

# Norwich Selectboard

**Regular Meeting: Wednesday, October 8, 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. Tracy Hall Visioning/Studio Nexus – Discussion/Possible Motion (45 mins)
5. DPW Gravel/Ledge and Winter Sand Bid Recommendations – Discussion/Possible Motion (5 mins)
6. Burgin Powerline Request – Discussion/Possible Motion (15 mins)
7. DRB Memo re: Updates to the Town's Codified Ordinances – Discussion/Possible Motion (5 mins)
8. Purchasing Policy (2<sup>nd</sup> Read) – Discussion/Possible Motion (10 mins)
9. Town Manager Employment Evaluation – Discussion/Possible Motion, Possible Executive Session
10. Approve Minutes – September 24, 2025 – Discussion/Possible Motion (5 mins)
11. AP Warrants – Discussion/Possible Motion (5 mins)
12. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
13. Adjournment – Motion

### Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	10/22/2025	Regular: Zoom & JAM	6:30 p.m. Selectboard business	• Opioid Settlement Funds Plan
Wednesday	11/12/2025	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
- Opioid Settlement Funds Plan
- Budget Communications Study

TO: Brennan Duffy, Town Manager  
FROM: Chris Kaufman, DPW Director  
RE: Results of FY26 Gravel/Ledge and Winter Sand Bid Results  
DATE: September 25, 2025

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#### **Results of the FY26 Gravel/Ledge and Winter Sand RFP Bids**

On August 20, 2025, the Norwich Department of Public Works advertised RFPs for the supply and delivery of gravel/ledge and winter sand supply for Fiscal Year 2026. The results of the bids received on September 17, 2025, are included as an attachment. Twin State Sand and Gravel Company and Pike Industries bid on both RFPs.

The results of the Gravel and Ledge Products bids were reasonably competitive for the smaller gravel products with the delivery charge included. The prices for larger gravel and ledge products were higher for Pike Industries as both their supply and delivery prices were much higher. The delivery charge for any gravel product to Norwich DPW is \$7.26/ton for Pike Industries and \$5.18/ton for Twin State Sand and Gravel.

The results of the Winter Sand Bids had Twin State Sand and Gravel at \$20.33/ton and Pike Industries at \$19.76/ton including delivery price.

#### **Final Recommendation**

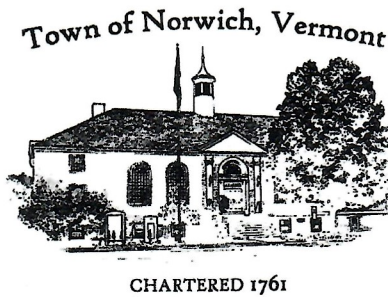
Based on a review of the attached bid results, the recommendation is to award the annual gravel and ledge contract to Twin State Sand and Gravel and award the annual winter sand contract to Pike Industries.

FY26 Gravel and Ledge Bid Results September 17, 2025

Bid Item	Twin State (Price/Ton) FY26	Pike Industries (Price/Ton) FY26	Twin State Overall Price w Delivery to DPW FY26	Pike Industries Overall Price w Delivery to DPW FY26
Gravel for Subbase (VTrans 704.04)	\$15.80	\$ 11.95	\$ 20.98	\$ 19.21
Crushed Gravel Fine Graded (VTrans 704.05B)	\$15.15	\$ 13.95	\$ 20.33	\$ 21.21
Dense Graded Crushed Stone (VTrans 704.06A)	\$15.15	\$ 13.95	\$ 20.33	\$ 21.21
Aggregate for Shoulders (VTrans 704.12B)	\$15.35	\$ 11.00	\$ 20.53	\$ 18.26
3/4-inch Hardpack	\$12.30	\$ 11.00	\$ 17.48	\$ 18.26
3" Erosion Stone	\$12.75	\$ 15.75	\$ 17.93	\$ 23.01
Rip Rap 12" Light Type (VTrans 706.03)	\$13.50	\$ 20.00	\$ 18.68	\$ 27.26
7" Erosion Stone Type I (VTrans 706.04)	\$13.65	\$ 15.75	\$ 18.83	\$ 23.01
<b>Delivery to Norwich Public Works</b>	\$ 5.18	\$ 7.26		
<b>Delivery to Roads within Entire Town of Norwich</b>	\$ 8.48	\$ 8.65		

**FY26 Winter Sand Bid Results September 17, 2025**

Twin State (Price/Ton) FY26		Twin State Total Price		Pike Industries (Price / Ton) FY26		Pike Total Price	
w/ Delivery				w/Delivery			
	\$ 20.33	\$ 182,970.00			\$ 19.76	\$ 177,840.00	



## MEMO

**To:** Norwich Selectboard  
**From:** Brennan Duffy, Town Manager  
**Date:** October 2, 2025  
**Re:** License Agreement for 172 Ladeau Road underground utility lines

As you are aware, at the September 10<sup>th</sup> Selectboard meeting the owners of 172 Ladeau Road, Kit and Bridget Burgin, approached the Selectboard requesting the Town allow them to connect their currently off-grid home with GMP power.

The proposed project requires crossing the Town's ROW at the upper portion of Ladeau Road and an easement from their abutting neighbor to allow underground conduit to be placed on that neighboring property to service the Burgin home.

After a site inspection it was determined that the Burgin's proposal of using a directional drilling technique to cross under the Town's ROW on Ladeau Road was the least invasive and most feasible option available.

The Town's legal counsel was engaged and has crafted a License Agreement that would allow for this project to occur in accordance with 19 VSA Section 1111. This License Agreement document and a map submitted by Mr. Burgin on September 3<sup>rd</sup> are included in the board packet for review.

If the Selectboard chooses to approve this request, then a motion to approve the Town Manager to execute the License Agreement would be appropriate.

Thank you for your consideration of this topic.

## LICENSE AGREEMENT

**KNOW ALL PERSONS BY THESE PRESENTS THAT** the **TOWN OF NORWICH**, a municipal corporation situated in the County of Windsor and State of Vermont, Grantor, acting pursuant to the provisions of 19 V.S.A. Section 1111 does hereby grant and convey to **CHRISTOPHER R. BURGIN** and **BRIDGET M. BURGIN**, husband and wife as tenants by the entirety, residents of the Town of Norwich, Vermont, Grantees, and their heirs and assigns, a license for the purpose of installing underground utility lines, as more particularly described herein, crossing under Ladeau Road, so-called, in the Town of Norwich, in the County of Windsor and State of Vermont, being more particularly described as follows:

A license to install, repair, maintain, or replace an underground electricity service conduit, line, and appurtenances thereto to be directionally drilled under Ladeau Road (Town Highway #8) to provide service to Grantees' property at 172 Ladeau Road, being a portion of the lands and premises conveyed to Grantees by Warranty Deed of Pamela Smith, dated August 3, 2022, and recorded in Book 241, Page 319 of the Town of Norwich Land Records, as shown on an orthophoto plan entitled, "Burgin Utility Easement Request, 172 Ladeau Road," dated September 3, 2025, and attached hereto as Exhibit A (the "License").

Said proposed underground utility conduit and line will begin on the northerly side of the right-of-way for Ladeau Road and will extend in southerly direction crossing underneath Ladeau Road to serve Grantees' lands and premises southerly thereof and on the westerly side of Bradley Hill Trail, so-called. Should Grantees not install said conduit and line by directional drilling, this license shall be null and void, and the Grantor shall exercise all rights and remedies available to it pursuant to 19 V.S.A. § 1111.

Said underground utility line license area is a strip of land twenty (20) feet wide and forty-nine and one-half feet (49.5') in length, more or less, which crosses the town highway right-of-way for Ladeau Road in a perpendicular fashion and is centered on the as-built location of the underground utility lines. Said License shall run with the land as long as Grantees, their heirs and assigns, remain in compliance with the terms and conditions of said License as stated herein.

Reference is hereby made to the aforementioned instruments and records therein referred to, all in further aid of this description.

In addition to the foregoing, said License is granted and conveyed subject to the following conditions:

1. Grantees shall comply with all state and local rules, ordinances and regulations relating to highways and land use.
2. Grantees, their heirs and assigns, shall install, repair, maintain and replace, if necessary, the underground utility lines at its sole cost and expense and keep the same in good order and repair.
3. Installation of the underground utility lines shall be conducted so that the uppermost conduit or cable shall be no less than four (4) feet below the roadway surface and no less than three (3) feet below the bottom of road-side ditches within Grantor's town highway right-of-way. Boring pits shall be located at least twenty-five (25) feet from the centerline of the roadway pavement. The conduit shall include a "tracer wire" to allow for it to be found by "Dig Safe" or others using a metal detector.
4. If ledge or other obstacles prevent burying conduit or cable at these depths, shallower depths may be allowed with approval by the Road Commissioner; a concrete cap or pipe sleeve surrounding the conduit may be required. Irrespective of the approval of the Road Commissioner, Grantees, and their agents, employees, contractors, subcontractors, heirs and assigns, shall indemnify and hold harmless Grantor, its elected and appointed officials, board members, managers, officers, attorneys, agents, employees, successors and assigns, from any damage, loss, injury or otherwise (including without limitation personal injury or death to any person and damage to property of the Grantees or third persons) which may occur in whole or in part because of Grantor's, and its employees', agents' and contractors', work, maintenance, repair, replacement, repaving or improvement activities within the town highway right-of-way.
5. Grantees shall notify the Road Commissioner by telephone at least two (2) business days in advance of the installation, reconstruction, maintenance repair or replacement of the underground utility line.
6. Any construction, reconstruction, maintenance, repair, or replacement of the underground utility lines shall be conducted in such a way as to avoid unnecessary disturbance to the highway, and after any such work, the premises shall be returned to their original condition as soon as reasonably practicable by the Grantees.
7. Grantees acknowledges that the surface area above the underground utility lines license area location is utilized as a public road of the Town. They agree that the road shall, during any construction, reconstruction, repair or replacement of the underground utility lines and associated improvements, be kept open to the general circulation of vehicles at all times at least one lane of traffic of sufficient width and of adequate surface for vehicles to proceed above the area of construction in a reasonably convenient manner. Grantees agree that they shall at all times during construction activities, at their sole expense, adequately control motor vehicle and pedestrian traffic on



and over the traveled portion of the town highway.

8. All excavation and backfilling shall be performed under the supervision of the Grantor, unless Grantor expressly waives this supervision requirement.
9. Failure of Grantees to perform the work or to restore the highways in a satisfactory and timely manner may result in the Grantor completing the work at the expense of the Grantees; provided, however, Grantor shall give timely notice to the Grantees of any defects, and Grantees upon receipt of such notice, shall have a reasonable time in which to repair the defects to the satisfaction of the Grantor.
10. Grantees shall promptly reimburse the Town of Norwich for all actual costs that the Town of Norwich may incur as a result of Grantees not performing, observing, and complying with the conditions of this License as herein stated.
11. By the acceptance of this License Agreement, Grantees, for themselves and their heirs and assigns, agrees that they shall be responsible for the removal or relocation of the underground utility lines if such relocation or removal is made necessary by work performed by Grantor for the maintenance or improvement of the town highway or public utilities within the town highway right of way.
12. Grantees shall be solely responsible for protecting the general public from all risks of damage, loss, injury or otherwise (including without limitation personal injury or death to any person and damage to property of the Grantor or third persons) which may occur in whole or in part because of the use, repair, maintenance, installation, relocation and replacement of said underground utility lines. Grantees expressly covenant and agree for themselves and their heirs and assigns to indemnify, defend and hold harmless Grantor, its elected and appointed officials, board members, managers, officers, attorneys, agents, employees, successors and assigns, from and against all claims, liabilities, obligations, suits, liens, judgments, damages, penalties, causes of action, losses and expenses, including reasonable attorneys' fees and litigation costs, arising in whole or in part, and in any manner from the actions or inactions of the Grantee and its agents, employees, contractors, subcontractors, successors and assigns. Grantees further covenant and agree that any damage to the property of the Grantor or a third person caused by or resulting from the exercise and use of the underground utility lines and associated rights by Grantees and their heirs and assigns shall be promptly repaired and restored, as nearly as practicable to the condition existing prior to such damage, at the sole cost of Grantees or their heirs and assigns.
13. All conditions as hereinabove stated shall be binding upon Grantees, their heirs and assigns, and the property benefitted by this license.
14. In addition to any other enforcement powers that may be provided for by law, Grantor may suspend said license by providing written notice to the Grantees

by first class mail sent to 172 Ladeau Road, Norwich, Vermont 05055. Such suspension shall last until compliance with the terms and conditions of this License Agreement is obtained.

TO HAVE AND TO HOLD said granted and conveyed license, with all the privileges and appurtenances thereof, to the said Grantees, **CHRISTOPHER R. BURGIN** and **BRIDGET M. BURGIN**, and their heirs and assigns, to its own use and behoof. Grantor may revoke this License Agreement if an alternative location for utility lines becomes available to Grantees, their heirs and assigns as provided in 19 V.S.A. § 1111.

IN WITNESS WHEREOF, **Christopher R. Burgin** and **Bridget M. Burgin** hereunto set their hands and seals this \_\_\_\_ day of October, 2025.

GRANTEES

\_\_\_\_\_  
**Christopher R. Burgin**

\_\_\_\_\_  
**Bridget M. Burgin**

STATE OF VERMONT  
WINDSOR COUNTY, SS.

At \_\_\_\_\_, in said County and State, this \_\_\_\_ day of October, 2025, **Christopher R. Burgin** and **Bridget M. Burgin** personally appeared, and they acknowledged this instrument, by them sealed and subscribed to be their free act and deed.

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
My Commission #:

IN WITNESS WHEREOF, the TOWN OF NORWICH has hereunto set its hand and seal this \_\_\_\_ day of October, 2025

TOWN OF NORWICH

By: \_\_\_\_\_  
Brennan Duffy, Town Manager and  
Its Duly Authorized Agent

STATE OF VERMONT  
COUNTY OF WINDSOR SS.

At Norwich, in said County and State, on this \_\_\_\_ day of October, 2025, **Brennan Duffy**, Town Manager and Duly Authorized Agent of the **Town of Norwich** personally appeared, and he acknowledged this instrument by him sealed and subscribed, to be his free act and deed as such Duly Authorized Agent and the free act and deed of the **Town of Norwich**.

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Notary Public  
My Commission Expires:  
My Commission #:



Burgin Utility Easement Request  
172 Ladeau Road  
September 3, 2025

Parcel ID  
05-045.000

Parcel ID  
05-115.200

Parcel ID

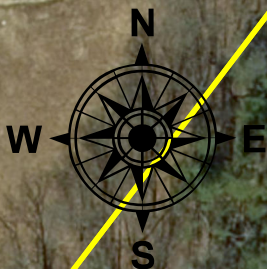
Ladeau Rd

Kerwin Hill Rd

Parcel ID  
05-115.300

Parcel ID  
05-123.000

Parcel ID  
05-111.000



0 0.01 0.02 0.04 Miles

**Legend**

— power\_request

— Tax\_Parcels 12 of 39

■ Transformer



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**Letter to SB from DRB**


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**From** Steven True <strue@norwich.vt.us>

**Date** Wed 10/1/2025 11:12 AM

**To** Brennan Duffy <BDuffy@norwich.vt.us>

**Cc** Brita Vallens <bvallens@norwich.vt.us>

 1 attachment (50 KB)

20251001100015.pdf;

Hi Brennan,

Please see the enclosed letter from the DRB addressed to the SB. In short, the DRB has found an error in the Town Ordinance (codified) document that they are asking the SB to have fixed. The letter also recommends that the whole of Part II of the same document be replaced with the current versions of our land use regulations. I am happy to make these corrections in the document if the board approves.

Thanks,  
Steven

Town of Norwich, Verm



September 15, 2025

To:  
Mary Layton, Chair;  
Members of the Select Board

From:  
Patrick Bradley, Chair;  
Members of the Development Review Board

Re: Updates to the Town's Codified Ordinances

Dear Mary, and Members of the Select Board,

The Development Review Board (DRB) would like the Select Board to take action to correct a mechanical deficiency in the Town of Norwich Ordinance (Codified) document. At (E)(2) and (E)(3) of the Private Road Specifications found beginning on page 81-36 the document refers to the Planning Commission. This should be the Development Review Board.

Secondly, the whole of Part II: Land Use Legislation concerning Subdivision of Land and Zoning Regulations is now out-of-date and could be removed and replaced.

Thank you.

Sincerely,

Patrick Bradley  
Chair of the Development Review Board

# VLCT MODEL PROCUREMENT POLICY

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## Town of Norwich PROCUREMENT POLICY – DRAFT 9-29-25

Adopted [INSERT Date]

### PURPOSE

The purpose of this Procurement Policy is to obtain the highest quality goods and services for the Town of Norwich at the lowest possible price, to exercise financial control over the procurement process, to clearly define authority for the procurement function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the transparent procedures followed in public procurement.

### POLICY ORGANIZATION

This policy is organized into three sections:

1. General procurement requirements applicable to all purchases.
2. Procurement requirements for when the Municipality expends **solely its own funds**.
3. Procurement requirements for when the Municipality expends **State or Federal funds**, regardless of whether the procurement action includes municipal funds. State and Federal funds have specific requirements the Municipality must meet, and those requirements extend to municipal funds if they are used as match/cost share or as supplemental project funding.

### DEFINITIONS

For the purposes of this policy, the following definitions apply:

- **Conflict of Interest.** A conflict of interest occurs when the employee, officer, agent, or board member of the Municipality, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract.
- **Emergency.** A situation in which there is a threat to life, public health or safety, or improved property, or some other form of dangerous situation that requires immediate action to alleviate the threat. Emergency conditions are generally more short-lived than exigency circumstances.
- **Exigency.** A situation in which there is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement proposals would prevent the urgent action required to address the situation.
- **Non-Employee Agent.** A consultant, advisor, service provider, or other person that is not an

employee of the Municipality and has been designated an Agent for the purposes of this Procurement Policy.

- **Officer.** An elected or appointed official of the Municipality acting within the scope of their duties.
- **Pre-Positioned Contracts.** Pre-position contracts are contracts awarded in advance of potential work being performed. These contracts are also referred to as advance or standby contracts. A pre-positioned contract may only be awarded if it was originally procured in compliance with the Municipality's procurement requirements, the scope of work was adequate to cover the work to be performed, the work performed was eligible, and the contract terms cover time when work was performed. ([FEMA Public Assistance and Policy Guide, Version 5](#))
- **Pre-Qualified Contractors.** Pre-qualified contractors have been evaluated and determined to be qualified to perform work based on capabilities, prior experience, past performance, and availability. A prequalified contractor is not entitled to a pre-positioned or "standby" contract. The Municipality cannot exclude potential bidders or offerors from qualifying during the solicitation period, even if they were not on the prequalified list. ([2 CFR § 200.319\(e\)](#))

## GENERAL PROCUREMENT REQUIREMENTS

All purchases of the Municipality must adhere to the following general standards:

- **Contract Administration.** The Municipality shall maintain a contract administration system that ensures vendors perform in accordance with the terms, conditions, and specifications of their contracts and purchase orders.
- **Municipal Code of Ethics.** All municipal officers, as defined by [24 VSA § 1991\(12\)](#), are required to follow the Vermont [Municipal Code of Ethics](#). Additionally, all officers and employees of the Municipality are required to follow any additional ordinances, rules, and personnel policies regarding ethics that have been adopted by the Municipality and are not in conflict with the Municipal Code of Ethics. For purchases made using any amount of Federal funds, please refer to the section titled, *Procurement Using State Or Federal Funds In Whole Or In Part*.
- **Geographic Preference.** The Municipality may exercise a geographic preference when evaluating bids or proposals if the preference does not result in unreasonable prices or rates due to a lack of competition. When purchasing with Federal funds, the Municipality should confirm with its funder whether geographic preference is allowable before using it as some federal programs have geographic preference limitations.
- **Procurement Agents.** The following individuals or positions are designated to act as Procurement Agents for the Municipality:



The Town Manager will function as the primary Procurement Agent for the Municipality. Department Heads will have limited purchasing authority with ability to make Incidental Purchases at their discretion and Minor Purchases with the prior authorization of the Town Manager.

Procurement Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase. Procurement Agents must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. Procurement Agents also must ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

If any provisions of this procurement policy conflict with provisions of Federal or State statute or regulations, the most stringent must be applied.

## PROCUREMENT USING SOLELY MUNICIPAL FUNDS

Purchases made using solely municipal funds must adhere to the following general standards:

- **Pre-Positioned Vendors and Contractors.** Vendors or contractors pre-positioned for municipal work may not work on projects using Federal funds (ex. FEMA Public Assistance or Federally funded transportation grants) unless procurement requirements outlined in *Procurement Using State Or Federal Funds In Whole Or In Part* were followed.
- **Documentation.** Documentation must include the reason for the specific procurement method chosen, the basis for the selection of the award, and contract pricing (showing evidence that the process was fair and equitable), as well as any other significant decisions that were part of the procurement process.
- **Records Retention.** The Municipality must maintain records in accordance with the retention and disposition schedules as set by the Vermont State Archivist.
- **Use of Designated and Reserve Funds.** In all cases, approval of the Selectboard is required for the use of any Designated and/or Reserve Funds related to any expenditure.

## PROCUREMENT CATEGORIES AND REQUIREMENTS.

**Incidental Purchases.** Employees designated as Procurement Agents may make purchases of up to \$3,000 without prior approval, provided those purchases remain within the scope and limits of the approved municipal budget.

**Minor Purchases.** Employees who have been designated to act as Procurement Agents may make purchases with a value between \$3,001 and \$12,000 only with prior approval of the Town Manager and are limited to the amount of the budget authorized by the Municipality. Although not required, competitive quotes from at least two vendors should be obtained whenever possible and documented.

**Major Purchases.** All purchases over \$12,001 require prior approval of the Selectboard. The Selectboard must review all proposed purchases to avoid unnecessary or duplicative purchases of equipment, supplies and services. The Selectboard must also ensure that competition is not restricted with unreasonable requirements or qualifications placed on vendors or bidders, or by allowing vendors or contractors to be selected who have engaged in noncompetitive pricing practices.

The Municipality does not require the use of a sealed bid process for all major purchases but may choose to accept only sealed bids for specific projects, such as construction projects, or when a sealed bid submission is deemed to be warranted.

**Recurring Purchases.** If the total value of a recurring purchase of a good or service is anticipated to exceed \$12,000 during any fiscal year, the bid process must be utilized and must specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases must be made from that bidder without necessity of additional bids, until such time as the Selectboard votes to initiate a new bid process.

**Emergency Purchases.** The Town Manager may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. Emergency purchases may include immediate repair or maintenance of municipal property, vehicles, or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of essential municipal services.

**Professional Services.** The bid process may be waived for the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services with a value of up to \$100,000. If the Municipality wishes to use the professional services contractor in the future for a purchase made with Federal funds, the service must be purchased competitively following Federal requirements.

**Sole Source Purchases.** If the Town Manager determines that there is only one source for a proposed purchase, it may waive the bid/proposal process and authorize the purchase from the sole source. Documentation and record retention requirements apply.

## PROCUREMENT USING STATE OR FEDERAL FUNDS IN WHOLE OR IN PART

### GENERAL FEDERAL PROCUREMENT REQUIREMENTS.

Purchases made using Federal funds must adhere to the following general standards:

- **Open and Competitive Bidding.** All purchases must be made using procedures that promote open and competitive bidding to the greatest extent possible, as outlined in [2 CFR § 200.319](#). All procurement must incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured, identify additional requirements that must be fulfilled, and include factors that will be used for evaluation. Contractors that develop

or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those purchases.

- **Non-Discrimination.** There must be no discrimination in procurement practices based on race, color, national origin, sex, disability, or age in accordance with [§ 200.300\(a-b\)](#).
- **Conflict of Interest.** See Definitions section. Any employee, officer, or agent of the Municipality who participates in the procurement process must make reasonable efforts to avoid real or apparent conflicts of interest, must disclose any potential conflicts of interest in writing, must refrain from participating in procurement decisions where such conflicts exist, and must comply with other requirements of [2 CFR § 200.318\(c\)](#). If the municipality has an affiliate or subsidiary organization that is not a State, local government, or Indian Tribe, the Municipality also must maintain written standards of conduct covering organizational conflicts of interest. Any actual or potential conflict of interest must be disclosed to the funder. If a conflict exists between the Federal requirements and the Municipality's requirements, the most restrictive requirement must be used. Disciplinary actions shall be the enforcement actions in the Municipality's adopted investigation and enforcement ordinance, personnel policy, or rule. Disciplinary actions of Appointed Officers shall apply to non-employee agents.
- **Gifts.** An employee, officer, and agent of the Municipality may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. ([§ 200.318\(c\)\(1\)](#))
- **Small and Socio-Economic Business Procurement.** Whenever possible, qualified small, minority, and veteran-owned businesses, women's business enterprises, and labor surplus area firms must be considered for procurement and documentation retained demonstrating how the six actions outlined in [§ 200.321](#) were considered.
- **Maximizing Resources.** The Municipality must:
  - avoid the [acquisition of unnecessary or duplicative items](#).
  - use [strategic sourcing](#) when appropriate.
  - use [excess and surplus Federal property](#) when feasible and to achieve cost reductions, use recovered materials when individual or aggregate yearly purchases exceed \$10,000 or as otherwise described in [§ 200.323](#).
  - use [value engineering clauses](#) for construction projects when practical.
  - provide a preference for the purchase, acquisition, or use of goods, products, or materials [produced in the United States](#) to the greatest extent practicable and consistent with the law.
  - implement the Buy America preferences set forth in [2 CFR part 184](#) for projects related to the construction, alteration, maintenance, or repair of [infrastructure](#).
- **Contract Cost and Price.** The Municipality must perform a cost or price analysis for purchases, including contract modifications, in excess of \$250,000, in accordance with [§ 200.324](#). Evidence

of the analysis must be documented.

- **Cost Allowability.** The Municipality will determine cost allowability using [Federal Cost Principles](#), reviewing the notice of funding award, and reviewing its funding agreement. Costs must be allowable, reasonable, and allocable to the funding ([2 CFR Part 200 Subpart E](#)). (INSTRUCTIONS The Municipality may reference its own cost principles if they comply with Federal Cost Principles.)
- **Funding Agency Review.** The Municipality must submit the technical specifications of a proposed purchase and/or procurement documents for review if a funding agency has requested to review them, in accordance with [2 CFR § 200.325](#).
- **Bonding Requirements.** The Municipality must comply with bid and bond requirements of [2 CFR § 200.326](#) unless the Municipality has a bonding policy and requirements for construction or facility improvement contracts or subcontracts, and those requirements exceed \$250,000. When the Municipality has its own bonding policy and requirements, the Municipality must have the documents reviewed and approved by either the Federal agency or the pass-through entity to determine that the Federal interest is adequately protected. ([2 CFR § 200.326](#))
- **Federal Pass-Through Requirements.** The Municipality must include specific federal compliance requirements, such as Davis Bacon Labor Standards, Section 3 Reporting Requirements, and Build America, Buy America (BABA) for example, in the procurement documents to alert prospective bidders to those requirements. ([§200.319\(d\)\(3\)](#)) The Municipality should confirm any federal pass-through requirements with the funding agency.
- **Pre-Positioned Vendors and Contractors.** The Municipality may pre-position contracts by awarding contracts for the potential performance of work. When pre-positioning contracts, the Municipality will request proposals from vendors and/or contractors in accordance with procurement categories and their requirements and develop a scope of work adequate to cover the anticipated work to be performed. The list will be updated at least every three years with the option of extending the contract for a one-year term (no more than four years total). Each pre-positioned vendor or contractor must be issued a master contract defining the specific services that are covered by the contract, the contract term, and additional items identified by the Municipality. Task Order assignments will be made by the Municipality following a review of the task order complexity, experience of the firm and its staff, capacity to complete the work within the desired timeframe, availability of contractor staff, and other factors applicable the Municipality deems important to the work to be performed.
- **Documentation.** The Municipality must maintain documentation and records sufficient to detail the history of each procurement transaction in accordance with [2 CFR § 200.318\(i\)](#). At minimum, these records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price plus other documentation required by these procurement requirements. Additional documentation may be required based on the requirements of specific procurement categories.

In the case of purchases made using Federal funds, if state law or the Municipality's supplemental policies conflict with Federal requirements, the stricter of the two must be applied.

## **PROCUREMENT CATEGORIES AND REQUIREMENTS.**

**Micro-Purchases.** Purchases of up to **\$12,000** in aggregate value, and, in the case of construction projects subject to Federal Davis Bacon requirements, purchases below \$2,000. Soliciting competitive price or rate quotations is not required if the Procurement Agent considers the price reasonable based on research, experience, purchase history, or other information; and maintains documentation to support their conclusion. To the extent practicable, the Municipality should distribute micro-purchases equitably among qualified suppliers. ([§ 200.320\(a\)\(1\)](#))

**Simplified Acquisition (Small Purchases).** Purchases with an aggregate total value between **\$12,001** and **\$100,000**, including any future contract amendments or change orders. Price or rate quotes must be obtained from **an adequate number of qualified sources** following the Small and Socio-Economic Business Procurement provision of this policy and all provisions regarding fair and unrestricted competition. ([§ 200.320\(a\)\(2\)](#))

**Large Purchases by Competitive Proposals.** Purchases with an aggregate total value of **\$100,001** or more, including any future contract amendments or change orders. Construction projects must use the sealed bid process discussed in the next section. ([§ 200.320\(b\)\(2\)](#))

A Request for Proposals (RFP) must be used, except for architectural/engineering (A/E) professional services for which a Request for Qualifications (RFQ) process may be used. If the project is funded in whole or in part by the Federal Highways Administration, a Request for Qualifications process must be used for A/E services. All evaluation factors and their relative importance must be identified in the RFP/RFQ. For RFPs, price and other factors may be considered as a selection factor. For RFQs, price may not be used as a selection factor. All RFP/RFQs will describe the process for evaluating proposals and how a contract awardee will be selected.

Public notice is required with **no less than two weeks** allowed for responses. Proposals must be solicited from **multiple qualified entities**. When a contract is awarded, it must be awarded to the responsible offeror whose proposal is most advantageous to the Municipality. When issuing a contract, the Municipality must consider a contractor's integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](#), chapter 8), past performance record, and financial and technical resources. Either a fixed price or cost-reimbursement contract may be used.

**Procurement by Sealed Bid.** Purchases with an aggregate total value of **\$100,000** or more, including any future contract amendments or change orders. Federally funded construction projects of more than \$2,000 must use the sealed bid process. The sealed bid purchase process is used primarily for construction projects. ([§ 200.320\(b\)\(1\)](#))

**Noncompetitive (Sole Source) Procurement.** If one of the following specific circumstances apply, the

Municipality may use a noncompetitive procurement method ([§ 200.320\(c\)](#)):

- **Single Source.** The purchase only can be filled by a single source.
- **Emergency.** A threat to life, public health or safety, or improved property, or some other form of dangerous situation or public emergency will not permit a delay resulting from proving public notice of a competitive solicitation. Emergency conditions generally are short term.
- **Exigency.** There is a need to avoid, prevent, or alleviate serious harm or injury, financial or otherwise, to the Municipality and use of competitive procurement would preview the urgent action required to address the situation. Exigency conditions may be short term or exist for weeks or months.
- **Written Permission.** The Municipality submits a written request with justification for noncompetitive procurement and its funder approves the request in writing.
- **Inadequate Competition.** After soliciting several sources, competition is determined to be inadequate.

Documentation is required to justify noncompetitive procurement. Documentation must follow the requirements of the funding agency. Noncompetitive purchases still must comply with other requirements of procurement, such as maximizing resources, domestic preferences, contract cost and price, competition requirements, and documentation. Written contracts with required contract clauses are required.

## CONTRACTS.

- “Cost plus a percentage of cost” and “percentage of construction costs” methods of contracting must not be used. ([§ 200.324\(c\)](#))
- The Municipality may use a time-and-materials type contract only after making a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to the Municipality is the sum of the actual cost of materials and direct labor hours charged at fixed hourly rates that reflect wages, general, and administrative expenses, and profit. When using this type of contract, the Municipality must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- Written contracts must be used, except for Micro-purchases. The Municipality may use pro-forma contracts and agreements provided by State and/or Federal agencies for contractual compliance with State and Federal requirements.
- Written contracts must contain required Federal contract provisions specified in [2 CFR Appendix II](#) as applicable to the project unless a State or Federal funder requires specific

language to meet Appendix II requirements. The Municipality must include additional required contract provisions specific to the source of funds if required by its funding agreement. ([§ 200.327](#))

- When funding is provided through the State of Vermont, the Municipality must include the required State contract provisions outlined in Attachment C – Standard State Provisions for Contracts and Grants, which is included as part of the State’s funding agreement document. The Municipality also must include any other required contract provisions required by the Municipality’s agreement with the State.

The foregoing Policy is hereby adopted by the **Selectboard** of the **Town of Norwich**, Vermont, this [INSERT date] day of [INSERT year] and is effective as of this date until amended or repealed.

**SIGNATURES.**

Chair:

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Legislative Body Members:

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**DRAFT Minutes of the Norwich Selectboard Meeting of  
Wednesday, September 24, 2025**

This regular meeting was held by in person in Tracy Hall and via Zoom with JAM broadcasting on You-Tube. All members of the public body present in Tracy Hall<sup>1</sup>: Mary Layton, Chair; Kimo Griggs, Vice Chair; Marcia Calloway; Matt Swett; Priscilla Vincent.

All other active participants in the meeting<sup>2</sup>: Town Manager Brennan Duffy; DPW Director Chris Kaufman; Peter Orner; Recreation Director Brie Swenson; Town Clerk Lily Trajman; Lister Cheryl Lindberg; Pam Smith. Public audience in Tracy Hall: Bob Fiskén

**Meeting was called to order by Layton at 6:35 p.m.**

**Item 1 Agenda**

- Swett moved to approve the agenda. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 2 Chair's Report**

- Layton reported agenda preparation, discussions about a Hanover-Norwich MOU, and Swett's work on a possible plan for using the opioid funds.

**Item 3 Public Comments**

- Vincent commented on the good physical format used for meeting in executive session, and her desire to rearrange the Selectboard meeting space.
- Griggs would like the Energy Committee to be invited to the October meeting with architects.

**Item 4 Town Clerk Spending Request: Records Restoration Fund** (packet page 3)

- Lily Trajman introduced this agenda item.
- Discussion: Calloway requested the Clerk use the same financial form the Town Manager's office uses for department requests. The Town Manager will send the form to the Clerk.
- Griggs moved to approve the expenditure of up to \$1,575.00 from Fund 45: Restoration and Preservation Fund for binding of the Town Reports. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 5 Huntley Meadow Tennis Courts Resurfacing Bid Recommendation** (packet pages 4-26)

- Packet materials were discussed. The Town Manager confirmed that the difference in bid prices were because of the scope of work offered in each bid.
- Griggs moved to approve a contract with Blaktop Paving in the amount of \$119,117.00 for the excavation and paving of the Huntley Meadow Tennis Courts. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 6 Hopson Road Culvert** (packet pages 27- 31)

- Packet materials were discussed, and the location of the culvert. DPW Director Kaufman confirmed that there is a sequential numbering system for roads and culverts.
- Vincent moved to approve a contract with Chase Site Services, LLC., for the replacement of a culvert on Hopson Road for an amount not to exceed \$20,000.00. Second by Swett. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 7 DPW Snowplowing Assistance Bid Recommendation** (packet pages 32-40)

- Layton introduced this agenda item, and commended DPW Director Kaufman's work in building up the road work crew.
- Discussion included the savings on contracted labor as a result of a larger crew, and Kaufman's well-presented documentation.

<sup>1</sup> 1 V.S.A. § 312(b)(1)(A)

<sup>2</sup> 1 V.S.A. § 312(b)(1)(B)



- Vincent moved to approve a contract with Kurtzhalz Excavation, LLC., for FY26 winter snow plowing for an amount not to exceed \$45,000.00. Second by Swett. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 8 TM Gift Recommendation from Trails Committee** (packet pages 41-42)

- Town Manager Brennan Duffy introduced this agenda item, and recommended acceptance of the gift.
- Swett moved to accept the donation of \$600.00 for the construction of a pedestrian bridge on the Ballard Trail. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 9 Listers Memos: Errors and Omissions Requests** (packet pages 43-46)

- Lister Cheryl Lindberg introduced this agenda item.
- Discussion included clarification of the three errors and notification to owners.
- Calloway moved to approve the correction of errors in the 2025 assessments for the following parcels: #16-032.000, #09-022.200, #05-115.200, and #05-115.300, pursuant to 32 VSA Section 4261. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**
- Calloway moved to approve amending the 2025 Grand List to correct errors in ownership for the following parcels: #20-031.100 and #20-031.100, pursuant to 32 VSA Section 4261. Second by Swett. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**
- Calloway moved to approve amending the 2025 Grand List to correct an Acreage Under Easement error for parcel #14-025.000, pursuant to 32 VSA Section 4261. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 10 Listers Memo: Errors and Omissions Request – Disabled Veteran Tax Exemption** (packet page 47)

- Lister Lindberg introduced this agenda item.
- Calloway moved to approve amending the 2025 Grand List to correct errors relating to Disabled Veteran Tax Exemptions for parcel #10-013.000 and parcel #20-207.000, pursuant to 32 VSA Section 4261. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 11 Opioid Settlement Funds Plan (packet pages 118-119)**

- Layton introduced this agenda item. Swett spoke to the draft charge for a possible committee.
- Discussion included amending the proposed charge in several ways if the Selectboard decides to form a committee, and to identify Police, Fire/EMS, and the Health Officer as committee members. Decided that Town Manager Duffy will craft a summary of the work requested and send it to the EMS Head, Police Chief Romei, the Norwich Health Officer, the Norwich Community Nurse, and Fred Amell. Selectboard members may send other names to the Town Manager noting the intention is to have a submission date of October 15, 2025 for such individuals to submit their interest in, or proposals for, use of the Opioid Settlement Funds.
- Public Comments: Pam Smith talked about creating a reserve fund.

**Item 12 Purchasing Policy (First Read)** (packet pages 48-66)

- Layton presented some background, Town Manager Duffy discussed the differences between the existing policy and the VLCT Model Policy which has been amended for Norwich use.
- Discussion included whether the Selectboard favored using the Model Policy, how much to amend it at all, and the need to distinguish between reserve funds versus designated/dedicated funds from the budget vis-à-vis the procurement categories section. A straw poll indicated unanimous general support for using the Model Policy. Layton suggested memos could be written by the Selectboard about their opinions on the Model Policy and what we would change, if anything.
- Public Comments: Cheryl Lindberg on handling expenses in excess of reserve funds.

**Item 13 Finance Committee/Schoolboard MOU** (packet pages 67-69)

- Layton introduced this agenda item, with background about communication with the School Board, the rationale for paragraphs 1 through 3 in the Draft MOU, and the reason for a sunset provision at the end of the budget cycle. Calloway reviewed the chronological events leading up to this Draft MOU.
- Discussion included the rationale for five (5) members of a Norwich Finance Committee to be approved by the Norwich School Board, reference to two (2) additional liaison members being one from the Selectboard and one from the School Board. Layton will go back to Garrett Palm, Norwich School Board Chair, to confirm the membership numbers.
- Public Comment: Cheryl Lindberg suggested reading old town reports.

**Item 14 Town Manager Report**

- Town Manager Brennan Duffy reviewed his report highlighting work on the preliminary budgets attempting to be as frugal as possible; DPW completion of Hemlock Road complete with guardrailings; lack of bids for Moore Lane Bridge and the need to reissue bids for spring work; receipt of FEMA monies; the existence of 20 property tax appeals to the BCA; and the need for an easement on a town road to get electricity to the Burgin home. The Selectboard would need to approve such an easement, costs will be borne by Burgin.
- Discussion included comments about Lister work, Moore Lane Bridge and the course of action chosen by the Selectboard.
- Public Comments: Peter Orner concerned about the additional delay in work on Moore Lane Bridge.

**Item 15 Department Reports** (packet pages 70-102)

- Discussion included praise for Recreation Director Swenson's work on summer programs.
- Public Comments Pam Smith questioned the proportion of work being done for the Town Manager's officer versus the DPW by the shared Administrative Assistant position, and talked about the Lister's budget and the tax appeals.

**Item 16 Town Manager Evaluation**

- Vincent moved to enter executive session pursuant to 1 V.S.A. § 313(a)(3) to discuss the evaluation of the Town Manager and, after we meet, to invite the Town Manager. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**TIME ENTERED EXECUTIVE SESSION 8:54 p.m.**

- Vincent moved to enter Public Session. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**TIME ENTERED PUBLIC SESSION 10:10 p.m.**

**Item 17 Approve Minutes: September 10, 2025** (packet pages 103-108)

Griggs moved to approve the minutes for September 10, 2025 as amended to say the Chair met with the Chair and also with Cheryl Lindberg. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 18 AP Warrants** (packet pages 109-117)

- Calloway moved to approve AP Warrant #1397 in the amount of \$69.50 to be paid from the General Fund; AP Warrant #1398 in the amount of \$185.00 to be paid from the General Fund; and AP Warrant #1399 in the amount of \$963,685.79 from the General Fund. Second by Griggs. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 19. Receipt of Correspondence** (packet pages 118-123)

- Matt Swett re: Opioid settlement discussion and committee
- Town Manager Duffy re: Speed Limit setting
- Valerie Rooney re: playground gates and safety issues
- Neil Fulton re: March 2026 end of his term on the Greater Upper Valley Solid Waste Management District
- Griggs moved to receive all correspondence. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Item 20 Adjournment**

- Griggs moved to adjourn the meeting. Second by Vincent. Vote Yes: Calloway, Layton, Griggs, Swett, Vincent. **Motion Passed.**

**Meeting adjourned at 10:18 p.m.**

**Respectfully submitted,**

Marcia S. Calloway, Selectboard

10/03/25

01:21 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1403 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 09(General) All check #s 09/30/25 To 10/02/25

patienceab

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
80031	10/02/25	HEALTH/EQUITY, INC. HRA 41396903	01-5-800901.00 HRA REIMBURSEMENT EXPENSE	45.55 B	324	10/02/25
Report Total				45.55		

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 \$ \*\*\*\*\*45.55  
Let this be your order for the payments of these amounts.

Finance Director

Barrie Rosalinda

Town Manager:

DocuSigned by:

Brennan Duffy

D4520EC72DA7484...

Brennan Duffy

SELECTBOARD:

Mary Layton  
Chair

Kimo Griggs  
Vice Chair

Priscilla Vincent

Matthew Swett

Marcia Calloway

10/03/25  
01:22 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 1404 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 10/03/25 To 10/08/25

Page 1 of 5  
patienceab

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
150004 OFFICE OF CHILD SUPPORT	10/03/25	Payroll Transfer PR-10/03/25	01-2-001115.00 CHILD SUPPORT PAYABLE	323.10	16860	10/03/25
10022 ADVANCE AUTO PARTS	09/25/25	DPW-Parts 084526813689	01-5-703403.00 PARTS & SUPPLIES	20.06	16861	10/08/25
10023 ADVANCE TRANSIT INC	10/15/25	FY26 APPROPRIATION #1 FY26APPROP#1	01-5-800352.00 ADVANCE TRANSIT	7973.50	16862	10/08/25
10066 AMAZON CAPITAL SERVICES,	09/08/25	Listers-Storage Shelves 14T39RLX7GPY	01-5-300611.00 OFFICE EQUIPMENT	238.99	16863	10/08/25
10066 AMAZON CAPITAL SERVICES,	09/27/25	PeR-Trash Signs 19L3TJXPT73	01-5-425330.00 REPAIRS, MAINT&Site Wrk	10.77	16863	10/08/25
10066 AMAZON CAPITAL SERVICES,	09/22/25	PD-Chocks&WheelLocks 1GXTQYM74Y4M	01-5-500308.00 CRUISER SUPPLIES	71.87	16863	10/08/25
10066 AMAZON CAPITAL SERVICES,	09/26/25	PeR-BBCourtTractionMat 1HKLMGWCC4XP	01-5-425211.00 EQUIP. & SUPPLIES	106.36	16863	10/08/25
10066 AMAZON CAPITAL SERVICES,	09/30/25	FIN-Stamp&Ink, Envelopes 1M13CJGH69CD	01-5-200610.00 OFFICE SUPPLIES	79.95	16863	10/08/25
10066 AMAZON CAPITAL SERVICES,	09/30/25	PeR-BBCoachClipboards 1QFHE3L93643Q	01-5-425206.00 COACHING EXPENSES	51.26	16863	10/08/25
10066 AMAZON CAPITAL SERVICES,	10/01/25	PeR-Trash Sign Stickers 1TCYNJ9V74L9	01-5-425330.00 REPAIRS, MAINT&Site Wrk	9.79	16863	10/08/25
10066 AMAZON CAPITAL SERVICES,	09/29/25	PeR-CoachingWhiteBoard 1KFDWCC94CQK	01-5-425206.00 COACHING EXPENSES	172.96	16863	10/08/25
10069 AMERICAN LEGION	10/15/25	FY26 APPROPRIATION FULL FY26APPROP	01-5-800310.00 NORWICH AMERICAN LEGION	1500.00	16864	10/08/25
10062 BRAULIEU, AMANDA	09/26/25	September25 Lister/Assess 09262025	01-5-300300.00 Prof.Assessor Svcs.	384.75	16865	10/08/25
20026 BETHEL MILLS	09/18/25	DPW-Supplies 371311/6	01-5-703507.00 SUPPLIES	22.98	16866	10/08/25
20026 BETHEL MILLS	09/18/25	TS-KeyMaster, Lock 371354/6	01-5-703403.00 PARTS & SUPPLIES	25.98	16866	10/08/25
20026 BETHEL MILLS	09/19/25	DPW-Cabletie, TrashCan 371632/6	01-5-703507.00 SUPPLIES	110.33	16866	10/08/25
20026 BETHEL MILLS	09/23/25	TH-Plywood 372593/6	01-5-706113.00 REPAIRS & MAINTENANCE	214.55	16866	10/08/25
20026 BETHEL MILLS	09/24/25	PeR-Handrail 372857/6	01-5-425330.00 REPAIRS, MAINT&Site Wrk	209.09	16866	10/08/25
20026 BETHEL MILLS	09/24/25	TH-Plywood 372967/6	01-5-706113.00 REPAIRS & MAINTENANCE	257.47	16866	10/08/25
20075 BURLINGTON COMMUNICATIONS	10/03/25	PD-Install BCS17228	01-5-500301.00 RADIO MAINTENANCE	324.50	16867	10/08/25
30031 CCI MANAGED SERVICES	09/19/25	PD-Cables CW-62641	01-5-500535.00 VIBRS	91.00	16868	10/08/25
30058 CHILD CARE CENTER IN NORW	10/15/25	FY26 APPROPRIATION FULL FY26APPROP	01-5-800324.00 CHILD CARE CTR IN NORWICH	4348.00	16869	10/08/25
30075 CINTAS CORPORATION	09/23/25	DPW-Stock & Check 5293309206	01-5-703507.00 SUPPLIES	96.42	16870	10/08/25
50047 EVANS GROUP, INC.	09/24/25	Diesel - 500 gal 0077898-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1319.63	16871	10/08/25
70061 GMP	09/24/25	24 New Boston Rd 8/24/25 1469 9/2025	01-5-705501.00 ELECTRICITY	23.19	16872	10/08/25

10/03/25

## Town of Norwich Accounts Payable

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01:22 pm

Check Warrant Report # 1404 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 03(General) All check \$s 10/03/25 To 10/08/25

patiencecab

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
70062	09/24/25	GMP Main St Tower 9/24/2025 35066 9/2025	01-5-575233.00 TOWER POWER	166.33	16873	10/08/25
70066	09/24/25	GMP 300 Main Bandstand 9/2025 9572 9/2025	01-5-800204.00 SPEED SIGNS	0.02	16874	10/08/25
70032	10/15/25	GOOD BEGINNINGS OF THE UP FY26 APPROPRIATION FULL	01-5-800386.00	3000.00	16875	10/08/25
70045	08/28/25	GREATER GOOD MEDIA ConCom RT NYO 1/2 Pg 2025-0593	01-5-650620.00 SPKRS/PUBLIC INFO	250.00	16876	10/08/25
70048	10/15/25	GREEN MOUNTAIN ECONOMIC D FY26 APPROPRIATION FULL	01-5-800388.00	1705.00	16877	10/08/25
80029	10/15/25	HEADREST FY26 APPROPRIATION FULL	01-5-800354.00	2500.00	16878	10/08/25
90007	09/15/25	INNOVATIVE MUNICIPAL PROD DPM-Dust Control PS-INV010593	01-5-703205.00 DUST CONTROL	5545.56	16879	10/08/25
90025	09/25/25	IRVING ENERGY TR-Propane Cyl Exch 214770	01-5-706103.00 HEATING	62.73	16880	10/08/25
100010	10/15/25	JAM-JUNCTION ARTS and MED FY26 APPROPRIATION FULL	01-5-800358.00	3000.00	16881	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-855124.00 DISABILITY/LIFE INSURANCE	62.73	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-703124.00 DISABILITY/LIFE	334.69	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-500124.00 DISABILITY/LIFE INS	54.99	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-500124.00 DISABILITY/LIFE INS	-53.57	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-703124.00 DISABILITY/LIFE	54.99	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-200124.00 DISABILITY/LIFE INS	5.34	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-425124.00 DISABILITY/LIFE INSUR	67.59	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-500124.00 DISABILITY/LIFE INS	263.62	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-005124.00 DISABILITY/LIFE INSUR	178.03	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-100124.00 DISABILITY/LIFE INS	64.22	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-200124.00 DISABILITY/LIFE INS	129.78	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-350124.00 DISABILITY/LIFE INS	72.34	16882	10/08/25
130006	09/15/25	MADISON NATIONAL LIFE October 25 Premiums 1720680	01-5-704124.00 DISABILITY/LIFE	100.46	16882	10/08/25
140101	09/23/25	NR RECYCLES Glass Release 719179 144755	01-5-705305.00 RECYCLING	223.50	16883	10/08/25
140069	09/26/25	NORTHERN NURSERIES TR-Screened Topsoil 266351	01-5-706113.00 REPAIRS & MAINTENANCE	390.00	16884	10/08/25
140070	09/26/25	NORTHERN TIRE OF COLEBROO DPM-Grader Tire Repairs 1146367	01-5-703401.00 OUTSIDE REPAIRS	698.75	16885	10/08/25



10/03/25

Town of Norwich Accounts Payable

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01:22 pm

Check Warrant Report # 1404 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 10/03/25 To 10/08/25

patiancab

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
140077	10/15/25	NORWICH CEMETERY COMMISSI FY26APPROP#1	01-5-800316.00 NORWICH CEMETERY ASSOCIATN	12500.00	16886	10/08/25
140078	10/15/25	NORWICH COMMUNITY NURSE, FY26APPROP#1	01-5-800311.00 Norwich Community Nurse	5000.00	16887	10/08/25
140084	10/15/25	NORWICH HISTORICAL SOCIET FY26APPROP#1	01-5-800315.00 NORWICH HISTORICAL SOC.	6000.00	16888	10/08/25
140088	10/15/25	NORWICH PUBLIC LIBRARY AS FY26APPROP#1	01-5-800302.00 NORWICH PUBLIC LIBRARY	188350.00	16889	10/08/25
140099	10/03/25	Norwich Fire District Acctd1 Pymnt to Town FDBILL2025	01-4-009900.00 MISCELLANEOUS	431.42	16890	10/08/25
160079	09/23/25	PRIMO BRANDS BLUE TRITON DPW-Water 051873005375	01-5-703507.00 SUPPLIES	255.10	16891	10/08/25
160068	10/15/25	PUBLIC HEALTH COUNCIL OF FY26APPROP	01-5-800375.00 PUBLIC HEALTH COUNC UV	1822.00	16892	10/08/25
180019	10/03/25	REDSTART FORESTRY, INC MCC-INVASIVE PLANT CONTRL 15274	01-5-650635.00 MILT FRYE NATURE AREA	718.40	16893	10/08/25
190006	09/09/25	SABIL and SONS INC DPW-'29 Freightliner Yellow 16665	01-5-703403.00 PARTS & SUPPLIES	1995.18	16894	10/08/25
190006	09/09/25	SABIL and SONS INC DPW-'29 Freightliner Yellow 16665	01-5-703401.00 OUTSIDE REPAIRS	2325.00	16894	10/08/25
190006	09/19/25	SABIL and SONS INC DPW-'21 F550 Black 16761	01-5-703401.00 OUTSIDE REPAIRS	1275.00	16894	10/08/25
190006	09/19/25	SABIL and SONS INC DPW-'21 F550 Black 16761	01-5-703403.00 PARTS & SUPPLIES	587.99	16894	10/08/25
190006	09/24/25	SABIL and SONS INC DPW-'21 F550 Black 16804	01-5-703403.00 PARTS & SUPPLIES	1880.07	16894	10/08/25
190006	09/24/25	SABIL and SONS INC DPW-'21 F550 Black 16804	01-5-703401.00 OUTSIDE REPAIRS	375.00	16894	10/08/25
190006	09/25/25	SABIL and SONS INC DPW-Fuel Filters 48746	01-5-703403.00 PARTS & SUPPLIES	117.50	16894	10/08/25
190032	10/15/25	SENIOR SOLUTIONS FY26APPROP	01-5-800369.00 SENIOR SOLUTIONS	1200.00	16895	10/08/25
190060	10/15/25	SOUTHEASTERN VERMONT COMM FY26APPROP	01-5-800366.00 SEVCA	3750.00	16896	10/08/25
190069	10/15/25	SPECIAL NEEDS SUPPORT CEN FY26APPROP	01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2000.00	16897	10/08/25
190073	09/26/25	STANTEC CONSULTING SERVIC Moore Lane Bridge 2460181	01-5-703321.00 BRIDGES	1640.64	16898	10/08/25
190099	09/25/25	STO-COTE PRODUCTS, INC. P&R-Ice Rink Liner 149248	01-5-425328.00 ICE RINK	2490.69	16899	10/08/25
20060	09/26/25	SWENSON, BRIE Programs, Coaching, Robotic 09262025	01-5-425211.00 EQUIP. & SUPPLIES	12.97	16900	10/08/25
20060	09/26/25	SWENSON, BRIE Programs, Coaching, Robotic 09262025	01-5-425211.00 EQUIP. & SUPPLIES	31.50	16900	10/08/25
20060	09/26/25	SWENSON, BRIE Programs, Coaching, Robotic 09262025	01-5-425206.00 COACHING EXPENSES	17.64	16900	10/08/25
20060	09/26/25	SWENSON, BRIE Programs, Coaching, Robotic 09262025	01-5-425211.00 EQUIP. & SUPPLIES	45.55	16900	10/08/25
20060	09/26/25	SWENSON, BRIE Programs, Coaching, Robotic 09262025	01-5-425211.00 EQUIP. & SUPPLIES	7.47	16900	10/08/25

10/03/25

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## Town of Norwich Accounts Payable

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Check Warrant Report # 1404 Current Prior Next FY Invoices For Fund (General)  
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patienceab

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
200029	10/15/25	THE FAMILY PLACE FY26 APPROPRIATION FULL FY26APPROP	01-5-800350.00 THE FAMILY PLACE	6000.00	16901	10/08/25
80028	09/17/25	TRANSCOR INFORMATION TECH PD-MobileDataTerminals 0301773-IN	01-5-500536.00 DISPATCH SERVICES	19289.05	16902	10/08/25
200083	09/19/25	TREASURY OPERATIONS DIVIS FY26 EDUCATION PAYMENT FY26EDPYMT	01-2-001123.10 Due to State Education	1139810.77	16903	10/08/25
210004	09/22/25	UNIFIRST CORPORATION Uniforms 1070451211	01-5-703311.00 UNIFORMS	342.23	16904	10/08/25
210004	09/22/25	UNIFIRST CORPORATION Uniforms 1070451211	01-5-704311.00 UNIFORMS	90.00	16904	10/08/25
210004	09/29/25	UNIFIRST CORPORATION Uniforms 1070452818	01-5-704311.00 UNIFORMS	90.00	16904	10/08/25
210004	09/29/25	UNIFIRST CORPORATION Uniforms 1070452818	01-5-703311.00 UNIFORMS	342.23	16904	10/08/25
210006	09/16/25	UNITED AG and TURF ME, LL DPW-JD6415 Parts 11312097	01-5-703403.00 PARTS & SUPPLIES	4494.90	16905	10/08/25
210006	09/19/25	UNITED AG and TURF ME, LL DPW-JD6105E Parts 11316026	01-5-703403.00 PARTS & SUPPLIES	1121.35	16905	10/08/25
210006	09/30/25	UNITED AG and TURF ME, LL DPW-Roses&Parts 11330385	01-5-703403.00 PARTS & SUPPLIES	1005.07	16905	10/08/25
210011	09/09/25	UNITED RENTALS (NORTH AME DPW-Mini Excavator Rental 252117451001	01-5-703406.00 Capital Equipment Lease E	3074.52	16906	10/08/25
210026	10/15/25	UPPER VALLEY TRAILS ALLIA FY26 APPROPRIATION FULL FY26APPROP	01-5-800382.00 U.V. TRAILS ALLIANCE	2000.00	16907	10/08/25
220018	09/29/25	VERMONT DEPARTMENT OF HEA TC-ENGRAVED PAPER 1753	01-5-100610.00 OFFICE SUPPLIES	23.00	16908	10/08/25
220053	10/15/25	VISITING NURSE ASSOC. and FY26 APPROPRIATION \$1 FY26APPROP\$1	01-5-800328.00 VSTNG NRS/HSP APPR	9250.00	16909	10/08/25
220060	09/20/25	VLCT PROP and CASUALTY IN Insurance 10/125-1/1/26 10616	01-5-800518.00 PROP & CAS INSURANCE	27820.48	16910	10/08/25
220060	09/20/25	VLCT PROP and CASUALTY IN Insurance 10/125-1/1/26 10616	01-5-555620.00 FIREFIGHTERS CASUL INS	2448.00	16910	10/08/25
220060	09/20/25	VLCT PROP and CASUALTY IN Insurance 10/125-1/1/26 10616	01-5-800520.00 WORKER'S COMP INS	25121.32	16910	10/08/25
230000	09/22/25	W.B. MASON CO., INC. PD-Water,Supplies 257017552	01-5-500501.00 ADMINISTRATION	117.78	16911	10/08/25
230000	09/22/25	W.B. MASON CO., INC. PD-Water Dep Return CM4073269	01-5-500501.00 ADMINISTRATION	-42.00	16911	10/08/25
230020	10/03/25	WHITE RIVER CAR WASH Car Wash - 4/7/25 04302025	01-5-500306.00 CRUISER MAINT	20.00	16912	10/08/25
230021	10/15/25	WHITE RIVER COUNCIL ON AG FY25 APPROPRIATION FULL FY26APPROP	01-5-800372.00 WHT RIVR COUN ON AGING	5300.00	16913	10/08/25
230034	10/15/25	WINDSOR COUNTY PARTNERS FY26 APPROPRIATION FULL FY26APPROP	01-5-800356.00 WINDSOR COUNTY MENTORS	2500.00	16914	10/08/25
230044	10/15/25	WOMEN'S INFORMATION SERVI FY26 APPROPRIATION FULL FY26APPROP	01-5-800362.00 WISE	2500.00	16915	10/08/25
250002	10/15/25	YOUTH IN ACTION FY26 APPROPRIATION FULL FY26APPROP	01-5-800368.00 YOUTH-IN-ACTION	3000.00	16916	10/08/25
220021	10/03/25	VERMONT DEPARTMENT OF TAX Payroll Transfer PR-10/03/25	01-2-001109.00 VT W/E TAX PAYABLE	2389.51 B	321	10/03/25



10/03/25

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patienceb

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
90009	INTERNAL REVENUE SERVICE	10/03/25 Payroll Transfer PR-10/03/25	01-2-001107.00 FED W/H TAX PAYABLE	5920.49 B	322	10/03/25
90009	INTERNAL REVENUE SERVICE	10/03/25 Payroll Transfer PR-10/03/25	01-2-001103.00 FICA TAX PAYABLE	11193.34 B	322	10/03/25
Report Total				1566914.76		

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 \$ \*1,566,914.76  
Let this be your order for the payments of these amounts.

Finance Director

*Berrie Rosalinda*  
Berrie Rosalinda

Town Manager:

DocuSigned by:  
*Brennan Duffy*  
D4520EC72DA7484...  
Brennan Duffy

SELECTBOARD:

Mary Layton  
Chair

Kimo Griggs  
Vice Chair

Priscilla Vincent

Matthew Svett

Marcia Calloway

09/29/25

12:01 pm

Town of Norwich Accounts Payable

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Check Warrant Report # 1400 Current Prior Next FY Invoices For Fund (General)

patienceab

For Check Acct 03 (General) All check #s 09/29/25 To 09/29/25


Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
140089	09/28/25	NORWICH SCHOOL DISTRICT FY26 Tax Pymnt Partial 09282025	01-2-001123.00 SCHOOL DISTRICT TAX	1343632.48	16851	09/29/25
Report Total				1343632.48		

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 \$ \*1,343,632.48  
Let this be your order for the payments of these amounts.

Finance Director

  
Barrie Rosalinda

Town Manager:

  
Brennan Duffy

SELECTBOARD:

Signed by:



E2F8D12BFFEF4BA...

Mary Layton  
Chair

Kimo Griggs  
Vice Chair

Priscilla Vincent

Matthew Swett

Marcia Calloway

SEP 23 2025

RECEIVED

September 19, 2025

TO: Norwich Selectboard; Brennan Duffy, Town Manager Norwich; Norwich Associates  
 CC: John Haverstock, Town Manager Hartford; Sarah Hanson, River Valley Management; Mary Erdei, Chair, Hartford Selectboard and Hemlock Ridge resident; Hemlock Ridge HOAs.  
 FROM: Board presidents of the Hemlock Ridge Homeowners Associations

As presidents of the Hemlock Ridge HOA boards, we the undersigned represent well over a hundred residents and home owners who are part of the Hemlock Ridge community. For the last six months, residents of Hemlock Ridge have complained about the encampment in the woods owned by Norwich Associates. The Hartford Health and Police Departments have been responsive to the complaints but are powerless to act because the encampment is in Norwich. Many residents of the Hemlock Ridge development have reached out to the Norwich Police Department and to Norwich Associates to alert them both to the threats to our property that bisects the Hartford/Norwich town line and to the many threatening and disturbing experiences of our residents. We were told by the Norwich Police that they could not act on the complaints because the landowner has not complained to the town about the encampment.

The following signers from our community leaders STRONGLY urge the Town of Norwich and Norwich Associates to clean up and close this encampment so that people who walk or hike in nearby trails feel safe, that our wildlife is better protected from becoming community hazards, and that our property is not used a dump or is threatened by wildfires caused by the residents of the encampment.

Hartford's Health Officer and Police recognized the man "Ben" residing at the encampment as a violent offender. Our community walkers and residents have witnessed dangerous, even violent altercations by Ben and his partner, lack of hygiene at the site and on our property (including the lack of disposal of human waste), dangerous driving, problems with foodstuffs left at the site resulting in visitations by bears, and most alarmingly, an unattended fire that needed to be taken care of by the Norwich Fire Department. Moreover, residents of the neighborhood have been verbally abused by the people living in the encampment. There have been reports of screaming and gunshots, next to a trail used by the community. This has to stop.

In addition, the current drought increases the risk of a forest fire caused by an unattended campfire. And enticing local bears (which are frequently seen on this property) by leaving food accessible sets up a conflict between humans and bears, which all-to-frequently ends badly for the bears. The trashing is not limited to the encampment. Heavy suitcases have been left/abandoned both on Hemlock Ridge land and by the Hartford reservoir on the hill, suitcases whose contents could be dangerous to animals or humans.

Towns in the Upper Valley frequently come to the aid of other nearby towns to protect and keep people and property safe. Fire Departments, Police Departments, and EMTs recognize the value of being "good neighbors". Acting to close this site would assure us that such gestures of neighborliness and cooperation are still valuable.

Marga Rahmann, President, Hemlock Ridge Master Association; President, Courtyards at Hemlock Ridge

Fred Burgess, Vice President, Courtyards at Hemlock Ridge

Dee Hanson, President, The Barn at Hemlock Ridge

Mardi Earnhardt, President, The Townhouses at Hemlock Ridge

Caroline Craig, President, The Gardens at Hemlock Ridge

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## Fwd: Workshop For Select Boards

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**From** Priscilla Vincent <priscilla.e.vincent@gmail.com>

**Date** Sun 9/28/2025 6:24 PM

**To** Brita Vallens <bvallens@norwich.vt.us>

 1 attachment (175 KB)

Managing Difficult Conversations Oct 2025 Flyer\_.pdf;

Brita,

Would you please include this in the packet for our October 8th meeting. Thanks so much!

Priscilla

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

**From:** **David Callaway** <[david.b.callaway@gmail.com](mailto:david.b.callaway@gmail.com)>

**Date:** Tue, Sep 16, 2025 at 10:36 AM

**Subject:** Workshop For Select Boards

**To:** <[priscilla.e.vincent@gmail.com](mailto:priscilla.e.vincent@gmail.com)>

Hi Priscilla

Dave Callaway here. We've met at church and at the NHS. Since you are the only person I know on the select board, I thought I would pass along this workshop information from the "Braver Angels". My friend, Ginger Wallis, asked me to share it with anyone I knew on the select board. I don't have any affiliation with the organization.

Thanks,

Dave



## Managing Difficult Conversations with Constituents Workshop

A Braver Politics workshop that lowers the stress of difficult conversations w/ constituents across divides & helps you find common ground. Cosponsored with Vital Communities.

**Thursday, October 23, 8-10:15 am**

**In person at the Enfield Community Building, 308 U.S. 4, Enfield, NH 03748**

**This workshop is for Upper Valley NH/VT town managers, staff, and selectboard members**

### Goals

- Learn how to show people who disagree with you that they have been heard
- Learn how to find areas of commonality or agreement when those are present
- Learn how to share your views in a way that is likely to be heard by the other person

Moderators trained by Braver Angels lead the workshop, combining clear explanations of the skills and guided practice around common scenarios that elected officials encounter every day. The workshop is lively and interactive. Real life situations provide opportunities for humor making this a fun experience in addition to the learning and practice. The focus is on one-to-one conversations rather than large public meetings.

**\*Tickets are Free, Donations Help** Use promo code BRAVER during registration to get a free ticket. Donations beyond the free ticket support Braver Angels, 501(c)3.

### Registration Link:

<https://www.eventbrite.com/e/managing-difficult-conversations-nh-statevital-communities-registration-1591277125719?aff=oddtcreator&discount=BRAVER>



Questions? Contact [gwallis@braverangels.org](mailto:gwallis@braverangels.org) or [ctownsend@braverangels.org](mailto:ctownsend@braverangels.org) or [gabrielle@vitalcommunities.org](mailto:gabrielle@vitalcommunities.org)



PLANNING & ZONING

October 1, 2025

Dear Norwich Landowner,

The notice copied below is for a Public Hearing to review a permit application for property which abuts property for which you are the listed owner. The Development Review Board's (DRB) agenda is posted by the end of the Tuesday prior to the hearing on the Tracy Hall bulletin board and on the Town website at: <http://norwich.vt.us/development-review-board/> .

Please note that this Public Hearing will be held via Zoom and in person at Tracy Hall, see the Notice or the Agenda for the meeting access information.

Steven True, Zoning Administrator  
[planner@norwich.vt.us](mailto:planner@norwich.vt.us)

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**Norwich Development Review Board**

Notice is hereby given that a **SITE VISIT** will be held October 16, 2025 at 5:15 PM for the following application:

**SITE VISIT: Application #54DE25:** Development Envelope on undeveloped land;  
Applicant(s): Gregory and Emilie Calvello Hynes; 00 Dutton Hill RD; Parcel ID: 20-060.000;  
Rural Residential (RR) District.

**MEET AT PROPERTY ON DUTTON HILL RD at 5:15 PM (directly across from 100 Dutton Hill RD. Location will be staked).**

**FURTHERMORE**

Notice is hereby given that a **PUBLIC HEARING** will be held October 16, 2025 at 6:30 PM via Zoom <https://us02web.zoom.us/j/89931976970> and in person at Tracy Hall to hear the following application:

**PUBLIC HEARING: Application #54DE25:** Development Envelope Review on undeveloped land; Applicant(s): Gregory and Emilie Calvello Hynes; 00 Dutton Hill RD; Parcel ID: 20-060.000; Rural Residential (RR) District.

The above files are available for inspection at the Planning & Zoning Office. Persons wishing to appear and be heard may do so in person or be represented by an agent or an attorney. Communications about the above hearings may also be filed in writing with the Board or the Zoning Administrator.

**PLEASE NOTE:** Participation in the local proceeding is a prerequisite to the right to take any subsequent appeal.



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## Opioid Settlement Funds - Voter Approval and Public Input

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**From** Chris Katucki <ckatucki@outlook.com>

**Date** Wed 10/1/2025 4:20 PM

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

**Cc** Miranda Bergmeier <MBergmeier@norwich.vt.us>; Mary Layton <marydlayton@gmail.com>

Dear Selectboard Members,

I was glad to see progress being made at the last meeting on the use of the approximately \$28,000 in Opioid Settlement Funds. Thank you.

A quick reminder that these funds are surplus carried over from fiscal years 2024 and 2025. As a result, I believe voter approval is necessary to spend the money. Also, might I suggest creating a reserve fund to hold future proceeds, the establishment of which would also need voter approval?

Finally, I encourage the Board to solicit public input for the use of these funds via the Town email list and the listserv. It will raise public awareness of addiction issues and highlight the Board's proactive approach.

Sincerely,  
Christopher Katucki