Norwich Selectboard

Regular Meeting: Wednesday, September 10, 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. Solid Waste Committee Appointment Discussion/Possible Motion (5 mins)
- 5. Spending Request: Fire Alarm for Public Safety Building Discussion/Possible Motion (5 mins)
- Spending Request: Police Dept. Mobile Data Terminals Discussion/Possible Motion (5 mins)
- 7. Environmental Court Appeal of DRB No. 25DE25: Authorize Town Attorney to Enter Appearance Discussion/Possible Motion (5 mins), possible executive session
- 8. Trails Committee memorial bench donation proposal Discussion/Possible Motion (10 mins)
- 9. Tracy Hall Visioning Discussion (30 mins)
- 10. Town Manager employment evaluation Discussion/Possible Motion (40 mins), possible executive session
- 11. Approve Minutes August 27, 2025 Discussion/Possible Motion (5 mins)
- 12. AP Warrants Discussion/Possible Motion (5 mins)
- 13. Receipt of Correspondence Discussion/Possible Motion (5 mins)
- 14. Adjournment Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	9/24/2025	Regular: Zoom & JAM	6:30 p.m. Selectboard business	Purchasing PolicyFinance CommitteeTown Manager performance review
Wednesday	10/08/2025	Regular: Zoom & JAM	6:30 p.m. Selectboard business	

Ongoing and Future Work

Town Manager's Office

- Tracy Hall Improvement Project
- Cellular Service Initiative
- Moore Lane Bridge
- Hemlock Road FEMA Reimbursement
- Annual Audit

Selectboard

- Purchasing Policy Review
- Tracy Hall Planning
- Conflict of Interest Policy
- Website Policy & Issues
- Planning Commission Capital Plan
- Communication
- Finance Committee Task and Budget Research Format
- Selectboard Budget Calendar and Planning

Town of Norwich

P.O. Box 376 Norwich VT 05055-0376 (802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS (and for those reapplying for continuing appointments)

	Name	:
	Addre	ess:
	Day p	hone: Evening phone:
	E-mail	l:
	Positio	on Applied For:
you alre	1. eady se	If you are re-applying for the same board/commission, how many terms/years have rved? Terms: Years:
	2.	Would you be available for evening and/or morning meetings? Evening: Yes No Morning: Yes No Are there other restrictions on your availability? If so, please describe:
suit you	3. 1 for thi	Please list any experiences, skills and/or qualifications which you feel would especially appointment.
Commit are curre		Please include service on other municipal or school district Boards, Commissions, or oth in Norwich and elsewhere and indicate whether or not any of those appointments are:

5. Employer: Description	Education and Current Employment of work:	Location:
6.	Pertinent Education and/or Experience:	
7. employer in	Do you feel there could be any conflict of into serving on this board, commission or commi	erest with your personal beliefs, occupation or ttee? Yes No If yes, please explain:
Con	nments:	
Signature:	Mara Child	Date:



NORWICH POLICE DEPARTMENT





Memorandum

To: Brennan Duffy

Town Manager

From: Matthew Romei

Chief of Police

Re: Request for Designated Fund Expenditure

Date: 28 August 2025

Please find attached a Request for Spending form outlining a requested equipment and service purchase. The Fire Alarm for the Public Safety Building currently utilizes a system of dual phone lines to communicate to a monitoring system to transmit the alarm. We have been dealing with failing phone lines for a while on this system, which causes errors and trouble alarms. This purchase and service will add a radio transmitter to the system to send the signal directly to Hanover Dispatch, who dispatches the Norwich Fire Department. After this is installed and validated, we will be able to discontinue the two phone lines, at some small savings to the Town.

Town of Norwich

Departmental Request for Spending

ate:28 August 2025 Department: Police	
equest by:Matthew Romei(Name)Chief of Police(Title)	
own Manager Approval Date:09-03-2025 For Selectboard Meeting Date:10 September 2025	
hat is being requested:Public Safety Building Fire Alarm Radio Communicator	
as this request been budgeted by the Selectboard:(Partial)_ XX(No)_ (Yes) FY26(Fiscal Year)	
ow much will the request cost, including any additional expenses such as set-up, decals, customization, etc.,	
plain: \$2500	
hich fund will be used to pay for this request:	
47(Number of Fund) Public Safety Facility Fund (Name of Fund)	
ow much is in the above-named fund on this date:\$16,139.85 as of August 8 th , 2025	
t other items/costs that are expected to be paid from the above-named fund in2026(Fiscal Year)	
None, Yet	
quest for Quotes required: _XX_Already in hand(No) To be sent out by Town Manager:(Yes)X(No	o)
pected Date of purchase order, if known:upon SB Authorization	
her information:Supporting memorandum attached	
gnature of Requestor:	
otes: Date sent out Due date Date selection made	
Date quotes given to selectboard	
rchase: Date purchased Date Received	

VERMONT LIFE SAFETY LC

(802)434-5335 Tax ID 11-3670969 3504 Theodore Roosevelt Hwy Bolton VT 05676



Estimate

Date

 8/18/2025

Customer:	Job Location:
Town of Norwich Department of Public Works 26 New Boston Road Norwich, VT 05055	Norwich Municipal Fire Police

Customer PO nu	Terms	Location	

Qty	Item	Description	Total
	Service Call (G)	Service Call to install Hanover Radio box to replace DACT phone dialer for Monitoring of building fire alarm	150.00
1	7788F Transceiver	AES 7788F Fire Transceiver UL Listed NFPA Compliant(8 dry contacts) with two 12volt 7amp batteries, battery box and rubber antenna. With Labor included	2,350.00
		** if outside antenna is needed will cost additional \$250.00	

Inspection and Test: This service as provided is intended to provide information as to the operation of the system as outlined on the test and inspection report, and is not a warranty or service contract for any repair or replacement to the system. This test in no way warranties the operation of the system as to its effectiveness in an actual event- fire, carbon monoxide, low temperature, etc. Particular care should be taken with changes in use, occupancy, and remolding, with regards to the original design of the systems.

It is understood and agreed that VLS is not an insurer, that insurance, if any, shall be obtained by the customer, that payments herein are based solely upon the value of the system and are not related to the value of the customer's property or the property of others located in or on customer's premises.

Tot	al	\$2,500.00
	M.	

Signature and Date.



NORWICH POLICE DEPARTMENT

CHIEF OF POLICE MATTHEW S. ROMEI



Memorandum

To: Brennan Duffy

Town Manager

From: Matthew Romei

Chief of Police

Re: Request for Expenditure

Date: 04 September 2025

As I am sure you are aware, we are working though the mandated update to Windows 11. Based on the current age of our Mobile Data Terminals – the laptops our officers use for all of their work – we are about a year past due on replacing them. They are currently showing their age in speed and functionality, and the recommendation was to replace them prior to the Windows 11 conversion. I have obtained quotes for replacements, which are directly compatible with our current docking stations in the vehicles and police station. We are shrinking the "fleet" from seven laptops, to the minimum number required (five). After deployment of the new computers, we will take the best one or two of the old ones, wipe them and update them to Windows 11. They won't be as functional as the new ones, but will provide an alternative in a pinch if one of the new machines goes down. The new machines are compatible with our current inventory of vehicle and desktop docks.

My recommendation and request is to purchase 5 Panasonic Toughbooks from TransCor Information Technologies at \$3,857.81 each. This cost includes a 3 year warranty against physical and accidental damage, at \$285 per unit. TransCor quote is functionally equivalent to the CDW quote which didn't include shipping, or a warranty. Additionally, TransCor is the New England dealer for Panasonic Toughbooks.

Because the principal use of these computers is to connect to our Dispatch Provider (Hartford) and Records Management System (Spillman/Motorola Flex), the cost is appropriate to come from the Dispatch Services Line in our Budget, which is well situated this year to accommodate this expenditure.

Town of Norwich

Departmental Request for Spending

Date:04 September 2025 Department: Police	
Request by:Matthew Romei(Name)Chief of Police	(Title)
Town Manager Approval Date: 914/15 For Selectboard Meeting Date:1	0 September 2025
What is being requested:Police Department Computer Replacement	
Has this request been budgeted by the Selectboard:(Partial)(No)_XX (Yes) FY	/26(Fiscal Year)
How much will the request cost, including any additional expenses such as set-up, decals,	customization, etc.,
explain: \$19,289.05	
Which line item will be used to pay for this request:	
1-5-500536(Budget Line Item) Dispatch Services (Na	nme of Line)
How much is in the above-named line on this date:\$87,158 as of September 4 th , 202	5
List other items/costs that are expected to be paid from the above-named fund in202	26(Fiscal Year)
\$58,321.90 in contracted and already authorized costs/expenses	
Request for Quotes required: _XX_Already in hand(No) To be sent out by Town Ma	nager:(Yes)X(No)
Expected Date of purchase order, if known:upon SB Authorization	
Other information:Supporting memorandum attached	
Signature of Requestor: Date: 9 Signature of Town Manager: Action by Selectboard: (Approved) (Denied) (Tabled) Date: Concerns of Selectboard:	9/4/25
Quotes: Date sent out Due date Date selection made Date quotes given to selectboard	
Purchase: Date purchased Date Received	

Haywood Associates Incorporated

dba TransCOR Info Technologies 124 Jewett Street Georgetown, MA 01833



QUOTATION

\$3,857.81

\$3,857.81

\$0.00

\$0.00

Quote Number: **S000551-03** Quote Date: 09-02-2025

Voice: (978) 352-3100 Fax: (978 352-9199 FEIN: 04-3223372

Quoted To:

Norwich VT PD 10 Hazen Street Norwich, VT 05055

Ship To:

Matthew Romei Norwich VT PD 10 Hazen Street Norwich, VT 05055

Customer ID	Good Thru	Payment Terms	Sales Rep
NOR41	Oct 3rd, 2025	Net 30	Darrin Varnum

- Pricing on this quote may change before the expiration date based on the fluid nature of tariffs
- Sales tax will be applied to the invoice unless customer is exempt from paying tax

Qty	Item	Description	Unit Price	Amount
1.00	/ MISCELLANEO US	FZ-55JA601BM Win11 Pro, Intel Core i7-1370P vPro (up to 5.2GHz), AMT, 14.0" FHD 1000 nit Gloved Multi Touch, 16GB, Intel UHD, 512GB OPAL SSD, Intel Wi-Fi 6E, Bluetooth, Mic and Infrared 2MP Webcam, Standard Battery, TPM 2.0, Emissive Backlit Keyboard, Flat	\$3,130.75	\$3,130.75
1.00	FZ-BAZ2216	FZ-BAZ2216 16GB Memory (RAM) for FZ-55 Mk3	\$414.06	\$414.06
1.00	/COMMENT	Optional Warranty: Covers computer against physical and accidental damage.	\$0.00	\$0.00
1.00	CF- SVCLTNF3YR	CF-SVCLTNF3YR Panasonic 3 Year Toughbook Protection Plus, Toughbook & Accidental Damage - Years 1, 2 & 3	\$285.00	\$285.00
1.00	/S & H-C	S & H-C Shipping & Handling Computers	\$28.00	\$28.00

	Subtotal	
	Tax	
	Freight	
Authorized Signature	Total	

Rugged and Connected



Haywood Associates Incorporated, d/b/a TransCOR Information Technologies, Terms & Conditions

Haywood Associates Incorporated, d/b/a TransCOR Information Technologies ("TransCOR") Terms and Conditions of Sale. These Terms and Conditions shall be incorporated into any Purchase Order submitted by the Customer and accepted by TransCOR and together such documents are hereafter referred to as the "Agreement."

- 1. Prices, as quoted, are good for thirty (30) days. Product availability, prices and configurations are subject to change thereafter. Pricing does not include loading of software other than software specified in the quote. Prices exclude GST, PST, and any applicable Federal, State, County or Municipal Taxes. PRICES QUOTED DO NOT INCLUDE TARIFFS, DUTIES, TAXES, FINES, PENALTIES OR BROKERAGE FEES WHICH REMAIN THE SOLE RESPONSIBILITY OF THE BUYER.
- 2. Installation charges, as proposed, require a minimum number of vehicles made available to installers per day. Customer must provide a minimum of 5 vehicles per day per 2-man installation team; any installation that is missed due to unavailability of vehicles will be billed at the current per vehicle rate in effect at the time of installation.
- 3. Upon each delivery of hardware and associated equipment, Haywood Associates Incorporated d/b/a TransCOR Information Technologies (hereinafter "TransCOR") will invoice Customer. Customer shall pay TransCOR the balance of payment due for purchase of hardware and associated equipment within twenty-five (25) days of the invoice date. Upon completion of agreed upon milestones for installation and other services, TransCOR will invoice Customer. Customer shall pay TransCOR the balance of payment due for purchase of installation and other services within twenty-five (25) days of the invoice date. Customer shall pay interest charges, accrued daily, computed at 1.0% per month of any overdue halances
- 4. In the event of Customer's breach of the Agreement including but not limited to its failure to make any payment when due, the Customer agrees that it shall be responsible for paying TransCOR's reasonable attorney's fees and costs incurred in connection with any steps taken or any action filed to collect any unpaid balances. The Customer further agrees to submit itself to the jurisdiction of the Courts of the Commonwealth of Massachusetts in connection with any proceedings to enforce the Agreement.
- 5. Warranties (a) TransCOR shall assign manufacturer's warranties on equipment and software purchased and/or installed by TransCOR for the Customer to the customer at the time of delivery or, if later, installation. The Customer agrees to assert any warranty claims directly to the manufacturer, and not to TransCOR. (b) TransCOR warrants to Customer that all installation services it performs shall be free from defects in materials and workmanship, when given normal, proper and intended usage, for a period of ninety (90) days from acceptance (the "TransCOR Warranty Period"). Negligence, intentional abuse or unintentional misuse of installed items is not covered by warranty. This warranty does not apply to expendable components, such as, but not limited to, batteries, cables, wiring, connectors, fuses, bulbs and paper. THIS LIMITED WARRANTY IS IN LIEU OF, AND TRANSCOR SPECIFICALLY DISCLAIMS, ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
- 6. Shipment, Title and Risk of Loss: Unless otherwise indicated in the Customers' Purchase Order accepted by TransCOR, shipment shall be made F.O.B. the Customer destination, freight included. Title to and risk of loss of, the Equipment/Material to be furnished hereunder shall pass to the Customer at the time of delivery to the Customer. The Customer shall be responsible for any shipping costs related to the return of defective equipment covered by a manufacturer's warranty, whether such shipment is directly to the manufacturer or, if TransCOR agrees, to TransCOR. EXCEPT TO THE EXTENT TRANSCOR AGREES TO RECEIVE A DEFECTIVE PIECE OF EQUIPMENT PURSUANT TO THE PRECEDING SENTENCE, ALL SALES ARE FINAL AND TRANSCOR SHALL NOT ISSUE ANY REFUND OR ACCEPT ANY PRODUCT RETURN.
- 7. Acceptance: Unless otherwise modified by the Quote or other contractual documents representing the Agreement of the parties, final acceptance as to the delivery and/or installation of products shall mean that the Customer has had an opportunity to fully inspect the products and/or workmanship for any defects or non-conformities. In any event, final acceptance of products shall be deemed to be the earliest of: (a) Customer's written notification to TransCOR of final acceptance; or, (b) ten (10) business days from TransCOR's delivery of products to the Customer. Final acceptance of installation services shall be deemed to be the earliest of: (a) Customer's written notification of final acceptance to TransCOR; or, (b) ten (10) business days from TransCOR's completion of the installation services.
- 8. Assignment: Customer shall not assign the Agreement, in whole or in part, to any other party without TransCOR's prior written consent.
- 9. Waiver: TransCOR's failure to insist in any one or more instances upon strict performance of any provision of the Agreement, or failure or delay to take advantage of any of its rights or remedies hereunder, or failure to notify Customer of any breach, violation, or default, shall not be construed as a waiver by TransCOR of any such performance, provision, rights, breach, violation, or default, either then or for the future. Any waiver shall be effective only if in writing and signed by the TransCOR's authorized representative, and only with respect to the particular case expressly covered therein.
- 10. LIMITATION OF LIABILITY: TransCOR shall not be held liable for any injury, loss or damage, direct or consequential, arising out of the use of or the inability to use the vehicle mounting systems or its components thereon installed by TransCOR. Before using, Customer shall determine the suitability of the vehicle mounting systems and components thereon for its intended use, and Customer assumes all risk and liability whatsoever in connection therewith. All statements, technical advice and recommendations provided by the installer, seller and manufacturer of vehicle mounting systems and components thereon are believed to be reliable, but the accuracy thereof is not guaranteed. TransCOR shall assume no liability for deficient electrical or mechanical condition of the vehicles contracted for installation services. If vehicles' mounting surfaces are corroded or inadequate to secure equipment, TransCOR reserves the right to refuse to perform an installation under said conditions. If vehicles' batteries or electrical systems are inadequate to handle additional electrical demands of installed computer equipment, Customer will be responsible for correcting any vehicle battery or electrical system problems. TRANSCOR'S TOTAL LIABILITY TO THE CUSTOMER FOR ALL CLAIMS OR SUITS OF ANY KIND, WHETHER BASED UPON CONTRACT, TORT (INCLUDING REGLIGENCE), WARRANTY, STRICT LIABILITY, OR OTHERWISE, FOR ANY LOSSES, DAMAGES, COSTS OR EXPENSES OF ANY KIND WHATSOEVER ARISING OUT OF, RESULTING FROM, OR RELATED TO THE PERFORMANCE OR BREACH OF THIS CONTRACT SHALL, UNDER NO CIRCUMSTANCES, EXCEED THE AGREEMENT PRICE, AS MAY BE AMENDED IN WRITING. TRANSCOR SHALL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL LOSSES, DAMAGES, COSTS, OR EXPENSES WHATSOEVER. ANY ACTION AGAINST TRANSCOR ARISING OUT OF, RESULTING FROM, OR RELATED TO THE PERFORMANCE OR BREACH OF THIS CONTRACT SHALL BE FILED NOT LATER THAN ONE YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.
- 11. TransCOR hereby gives notice of its objection to any different or additional terms and conditions. This purchase is expressly conditional on Customer's assent to the terms and conditions stated herein. If Customer's assent has not been previously given, the shipping of any Equipment/Material or the performing of any related services called for under the Agreement shall be conclusive as to the Customer's assent to these Terms and Conditions. The Agreement constitutes the entire agreement between the parties and supersedes any prior or contemporaneous agreements, correspondence, course of dealings, usage of trade, representations, understanding, either written or oral, or Customer's terms and conditions contained in its Purchase Order or elsewhere. No modifications of, a mendment to, the Agreement or these Terms and Conditions shall be valid unless in writing and signed by a duly authorized representative of TransCOR. TransCOR's good faith interpretation of the Agreement shall govern if any disagreement as to the meaning or intent of the Parties arises. The Agreement continues in full force and effect unless terminated in accordance with its terms.
- 12. All notices may be sent by facsimile, a nationally recognized overnight courier service, first class mail or hand delivered. Notice shall be given when received by the addressee on a Business Day. In the absence of proof of the actual receipt date, the following presumptions will apply: Notices sent by facsimile shall be presumed to have been received upon the sending Party's receipt of its facsimile machine's confirmation of successful transmission. If the day on which such facsimile is received is not a Business Day or is after five p.m. (local time for the recipient) on a Business Day, then such facsimile shall be deemed to have been received on the next following Business Day. Notice by overnight courier shall be presumed to have been received on the next Business Day after it was sent. Notice by first class mail shall be presumed delivered five (5) Business Days after mailing.
- 13. Arbitration: TransCOR and Customer agree that any dispute arising out of the Agreement should be settled as quickly and expeditiously as possible. To that end, it is agreed that all claims, counterclaims, expenses, disputes and other matters in question arising out of the Agreement or the breach thereof will be decided by arbitration in accordance with the Commonwealth of Massachusetts
- 14. Force Majeure: TransCOR shall not be responsible for delays and/or failure to perform services as requested by Customer pursuant to the Agreement where such delay and/or failure to perform is caused by events beyond TransCOR's control. Such events include, but are not limited to, court or administrative orders, strikes, lockouts, acts of God, acts of war, and supply chain issues hindering delivery of hardware.
- 15. The Agreement supersedes any course of performance, course of dealings, usage of trade, previous agreements, representations, and understandings, either oral or written. No terms, conditions, agreements, representation, understandings, course of performance, course of dealing, or usage of trade purporting to modify, vary, supplement, explain, or

amend any provisions of the Agreement shall be effective unless in writing, signed by a TransCOR representative authorized to amend the Agreement. If any part of these Terms and Conditions is determined to be judicially unenforceable for any reason, the remainder of these Terms and Conditions shall remain in full force and effect.

16. The Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts without giving consideration for conflicts of law principles



We have prepared a quote for you

5 Toughbook's

Quote # 004246 Version 1

Prepared for:

Town of Norwich Police Department

Matthew Romei matthew.s.romei@vermont.gov





Statement of Work

3 ToughBook Replacements. 2 Net New ToughBooks.

Primary Contact: Matt Romei

All machines needs the following:

All routine Office Programs (Outlook, Teams, Word, Excel, PowerPoint etc)

Adobe Pro

Chrome Firefox

Spillman/Flex

Zoom

Valcour Soft Token (https://www.crosswind.com/Valcour/ValcourSoftToken.msi)

Machine name to be replaced: NPD20-6

Primary User: Michael Rebentisch

Rename machine to: NPD25-1

Machine name to be replaced: NPD20-2

Primary User: Spencer Foucher

Rename machine to: NPD25-2

Machine Name to be replaced: 20-5

Primary User: Matthew Romei

Rename machine to: NPD25-3

Net New machines. Please name as follows:

Primary User: Stuart Rogers

Quote #004246 v1 Page: 2 of 5





Statement of Work

Name machine to:NPD25-4

Primary user: None- will be used as a spare/training machine.

Name machine to: NPD25-5

Customer is responsible for providing CCI with information on their software licenses/programs to ensure that a new computer is set up accurately.

*Due to the uncertainty around tariffs, the price of these items may change unexpectedly. Any changes to pricing by our vendor will be passed along to the client. Please approve quote within 1 week of receipt to reduce the risk of price increase *

Hardware

* Contains Optional Items

Description	Price	Qty	Ext. Price
CCI Windows Image and Deployment of Net New PC CCI Windows Image and Deployment of Net New PC	\$249.00	2	\$498.00
Panasonic Port Replicator - for Notebook Panasonic Desktop Dock for Toughbook 55, 2x HDMI, 1x VGA, 1X Serial, 1x LAN, 4x USB-A, 3YR ~ AC adapter not included ~ use laptop AC Adapter, or buy CF-AA5713A2M	\$549.00	5*	\$2,745.00
Panasonic TOUGHBOOK FZ-55 14" Touchscreen Semi-rugged Notebook - Full HD - Intel Core i7 13th Gen i7-1370P - vPro Technology - 32 GB - 512 GB SSD - Intel Chip - LTE Advanced - 1920 x 1080 - Windows 11 Pro - Intel Iris Xe Graphics - In-plane S	\$5,029.00	5*	\$25,145.00
Panasonic Toughbook 55 Intel i7-1370P 14C 5.2 GHz, 14" Full HD 1920 x 1080 IPS Touch, 32GB DDR4, 512GB SSD M.2 SSD, 4G LTE, 802.11ax, Gigabet Ethenet, Front Camera 2Megapixel, Windows 11Pro, 3YR Limited Warranty (parts & labor) ~ includes AC Adapter, Stylus Pen, Stylus Holder and Tether ~ includes USB-C, supporting ThunderBolt 4 ~ GPS/GLONASS/Galileo/BeiDou/QZSS/SBAS receiver			

Quote #004246 v1 Page: 3 of 5



Hardware

* Contains Optional Items

Description	Price	Qty	Ext. Price
Panasonic TOUGHBOOK FZ-55 14" Touchscreen Semi-rugged Notebook - Full HD - Intel Core i7 13th Gen i7-1370P - vPro Technology - 32 GB - 1 TB SSD - Intel Chip - 1920 x 1080 - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Te	\$5,369.00	5*	\$26,845.00
Panasonic Toughbook 55 Intel i7-1370P 14C 5.2 GHz, 14" Full HD 1920 x 1080 IPS Touch, 32GB DDR4, 1TB SSD M.2 SSD, 4G LTE, 802.11ax, Gigabet Ethenet, Front Camera 2Megapixel, Windows 11Pro, 3YR Limited Warranty (parts & labor) ~ includes AC Adapter, Stylus Pen, Stylus Holder and Tether ~ includes USB-C, supporting ThunderBolt 4 ~ GPS/GLONASS/Galileo/BeiDou/QZSS/SBAS receiver			

* Optional Subtotal: \$54,735.00

Subtotal: \$498.00

Quote #004246 v1 Page: 4 of 5



5 Toughbook's

Prepared by:

CCI Managed Services

Vanessa Fazio (603) 542-5109 Fax (603) 543-6562 vfazio@ccimanaged.com

Prepared for:

Town of Norwich Police Department

300 Main St PO Box 376 Norwich, VT 05055 Matthew Romei (802) 649-1460 matthew.s.romei@vermont.gov

Quote Information:

Quote #: 004246

Version: 1

Delivery Date: 09/03/2025 Expiration Date: 09/04/2025

Quote Summary

Total	\$498.00
Hardware	\$498.00
Description	Amount

*Optional Expenses

Description	One-Time
Hardware	\$54,735.00

Optional Subtotal: \$54,735.00

CCI Managed Services

09/03/2025

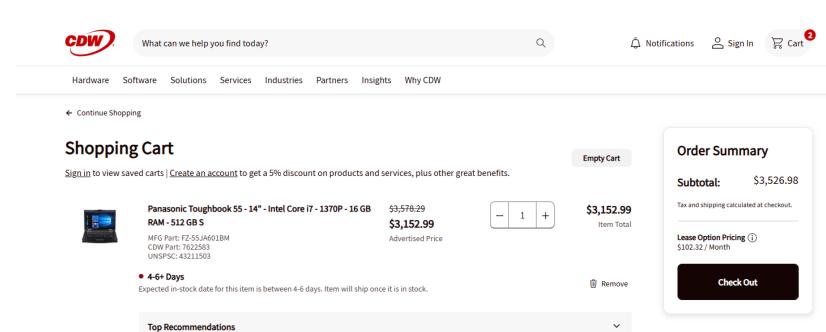
Date:

Signature: Name: Vanessa Fazio Title: Client Account Manager

Town of Norwich Police Department

Signature:	
Name:	Matthew Romei
Date:	

Quote #004246 v1 Page: 5 of 5



\$460.07

\$373.99

Advertised Price

\$373.99

Item Total

Remove

1

Panasonic - DDR4 - module - 16 GB

MFG Part: FZ-BAZ2216

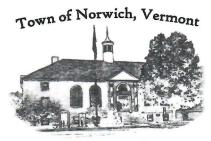
Top Recommendations

CDW Part: 7648059

UNSPSC: 32101602

In StockGet it Wed, Sep 10

by a CDW partner



CHARTERED 1761

MEMO

To:

Norwich Selectboard

From:

Brennan Duffy, Town Manager

Date:

September 4, 2025

Re:

Recommendation to accept memorial bench gift

In accordance with the Town's Gift Policy, I have met with representatives of the Norwich Trails Committee and reviewed a request from a Norwich family to donate a memorial bench to the Town.

The bench would be placed on the Gile Mountain Trail and any site work, and future upkeep, would be administered by volunteers of the Norwich Trails Committee and the donating family.

I recommend to the Selectboard that this memorial bench be accepted by the Town.

Thank you for your consideration of this topic.

Memo to: Norwich Town Manager's Office

From: Norwich Trails Subcommittee

This summer a Norwich family approached one of our Norwich Trail Subcommittee members with a request to donate a bench to commemorate the passing of a family member. Gile Mountain and the trails around it was a favorite place for their son and sibling and remains a cherished spot for the family. Our committee discussed this at two meetings and, with the understanding of a recent update to a Town Gift Policy, has presented this offer to the Town Manager for his consideration.

The family would supply a 6' by 2' white oak bench, locally made and coated with finish. They have suggested a spot about 3/4 of the way up the fire tower trail, at an intersection of the upper bike trail crossing. Trail committee members have volunteered to form and pour a concrete pad on which to anchor the bench. The family will be making arrangements for upkeep and refinishing as necessary, as they plan on yearly gatherings there to remember their loved one.

Norwich Trails Subcommittee recommends that this bench be accepted by the Selectboard, as we think some of the thousands of yearly visitors to the tower may well appreciate a place to rest on the steep ascent.

Nick Krembs Norwich Trails Subcommittee Facilitator 1396 New Boston Rd.

MEMORANDUM

TO: Selectboard FROM: Marcia Calloway, Selectboard DATE: 8/19/2025 RE: Tracy Hall visioning exercise

<u>Purpose and Goals:</u> To structurally and functionally update the 100+ year old Tracy Hall with the goals of (a) serving as many administrative and community needs as possible, (b) accommodating future needs we can imagine, (c) being environmentally conscious, and (d) employing feasible fiscally conservative measures.

<u>Summary perspective</u>: For the interior of the building, and based on the considerations for future-proofing all work on Tracy Hall, below, I would like to see a basically open-plan interior with very limited closed, dedicated spaces. Town Manager administration will always require maintenance of sensitive, legally protected material and space for confidential meetings. Other offices maintain substantially "public" records and the staffing and storage needs for those may diminish over time as laws and technology evolve. Rather than provide closed spaces with a "baked-in" footprint for other offices, spaces should be flexible and easily expanded or reduced as needed. Other venues with open-plan offices successfully share small dedicated room(s) for any required confidential discussions; one of those on each floor might ultimately save space. For the exterior of the building, I would like to maintain as much of the integrity of the structure as possible. Any expansion of the footprint should be sympathetically done only as necessary and to avoid a disjointed jarring appearance.

<u>Considerations for future-proofing:</u> Without a crystal ball, and in the throes of constant change, we should use our money wisely to manage future changes, whether from internal or external forces. Sources suggest the focus should be on Flexibilityⁱ, Adaptable Designⁱⁱ, "Predictive Maintenance" in and Technological Adaptability^{iv}.

- 1. <u>Flexibility</u> -- Craft inside so that future changes can be accommodated. This requires structural flexibility as well as human flexibility. Spaces should be easily convertible to accommodate fewer staff and more technological needs than paper ones. Some examples of future changes might include:
 - a. Clerk's office -- Tracy Hall has two vaults, probably only one is required. Old documents are being digitized. Future document storage may not require physical vault space. As functions become automated and/or focused on State databases/portals, the Clerk office may require less square footage, possibly just time-limited storage for paper ballots as long as they are used.
 - b. Listers' office "The job of Lister is unique to Vermont." State or legislative changes could limit or abolish the Lister office and require only professionally-qualified Assessors at town, county or state levels. Alternatively, voters could choose to employ one professional Assessor thus requiring space for one person instead of four e.g. three Listers, one contracted assistant Lister, and an Assessor. Concomitantly, state-mandated technological advancements could obviate the need for filing cabinets if all records are digitized.
 - c. Community use With the new Norwich Community Collaborative building, there may be opportunities for certain Town board/committee/commission meetings to use space there. Budgeting for an annual fee or donation to use space in NCC could be more cost effective than building fixed small meeting space(s) in Tracy Hall.
- 2. Adaptable design Limit dedicated-use space for the majority of the building.
 - a. Dedicated-use spaces should be minimal and efficient.
 - i. Private offices should be provided for the Town Manager and his staff.
 - ii. One conference room for confidential meetings will always be required.
 - iii. A small, efficient kitchen for coffee and lunch preparation should be provided and enclosed, with a wall-counter and stools for staff to eat meals undisturbed.
 - b. Other spaces should be as open-plan as possible so they are currently fit for use but susceptible to easy reconfiguration as changes in staffing or legal requirements evolve.
- 3. <u>Predictive maintenance</u> Install as many digital analytics as possible to know when systems are failing or performing subpar, and to understand our energy use and stay ahead of maintenance issues.
- 4. <u>On-going Technological adaptability</u> Every technology decision should consider next generation changes, e.g.
 - a. Infrastructure supporting technological upgrades, like modular systems for easy replacement.
 - b. Avoid reliance on proprietary systems that may lose manufacturer support.
 - c. Plan for periodic technology updates, do not lock in long-term solutions that might become redundant.

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https://gbdmagazine.com/future-proof-buildings/

[&]quot;https://www.naiop.org/research-and-publications/magazine/2024/Winter-2024-2025/development-ownership/future-proofing-real-estate-the-importance-of-adaptable-design/

[&]quot; Predictive Maintenance in Building Facilities: A Machine Learning-Based Approach - PMC

https://build-construct.com/building/future-proofing-buildings/

Lister and Assessor Handbook: A Guide for Vermont Listers and Assessors

Memorandum

Date: August 22, 2025
To: Norwich Selectboard

From: Mary Layton

Subject: Vision for Tracy Hall Renovation CC: Brennan Duffy, Miranda Bergmeier

In thinking about a vision and plan for renovations to Tracy Hall I think back to the construction of the Public Safety Building which happened during my first two years as a Selectboard member. There was significant public involvement in considering whether the facility should be located on a different site, and considerable debate on the scope of the project, which at one point included a basement and a couple of floors. The scope was pruned back considerably to result in the present facility, which I consider to be practical, well designed, and well located. If I had to state a word to describe what the voters were looking for it was "value." They wanted a functional, attractive design at a fair price.

Tracy Hall is important as a symbol of town government, a historical artifact, the site of town offices, and a community hub. I would like to see it improved in a manner that combines the best of the old and the new. Energy efficiency in balance with acknowledgment of the historic character is important to me. Spaces that support the work of the Town Administration, Listers, Town Clerk, and Planning Department are crucial. I would like to see improved storage so that the conference room where so many meetings take place could have a more dedicated and dignified feel to it.

I have noticed that there is space by the front entrance and along the south side that could be utilized in a different way by additions. Although this could result in more capacity, and perhaps a grand statement, I am leery of thinking about this because of cost considerations. Supply chain issues, availability of labor, costs of materials are all going to be very challenging and expensive going forward.

I have a particular idea about the roof. If ongoing maintenance and/or replacement of the Poultney Black slates proves very expensive, would the citizens of the Town consider an alternative roofing material? It could be a standing seam metal roof fitted out to prevent snow and ice slides. I would be in favor of the installation of solar panels on the roof, whether on the slate roof or another roofing material.

Recent inspection of the chimney indicates the need for repairs, either for functionality or historic preservation. In helping with the restoration of the Root District Schoolhouse, the Root District Game Club Board decided to discontinue use of the chimney but to preserve it as a visual, historic element. The schoolhouse chimney has since become a home to chimney swifts. The propane boilers at Tracy Hall are in the process of being installed as of this date. They will be vented at least temporarily out the side of the building near the generators. If the chimney is not used as a permanent venting device for the boilers I could envision the chimney being preserved as an historic element, similar to the work at the Root District Schoolhouse.

ADA requirements will need to be maintained. The elevator is in need of replacement. Handicap parking closer to the entrance to the building should be considered. Our Town Hall should be accessible to all, and be an attractive, supportive, and welcoming place for all who use it.

Memo for the Tracy Hall Visioning Exercise

From Priscilla Vincent <priscillavincentsb@gmail.com>

Date Fri 8/22/2025 10:44 AM

Please include this in the next packet.

We have been asked to send our thoughts as to how to proceed with the Tracy Hall project, and how to interact with the architectural firm we are working with.

Usually, the architect leads the discussion to come up with the essential program for the building. This is not done in a vacuum, but it is guided by someone knowledgeable. At the end of the process, I would like to see the architect present us with a sequence of steps in order to achieve what we want. Clearly, some things need to be done ahead of other things lest we undo work in order to get to something critical. I would also like this sequence of steps to include estimates of the cost of each step, and probably the length of time required to complete the task. Once the full schedule of timing and costs are presented, we may need to go back and pare back some of the program. Costs have a way of focusing the discussion.

I think it would be advisable to consider Tracy Hall within the ecosystem of the whole town. For instance, what other meeting spaces are available? The ones usually tapped are the Public Safety building, the Norwich Historical Society, and the Congregational Church. The Grange project will be coming on line and will add valuable additional space (plus a kitchen). Within that context, how much meeting space, and how big, should be in Tracy Hall itself?

What do we need Tracy Hall to provide for the town? I think the gym space is precious and needs to be preserved. It is well used, as we all know. What about office space requirements? How many town employees do we need to have working in Tracy Hall? What kinds of spaces will they need? How should offices be arranged so that communication between departments is facilitated? And how about that kitchen.

The overall health of the structure needs to be assessed first, and is well underway. We are examining the roof and the basic building envelope. How ADA compliant are we? We are getting our new propane furnace right now, but what about the air conditioning? Parking is just plain inadequate but there is no additional land.

And then there are the petty things that are so exasperating. To list a few: the overall shabbiness of the building, and especially the front door. The doors themselves, and the awkward and annoying locks on them. When will we be rid of the signs about fragile doors? Why not have a keypad or something more efficient than an allen wrench to lock the building? How about some motion

sensitive lights at all the doors, so we don't waste electricity but can also exit the building without stumbling in the dark? How about those chronic and annoying signs about the Tender Toilets? Not to mention some crumbling interior walls on the lower level. Do we need the staircase to take up so much room at the entrance? How about office doors with glass windows so we can see who is inside, instead of a forbiddingly shut door because there is a meeting going on, or the noise outside is excessive, or the heat or the AC isn't working effectively.

We need to have two perspectives going into this project. One is "global" - how we estimate future directions of the town, including changing demographics and population size; the workforce needed to run the town; and what other spatial resources are available. We also need to keep in mind other town priorities - perhaps a new garage for the Department of Public Works, or at least a shed to cover some of the equipment. The other perspective is "petty" - like my list of gripes. But, as Mies Van Der Rohe said, God is in the details.

Priscilla

Tracy Hall Thoughts

Tracy Hall has served Norwich for over 100 years. The offices on the Main Street side were effective for many decades, designed to function with fewer town officers in a pre-digital world of personal meetings, ink-on-paper documents stored in file cabinets and vaults, and not much thought to those who couldn't manage stairs, let alone other challenges of "conventional" buildings. Changes at our school (no more cafeteria serving lunch in the basement!, no more need for a gym!), increased numbers of town employees/officers/officials, a change to a Town-Manager form of town government, a larger population and more factors beg the question: can Tracy Hall continue to ably serve our town for the next 10, 25, 50 or even 100 years? I think we should start with YES — and assume there are ways to utilize Tracy Hall to effectively represent the needs, hopes and goals of our town for a long time to come. It is worth considering before the town spends significant amounts on the building to ensure the expenditures are wise in the long run.

Nexus Architects was hired to examine and document the existing conditions of Tracy, identify deficiencies, and propose recommendations and a conceptual design solution. They did a great job, identifying some critical maintenance concerns while producing a modestly scaled design proposal to satisfy some perceived immediate needs. Since the report was completed, we have hired a new Planning Director and Zoning Administrator, a new assistant Town Clerk, and a new Administrative Assistant in the office of the Town Manager. I'd like their input.

Now that Nexus is familiar with Tracy, I would recommend hiring them to work with us to think through what an ideal Tracy Hall might look like, rather than simply fixing what we have and continuing to make it work. We are Norwich! Our Selectboard meetings are held in a rather sad, mostly underground space with terrible furniture - what conditions are our regular employees putting up with, and what do our residents think when they walk in the doors? Is this what we want? Perhaps it is – but I think it is worth considering if, and how we might improve the most public, and most central building in town. Can we produce a flexible plan for the next 100 years?

Among other things, I'd ask if Planning and Zoning could be located near our vault, where maps, titles and other information related to their activities are stored – they are currently in the offices furthest from the vault. Could we get all our employees on one floor by reconfiguring our lower floor, and combine some of the old offices in front to create meeting spaces? Could we design a beautiful façade facing The Town Green, recognizing that all other buildings around the Green face inward? Could that help us reconfigure circulation in the building, perhaps using ramps rather than relying on an elevator (ramps always work and don't require expensive, ongoing maintenance). Could we build a pavilion on the main street side for street-level access to regular meetings? How could we provide more space/lighting/support for performances and sports in the main hall?

I obviously have ideas, but I'd like to hear from everyone – the Selectboard, our employees and officers, the public (all ages!) as to how they could imagine our town hall serving us in the best possible way, and then let Nexus Architects envision how we can represent the best of Norwich deep into the future through the creative use of Tracy Hall.

MEMORANDUM

TO: Selectboard

FR: Matt Swett

DA: 4.17.25

RE: Tracy Hall Vision

We have been asked to present our vision for Tracy Hall renovations.

After reading the Tracy Hall Feasibility Study that was included in the Selectboard packet for the meeting on February 26, 2025, I feel that we are on the right track for further, detailed discussions and then actions on the renovations. I found the study to be comprehensive and logical. It painted a picture of a historical building that was in considerable need of repair and improvement. I would like to explore all three options presented in the study with the intention to complete a renovation project that will serve our community for the long term. Obviously, agreeing to continue moving forward with creating a comprehensive renovation plan is only the first step. Attaching cost to the many possible parts of the renovation will better inform how we ultimately proceed.

One thing about the study that struck me was how many systems in Tracy Hall seem to be at or near the end of their usable lives. I see this as an opportunity. The significant renovations to Tracy Hall required to fix what is broken, improve what is inefficient and reconfigure what is poorly arranged, are all interconnected and generally better to address at the same time. I am glad that we can replace them with modern building technology and energy efficient products that have finally reached maturity in the construction trades.

Here are just a couple of my thoughts and questions that I have as we move forward:

- I'd like to see the interconnected groupings of the various projects presented with associated time duration and cost. Grouping the interconnected projects will let us pick and choose priorities if executing the entire renovation proposal becomes cost prohibitive.
- Are there advantages to doing the project in stages?
- In the new floorplan drawn in the study, could we switch the Zoning & Planning Office on the Upper Level with the Conference Room on the Lower Level. I'm told it would be desirable for the offices of Planning, Listers, and Clerk to be on the same level. This would also have the benefit of placing the Conference Room in a quiet area away from foot traffic.
- In the new floorplan, is there a plan for when the Clerk's records exceed the vault?

I believe we should continue with this study in parallel with updating our town plan. The town plan will help us understand and prioritize all of our facilities, apparatus, equipment and infrastructure needs for the next 5-10 years.

Town of Norwich, Vermont Minutes of the Selectboard Meeting Wednesday, August 27th, 2025

Active Participants at Tracy Hall: Mary Layton (SB Chair), Priscilla Vincent (SB member), Marcia Calloway (SB member), Kimo Griggs (SB Vice Chair), Matt Swett (SB member), Brennan Duffy (Town Manager), Megan Brendel (Town member), Russell North (Finance Committee)

Active Participants on Zoom: Cheryl Lindberg (Lister and Treasurer), Jaan Laaspere (Planning Commission), Watt Alexander (Town member), Kris Clement (Town member), Peter Orner (Town member)

Key: Motions noted in italics.

Public comment noted in blue.

The meeting was called to order by Chair Mary Layton at 6:30 pm.

YouTube Timestamp: 32:50

1. Agenda

Timestamp: 33:32

I move to approve the agenda as presented. – Swett moved (2^{nd} Vincent) Vote: yes (unanimous)

2. Chair's Report

Timestamp: 34:09

The Chair (1) met with Town administration to plan this and future agendas, (2) shared that the Town Manager met individually with Calloway and Swett to get input on how to structure the Town Manager evaluation process, (3) held back three Tracy Hall vision statements until the other two are ready, (4) noted disgruntled messages on the Listserv about Town employees and read a related personal statement, which included ideas for actions the Selectboard could take in response, (5) read the following statement:

The Norwich Selectboard Chair supports constructive criticism of work done under the town administration, preferably submitted via letters to the Selectboard or direct contact with the Town Manager. A negative political climate in town, as recently expressed on the Listserv, is not constructive, in my opinion, and I believe it affects retention and hiring of employees. Hostile and defamatory posts are

noticed by staff. They affect moral and cannot as individual statements reflect the balanced view that might include the goodwill and support of the greater community.

And (6) highlighted Listserv posts by individual Selectboard members and shared her belief that it is good practice for Selectboard members to keep content related to Selectboard business off the Listserv due to open meeting law considerations.

The Chair and Vincent discussed the use of the Listserv by Selectboard members, possible open meeting law violations, how to best voice frustrations, a potential communications policy for Town staff, and limitations to freedom of speech.

Calloway read a memo she wrote in the Selectboard packet correspondence about criticism from townspeople on the Listserv.

I move that the Selectboard vote on and issue the following public statement: Comments by individual Selectboard members relating to any contracted or other services procured by the Town of Norwich do not represent the views of the Selectboard unless duly authorized by the Selectboard by majority vote. The Selectboard acts as a body, by majority vote, and work of the Town Manager is directed by that legislative body, not on the request of any individual member of the Selectboard or the community. — Calloway moved (2nd Layton), ultimately tabled.

Swett shared that he agreed with Calloway's statement and highlighted a communication with a town member who was upset by the tenor of Listserv communications. Swett shared his interest in drafting informational Listserv posts, including one on the new parts of the open meeting law that addresses Listserv communications and one on appropriate and productive ways to voice frustrations with Town operations and staff.

Griggs noted his own frustration about not being able to respond to Listserv posts and his desire to highlight new storms, increasing populations along roads, and other factors involved in the condition of roads.

Calloway noted support for using the Listserv judiciously and having the Chair post statements that has been collectively agreed upon.

Selectboard members discussed freedom of speech, personal vs. official Selectboard statements, and the experience of being on the Selectboard.

The Town Manager questioned Vincent's post on the Listserv about progress on the Moore Lane Bridge, specifically her decision to post as opposed to directly reaching out to the Town Manager for an update.

Cheryl Lindberg shared that written correspondence to the Selectboard may not feel rewarding to townspeople and highlighted memos from the Chair about the Listers that Lindberg found uncollaborative and hurtful.

Calloway highlighted that the Selectboard decides to put some correspondence topics into future meeting agendas.

Lindberg asked if the Chair had had any email communications from Schoolboard members.

The Chair noted a communication from Garrett Palm that she had not responded to.

Griggs suggested tabling the motion until it is on the agenda.

3. Public Comments for Items not on the Agenda Timestamp: 1:06:39

Megan Brendel stated that Selectboard members should note in Listserv posts that they are sharing their personal viewpoints to resolve the debate discussed earlier. Brendel noted communications from individuals thanking her for speaking up about the condition of dirt roads. Brendel stated that "our roads are the arteries to our homes" and questioned the maintenance of the town roads.

Jaan Laaspere noted that the next Planning Commission meeting on Sept 9th at 6:30 would be entirely dedicated to a discussion with the Two Rivers Regional Commission on the future land use maps in the regional plan.

Watt Alexander shared that the back and forth in the packet between Vincent and Calloway showed the difficulties inherent in the Town Manager form of government. Alexander pushed for open acknowledgement of the difficulties involved in order to constructively work through them. Alexander additionally found Calloway's response to Vincent's questions about finances and AP warrants lacking.

Vincent expressed appreciation for Michele Ilich-Daubas's work with the Police Department and highlighted a gathering the next day to celebrate her departure.

4. Moore Lane Bridge Update

Timestamp: 1:25:48

The Town Manager reminded the Selectboard that Stantec had been contracted as the consulting engineer to create a bid document for the option selected at the end of spring. He shared that it had been posted today with a bid deadline of September 17th, that he hoped to make a bid recommendation at the Selectboard meeting on September 24th, and that they would confirm a vendor with the goal of completing the work by mid-November. The Town Manager shared that if they are unable to find a vendor able to complete the work within that timeframe, he would look to reissue a bid for November with the plan to complete the work in early spring 2026.

The Town Manager highlighted that townsperson Peter Orner had expressed concern about emulsion around the bridge and shared that Clean Harbors, an environmental clean-up firm, had inspected the bridge and removed absorbents in July. He added that he had visited the site of the bridge earlier in the day and noted a faint odor but did not notice any sheen on the water that would be indicative of petroleum.

Calloway wondered whether it would be worth reconsidering the next steps for the bridge. The Town Manager stated that he would "hate to go backwards at this point."

Laaspere voiced his disappointment in the length of time between the decision made in May and the release of the bid.

The Town Manager explained that Stantec created a scope of work that he approved in June, and that it took Stantec between then and a week or two ago to create a document. He added that the Town is not Stantec's only client and that he found the timing reasonable.

5. Financial Reports

Timestamp: 1:33:06

Vincent clarified that differences among people on the matters discussed are philosophical, not personal. Vincent shared that she had numerous outstanding questions on financial matters, including her inability to find the \$700,000 surplus infusion.

The Chair read a series of correspondence between Vincent and the Finance Director about the surplus.

Swett highlighted similar questions emailed from Chris Katucki that were resolved by taking into consideration the \$700,000 infusion.

The Town Manager raised concern around the email thread involving Katucki and Vincent's awareness of the thread, specifically given the open meeting law criteria.

Calloway emphasized that her concern is Selectboard members telling the Finance Office how to do bookkeeping and encouraged the Selectboard to continue the existing process of sending finance questions to the Town Manager, who would then have an answer by the next meeting.

Swett noted communication within the Selectboard regarding the creation of the agenda, during which support was shared for Vincent getting answers to her financial questions to her level of satisfaction.

Russel North explained that the \$700,000 does not show up in accounting reports because of different statutory purposes and that the Selectboard cannot propose a budget that is not fully funded. North suggested that the packets could include a line that shows how much cash is available to fund operations.

The Town Manager recounted the evolution of how financial data is communicated in the Selectboard packets and noted the harm that ongoing suggestions of financial incompetence on the part of the Town Manager and Finance Director poses to staff retention and confidence in Town leadership.

Vincent shared that she was made to feel by the Selectboard that it was not okay to take up the Town Manager or department heads' time. Vincent explained her pointed communications in the packet as the only available avenue for expressing her feelings while not violating open meeting laws.

The Chair encouraged Vincent to meet with the Town Manager or North to understand the financial processes.

Lindberg explained a past example of a buying down of the tax rate and the details of this year's financials. Lindberg further shared her disappointment at the lack of quarterly discussions of financial statements.

Kris Clement thanked Lindberg and North, both members of the Finance Committee, and expressed her hope that the Selectboard utilizes the committee more extensively.

6. TM Evaluation Planning

Timestamp: 2:02:42

The Chair suggested a timeline of (1) a self-evaluation for the Town Manager at the September 10th meeting in an executive session, (2) a similarly timed anonymous survey of department heads, and (3) evaluation forms filled out by the September 24th meeting.

Selectboard members discussed the timeline of the evaluation forms, how to best review the evaluation forms without violating open meeting laws, the format and content of the evaluation, the classification of the evaluation synopsis as private or public, and the review of last year's evaluation summary.

7. Finance Committee Voting

Timestamp: 2:14:50

Swett shared that he had reached out to a member of the Shelburne Town Manager's office as part of an effort to see how other towns engage with their Finance Committees. He learned that their Treasurer is not part of the Finance Committee and that the Committee works on budgets and special topics, among other findings.

Selectboard members discussed the Finance Committee's role and engagement with the School Boards, as well as the regulations around the motion to reconsider.

I move to give the ex officio member of the Finance Committee the right to vote. – Griggs moved (2nd Vincent) Vote: Yes (Swett, Vincent, Griggs, Layton), No (Calloway)

Griggs highlighted that the change had been requested by the committee and that he could not find a conflict of interest due to the committee being advisory.

The Chair raised that every Town Manager had noted friction with the Town Treasurer and shared that she hoped a Finance Director would not leave due to this friction.

Griggs clarified that he approaches the topic from the perspective of the role, and that if a person in the role is causing distress, the Selectboard should likely try to remove them.

Selectboard members discussed the appropriateness of reinstating the vote of the Treasurer and Lindberg's history in the Treasurer role.

8. Finance Committee Task

Timestamp: 2:45:32

The Chair shared the suggestion of giving the Finance Committee the task to research comparable towns for comparison to Norwich to help inform short-term decisions and long-term financial planning.

Selectboard members and the Town Manager discussed the metrics needed to make up a well-informed comparison for Norwich and the benefits of having the produced comparative information. Swett asked that the committee review nearby towns in addition to those of comparable size.

North proposed coming up with five towns and some metrics for comparison to ensure the Selectboard and Committee are aligned.

I move to invite the Finance Committee to propose five comparable towns for Selectboard approval and then to engage in the work described in their memo of 08/13/2025. – Griggs moved (2nd Vincent) Vote: Yes (unanimous)

9. Town Manager Report Timestamp: 3:03:50

The Town Manager shared that (1) the tax bills have been sent to the printer and will likely be mailed on Friday, (2) preparations are beginning for the annual audit, (3) Frances Willette started as the Administrative Assistant for the Police Department on Monday, (4) a fourth equipment operator has been hired for DPW, (5) there is a need to be kind to help improve town staff retention rates and that issues should be brought to the Town Manager so that he may act as a buffer between town staff and members of the public, (6) the Norford Lake culvert work is in progress, (7) the first requisition of the FEMA reimbursement went smoothly, (8) the oil tank has been removed from Tracy Hall and there was no concerns of contamination, and (9) he had explored vendors for propane and was interested in maintaining Dead River for the short-term but wanted to pursue a more robust RFB in April to ensure optimal pricing.

Clement asked if there are exit interviews for departing town staff beyond management positions and noted communications from former town staff who said they were treated poorly.

Peter Orner questioned the cleanup done by Clean Harbors and the length of time it took for the bid to be sent out, then suggested an associated lack of accountability in the process.

Selectboard members and the Town Manager discussed construction timelines and the scope of Clean Harbors' work.

The Town Manager shared that there was no update on the Tracy Hall chimney.

Lindberg asked if a full staff at DPW would translate into a reduction in the use of Chase Site Services for plowing.

The Town Manager shared that the increased staffing would result in fewer roads being plowed by Chase.

10. Department Reports

Included above.

11. Approve Minutes

Timestamp: 3:30:48

Vincent noted a typo under the Selectboard Handbook agenda item; the minutes stated *residence* instead of *residents*.

I move to approve the minutes for August 13th, 2025 as amended to correct one typo. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

I move to approve the minutes for August 19th, 2025 as presented. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

12. AP Warrants

Timestamp: 3:34:36

I move to approve AP Warrant #1383 in the amount of \$148,818.78 to be paid from the General Fund; AP Warrant #1380 in the amount of \$292.78 to be paid from the General Fund; AP Warrant #1379 in the amount of \$79.50 to be paid from the General Fund; AP Warrant #1386 in the amount of \$1,405.00 to be paid from the Records Restoration Fund; AP Warrant #1385 in the amount of \$489.89 to be paid from the Main Street Flags Fund; and AP Warrant #1384 in the amount of \$200 to be paid from the Citizen Assistance Fund. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

13. Receipt of Correspondence

Timestamp: 3:36:59

I move to receive all correspondence. – Griggs moved (2nd Swett) Vote: yes (unanimous)

The Chair voiced appreciation for Steven True's ability to enforce zoning regulations in relation to advertising signs.

14. Adjournment

Timestamp: 3:42:58

I move to adjourn the meeting. – Calloway moved (2nd Griggs) Vote: yes (unanimous)

Meeting adjourned at 9:40.

Minutes taken by Jenny Tolman.

12:07 pm

Check Warrant Report # 1392 Current Prior Next FY Invoices For Fund (POLICE SPEC EQUIP FUND)

For Check Acct 03(General) All check #s 09/10/25 To 09/10/25 & Fund 21

patienceb

Vendor			Invoice Date	Invoice Invoice	Description Number	Account	Amount Paid	Check Number	
30103	COOP SERVICE	CENTER		PD-'18T	railerYellowTpBatt	21-5-500612.00 SPEC EQUIP CAPITAL	1174.28		09/10/25

			Report Total				1174.28		

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 \$ *****1,174.28

Let this be your order for the payments of these amounts.

Finance Director: Pan Rosalund

Town Manager

Brennan Duffy

SELECTBOARD:

Mary Layton Kimo Griggs Priscilla Vincent Matthew Swett Marcia Calloway
Chair Vice Chair

Check Warrant Report # 1391 Current Prior Next FY Invoices For Fund (TRACY HALL FUND)

For Check Acct 03(General) All check #s 08/28/25 To 09/10/25 & Fund 13

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
\							
10093	ARC MECHANICAL CONTRACTOR	08/31/25	5 TH Boiler Project	13-5-450322.00	45162.00	16734	09/10/25
			14865	TRACY HALL BUILDING			
	Report Total				45162.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****45,162.00

Let this be your order for the payments of these amounts.

Finance	Director:	Jan Y	Josahan
		Barrie Rosal	linda

SELECTBOARD:

	-		·	
Mary Layton	Kimo Griggs	Priscilla Vincent	Matthew Swett	Marcia Calloway
Chair	Vice Chair			

12:06 pm

Check Warrant Report # 1390 Current Prior Next FY Invoices For Fund (TOWN REAPPRAISAL FUND)

For Check Acct 03(General) All check #s 08/28/25 To 09/10/25 & Fund 12

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Check Number Date
30056	LINDBERG, CHERYL A	08/27/25	REIMB CertMailGrievLettrs	12-5-300322.00	135.10	16754 09/10/25
			REIMB8272025	REAPPRAISAL		
		Report Total			135.10	

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 \$ *******135.10

Let this be your order for the payments of these amounts.

Finance	Director:	law!) osa hora
		Barrie Rosa	linda

Town Manager

Brennan Duffy

SELECTBOARD:

	-			
Mary Layton	Kimo Griggs	Priscilla Vincent	Matthew Swett	Marcia Calloway
Chair	Vice Chair			

Check Warrant Report # 1388 Current Prior Next FY Invoices For Fund (General)

For Check Acct 09(General) All check #s 08/28/25 To 09/04/25

Vendor			Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Date
80031	HEALTHEQUITY,	INC.	08/28/25	HRA 41379424	01-5-800501.00 HRA REIMBURSEMENT EXPENSE	3.05 B	313	08/28/25
80031	HEALTHEQUITY,	INC.	09/04/25	HRA 41383237	01-5-800501.00 HRA REIMBURSEMENT EXPENSE	82.60 B	316	09/04/25
					-			
		Report	Total			85.65		
					/ Gr 101			

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 \$ ******85.65

Let this be your order for the payments of these amounts:

SELECTBOARD:

Mary Layton Kimo Griggs Priscilla Vincent Chair

Matthew Swett

Marcia Calloway

Vice Chair

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
150004	OFFICE OF CHILD SUPPORT	09/05/25	Payroll Transfer	01-2-001115.00	323.10	16730	09/05/25
			PR-09/05/25	CHILD SUPPORT PAYABLE			
10033	AGRESOURCE INC	07/09/25	P&R-COMPOST	01-5-425322.00	2000.00	16731	09/10/25
			19251	REC FIELD CARE			
10066	AMAZON CAPITAL SERVICES,	08/25/25	TC-NotaryItems, Calendar	01-5-100610.00	60.73	16732	09/10/25
			1FQNK4V4XWCH	OFFICE SUPPLIES			
10066	AMAZON CAPITAL SERVICES,	07/01/25	P&R-Wood, Sharpies, Balls	01-5-425211.00	83.95	16732	09/10/25
			1VD7CKMXXYRX	EQUIP.& SUPPLIES			
120077	ANDREWS, LYNWOOD	08/19/25	ConCom-NWCGrant+WeedPller	01-5-650727.00	66.75	16733	09/10/25
			REIMB81925	WOMENS CLUB GRANT			
120077	ANDREWS, LYNWOOD	08/19/25	ConCom-NWCGrant+WeedPller	01-5-650710.00	179.99	16733	09/10/25
			REIMB81925	PROJECT RESTORATION			
120077	ANDREWS, LYNWOOD	08/19/25	ConCom-NWCGrant+WeedPller	01-5-650727.00	629.20	16733	09/10/25
			REIMB81925	WOMENS CLUB GRANT			
10062	BEAULIEU, AMANDA	08/29/25	August'25 Lister/Assess	01-5-300300.00	798.00	16735	09/10/25
			08292025	Prof.Assessor Srvcs.			
20026	BETHEL MILLS	08/20/25	P&R-Supplies	01-5-425330.00	42.79	16736	09/10/25
			364822/6	REPAIRS & MAINT			
30028	CATALIS TAX and CAMA, INC	07/31/25	CAMA Maint&Support	01-5-300360.00	5565.00	16737	09/10/25
			INV308355858	SOFTWARE MAINT/UPDATE			
30075	CINTAS CORPORATION	08/25/25	DPW-Stock & Check	01-5-703507.00	127.54	16738	09/10/25
			5288194908	SUPPLIES			
30130	CLEAN HABORS ENVIRONMENTA	08/08/25	MooreLnBrdg ChemCleanup	01-5-703321.00	8597.86	16739	09/10/25
			10056196007	BRIDGES			
20053	DUFFY, BRENNAN	09/04/25	REIMBCoffee/DonutsDPWmtg	01-5-005900.00	39.18	16741	09/10/25
			REIMB9042025	MISCELLANEOUS			
50047	EVANS GROUP, INC.	08/27/25	DPW- Diesel - 280 Gallons	01-1-004105.00	723.70	16742	09/10/25
			0077264-IN	Inventory-DPW Fueling Sta			
50055	EYEMED/FIDELITY SECURITY	08/22/25	Vision - September 2025	01-2-001126.00	154.98	16743	09/10/25
			166973298	VISION SERV PLAN-PAYROLL			
70062	GMP	08/25/25	Main St Tower 8/24/2025	01-5-575233.00	113.45	16744	09/10/25
			35066 8/2025	TOWER POWER			
70066	GMP	08/25/25	300 Main Bandstand 8/2025	01-5-500204.00	8.32	16745	09/10/25
			95726 8/2025	SPEED SIGNS			
70068	GMP	08/28/25	300 Main 8/28/2025	01-5-706101.00	238.36	16746	09/10/25
			3496 8/2025	ELECTRICITY			
70069	GMP	08/28/25	319 Solar 0/28/25	01-5-706115.00	26.03	16747	09/10/25
			4881 8/2025	BNDSTND/SIGN/EVCH ELECTRI			
70070	GMP	08/28/25	26 New Boston 8/28/25	01-5-703501.00	156.79	16748	09/10/25
			0469 8/2025	ELECTRICITY			
70071	GMP	08/27/25	Street Lights 8/2025	01-5-703307.00	1228.72	16749	09/10/25
			24926 8/2025	STREETLIGHTS			
70045	GREATER GOOD MEDIA	08/28/25	SB HYO 1/2 Page	01-5-005300.00	250.00	16750	09/10/25
			2025-0594	PROFESS SERV			
90007	INNOVATIVE MUNICIPAL PROD	08/26/25	DPW-Dust Control	01-5-703205.00	5541.12	16751	09/10/25
			PS-INV010354	DUST CONTROL			
110027	KEY COMMUNICATIONS INC	09/01/25	9/1-10/1/25 Phones	01-5-350531.00	21.54	16752	09/10/25
			744430	TELEPHONE			
110027	KEY COMMUNICATIONS INC	09/01/25	9/1-10/1/25 Phones	01-5-425127.00	21.55	16752	09/10/25
			744430	TELEPHONE			

March Section Sectio			Invoice	Invoice Description		Amount	Check Check
1907 Part Committation	Vendor		Date	Invoice Number	Account	Paid	Number Date
10027							
1907 Part Communications 09/14/2 5/1-01/12/5 Phones 013-00531.0 21.0 1672 0 9/10/2 1 1002 0 9/10/2 1 1002 0 9/10/2 1 100	110027	KEY COMMUNICATIONS INC	09/01/25	9/1-10/1/25 Phones	01-5-005531.00	21.54	16752 09/10/25
The Communication Part P					ADMIN TELEPHONE		
140200	110027	KEY COMMUNICATIONS INC	09/01/25		01-5-300531.00	21.54	16752 09/10/25
Table Tabl							
The content of the	110027	KEY COMMUNICATIONS INC	09/01/25			21.54	16752 09/10/25
Table Tabl	110000	****					
Part	110027	KEY COMMUNICATIONS INC	09/01/25			21.54	16752 09/10/25
18951608 AUNITOREM 18971608 AUNITOREM 18971708 AUNITOREM	120027	IFAT CADINAL MINDING IIG	00/31/35			00.00	16752 00/10/05
Second Second Property S	120027	DEAD CAPITAL FORDING, ILC	06/31/23	-		82.00	16/55 09/10/25
RIMBRAY 1977 1972	30056	LINDBERG CHERVI. A	08/27/25			620 64	16754 09/10/25
STATE STAT		Tangana, Cimita A	00/2//25			020.04	10754 09/10/25
Transfer Fire Fir	30056	LINDBERG, CHERYL A	08/27/25			375.00	16754 09/10/25
Section Sect		,				3.3.00	20,04 00,20,20
Second Second Price Second Pri	30056	LINDBERG, CHERYL A	08/27/25			43.75	16754 09/10/25
REIMB82725-2 REIMB82725-2 RINTING							
13000 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-703124.00 279.70 16755 09/10/25 1713236 01-5-555124.00 62.73 06/15/5 09/10/25 1713236 01-5-555124.00 62.73 06/15/5 09/10/25 1713236 01-5-50124.00 62.70 16755 09/10/25 1713236 01-5-50124.00 62.70 16755 09/10/25 1713236 01-5-50124.00 02.62 02.00 02.62 09/10/25 1713236 01-5-50124.00 02.00 02.62 09/10/25 1713236 01-5-70124.00 02.00 02.62 09/10/25 1713236 01-5-70124.00 02.00 02.64 07.55 09/10/25 1713236 01-5-70124.00 02.00 02.64 07.55 09/10/25 1713236 01-5-70124.00 02.60 02.60 02.60 09/10/25 1713236 01-5-70124.00 02.60 02.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 03.60 09/10/25 1713236 01-5-00124.00 03.60 03.60 03.60 09/10/25 1713236 03.60	30056	LINDBERG, CHERYL A	08/27/25	REIMB-GListBind+MiscBind	01-5-100550.00	18.75	16754 09/10/25
113236 133214 13324 13324 13324 13324 13325 13326 133214 13326 133214 13326 133214 13326 133214 13326 133214 13326 133214 13326 133214 13326 133				REIMB82725-2	PRINTING		
130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-55124.00 62.73 16755 09/10/26 1713236 1713236 162.00 162.	130006	MADISON NATIONAL LIFE	08/15/25	September 25 Premiums	01-5-703124.00	279.70	16755 09/10/25
1713236 MADISON NATIONAL LIFE 08/15/25 September 25 Premiume 01-5-900124.00 262.20 1675 09/10/25				1713236	DISABILITY/LIFE		
19006 MADISON NATIONAL LIFE 8815/25 September 25 Premiums 10-5-0014.00 162.20 16755 09/10/26 1713236 10-5-0014.00 10.046 1675 09/10/26 1713236 10-5-0014.00 10.046 1675 09/10/26 1713236 10-5-0014.00 10.046 1675 09/10/26 1713236 10-5-0014.00 10.046 1675 09/10/26 1713236 10-5-0014.00 10-6-0014	130006	MADISON NATIONAL LIFE	08/15/25	September 25 Premiums	01-5-555124.00	62.73	16755 09/10/25
173326 DISABILITY/LIFE INS 170006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-704124.00 100.46 16755 09/10/25 1713236 015ABILITY/LIFE 130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-00124.00 64.22 16755 09/10/25 1713236 015ABILITY/LIFE INS 130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-005124.00 178.03 16755 09/10/25 1713236 015ABILITY/LIFE INSUBLATIONAL LIFE 08/15/25 September 25 Premiums 01-5-005124.00 178.03 16755 09/10/25 1713236 015ABILITY/LIFE INSUB 1713				1713236	DISABILITY/LIFE INSURANCE		
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1713236 DISABILITY/LIFE				1713236	DISABILITY/LIFE INS		
130006 MADISON NATIONAL LIFE	130006	MADISON NATIONAL LIFE	08/15/25	September 25 Premiums	01-5-704124.00	100.46	16755 09/10/25
1719236 DISABILITY/LIFE INSUR 180006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-005124.00 178.03 16755 09/10/25 1713236 DISABILITY/LIFE INSUR 180006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-200124.00 124.44 16755 09/10/25 1713236 DISABILITY/LIFE INSUR 180006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-200124.00 124.44 16755 09/10/25 1713236 DISABILITY/LIFE INSUR 180006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-350124.00 167.59 16755 09/10/25 1713236 DISABILITY/LIFE INSUR 180006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-350124.00 172.34 16755 09/10/25 1713236 DISABILITY/LIFE INSUR 180006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-300324.00 172.34 16755 09/10/25 1713236 DISABILITY/LIFE INSUR 180007 MINUTEMAN PRESS 07/01/25 Tax Bill Envelopes 01-5-200320.00 293.16 16756 09/10/25 16070 PROFESS SERVICES 180008 MINUTEMAN PRESS 08/28/25 FY26 Tax Bill Service 01-5-200320.00 859.74 16756 09/10/25 16070 PROFESS SERVICES 180009 MINUTEMAN PRESS 08/28/25 September 18641 01-5-705305.00 224.50 16757 09/10/25 144355 PROFESS				1713236	DISABILITY/LIFE		
130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premium 01-5-005124.00 178.03 16755 09/10/25 1713236 173236 17320124.00 124.44 16755 09/10/25 173236 173236 17320124.00 124.44 16755 09/10/25 173236 17323	130006	MADISON NATIONAL LIFE	08/15/25	September 25 Premiums	01-5-100124.00	64.22	16755 09/10/25
1713236 DISABILITY/LIFE INSUR					DISABILITY/LIFE INS		
130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-200124.00 124.44 16755 09/10/25 17/3236 1538HLITY/LIFE INS 130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-425124.00 67.59 16.755 09/10/25 17/3236 1538HLITY/LIFE INSUR 130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-350124.00 72.34 16.755 09/10/25 17/3236 17/3236 17/3236 17/3236 17/3236 17/3236 17/3236 17/3236 17/3236 17/3230 1	130006	MADISON NATIONAL LIFE	08/15/25			178.03	16755 09/10/25
1713236 DISABILITY/LIFE INS 180006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-425124.00 67.59 167.59 09/10/25 09/							
130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-425124.00 67.59 167.59 09/10/25 1713236 015ABILITY/LIFE INSUR 130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-350124.00 72.34 167.55 09/10/25 1713236 015ABILITY/LIFE INSUB 130135 MINUTEMAN PRESS 07/01/25 Tax Bill Envelopes 01-5-200320.00 293.16 167.56 09/10/25 60385 PROFESS SERVICES 130135 MINUTEMAN PRESS 08/28/25 FY26 Tax Bill Service 01-5-200320.00 859.74 167.56 09/10/25 60670 PROFESS SERVICES 140033 NEW ENGLAND FBA, INC 09/01/25 Union dues 9/1/25 01-2-001117.00 225.36 167.57 09/10/25 60670 UNION DUES PAYABLE 140101 MR RECYCLES 08/27/25 Glass Release 718641 01-5-705305.00 224.50 167.58 09/10/25 144355 PROFESS SERVICES 140075 NORTHWOODS EXCAVATING, IN 08/12/25 FEMA Kate Wallace Culver 01-5-703703.01 7534.17 167.59 09/10/25 PROJ738591-2 FEMA GRANT KateWallace 140076 NORTHWOODS EXCAVATING 08/14/25 PAR-Rental-AftrSchichter 01-5-425219.00 680.00 167.60 09/10/25 1812 FEMA GRANT KateWallace Feepee 1812 Feach 1812 Facility Rental Fee Expe	130006	MADISON NATIONAL LIFE	08/15/25			124.44	16755 09/10/25
1713236 DISABILITY/LIFE INSUR 180006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-350124.00 72.34 16755 09/10/25 1713236 DISABILITY/LIFE INSUBLITY/LIFE INSUB	120006	MADIGON WARROWS TITE	00/15/05			CH	1.6777 00/10/07
130006 MADISON NATIONAL LIFE 08/15/25 September 25 Premiums 01-5-350124.00 72.34 16755 09/10/25 1713236 1130135 MINUTEMAN PRESS 07/01/25 Tax Bill Envelopes 01-5-200320.00 293.16 16756 09/10/25 130135 MINUTEMAN PRESS 08/25 FY26 Tax Bill Service 01-5-200320.00 859.74 16756 09/10/25 160670 PROFESS SERVICES 140033 NEW ENGLAND PBA, INC 09/01/25 Union dues 9/1/25 01-2-001117.00 25.36 16757 09/10/25 1110 UNION DUES PAYABLE 140101 NH RECYCLES 08/27/25 Glass Release 718641 01-5-705305.00 224.50 16758 09/10/25 144355 RECYCLING 140075 NORTHWOODS EXCAVATING, IN 08/12/25 FEMA Kate Wallace Culver 101-5-703703.01 7534.17 16759 09/10/25 PROJ738591-2 FEMA GRANT KATEWALLACE 140076 NORWICH CONGREGATIONAL CH 08/14/25 P&R-Rental-AftrSchlchldc 01-5-425219.00 680.00 16760 09/10/25 1812 FEMA GRANT KATEWALLACE 140077 PROFINE BOWES 08/25/25 Meter Ink 01-5-275610.00 119.28 16761 09/10/25	130006	MADISON NATIONAL LIFE	08/15/25	-		67.59	16/55 09/10/25
1713236 DISABILITY/LIFE INS 1710135 MINUTEMAN PRESS 07/01/25 Tax Bill Envelopes 01-5-200320.00 293.16 16756 09/10/25 60385 PROFESS SERVICES 130135 MINUTEMAN PRESS 08/28/25 FY26 Tax Bill Service 01-5-200320.00 859.74 16756 09/10/25 60670 PROFESS SERVICES 140033 NEW ENGLAND PBA, INC 09/01/25 Union dues 9/1/25 01-2-001117.00 225.36 16757 09/10/25 41110 UNION DUES PAYABLE 140101 NH RECYCLES 08/27/25 Glass Release 718641 01-5-705305.00 224.50 16758 09/10/25 144355 RECYCLING 140075 NORTHWOODS EXCAVATING, IN 08/12/25 FEMA Kate Wallace Culver 01-5-703703.01 7534.17 16759 09/10/25 PROJ738591-2 FEMA GRANT KateWallace 140079 NORWICH CONGREGATIONAL CH 08/14/25 P&R-Rental-AftrSchlchdcr 01-5-425219.00 680.00 16760 09/10/25 1812 FEMA GRANT KateWallace Expe	130006	MADISON NATIONAL LIFE	09/15/25		•	72 24	16755 09/10/25
130135 MINUTEMAN PRESS 07/01/25 Tax Bill Envelopes 01-5-200320.00 293.16 16756 09/10/25 60385 PROFESS SERVICES 130135 MINUTEMAN PRESS 08/26 FY26 Tax Bill Service 01-5-200320.00 859.74 16756 09/10/25 60670 PROFESS SERVICES 140033 MEW ENGLAND PBA, INC 09/01/25 Union dues 9/1/25 01-2-001117.00 25.36 16757 09/10/25 41110 UNION DUES PAXABLE 14010 NH RECYCLES 08/27/25 Glass Release 718641 01-5-705305.00 224.50 16758 09/10/25 144355 RECYCLING 140075 NORTHWOODS EXCAVATING, IN 08/12/25 FEMA Kate Wallace Culver 10-5-703703.01 7534.17 16759 09/10/25 PROJ738591-2 FEMA GRANT KateWallace 140079 NORWICH CONGREGATIONAL CH 08/14/25 PSR-Rental-Aftrschlchldt 01-5-42519.00 680.00 16760 09/10/25 1812 FEMA GRANT RATEWALL Fee Expe	130000	MADION NATIONAL LIEE	00/13/23	-		/2.34	10/33 03/10/23
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140033 NEW ENGLAND PBA, INC 09/01/25 Union dues 9/1/25 01-2-001117.00 225.36 16757 09/10/25 160042 160			,	-			
140033 NEW ENGLAND PBA, INC 09/01/25 Union dues 9/1/25 01-2-001117.00 225.36 16757 09/10/25 160042 160	130135	MINUTEMAN PRESS	08/28/25			859.74	16756 09/10/25
140033 NEW ENGLAND PBA, INC 09/01/25 Union dues 9/1/25 01-2-001117.00 225.36 16757 09/10/25 1100 UNION DUES PAYABLE 140101 NH RECYCLES 08/27/25 Glass Release 718641 01-5-705305.00 224.50 16758 09/10/25 144355 RECYCLING 140075 NORTHWOODS EXCAVATING, IN 08/12/25 FEMA Kate Wallace Culver 01-5-703703.01 7534.17 16759 09/10/25 PROJ738591-2 FEMA GRANT KateWallace 140079 NORWICH CONGREGATIONAL CH 08/14/25 PAR-Rental-AftrSchlChldc 01-5-425219.00 680.00 16760 09/10/25 1812 FEMA GRANT Recycling FECAL FEMA GRANT Recycling FEMA GRANT Recycling 1812 FEMA GRANT Recycling 19.28 16761 09/10/25 1812 FEMA GRANT Recycling 19.28 18761 09/10/25 1812 1812 1812 1812 1812 1812 1812 18				60670			
140101 NH RECYCLES 08/27/25 Glass Release 718641 01-5-705305.00 224.50 16758 09/10/25 144355 RECYCLING 140075 NORTHWOODS EXCAVATING, IN PROJ738591-2 FEMA Kate Wallace Culver 01-5-703703.01 7534.17 16759 09/10/25 PROJ738591-2 FEMA GRANT KateWallace 140079 NORWICH CONGREGATIONAL CH 88/14/25 PAR-Rental-AftrSchlChldc 01-5-425219.00 680.00 16760 09/10/25 1812 Facilitly Rental Fee Expe	140033	NEW ENGLAND PBA, INC	09/01/25	Union dues 9/1/25	01-2-001117.00	225.36	16757 09/10/25
14075 NORTHWOODS EXCAVATING, IN 08/12/25 FEMA Kate Wallace Culver 01-5-703703.01 7534.17 16759 09/10/25 PROJ738591-2 FEMA GRANT KateWallace 140079 NORWICH CONGREGATIONAL CH 08/14/25 P&R-Rental-Aftrschlchldc 01-5-425219.00 680.00 16760 09/10/25 1812 Facility Rental Fee Expe 160042 PITNEY BOWES 08/25/25 Meter Ink 01-5-275610.00 119.28 16761 09/10/25				41110	UNION DUES PAYABLE		
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PROJ738591-2 FEMA GRANT RateWallace 140079 NORWICH CONGREGATIONAL CH 08/14/25 PaR-mental-AftrSchlChldc 01-5-425219.00 680.00 16760 09/10/25 1812 Facility Rental Fee Expe 160042 PITNEY BOWES 08/25/25 Meter Ink 01-5-275610.00 119.28 16761 09/10/25				144355	RECYCLING		
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160042 PITNEY BOWES 08/25/25 Meter Ink 01-5-275610.00 119.28 16761 09/10/25	140079	NORWICH CONGREGATIONAL CH	08/14/25	P&R-Rental-AftrSchlChldCr	01-5-425219.00	680.00	16760 09/10/25
				1812	Facilitly Rental Fee Expe		
1028010725 OFFICE SUPPLIES	160042	PITNEY BOWES	08/25/25	Meter Ink	01-5-275610.00	119.28	16761 09/10/25
				1028010725	OFFICE SUPPLIES		

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Check Number Date
160079	PRIMO BRANDS BLUE TRITON	08/22/25	DPW-Water	01-5-703507.00	81.94	16762 09/10/25
160074	Performance Janitorial Se	06/30/25	05H873005375 PDCleaning6/2,9,16,23,30 273147	SUPPLIES 01-5-485304.00 CLEANING	751.33	16763 09/10/25
180083	RUGGLES, WILLIAM R.	08/28/25	UVFencing Reg Fees 70%	01-5-425200.00 Instructor/Contractor Fee	220.50	16764 09/10/25
190104	STUDIO NEXUS ARCHITECTS a	08/26/25	TH Study 2330.09	01-5-005300.00 PROFESS SERV	140.00	16765 09/10/25
20060	SWENSON, BRIE	08/27/25	Sports, Programs, Mums	01-5-425211.00 EQUIP.& SUPPLIES	161.46	16766 09/10/25
20060	SWENSON, BRIE	08/27/25	Sports, Programs, Mums	01-5-706109.00 BUILDING SUPPLIES	37.98	16766 09/10/25
20060	SWENSON, BRIE	08/27/25	Sports, Programs, Mums 08272025	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	61.29	16766 09/10/25
20060	SWENSON, BRIE	08/27/25	Sports, Programs, Mums 08272025	01-5-425211.00 EQUIP.& SUPPLIES	175.77	16766 09/10/25
20060	SWENSON, BRIE	08/27/25	Sports, Programs, Mums 08272025	01-5-425330.00 REPAIRS & MAINT	18.92	16766 09/10/25
20060	SWENSON, BRIE	08/27/25	Sports, Programs, Mums 08272025	01-5-425211.00 EQUIP.6 SUPPLIES	34.00	16766 09/10/25
20060	SWENSON, BRIE	08/27/25	Sports, Programs, Mums 08272025	01-5-425211.00 EQUIP.& SUPPLIES	5.00	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	27.88	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	20.44	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	19.98	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425211.00 EQUIP.& SUPPLIES	35.98	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	17.64	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425211.00 EQUIP.& SUPPLIES	82.56	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	41.00	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425211.00 EQUIP.& SUPPLIES	29.97	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425206.00 COACHING EXPENSES	73.70	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425211.00 EQUIP.6 SUPPLIES	44.98	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	10.77	16766 09/10/25
20060	SWENSON, BRIE	09/02/25	ASR, Coach, Sports, Race REIMB922025	01-5-425211.00 EQUIP.& SUPPLIES	84.92	16766 09/10/25
120045	TRAJMAN, LILY	09/02/25	Hote19/14-17, BusisCards REIMB922025	01-5-100550.00 PRINTING	132.00	16767 09/10/25
120045	TRAJMAN, LILY	09/02/25	Hotel9/14~17,BusisCards REIMB922025	01-5-100615.00 DUES/MTGS/EDUC	303.95	16767 09/10/25

		Invoice	Invoice Description		Amount	Check	Check
Vendor		Date	Invoice Number	Account	Paid	Number	Date
120045	TRAJMAN, LILY	09/02/25	Hotel9/14-17, BusisCards	01-5-100615.00	286.56	16767	09/10/25
			REIMB922025	DUES/MTGS/EDUC			
200100	TWIN STATE SAND AND GRAV	07/15/25	Sand Ticket 367819	01-5-703203.00	458.89	16768	09/10/25
			367819 TCKT	SAND			
210004	UNIFIRST CORPORATION	08/25/25	Uniforms	01-5-704311.00	80.00	16769	09/10/25
			1070444613	UNIFORMS			
210004	UNIFIRST CORPORATION	08/25/25	Uniforms	01-5-703311.00	304.79	16769	09/10/25
			1070444613	UNIFORMS			
210004	UNIFIRST CORPORATION	09/01/25	Uniforms	01-5-704311.00	80.00	16769	09/10/25
			1070446129	UNIFORMS			
210004	UNIFIRST CORPORATION	09/01/25	Uniforms	01-5-703311.00	304.79	16769	09/10/25
			1070446129	UNIFORMS			
210006	UNITED AG and TURF NE, LL	08/26/25	Deere 6415 Service	01-5-703401.00	1726.45	16770	09/10/25
			PFW03000921	OUTSIDE REPAIRS			
210006	UNITED AG and TURF NE, LL	08/26/25	Deere 6415 Service	01-5-703403.00	848.26	16770	09/10/25
			PFW03000921	PARTS & SUPPLIES			
220005	VALLEY TURF SERVICES, LLC	08/27/25	P&R-FALL FIELD SET UP	01-5-425200.00	2200.00	16771	09/10/25
			1821	Instructor/Contractor Fee			
220042	VERMONT TOWN AND CITY MGM	09/03/25	7/1-12/31/25 Renew	01-5-005615.00	50.00	16772	09/10/25
			F59E43T1	DUES/MTS/EDUC			
220078	VLCT - VERMONT LEAGUE OF	08/11/25	Town Fair, VALA-C Lindberg	01-5-300615.00	149.00	16773	09/10/25
			17374	DUES/MTGS/EDUC			
220078	VLCT - VERMONT LEAGUE OF	08/15/25	Town Fair - P Smith	01-5-300615.00	99.00	16773	09/10/25
			17473	DUES/MTGS/EDUC			
220078	VLCT - VERMONT LEAGUE OF	08/27/25	Town Fair - P Bearse	01-5-200615.00	99.00	16773	09/10/25
			17682	DUES/MTGS/EDUC			
220056	VLCT EMPLOYMENT RESOURCE	08/20/25	Ortly Contribution & Cred	01-5-800517.00	1422.00	16774	09/10/25
			REN040979-Q4	UNEMP INS RATE ASSMT			
230000	W.B. MASON CO., INC.	08/14/25	PD-Laminator & Supplies	01-5-500501.00	522.01	16775	09/10/25
			256177671	ADMINISTRATION			
230000	W.B. MASON CO., INC.	08/22/25	PD-FlshDrv, Pens, CffeeSpls		43.59	16775	09/10/25
000000	77 D 177 GO 177	00/00/05	256378117	ADMINISTRATION			00/00/00
230000	W.B. MASON CO., INC.	08/22/25		01-5-500501.00	53.47	16775	09/10/25
220000	W.D. MAGON GO. TAG	00/07/05	256381501	ADMINISTRATION	20 77	1.0000	00/10/05
230000	W.B. MASON CO., INC.	08/2//25	FIN-BankerBoxes, ABCTabs	01-5-200610.00	32.77	16775	09/10/25
220021	UEDMONIII DEDADIMANIM ON MAN	00/05/05	256462260	OFFICE SUPPLIES	2420 52 5	21.6	00/05/05
220021	VERMONT DEPARTMENT OF TAX	09/05/25	Payroll Transfer	01-2-001109.00	2420.52 B	314	09/05/25
90009	INTERNAL REVENUE SERVICE	00/05/25	PR-09/05/25	VT W/H TAX PAYABLE	11283.02 B	21=	00/05/25
90009	INITIONAL REVENUE SERVICE	09/05/25	Payroll Transfer	01-2-001103.00	11283.V4 B	313	09/05/25
90000	THEONAL DEVENUE CENTER	09/05/25	PR-09/05/25	FICA TAX PAYABLE	6190 E4 5	215	00/05/25
90009	INTERNAL REVENUE SERVICE	U3/U3/25	Payroll Transfer	01-2-001107.00	6189.54 B	313	09/05/25
			PR-09/05/25	FED W/H TAX PAYABLE			

09/04/25 12:06 pm

Town of Norwich Accounts Payable Check Warrant Report # 1389 Current Prior Next FY Invoices For Fund (General) For Check Acct 03(General) All check #s 08/28/25 To 09/10/25 & Fund 01

Page 5 of 5

patienceb

	Invoice	Invoice	Description	on.	Amount	Check	Check
Vendor	Date	Invoice	Number	Account	Paid	Number	Date
Report T	otal				70640.49		

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 \$ ****70,640.49

Let this be your order for the payments of these amounts.

SELECTBOARD:

Mary Layton Kimo Griggs Priscilla Vincent Marcia Calloway Matthew Swett Chair Vice Chair

Select Board Members Tracy Hall Norwich, VT 05055



Dear Select Board;

As a resident of Maple Hill Road I am writing to ask that you consider reducing the speed limit on our road from 30mph to 25mph for the following reasons:

- 1. Maple Hill Road is a very popular road for people to walk. It is high, has beautiful views and generally, has light traffic. Many Norwich residents walk, run and cycle here with friends, families and dogs. It is a dirt road with no sidewalks so we must make way for vehicles as they pass.
- Often drivers use Maple Hill Road as a short cut to Willey Hill Road and Hawk Pine Road which creates unnecessary traffic on our road. A slower speed might discourage the use of the shortcut and reduce speeding traffic.
- 3. Even at 30 mph cars and trucks stir up dust and gravel that eventually degrades the road surface and leaves much dust in the air.

Please consider a speed reduction in the interest of the safety and well-being of all individuals who use our road.

Thank you for your consideration.

Libby Robbie 97 Maple Hill Rd. Norwich, VT

PS. I have included a letter written by my grandson Oscar Stokes who was visiting this week. He relates his somewhat uncomfortable experience while walking on our road.

As we were on a walk with our grandma we had just walked out of the drive way and a truck came speeding by. My grandma made a motion to slow down and he odvicusty understoode beacas he came to a half, and rolled down the window. He was very alligery. He said, "You people, im driving the speed limit! Everyone wants me to drive 20!!" My grandma said," Well that would be nice." Then he said" If you think i'm speeding then talk to your select board!" After that he speeding (At like 40 mph)

Speed Should be

NORWICH TOWN MANAGER
AUG 2 1 20°F
RECEIVI.

OSCATE OR



Moore Lane Bridge on-Going Chemical Release

From Peter Orner <peterorner@gmail.com>

Date Fri 8/22/2025 5:41 PM

To Select Board <selectboard@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>; Miranda Bergmeier <MBergmeier@norwich.vt.us>

4 attachments (22 MB)

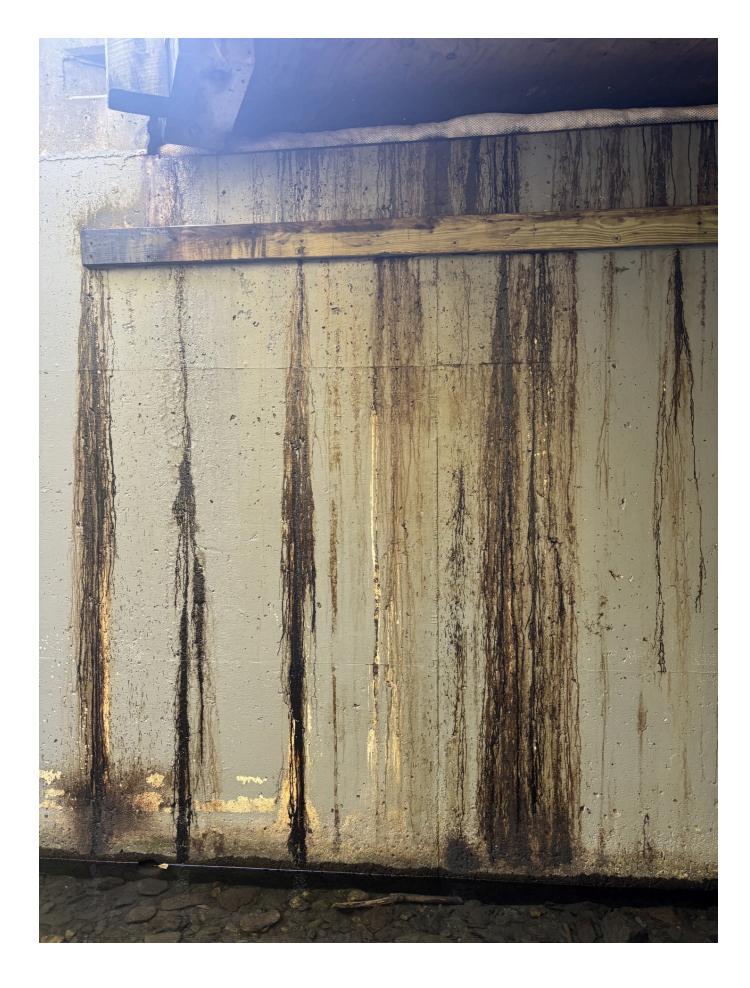
IMG_0234.jpeg; IMG_0235.jpeg; IMG_0237.jpeg; IMG_0236.jpeg;

Dear Norwich Selectboard, Brennan, and Mary,

I'd like to respectfully ask how much longer Norwich will continue to pollute Blood Brook? Photos taken today. Once again all summer long there has been signifigant chemical release into the brook in direct violation of state law. It's now going on 7 years since this was first brought to the Board's attention.

Miranda, if you'll include this in the correspondence, I'd appreciate it.

Thanks for your time, Peter

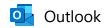












Dirt road conditions in Norwich, VT

From Megan Brendel <meganbrendel@gmail.com>
Date Sat 8/23/2025 8:48 AM

To Select Board <selectboard@norwich.vt.us>

Some people who received this message don't often get email from meganbrendel@gmail.com. <u>Learn why this is important</u>

Chair Layton, Vice Chair Griggs, Ms. Calloway, Ms. Vincent and Mr. Swett,

I have been a resident of Norwich for 33 years and lived on Bragg Hill for 23 years. Bragg Hill Rd is in horrible condition <u>most of the time</u>. The last couple of years have been the worst. Potholes galore that the trucks and cars fly over and practically shake our house. (A new house is being constructed about 2 miles up the road) and now, the washboard. Also, the wear and tear on our vehicles: many tires punctured by sharp rocks and suspension failures because of the potholes and drains cut into the middle of the road.

I feel the decay of the road is because of the improper grading of the road and lack thereof. Shortly after grading, the potholes and the washboard areas return. Based on my observations the past 23 years: there is virtually no "crown" to the road which causes these problems. The other problem is that the grader does not initially scrape down far enough to resurface the road. Currently a couple of inches is dug up. It used to be 6+ inches which resulted in a much better road surface for a longer period of time. The grader used to take a whole day to do about a mile of the road. The current DPW grader flies through the grading like it's late to a party.

The last issue is the DPW reading the listserve and listening to voicemails to determine when to work on a road. Mid July I left a message at the DPW (and never received a return call) and violà, the grader showed up a couple of days later. I left a message because when it rained, a lot of the road came down the driveway with the water. This has not happened before. And, I commented that maybe we should hire the Sharon Road crew. I traveled to Tunbridge 5 days in a row in early July as I have for many years. The Sharon dirt roads were usually far worse than the Norwich roads... not so this year. They were in better shape than Bragg Hill. Imagine that!

Dust? After people on the listserve mentioned the dust on dirt roads, the DPW put a solution on the road Thursday 8/21/25. Unfortunately, only for about a mile up the road from the bottom and ONLY down the center of the road!! Basically 1/2 of the road so the dust is still an issue. And, it was cherry picked where to put the solution - not the entire length of the road.

Having a policy of knee jerk reaction by responding to the Listserve and voicemails is a very poor policy. How about a policy of maintaining the roads regularly and properly? We pay more in taxes than probably 99% of the state and deserve to be driving on roads maintained properly - dirt or paved!!

My suggestion is for the Town Manager and Selectboard to have an immediate evaluation of the DPW to determine if it is properly educated on maintenance of our roads and if not, hire those qualified to do so. The town's most precious resource should be maintained properly for the future of the town.

Norwich residents deserve better.

Megan Brendel 658 Bragg Hill Road



DIRT ROADS

From robert lewy <lewyrob@hotmail.com>

Date Mon 8/25/2025 7:30 AM

To Select Board <selectboard@norwich.vt.us>

[Some people who received this message don't often get email from lewyrob@hotmail.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Dear Selectboard Members,

I am writing to express my concerns about the poor condition of our dirt roads. I have lived on Upper Turnpike Road for 23 years, and, in my experience, have never seen the road in this poor a condition. I am troubled by the washboard and potholes on several sections of the road. The dust makes living on a dirt road unpleasant, as it coats and infiltrates our vehicles, covers us as we walk along the road, and covers our roadside bushes and mailbox. While I understand that we are having a dry spell now, the dust, washboard and potholes have never been this bad.

I am also troubled by the deep "drainage " ditches that were dug several years ago. They seem not to be working, as ruts and gullies form alongside the actual road. The ditches narrow the road, are a potential hazard in wet conditions, and are unsightly.

I agree with previous writers who have expressed their concerns and support one suggestion to review the DPW, its policies and the training of its staff. I trust that we can do better in maintaining our dirt roads.

Thank you. Robert Lewy 176 Upper Turnpike Road

Sent from my iPad



Fwd: Roads

From Robert Lewy <rl10@caa.columbia.edu>

Date Mon 8/25/2025 8:45 AM

To Select Board <selectboard@norwich.vt.us>

Some people who received this message don't often get email from rl10@caa.columbia.edu. Learn why this is important

Please include this correspondence in the record. I am disappointed to find out that the operator of a grader was left without any instruction or prior training and told "good luck". That is no way to run a DPW.

Robert Lewy

----- Forwarded message -----

From: **Robert Lewy** < <u>rl10@caa.columbia.edu</u>>

Date: Mon, Aug 25, 2025 at 8:42 AM

Subject: Re: Roads

To: Brooks MacMillen < brooks.macmillen@gmail.com >

Hi Brooks,

I agree. The road is terrible and the Selectboard needs to review the DPW, including the training of DPW workers.

Thanks for your comments.

Bob

On Mon, Aug 25, 2025 at 8:39 AM Brooks MacMillen < brooks.macmillen@gmail.com wrote:

Hi

I think the biggest issue is grader operation, knowledge and proper amount of seat time.

Our last operator was outstanding, years of operation and consistent maintenance on the roads.

A few years ago I said hi to the new driver in front of the house and he basically said, he was tossed the keys with a "good luck"

It's going to take a big effort to get them back where they should be. I wish Phil would come back.

Brooks

Upper Turnpike

Sent from my iPhone

Agenda item 5: Financial Reports - documents not accessible to public

From Chris Katucki <ckatucki@outlook.com>

Date Tue 8/26/2025 4:51 PM

To Select Board <selectboard@norwich.vt.us>

Dear Selectboard Members,

I noticed the links in Vermont League of Cities and Towns (VLCT) materials quoted in Ms. Calloway's "Town Finances" memorandum are password-protected and cannot be accessed by the public.

I located the document "Town Manager or Administrator: Organizational Structures Guide" published by VLCT as of February 4, 2025, which may be the source.

That document contains important additional guidance. For example, it indicates that despite the statutory provisions giving the town manager certain independent authority, "the selectboard is still the town manager's boss" and the town manager must exercise that authority "in a manner that is satisfactory to the selectboard." The document also says "although the manager derives their authority from the State, they still must exercise that authority to the satisfaction of their employer, the selectboard." These provisions suggest management (or micromanagement) of the town manager is a policy decision made by vote of the Selectboard rather than something that can be derived from law books.

Since legal interpretations of the Selectboard's authority appear central to the discussion of agenda item 5, I believe the complete source materials should be accessible for public review. Residents of Norwich deserve to see the full text of any materials informing major governance decisions.

Thank you for your consideration.

I copied individual Selectboard members on this email as the issue is on the agenda for the August 27 Selectboard meeting.

Sincerely,

Christopher Katucki



ACT 250 JURISDICTIONAL OPINION JO 3-397

State of Vermont
Land Use Review Board
District 3 Environmental Commission
100 Mineral Street, Suite # 305
Springfield, VT 05156-3168
https://act250.vermont.gov/

August 27, 2025

Peter Raymond, Esq., for Upper Valley Agricultural Association Sheehey, Furlong & Behm, PC 30 Main St., 6th floor Burlington, VT 05401 praymond@sheeheyvt.com

Subject: Jurisdictional Opinion JO 3-397, Upper Valley Agricultural Association, Route 5,

Norwich (SPAN: 450-142-12743)

Dear Peter:

The following is a jurisdictional opinion with respect to your inquiry as to whether an Act 250 permit is required to construct a farmer's market on 34.7 acres if the purchaser were to subdivide and convey lands so as to leave less than 10 acres for the farmer's market prior to finalization of construction plans. The Project is further described in the JO request and exhibits (Project Number JO 3-397 on the Act 250 Database online). It is my opinion that an Act 250 permit for the proposed activities described would be required. I have relied upon the following facts in making this determination.

I. Summary of Opinion

AN ACT 250 PERMIT IS REQUIRED: ⋈ YES ⊔ N	VО
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II. Facts and Documents Relied Upon

The background for your request is outlined in the following document, which is incorporated herein by reference:

Your letter dated July 18, 2025

III. Jurisdictional Analysis

Request

The Upper Valley Agricultural Associate (UVAA) is under contract to purchase a 34.7 acre parcel on U.S. Route 5 South in Norwich. Specifically, you wrote:

UVAA has not finalized development plans for the proposed farmer's market at this time and has not submitted applications for any municipal or State permits for that use. To offset the cost of purchasing the Property, UVAA desires to subdivide the property into two or three



parcels with the goal of selling up to two of the lots (depending on number of parcels permitted) to a third party and retaining a single parcel. The parcels to be sold are hereinafter referred to as the "Subdivided Lots" and the single parcel to be retained by UVAA, the "Retained Lot". Based on UVAA's preliminary inquiries, it is likely the Subdivided Lots could be suitable for housing, but UVAA would have no control over the use or development of the Subdivided Lots and they would be sold to a third party that has no financial interest in or control over UVAA.

The precise size of the lots to be subdivided is not currently known. UVAA is in the process of engaging surveyors and lot size could also be driven by consideration of wastewater needs. Based on UVAA's preliminary review, it is likely that UVAA would only need around 9 to 9.5 acres for its proposed farmer's market, approximately the open field area adjacent to US Route 5. Before UVAA proceeds with its purchase, it seeks to obtain a jurisdictional opinion about whether the Retained Lot and the Subdivided Lots would be subject to Act 250 jurisdiction should UVAA commence construction of improvements for a farmer's market on the Retained Lot after the Subdivided Lots were sold to third parties.

Statutes and Rules

The relevant sections of the Vermont Statutes are as follows:

10 V.S.A. § 6001(3)(A) "Development" means each of the following:

(i) The construction of improvements on a tract or tracts of land, owned or controlled by a person, involving more than 10 acres of land within a radius of five miles of any point on any involved land, for commercial or industrial purposes in a municipality that has adopted permanent zoning and subdivision bylaws. . . .

* * *

10 V.S.A. § 6001(14) (14)(A) "Person":

- (i) shall mean an individual, partnership, corporation, association, unincorporated organization, trust, or other legal or commercial entity, including a joint venture or affiliated ownership . . .
- (iii) includes individuals and entities affiliated with each other for profit, consideration, or any other beneficial interest derived from the partition or division of land . . .

* * *

10 V.S.A. § 6081. Permits required; exemptions

(a) No person shall sell or offer for sale any interest in any subdivision located in this State, or commence construction on a subdivision or development, or commence development without a permit. This section shall not prohibit the sale, mortgage, or transfer of all, or an undivided interest in all, of a subdivision unless the sale, mortgage, or transfer is accomplished to circumvent the purposes of this chapter. . . .

The Relevant Act 250 Rules are as follows:

2(C)(1) (1) "Person" means:

- (a) For the purposes of a "development," person means an individual, partnership, corporation, association, unincorporated organization, trust or other legal or commercial entity, including a joint venture or affiliated ownership; a municipality or state agency; and individuals and entities affiliated with each other for profit, consideration, or any other beneficial interest derived from the "development" of land.
- (b) For the purposes of a "subdivision," person is defined at 10 V.S.A. § 6001(14)(A).

2(C)(2) "Commencement of construction" means

the construction of the first improvement on the land or to any structure or facility located on the land including work preparatory to construction such as clearing, the staking out or use of a right-of-way or in any way incidental to altering the land according to a plan or intention to improve or to divide land by sale, lease, partition, or otherwise transfer an interest in the land.

2(C)(5)(a) "Involved land" includes:

The entire tract or tracts of land, within a radius of five miles, upon which the construction of improvements for commercial or industrial purposes will occur, and any other tract, within a radius of five miles, to be used as part of the project or where there is a relationship to the tract or tracts upon which the construction of improvements will occur such that there is a demonstrable likelihood that the impact on the values sought to be protected by Act 250 will be substantially affected by reason of that relationship. In the event that a commercial or industrial project is to be completed in stages according to a plan, or is part of a larger undertaking, all land involved in the entire project shall be included for the purpose of determining jurisdiction.

2(C)(12) "Tract of land" means

one or more physically contiguous parcels of land owned or controlled by the same person or persons.

IV. Analysis and Conclusion

The question presented in this request is whether a "person," including a corporate entity, can subdivide a parcel of land below the acreage threshold for commercial development in 10 V.S.A. § 6001(3)(A). Because jurisdiction over commercial projects is determined by the size of the tract of land, it would frustrate the Legislative intent of Act 250 if one could simply subdivide a larger tract into one that is smaller than the jurisdictional threshold. As such, the Legislature included a provision that prohibited subdivisions that circumvent the purpose of Act 250. 10 V.S.A. § 6081(a).

While it is abundantly clear to me that the Legislature was careful to include a prohibition on circumvention, and that cases such as this provide a clear challenge to the administration of Act 250, the caselaw is not as clear as one might expect. Thus, I will attempt in this opinion

to explain my interpretation of the relevant statutes and rules, while being mindful of controlling precedent.

Citing In re Vermont Gas Sys., Inc., 150 Vt. 34, 39 (1988), UVAA argues: "so long as UVAA does not commence construction of the proposed farmer's market prior to subdivision and sale, there should be no jurisdiction over the Property under 10 V.S.A. § 6001(3)(A)(i).... UVAA does not currently have plans sufficient for it to begin construction of a farmer's market, as it has not vet applied for municipal permits. Thus, its project cannot be said to have reached 'such finality of design that construction can be said to be ready to commence." Vermont Gas concerned a master plan application for proposed expansion and repair of gas transmission and distribution lines. Id. at 36. The Court concluded that because Vermont Gas' plans were not "about to impinge on the land" and had not "achieved such finality of design that construction can be said to be ready to commence," the then Environmental Board lacked jurisdiction over the project. Id. at 39. Gas lines cross numerous parcels of land, and so rather than calculating each parcel, the Environmental Board calculated the acreage based on the length and width of the proposal, concluding Vermont Gas had control over more than 10 acres (and then applied a "substantial change" analysis for preexisting development). Id. at 37-8. In such a case such, jurisdiction would attach only when Vermont Gas had "specific plans establishing the precise location, the method of construction, or the extent of the work to be done in the expansion" in order for the Board to make a jurisdictional determination that the project constituted a "substantial change." Moreover, there was no question in Vermont Gas as to circumventing the purpose of Act 250 by further subdividing lands.

In this case, we have only one tract, namely the undivided 34.7 acre parcel. We also know UVAA plans to construct a farmer's market on that parcel. It plans to help fund that project by subdividing the larger tract into smaller lots, and the remaining portion that the farmer's market would occupy would less than 10 acres. This plan is sufficiently specific to enable me to make a decision about jurisdiction. The only hypothetical portion of this request is the unknown number and size of future lots that UVAA may subdivide. Unlike *Vermont Gas*, which was a somewhat unusual case, this case is typical of most jurisdictional opinion requests where a potential developer wishes to know whether a project on a tract would require an Act 250 permit. That said, jurisdiction does not yet attach to the tract it issue simply because of this jurisdictional opinion. Jurisdiction would only attach if and when the project commences under Rule 2(c)(2). Under that rule, dividing the land constitutes "commencement of construction." Thus, Rule 2(C)(2), read together with the prohibition of sales that would "circumvent the purposes of this chapter" in 10 V.S.A. § 6081(a), operate to require a permit for the ultimate construction of the project as well as the subdivision of the lots.

This case is more like *In re Gerald Costello Garage*, 158 Vt. 655 (1992). In that case the developer purchased a three acre parcel, and then he later purchased an adjoining one acre parcel (in a one acre town). *Id.* at 656. He argued that the acreage of the parcels should not be combined for the purposes of determining whether the one acre jurisdictional threshold was reached for a commercial project on the more recently purchased one care parcel. *Id.* The Court noted that whether the two lots were involved such that a permit would include both as part of the jurisdictional tract was a different question than whether the acreage threshold was met. *Id.* As is the case here, when it comes to measuring the area to determine whether a project requires a permit under 10 V.S.A. § 6001(3)(A), one looks at all the lands owned or controlled. Again, either the first improvement of land or the sale of lots constitutes "commencement of construction" under Act 250 Rule 2(C)(2).

The case *In re Vitale*, 151 Vt. 580 (1989) also governs the outcome in this case. In that case a concrete step manufacturer delayed closing the purchase of 1.57 acres (in a one acre town) in order to subdivide the parcel into two lots of 0.99 of an acre and 0.58 of an acre. *Id.* at 580-81 He then proceeded to construct his business on the .99 acre parcel. *Id.* He subsequently acquired the remaining .58 of an acre after construction was complete. *Id.* The Court concluded that the purchaser effectively controlled both lots and that the subdivision was simply to avoid jurisdiction. *Id.* at 585. Granted, unlike the purchaser in *Vitale*, UVAA is doing nothing sneaky here, but the analysis and the outcome are the same. For the purposes of determining whether a project requires an Act 250 permit for development, all of the lands owned or controlled by the developer count toward the total needed under 10 V.S.A. § 6001(3)(A).

This case can be distinguished from *In re Snowstone, LLC Act 250 Jurisdictional Opinion*, 2021 VT 72 and *Northern Ski Works, Inc.*, DR #281 (10/18/93), where the buyers approached sellers and requested that the seller subdivide the lot prior to purchase.

Cases interpreting the subdivision permit trigger in 10 V.S.A. § 6001(19) follow the same pattern. See *In re Eastland, Inc.*, 151 Vt. 497, 500 (1989), *Environmental Board v. Levi Chickering*, 155 Vt. 308 (1990), see also *Jipac, N.V. v. Silas*, No. 2000-424 (May 31, 2002) ("Important policy is directly undermined when sellers are able to evade Act 250 review of lands intended to be covered by the statute.").

In my research I found only one case to the contrary, *Lemery*, DR #65 (6/11/75), which allowed an applicant denied to reduce the size of involved land by divesting interest in the property through a bona fide third party transaction to avoid jurisdiction over the project as of the date of the conveyance. The *Lemory* decision provides no details as to how a bona fide third party transaction would work. I cannot square it with any of the cases cited above, and so I consider it an anomaly that does not impact my decision.

For better or worse, the use of parcel size as a trigger for commercial development has been with us since the inception of Act 250, and the Legislature wisely included a provision in 10 V.S.A. § 6081(a) that prohibits subdivision of land to circumvent review. Accordingly, a permit is required for this project.

V. Reconsideration and Appeal

Any party may file within 30 days from the date of a decision of the District Coordinator a request for reconsideration with respect to the jurisdictional opinion, pursuant to Act 250 Rule 3(B). Any reply to a request for reconsideration shall be filed within 15 days of the service of the request, unless otherwise provided by the District Coordinator.

Any person aggrieved by an act or decision of a District Commission or District Coordinator, or any party by right, may appeal to the Environmental Division of Vermont Superior Court within 30 days of the act or decision pursuant to 10 V.S.A. § 8504. Such appeals are governed by Rule 5 of the Vermont Rules for Environmental Court Proceedings. The appellant must file a notice of appeal with the clerk of the court and pay any fee required under 32 V.S.A. § 1431.

The appellant must also serve a copy of the Notice of Appeal on the Land Use Review Board and on other parties in accordance with Rule 5(b)(4)(B) of the Vermont Rules for Environmental Court Proceedings. The Land Use Review Board's copy may be sent to act250.legal@vermont.gov and/or 10 Baldwin Street, Montpelier, VT 05633-3201.

Please note that there are certain limitations on the right to appeal, including interlocutory appeals. See, e.g., 10 V.S.A. § 8504(k), 3 V.S.A. § 815, and Vermont Rule of Appellate Procedure 5. For additional information on filing appeals, see the Court's website at: http://www.vermontjudiciary.org/GTC/environmental/default.aspx or call (802) 951-1740. The Court's mailing address is Vermont Superior Court, Environmental Division, 32 Cherry Street, 2nd Floor, Suite 303, Burlington, VT 05401.

The foregoing statements regarding requests for reconsideration and appeals are intended for informational purposes only. They neither supplant any rights or obligations provided for by law nor do they constitute a complete statement of the rights or obligations of any person or party.

Sincerely,

Peter Kopsco

District 3 Coordinator

Peter.Kopsco@vermont.gov

802-261-1947

CERTIFICATE OF SERVICE

I hereby certify that I, Gina St. Sauveur, Land Use Review Board Technician, District 3 Environmental Commission, sent a copy of the foregoing **Jurisdictional Opinion JO 3-397** by U.S. Mail, postage prepaid, on this August 27, 2025 to the following individuals without email addresses and by electronic mail, to the following with email addresses:

Note: Any recipient may change its preferred method of receiving notices and other documents by contacting the District Office staff at the mailing address or email below. If you have elected to receive notices and other documents by email, it is your responsibility to notify our office of any email address changes.

Peter Raymond, Esq., for Upper Valley Agricultural Association Sheehey, Furlong & Behm, PC 30 Main St., 6th floor Burlington, VT 05401 praymond@sheeheyvt.com

Norwich Selectboard Marcia Calloway, Chair PO Box 376 Norwich, VT 05055 selectboard@norwich.vt.us

Norwich Planning Commission Jaan Laaspere, Chair PO Box 376 Norwich, VT 05055 vermont6633@gmail.com

Two Rivers-Ottauquechee Regional Commission 128 King Farm Road Woodstock, VT 05091 pgregory@trorc.org

Agency of Natural Resources 1 National Life Drive, Davis 2 Montpelier, VT 05620-3901 anr.act250@vermont.gov

FOR INFORMATION ONLY

Land Use Review Board Chair 10 Baldwin Street Montpelier, VT 05633-3201 act250.legal@vermont.gov act250.agenda@vermont.gov Gina St. Sauveur

Land Use Review Board Technician

802-751-0120

Act250.Springfield@vermont.gov

From: W Alexander
To: Select Board

Cc: norwich@lists.vitalcommunities.org

Subject: Comments on August 27th Selectboard Packet from SB Meeting

Date: Wednesday, August 27, 2025 7:30:08 PM

Some people who received this message don't often get email from subtextvt@gmail.com. <u>Learn why this is important</u>

I want to address the cross correspondence between Marcia Calloway and Priscilla Vincent in the packet for the August 27th meeting.

The concerns raised by each of them really capture the difficulties inherent in a town manager form of government.

I do not have a strong opinion on the substance of Priscilla's concerns simply because I don't have enough first hand exposure to the meeting prep expectations or outcomes communicated between the Selectboard and Town Manager.

I do have strong conviction that this board and this town manager need to openly and willingly acknowledge the difficulties involved if there is any hope of constructively working through them.

Priscilla's letters — at pages 171 and 182 of the packet -- outline her concerns regarding the quality of financial reporting the Selectboard receives from the Town Manager.

She also expresses exasperation that her concerns do not appear to be shared by the board as a whole.

Again, I can't comment with any insight on Priscilla's specific concerns.

Marcia's response - at page 3 of the packet - characterizes Priscilla's concerns as outside the statutory role of the Selectboard. Marcia references sections of state statute and VLCT guidance in support of this view.

In my opinion, Marcia's response misleads by omission and I'd like to take a moment to explain why.

Vermont statute regarding the town manager form of government confers broad and exclusive administrative authority to the Town Manager. These same statutes make clear the Town Manager acts under the supervision and direction of the Selectboard.

The VLCT guidance echoes and emphasizes how the town manager's administrative authority limits the Selectboard's authority in day-to-day operations, while the Selectboard's responsibility to supervise and direct the Town Manager constrains the scope and purpose of the day-to-day operations of the town.

Anyone who has been on a corporate board — non-profit of for-profit — knows how difficult these lines become to navigate once trust has eroded between board members and the executive - in this instance the Town Manager.

In this instance, statute authorizes the Town Manager to draw up AP warrants for purchases but requires the Selectboard to vote on them.

If a Selectboard member has a question about a warrant aren't they authorized to question it?

If a Selectboard member doesn't agree with a warrant aren't they authorized to speak out against it?

If a majority of the Selectboard disagrees with a warrant aren't they authorized to reject it?

So, if a Selectboard member has lost confidence in the accounting behind a warrant how do they get to

information they need to approve warrants without getting into the accounting behind the warrant?

There is no clear bright line in statute or VLCT guidance to answer this last question definitively.

The Selectboard clearly has the authority to supervise and direct the Town Manager's performance.

The Town Manager clearly has the authority to manage the research and accounting in question.

The only way to work through these conflicts is to address them openly and clarify Selectboard expectations as part of the Selectboard's regular business.

The VLCT guidance specifically recommends that Town Manager's hew close to Selectboard supervision and guidance to be effective.

The Selectboard's satisfaction — as a body — with the Town Manager's performance subject to that supervision and guidance is a core duty of the board.

It is a decision for the entire Selectboard to determine whether that individual Selectboard member's concerns warrant formal communication or requests by the Selectboard as a body to the Town Manager in their duty to supervise and direct.

Watt Alexander

To: Selectboard

From: Energy Committee

Date: 9/2/2025

Subject: Next Steps for Tracy Hall Energy Upgrades

As the Town moves forward with the replacement of the existing boilers used for heating, the Energy Committee thinks now is the time for discussing next steps. Tracy Hall is the second largest user of fossil fuels by the Town and the replacement of the old oil boilers with new propane units will not fully address the need for action. The Town should develop a roadmap for reducing fossil fuel consumption and thereby reducing emissions.

We must take article 36¹ as our starting point. At the 2019 Town Meeting, Norwich voters overwhelmingly recognized and endorsed the need to reduce fossil fuels in municipal operations. The Town can take adequate steps towards fulfilling the commitments in article 36 at any time. The Town can reduce fossil fuel consumption, reduce energy consumption, and reduce emissions all while saving money long term by following the steps recommended for homeowners:

- 1. Do an energy audit to understand how the building uses energy and heat
- 2. Target insulation and air-sealing first, to reduce the building's heating (and cooling) need
- 3. Switch from fossil heating to electric heat pump heating and cooling
- 4. Add solar to ensure a clean source of electricity.

The Town is set with Step #1 through four different energy audits/assessments since 2019. These assessments include those done by Studio Nexus (2025),² DuBois & King (2024),³ Living Buildings (2023),⁴ and Energy Efficient Investments (2020).⁵ Fortunately, they present agreement on several themes. Additionally, they all recommend the same three essentials for Tracy Hall: 1.) insulation and air sealing in the attic; 2.) installation of either air- or ground-source heat pumps; 3.) replacing the existing

¹ Approved at the 2019 Town Meeting by a vote of 792 to 189 "take immediate and sustained efforts to gradually and continually reduce the Town's direct use of fossil fuels, beginning at a rate of no less than 5% per year starting in the 2019-20 and continuing until they are eliminated entirely."

 $^{^{2} \}underline{\text{https://norwich.vt.us/wp-content/uploads/2025/02/00-2025-02-26-SB-packet-indexed.pdf} \text{ and } \underline{\text{https://norwich.vt.us/wp-content/uploads/2025/05/2025-0513-Tracy-Hall-Feasibility-Report.pdf}}$

³ https://norwich.vt.us/wp-content/uploads/2024/09/240925 SB-PACKET.pdf (4)

⁴ https://norwich.vt.us/wp-content/uploads/2023/06/000-SB-Packet-06-21-2023.pdf (88)

⁵ https://norwich.vt.us/wp-content/uploads/2020/01/SB-packet-01-15-20.pdf (46)

boilers. Two cycles of recommendations from Town committees since 2019 point in the same direction.⁶

The replacement of the existing, aging oil boilers is a necessary first step, but we cannot see this as the end state. Replacing the boilers aligns with the three most recent audits, which include propane boilers as back-up heating. Of crucial importance is that propane heating is consistently recommended as back-up, not main, heating while always in the context of a broader energy action plan including weatherization and heat pumps. We must develop the roadmap that includes the next steps in our plan for increasing efficiency of Tracy Hall.

In developing this roadmap, we suggest the following two actions for the Town: 1.) engage the SEC (Shared Energy Coordinator) to work with Town staff in developing a phased plan with appropriate financing; 2.) revive the Article 36 Task Force to work with Town staff and the SEC to establish timelines for phases of work on Tracy Hall.

⁶ https://norwich.vt.us/wp-content/uploads/2019/11/SB-packet-11-20-19.pdf (26), https://norwich.vt.us/wp-content/uploads/2020/01/SB-packet-01-08-20.pdf (113), and https://norwich.vt.us/wp-content/uploads/2022/02/Final-A36TF-report-021022.pdf

From: Chris Katucki

To: Select Board; Brennan Duffy
Cc: Miranda Bergmeier; Mary Layton

Subject: Action needed on Opioid Settlement monies

Date: Wednesday, September 3, 2025 4:22:40 PM

Dear Selectboard Members and Town Manager Duffy,

Norwich is one of the wealthiest towns in the state and is sitting on two years of opioid settlement money, while people struggle with addiction, including likely some in our Town. At the January 22, 2025 Selectboard meeting, every member of the Board supported doing the right thing with the money. The Town Manager mentioned that the Police Chief had some ideas and said that the TM planned on discussing the topic with the Health Officer. YouTube video at $\sim 2.01:00$. The issue was also discussed over a year ago at the June 26, 2024 SB meeting. At that meeting, the TM said he would talk with the Police Chief. YouTube video at $\sim 1:59:00$. I also raised the issue in my email of July 22, 2025 to the Town Manager, copied to the Selectboard.

The Town holds nearly \$30,000 but has not acted. I appreciate that the Town Manager and Selectboard are busy with other matters. One option is to simply return the money to the Vermont Opioid Settlement Advisory Committee. Another is to donate the money to local nonprofits or churches that deal with addiction issues. A third is to create a 3 to 5 member task force with a clear time-limited mandate: recommend proposed uses of the existing opioid settlement funds (including donation of all or part of the money) towards addiction treatment and prevention, within the Town or Upper Valley, for the Selectboard to act on at its first November meeting.

The topic deserves an agenda item at the September 10 or 24 SB meeting that will result in a solid implementation plan, not more delay.

Sincerely, Christopher Katucki From: <u>Jaan Laaspere</u>

To: Select Board; Brennan Duffy; Miranda Bergmeier; Brita Vallens

Subject: Note for 9/10/25 Selectboard packet **Date:** Wednesday, September 3, 2025 11:36:22 AM

Please include in the packet for the 9/10/25 Selectboard meeting.

We would like to join other town residents who have called out two Norwich Selectboard members for their comments made in the 8/27/25 meeting. During this meeting two Selectboard members made inappropriate personal statements about another elected town official.

This example is particularly ironic, given that these same SB members spoke out recently against personal attacks in meetings and on the listserv.

We wholeheartedly support our Town Treasurer and Lister, Cheryl Lindberg, who has been a highly competent and dedicated public servant for more than 3 decades.

To move forward collectively as a town we must strive for collaboration and tolerance of differences, follow the rules of polite society and public meetings, and hold each other accountable when necessary.

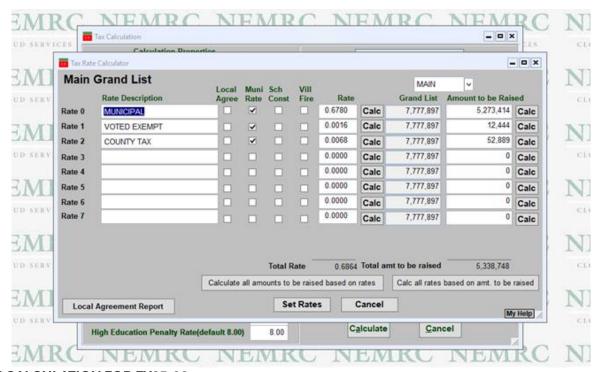
Sincerely, Jaan Laaspere Amy Stringer



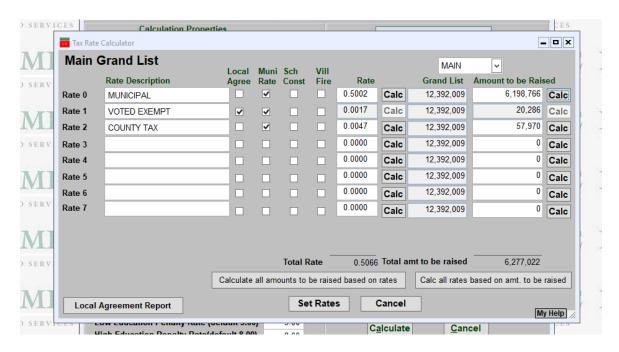
Tax Rate Calculation August 18, 2025

Please know Town Manager Brennan Duffy, Lister Cheryl Lindberg, and Finance Director Barrie Rosalinda collaborated on developing a tax rate using the NEMRC Tax Rate Calculator. We are pleased to share the results of that work below.

LAST YEAR'S TAX RATE CALCULATION BELOW: For FY24-25, the total municipal tax rate was 0.6864.



TAX RATE CALCULATION FOR FY25-26:



The recommendation to the Selectboard is to set a municipal tax rate of 0.5066 for FY 25-26