Hall Renovations-Discussion/Possible Motion:

Doug Sonsalla AIA of Studio Nexus presented a feasibility study of the present condition of Tracy Hall in terms of energy efficiency, plumbing, electrical, mechanical, heating, ventilation, roof framing and condition of slates, surfaces, and the arrangement of work spaces and handicap parking. He mentioned the historic background of Tracy Hall which was the donation of James Tracy, a Civil War veteran who donated his land and stipulated that the hall be fireproof. Studio Nexus worked with Waite Design & Engineering, Engineering Services of Vermont, as well as considering the recommendations of the energy audit by the Municipal Energy Resilience Program (MERP). Three levels of action were outlined: Urgent, limited short term; upgrading to current building and energy codes; and net zero ready. In terms of how to develop the goals of the renovation and present it to the public, Sonsalla recommended that the larger scope be considered after cost estimates, then to work down from that level if needed. The three levels should not be considered "phases" because if each was approved for construction there would be

three “mobilization” events that would boost the cost. An Estimator or Construction Manager should be brought in to research the cost at the level that the Selectboard decides on. Efficiency Vermont should be consulted for life cycle costs and savings. The design should also include security features recommended by Police Chief Romei. If energy efficiency measures tighten up the building envelope a heat exchange ventilation system that reaches all areas of the building will need to be incorporated for good air quality. Suggested space alterations including moving the handicap parking space closer to the entrance and building a sidewalk to the front door, separating the Lister’s Office from the Kitchen, and reconfiguring the basement space so that the larger conference room is where the Lister’s Office is now. Preliminary plans could be ready by Town Meeting 2026. Sizing a new boiler could be problematic before the scope of the renovation is known, because in an energy efficient building the boiler could be as much as five times more efficient. Sonsalla suggested replacing the boiler with one of a similar capacity and then selling it when the downsized version is needed. There should be state and federal grants available to via Rural Development and Historic preservation to help with costs. An exchange between Kimo Griggs and Doug Sonsalla considered what a completely new Town Hall could be like in terms of “program” and cost. In light of this exchange Roger Arnold warned that the Selectboard over time, especially in light of multi-year planning for major renovations, should not “switch horses in midstream,” but try to find the best value for the town, and consider a vision for the town hall that citizens would support.

Item #5: Community Collaborative Grant Application Request:

Duffy stated that there was not likely to be competition for grants between the Town and the Community Collaborative in 2025.

Calloway moved, second by Vincent to support the Norwich Community Collaborative’s intent to apply for a future implementation grant from the Vermont Community Development Program. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #6: Town Clerk Request to expend Reserve Funds:

The scanner will be available to the Planning Department and on a supervised basis with the public after the Town Clerk becomes familiar with its operation.

Layton moved, second by Vincent to authorize the expenditure of \$40,250 for the purchase of a Bookeye 5V1a professional large format scanner for the Town Clerk’s office. Funding will be as follows: \$20,000 from Fund #19 Town Clerk Equipment Fund and \$20,250 from Fund #45 Records Restoration Fund. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #7: Mascoma Bank CD Renewal:

The short term CD will enable cash flow to pay for FEMA obligated repairs to Hemlock Road and overtopped culverts. The CDs are through Mascoma bank which provides a collateralization program to control risk.

Layton moved, second by Vincent to reinvest \$1,000,000 in a C with a three month term at 3.93% APR and \$1,000,000 in a CD with a nine month term at 3.69% APR and to move all CD interest accrued to date to the General Fund. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #8 Fire Department Request for Equipment Fund Expenditures:

Layton moved, second by Calloway to authorize the expenditure of an amount not to exceed \$21,757.12 from Fund #26 Fire Equipment Fund for the purchase of equipment as requested on February 12, 2025. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #9 Public Safety Facility Cleaning Contract:

Calloway moved, second by Arnold, to follow Town Policy and allow the Town Manager to fund a Public Safety Facility Cleaning Contract. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #10 Construction Inspection Services Recommendation for FEMA projects:

Layton moved, second by Calloway to authorize the Town Manager to sign a contract with Dubois & King, Inc. in the amount of \$51,000 for Construction Inspection Services for the Hemlock Road Slope Stabilization and Culvert Replacement Projects on Illsley, Kate Wallace, and Norford Lake Roads. Funds will be temporarily paid for from Account #01-5-703703 until reimbursement is received from federal and state FEMA agencies. Vote: Yes: Layton, Vincent, Arnold, Calloway. No: Smith expressed her concern that the current Federal Administration might freeze obligated funds for FEMA funds in Norwich.

Item #11 Finalize Information Hearing Presentation:

Typos, updates to personnel listings, and approval of an explanation of how the tax rate is determined were addressed.

Item #12 Town Manager's Report:

- The Beaver Meadow shoulder repair is on track to be completed this spring.
- Snow removal has been challenging.
- The Fencing Club has returned to Tracy Hall
- The Town Manager's office has been busy creating the Town Report, working with Studio Nexis, Advertising for Open Positions, and planning the presentation for the Information Meeting.
- The Town Manager continues to meet with the Fire District. An agenda item with an update is recommended for the new Selectboard to consider.

Item #13 AP Warrant:

Layton moved, second by Calloway to approve AP Warrant #1238 in the amount of \$7,310,835.14 to be paid from the General Fund. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #14 Receipt of Correspondence:

Correspondence included a memo from Lister Cheryl Lindberg noting that there were no appeals or suits pending, also Robert Fiskens requesting that routine snowplowing of the parking lot at Parcel Five be completed.

Layton moved, second by Calloway to accept all correspondence. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #15 Approval of February 12, 2025 Minutes:

Layton moved to approve the February 12, 2025 minutes as amended to include: an edit to change “Fund 2” to “Fund 32”, also to remove Priscilla Vincent as present and voting, she was not present at this meeting. Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Item #16 Department Head Reports:

Reports were received from all departments.

Item #17 Organizational Meeting Agenda:

The Selectboard agreed to warn the time and date of the Organizational Meeting agenda as Wednesday, March 5, 2025 at 6:30 pm. The agenda will mirror last years agenda and will include the election of Chair and Vice Chair, Agenda Review, Selection of Official Town Newspaper, set the Regular Selectboard Meeting Schedule, time, and place; adopt Rules of Procedure and Procedure for Receipt of Correspondence: Authorize the Chair/Vice Chair to sign Payroll warrants, Authorize the Chair/Vice Chair to sign AP Warrants off cycle, Other Organizational Business, and Public Comments.

Item #18 Adjournment:

Vincent moved, second by Calloway to adjourn the meeting.
Vote: Yes: Layton, Vincent, Arnold, Smith, Calloway.

Meeting adjourned at 9:07 pm
Minutes taken by Mary Layton

Town of Norwich Selectboard

Meeting Minutes

March 5, 2025

The meeting was called to order by the Town Manager as officiant at 6:32 pm. The meeting was held in a hybrid format at Tracy Hall and on Zoom. Junction Arts Media was not present to upload the meeting to YouTube.

Active Participants:

At Tracy Hall: Selectboard members Priscilla Vincent, Matt Swett, Mary Layton, Kimo Griggs, Marcia Calloway; Town Manager Brennan Duffy, Norwich resident John Carroll

On Zoom: Pam Smith

Item #1 Election of the Chair

Vincent moved, second by Calloway to nominate Mary Layton as Chair. Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)

Item #2 Election of the Vice-Chair

Vincent moved, second by Swett to nominate Kimo Griggs as Vice-Chair. Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)

Pam Smith spoke to say that the audio on Zoom was low and asked for item numbers 1 & 2 to be repeated. Layton reiterated the actions taken on the first two items.

Item #3: Agenda Review

Calloway moved, second by Vincent to approve the agenda as amended. Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)

Layton asked if the Selectboard was willing to extend the time for public comment to allow John Carroll to speak for 10 minutes regarding Selectboard practice, and to consider asking him to return at a later date to speak more in depth.

Item #4 Public Comments for Items not on the agenda

John Carrol asked the Selectboard to consider the “model” of the Selectboard, the particular governmental authorities that have been granted and the responsibility to oversee and direct the Town Manager.

Item #5: Selection of Official Town Newspaper

Calloway moved, second by Swett to select the Valley News as the official Town newspaper.
Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)

Item #6 Set Selectboard Regular Meeting Schedule, Time, Participation

Calloway moved, second by Swett to set the Selectboard Regular Meeting Schedule to the 2nd and 4th Wednesdays of each month at 6:30pm, with the following two exceptions: November 12th and 19th and December 10th and 17th Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)

Item #7 Authorize Chair and/or Vice-Chair to Sign Payroll Warrants

Calloway moved, second by Vincent to authorize the Chair and/or Vice-Chair to sign payroll warrants. Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)

Item #8 Authorize the Chair and/or Vice-Chair to sign Off-cycle AP Warrants

Calloway moved, second by Vincent to authorize the Chair and/or Vice-Chair to sign off-cycle AP warrants. Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)

Item #9 Adopt Procedure for the Receipt of Correspondence

Griggs moved, second by Swett to adopt the procedure for the receipt of correspondence as presented. Vote: Yes (Swett, Griggs, Calloway, Layton) No (Vincent)

The practice of correspondence being published in the packet before being shared with Selectboard members, as opposed to Selectboard members receiving correspondence as it was received in the Town Manager’s office was discussed. A majority decided to keep the former arrangement.

Item #10 Adopt Rules of Procedure

Calloway moved, second by Vincent to table adoption of the Rules of Procedure until March 12 with a clean copy of proposed changes. Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)
The Selectboard requested updated statutory references to be included in the clean copy.

Item #11 Other Organizational Business

The Selectboard discussed topics for the March 12th meeting which included adopting the Rules of Procedure, setting Town Manager Goals, Reviewing the Town Manager Evaluation Form, Selectboard Goals (priorities, assignments, updates and revisions to certain policies.) The packet should include the Town Manager Evaluation form and current contract, and a clean copy of the Rules of Procedure. The Board considered an offer extended by John Carroll to speak about managerial practice. Griggs asked about how to check the compliance of Committees. Calloway said that the Selectboard Handbook would provide guidance and could be finished in April.

Item #12 Town Meeting Results

Articles # 8, #9, #10 recommended by the Selectboard passed by large margins. Budget Article #7 was more evenly split (Yes 535, No 522), and Article #11 did not pass (Yes 184, No 765).

Item #13 Adjournment

Vincent moved, second by Griggs to adjourn the meeting.

Vote: Yes (Vincent, Swett, Griggs, Calloway, Layton)

Meeting adjourned at 8:50 pm.

Minutes taken by Mary Layton

From: [Norwich Town Clerk](#)
To: [Select Board](#)
Subject: Minutes correction
Date: Friday, March 7, 2025 10:42:41 AM

The minutes from 3/5/25 erroneously state that the budget vote was 535/522, when in fact the result for Article 7 was 535 yes and 422 no.

Lily Trajman (she/her) ([why?](#))

Norwich Town Clerk

802.649.1419

clerk@norwich.vt.us

Please note that this email message, along with any response or reply, is considered a public record, and thus is subject to disclosure under the Vermont Public Records Law ([1 V.S.A. §§ 315-320](#)).