

Norwich Selectboard

Regular Meeting: Wednesday, March 11, 2026 – 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. DPW Director Requests – Discussion/Possible Motion (20 mins)
 - a. FY27 TA-60 Town Highway Annual Financial Plan
 - b. Certification of Compliance
 - c. Town Road and Bridge Standards
5. Public Records Act Accommodation Review - 7 p.m. start time – Discussion/Possible Motion, Possible Executive Session (30 mins)
6. Review Pending Litigation with Legal Counsel – Discussion/Possible Motion, Possible Executive Session (30 mins)
7. Fire Department Spending Request: Fire Equipment Fund - Discussion/Possible Motion (10 mins)
8. TM Recommendation to Support Trails Committee Trail Improvement Project – Discussion/Possible Motion (10 mins)
9. Discussion of Organizational Meeting Topics, Continued – Discussion/Possible Motion (15 mins)
 - a. Chair’s Report
 - b. Addendum B of Personnel Policy
10. Planning for Selectboard & Town Manager Goals – Discussion/Possible Motion (15 mins)
11. SB Chair/Vice Chair Request to Form Working Groups – Discussion/Possible Motion (15 mins)
12. Selectboard Tasks for the Finance Committee – Discussion/Possible Motion (15 mins)
13. Fire Warden Application & Appointment Discussion – Discussion/Possible Motion (10 mins)
14. Plan for Committee and Subcommittee Appointments 2026 – Discussion/Possible Motion (15 mins)
15. Approve Minutes – February 25, 2026 – Discussion/Possible Motion (5 mins)
16. AP Warrants – Discussion/Possible Motion (5 mins)
17. Receipt of Correspondence – Discussion/Possible Motion (5 mins)
18. Adjournment – Motion

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	3/25/2026	Regular: Zoom & JAM	6:30 p.m. Selectboard business	
Wednesday	4/8/2026	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
- Annual Audit

Selectboard

- 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
RE: FY26 Annual Financial Plan and the Certificate of Compliance
DATE: March 5, 2026

FY27 TA 60 Annual Town Financial Plan, Certificate of Compliance, and Updated 2026 Town Road and Bridge Standards

In accordance with Title 19 VSA Section 306(j), Vermont municipalities must complete a yearly TA 60 Annual Financial Plan to be able to qualify for Vermont Agency of Transportation (VTrans) grant-related programs such as the Better Roads Grant, Grants-In-Aid, Structures Grant , Paving Grants, etc.

The Certificate of Compliance is required to verify the Vermont municipality has adopted the Vermont State Codes and Standards as well as having an up-to-date highway network inventory. This is necessary to receive yearly state road funding. The mileage listed in the attachment has not changed and is the same as in last year's certificate of compliance.

The updated Town Road and Bridge Standards, which replace the 2019 version, are required to be signed to ensure that Towns are following the latest version. The major change to the updated standards is the optional standard Section 5 (Drainage Crossings) to replace crossroad culverts with a minimum 18-inch diameter culvert when culverts are being replaced. This only applies to non-hydrologically connected road segments as hydrologically connected road segments are handled by Act 64 (Clean Water Act) and the DEC Municipal Roads General Permit.

The attached FY26 TA 60 Annual Financial Plan, Certificate of Compliance, and 2026 Updated Town Road and Bridge Standards (attached) have been filled out by the Department of Public Works Director and will need to be signed and dated by the appropriate town officials. Once these documents are signed, the DPW Director will forward them to the VTrans District Transportation Administrator (District 4).

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS
19 V.S.A. § 306(j)

TA-60

Town of **Norwich, Vermont** Fiscal Year **2027** Begin **7/1/26** End **6/30/27**

INCOME

DESCRIPTION	ESTIMATED
State Funds - 19 V.S.A. Section 306(a):	
Class 1 0.000	\$ 0.00
Class 2 14.550	\$ 69,639.15
Class 3 60.970	\$ 108,721.13
Town Tax Funds – 19 V.S.A. Section 307	\$ 2,286,617.00
Special Funds (e.g., bonds or earmarks):	
a. FY26 Grants in Aid	\$ 38,000.00
b. FY25 Better Roads Grant CAT A Ro	\$ 12,096.00
c. FY25 Structures Grant	\$ 180,000.00
TOTAL	\$ 2,695,073.28

EXPENSES

DESCRIPTION	ESTIMATED
Winter Maintenance	\$ 713,833.50
Non-Winter Maintenance	\$ 686,333.50
Major Construction Projects	
a. FY25 Rte 132 Project Structure	\$ 190,000.00
b. Mitchell Brook Culvert Repla	\$ 36,000.00
c. Grants in Aid Culverts	\$ 50,000.00
TOTAL	\$ 1,676,167.00

Comments:

This form shall be signed by the appropriate town officials and forwarded to the District Transportation Administrator.

ANNUAL FINANCIAL PLAN - TOWN HIGHWAYS

TA-60

19 V.S.A. § 306(j)
(page 2)

We, the Legislative Body of the Municipality of **Norwich, Vermont** certify
that funds raised by municipal taxes are equivalent to or greater than a sum of at least **\$300.00**
per mile for each mile of Class 1, 2, and 3 Town Highway in the municipality. (19 V.S.A. 307)

_____ Date: _____

(Duly Authorized Representatives)

The submitted Town Plan meets the requirements of Title 19, Section 306(j).

_____ Date: _____

District Transportation Administrator

**Certification of Compliance
for
Town Road and Bridge Standards
and
Network Inventory**

We, the Legislative Body of the Municipality of Norwich, Vermont certify that we have reviewed, understand and comply with the Town Road and Bridge Standards / Public Works Specifications and Standards passed and adopted by the Selectboard / City Council / Village Board of Trustees on March 11, _____, 2026.

We further certify that our adopted standards do do not meet or exceed the minimum requirements included in the June 5, 2019 State-approved template.

We further certify that we do do not have an up-to-date highway network inventory which identifies location, size, deficiencies/condition of roads, bridges, causeways, culverts and highway-related retaining walls on class 1, 2, and 3 town highways, and estimated cost of repair.

_____ Date: _____

(Duly Authorized Administrator)

For a summary of your community's road and bridge information please visit: tinyurl.com/rdsinfo

TOWN ROAD AND BRIDGE STANDARDS

(January 21, 2026)

MUNICIPALITY OF Norwich , **VERMONT**

The Legislative Body of the Municipality of Norwich, Vermont hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** 3/11/2026

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle **YES** or **NO** below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	YES (Required by MRGP)	YES NO
Section 2 – Class 4 Road Standards	YES (Required by MRGP)	YES NO
Town wide		
Section 3 - Perennial stream- bridge and culvert standards	YES (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	YES	NO
Section 5- Drainage crossings	YES	NO
Section 6 - Roadway construction standards	YES	NO
Section 7 - Guardrail standard	YES	NO
Section 8 - Driveway access standard	YES	NO

Road segments – ANR Resources Atlas includes a map layer of all of Vermont’s municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

***Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal>).

****Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the *Vermont Better Roads Manual*.
<https://vtrans.vermont.gov/sites/aot/files/Better%20Roads%20Manual%20Final%202024.pdf>

Road and Bridge Standards Sections

Section 1 – Municipal Road Standards - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

“Perennial stream” means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 – Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

“Intermittent streams” are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 – Drainage crossings (NOT perennial or intermittent streams)- Upon replacement, municipally owned or maintained cross culverts shall be a minimum of 18”. Undersized drainage crossings shall be upsized 6-12” if road geometry allows. Indications that a culvert is undersized include a culvert that plugs with sediment and/or gets washed out during rain events.

Section 6 - Roadway construction standards – Sub-base and gravel standards

All new or substantially reconstructed gravel roads shall have 15 inches* thick gravel sub-base, with an additional 3 inches* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have 18 inches* thick gravel sub-base.

*Municipalities shall indicate their own construction criteria.

Section 7 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 8 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference VTrans Standard A-76 Standards for Town & Development Roads and B-71a and b Standards for Residential and Commercial Drives; the VTrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of Norwich, State of Vermont on March 11, 2026

Selectboard / City Council / Village Board of Trustees:

Appendix A

MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in Part 6 of this general permit does not require the acquisition of additional state or federal permits³ or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures including structures registered on either the Vermont State Register of Historic Places or the National Register of Historic Places, or removing vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge. Additionally, the implementation of any standard shall not be required if it would render the road unsafe for travel.

Municipalities shall document in the REI Reassessment each instance where feasibility affects implementation of the standards.

Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a hydrologically-connected road segment, all bare or unvegetated areas shall be revegetated with seed and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitation is forecast, sooner. Projects authorized under the Construction General Permit (CGP 3-9020) or Individual Construction Stormwater Permit (INDC) shall instead comply with the terms and conditions of that permit.

Standards for Open Drainage Roads (Not Class 4)

The following are the required standards for all non-compliant hydrologically-connected open drainage roads. To maintain compliance with the requirements of this General Permit, municipalities shall apply these standards to all new construction, general BMP maintenance, and significant upgrades of stormwater treatment practices.

A. Roadway/Travel Lane Standards

1. Roadway Crown

- a. Gravel roads shall be crowned, in or out-sloped:

Minimum: $\frac{1}{4}$ " per foot

Recommended: $\frac{1}{4}$ " – $\frac{1}{2}$ " per foot or 2% - 4%.

³ Self-verification under a non-reporting permit category does not constitute a permit for purposes of this section.

- b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.

Minimum: 1/8" per foot or 1% Recommended: 1% - 2%.

2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to open drainage gravel roads.

A. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in Sub-part B.2, below.

Recommended shape: trapezoidal or parabolic cross section with mild side slopes; two foot horizontal per one foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:
 - a. Stone-lined ditch: minimum 6" - 8" minus stone or the equivalent for new practice construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom,
 - b. Grass-lined ditch with stone check dams⁴, or
 - c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least two cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160'.
3. For roads with slopes of 8% or greater: Stone-lined ditch. Stone-lined ditches are not required if the toe of the ditch backslope is located outside of the town right-of-way.
 - a. For slopes greater than or equal to 8% but less than 10%: minimum 6" - 8" minus stone or the equivalent for new construction. Recommended fractured stone with 2-foot ditch depth from top of stone-lined bottom.

⁴ See check dam installation specifications.

b. For slopes greater than 10%: minimum 6-8" minus stone. Recommended 12" minus fractured stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.

4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs - all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.
 - a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in Sub-parts (b)-(c), below, when possible.
 - b. For turnouts with slopes 5% or greater: stabilize with stone.
 - c. For slopes greater than 5% but less than 10%: minimum 6"-8" minus stone or the equivalent for new construction.
 - d. For slopes greater than 10%: minimum: 6-8" minus stone or equivalent for new construction. Recommended 12" minus fractured stone or the equivalent.

D. Municipal Cross Culverts and Intermittent Stream Culverts

1. All municipal culverts- Culvert end treatment or headwall required for areas with slopes 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction on road segment slopes 5% or greater.
2. All municipal culverts- Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road segment slopes 5% or greater.
3. Cross culverts- Upgrade to 18" culvert (minimum), if erosion is due to inadequate size or absence of structure.
4. In instances where intermittent streams enter the municipal road drainage network, the Secretary requires culvert sizing based on in-field and mapping techniques described in the Intermittent Stream Crossing Sizing Guidance, found in Appendix B.
5. Drainage culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit. MRGP Standards do not apply to culverts conveying perennial waters.

6. A French Drain (also called an Under Drain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.

E. Driveway Culverts within the municipal ROW

1. Culvert end treatment or headwall required for areas with road segment slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
3. Upgrade to minimum 15" culvert, 18" recommended, if erosion is due to inadequate size or absence of structure.
4. Intermittent streams may enter the municipal road drainage network, and in these cases, the Secretary requires culvert sizing based on in-field and mapping techniques described in Appendix B.
5. Driveway culverts conveying perennial waters are subject to coverage under the DEC Stream Alteration General Permit.

Standards for Closed Drainage Roads

Catch Basin Outlet Stabilization: All hydrologically-connected catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outlet stabilization practices include: stone-lined ditch, stone apron, check dams, culvert header/headwall, and green stormwater infrastructure practices such as bioretention practices, when appropriate.

Standards for Connected Class 4 Roads

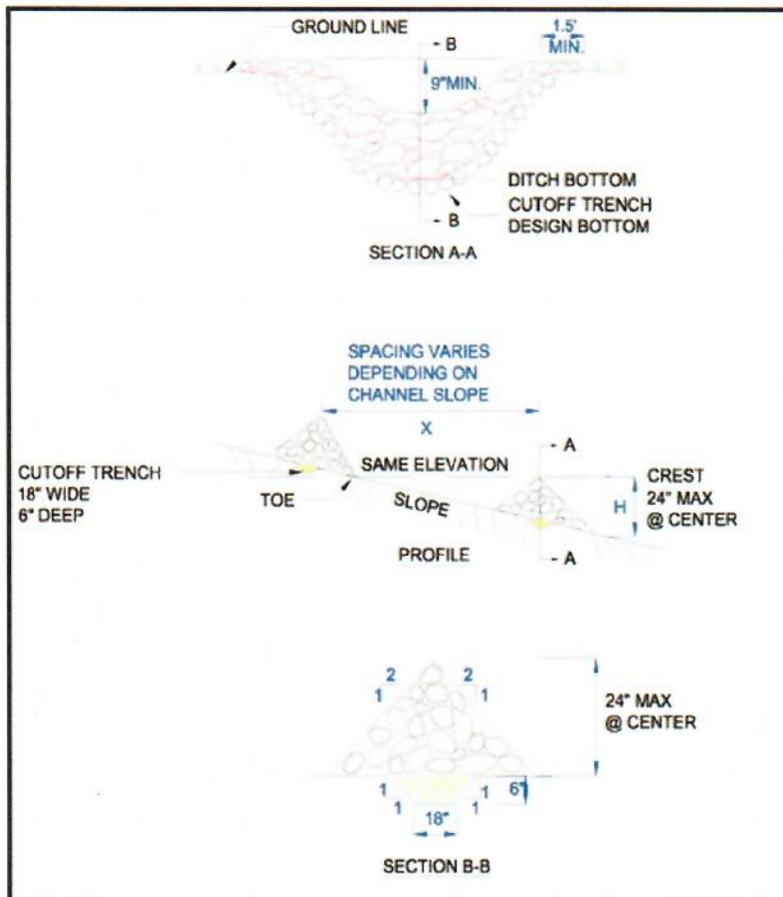
Stabilize any areas of gully erosion identified in the REI with the practices described above or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts.

Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9 inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.



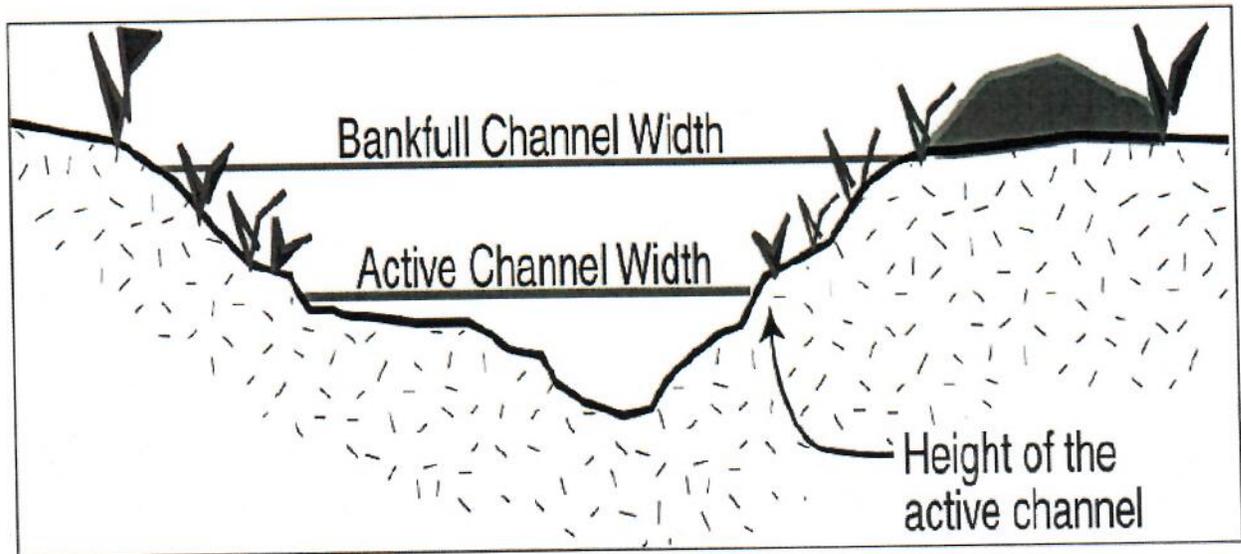
Appendix B. Intermittent Stream Crossing Specification

VT DEC Watershed Management Division Date: June 2022

Per 6.3.D of the Municipal Road General Permit, all municipal road crossings on intermittent streams require sizing of new and replacement structures to be based on the Active Channel Width (ACW).

1. Intermittent streams will be field identified and consist of a defined channel entering the road network and a defined channel leaving the road network. The absence of surface base flows for an extended period of the year and the watershed size, typically under 0.25 mi², differentiates these stream channels from perennial stream channels.
2. Hydraulics sizing of intermittent stream crossings will conform with the VTrans Hydraulics Manual for the roadway classification, Chapter 4 - Table 4-2. The design of these culverts will satisfy criteria in Chapter 6 - section 6.4.
3. Embedment of culverts on intermittent streams is often beneficial for sediment transport and to reduce the need to increase road heights when maintaining adequate cover above the pipe; minimum embedment of 1' for 4-6' culverts.
4. Culvert end treatments are required for intermittent stream crossings. Inlet and outlet headwalls must consist of any combination of VTrans stone fill with a grubbing layer, laid-up stone, reinforced concrete, and/or a culvert end section.
5. Culvert slope to match stream bed slope. Outlet apron at culvert end using of E-stone is recommended – see details.

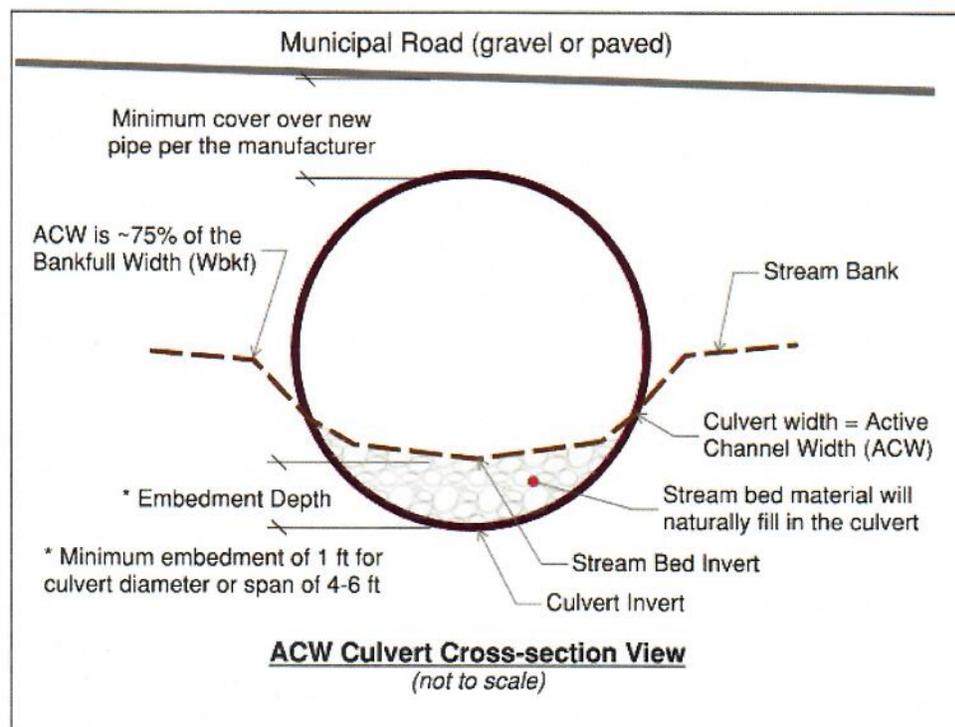
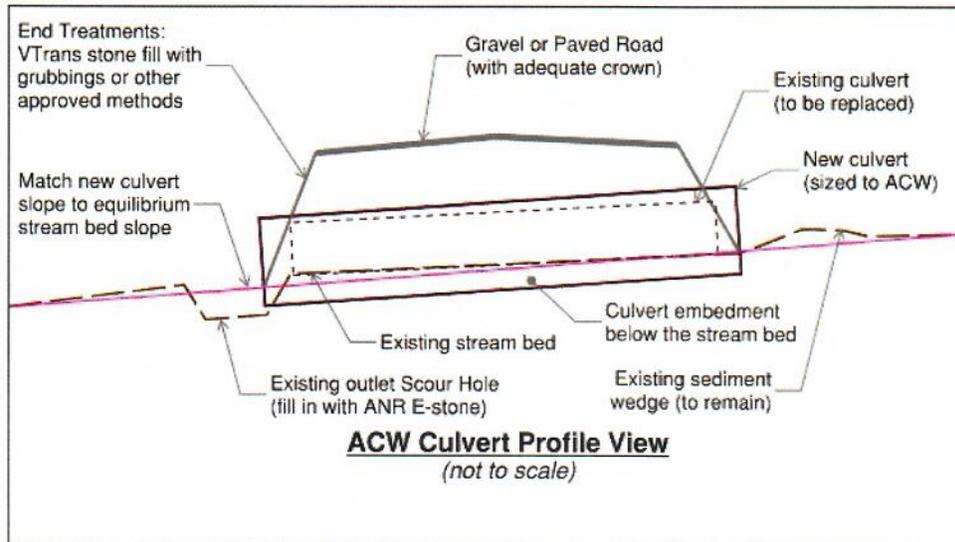
Determining the Active Channel Width on Intermittent Streams



Active Channel Width (ACW) is defined as the limits of streambed scour on banks formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel width is narrower than the bankfull width (~75%) and is defined by a break in slope on the channel bank, typically seen as the edge of permanent vegetation.

Culvert Sizing for Crossings on Intermittent Streams:

Determine the ACW through field measurements, **the culvert sizing will meet or exceed the Active Channel Width**. * To obtain the measurements, go to a typical crossing location and obtain several upstream and downstream Active Channel Width measurements in riffles or straighter sections which are often the narrower channel width locations. * The selected active channel width for the structure will be a representative average of these field measurements.





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

To: ToN Selectboard

Re: Expenditure Request for New Helmets From Fund #26

Date: 3/5/26

Hello ToN Selectboard:

Our current complement of protective head gear (aka helmets) is either about to or has passed the usable life as recommended by NFPA standard 1971. We are looking to rectify that situation.

Thanks for considering!

Sincerely,
Alexander Northern
Town of Norwich Fire Chief

Town of Norwich
Departmental Request for Spending

Date: 3/5/26 Department: FIRE

Request by (name): ALEX NORTHERN Title: FIRE CHIEF

Town Manager Approval Date: 3/5/26 For Selectboard Meeting Date: 3/11/26

What is being requested: PURCHASE OF 17 BULLARD CUSTOM FIRE HELMETS
PURCHASE OF 22 6" FRONTAL SHIELDS FOR THE HELEMETS

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

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

\$ 9,800.00 explain: OUR COMPLIMENT OF FIRE HELMETS IS NOW BTW. 10-20 YRS OLD. WE NO LONGER MEET THE NFPA STANDARD FOR USEABLE HELMETS.

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

Fund name: FIRE EQUIPMENT FUND Fund #: 26 Amt. requested: \$ 9,800.00

Fund balance \$ 101,451.02 as of (date): 3/4/26 Balance verified by Finance Director? yes no

Fund name: _____ Fund #: _____ Amt. requested: \$ _____

Fund balance \$ _____ as of (date): _____ Balance verified by Finance Director? yes no

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

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

Expected Date of purchase, if known: _____

Other information: _____

Signature of Requestor:  Date: 3-5-26

Signature of Town Manager:  Date: 3/5/26

Action by Selectboard: Approved Denied Tabled Date: _____

Concerns of Selectboard: _____

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

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

Purchase Date purchased: _____ Date Received: _____



Fire Tech & Safety
100 Business Park Dr #6
Tyngsborough, MA, 01879
Phone: (978) 649-6800
<https://firetechusa.com/>

Quote

Quote Nbr.: Q311505
Quote Date: 2/17/2026
Expiration Date: 3/4/2026
Customer ID: C002067
Created By: Brian Rich

BILL TO:	SHIP TO:
NORWICH FIRE DEPT-VT P.O. BOX 376 NORWICH VT 05055	NORWICH FIRE DEPT-VT 300 MAIN STREET NORWICH VT 05055

CUSTOMER P.O. NO.	TERMS	CONTACT
	Net 30 Days	ALEX NORTHERN

SHIP VIA
Best Way

ITEM	QTY.	PRICE	EXT PRICE
BULLARD CUSTOM HELMET. NORWICH SPEC COLOR BLACK	15.00	465.00	6,975.00
BULLARD CUSTOM HELMET. NORWICH VT SPEC, COLOR RED	2.00	465.00	930.00
SHIPPING AND HANDLING INCLUDED IN PRICE	0.00	0.00	0.00

Total Weight (LB):	0	Sales Total:	7,905.00
Total Volume (CFT):	0	Freight & Misc.:	0.00
		Less Discount:	0.00
		Tax Total:	0.00
		Total (USD):	7,905.00

NOTICE...One or more of the products listed above may contain PFAS, for the reason the equipment contains PFAS chemicals, and the specific PFAS chemicals in the product you must contact the manufacturer of the items.
Fire Tech & Safety Terms and Conditions: <https://firetechusa.com/FTSTAC.pdf>

Search the store

Popular Categories

SIGN IN **MY CART 22**

Search the store

- Boots
- Gloves
- Helmets
- Lights/Flashlights
- Hoods
- Radio Straps
- Custom
- Clearance

Home / Your Cart

Your Cart (22 Items)

Item	Price	Quantity	Total
------	-------	----------	-------

Exclusive

6" Shield. One Arched Top Panel, One

Straight Bottom Panel, Numbers Or

Medallion In Center Helmet Make: Helmet

Model: Body Color: Stitching Color: Panel



Color: Panel Lettering Color: Top Panel # 1

\$71.24

14

\$997.36 ×

Characters: Bottom Panel # 1 Charac

SKU: FS6502

Product Detail

MODIFY

DUPLICATE

Exclusive



6" Shield. One Arched Top Panel, One

Straight Bottom Panel, Numbers Or

\$71.24

3

\$213.72 ×

Medallion In Center Helmet Make: Helmet

Model: Body Color: Stitching Color: Panel

Color: Panel Lettering Color: Top Panel # 1

Characters: Bottom Panel # 1 Charac

SKU: FS6502

Product Detail

MODIFY

DUPLICATE

Exclusive

6" Shield. One Arched Top Panel, One

Straight Bottom Panel, Numbers Or

Medallion In Center Helmet Make: Helmet

Model: Body Color: Stitching Color: Panel

Color: Panel Lettering Color: Top Panel # 1

\$71.24

1

\$71.24 ×

Characters: Bottom Panel # 1 Charac

SKU: FS6502

Product Detail

MODIFY

DUPLICATE

Exclusive





6" Shield. One Arched Top Panel, One

Straight Bottom Panel, Numbers Or

\$71.24

4

\$284.96 ×

Medallion In Center Helmet Make: Helmet

Model: Body Color: Stitching Color: Panel

Color: Panel Lettering Color: Top Panel # 1

Characters: Bottom Panel # 1 Charac

SKU: FS6502

Product Detail

MODIFY

DUPLICATE

Subtotal: \$1,567.28

Shipping: *Calculated in Checkout*

Tax: \$156.73

Coupon Code: [Add Coupon](#)

Gift Certificate: [Gift Certificate](#)

Grand total: \$1,724.01

SUBMIT A QUOTE

CHECK OUT

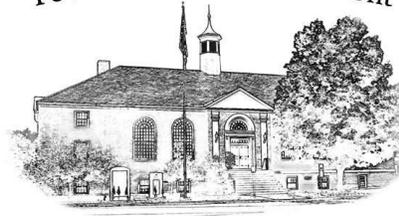
Have Questions?

Ask Our Experts

CALL

EMAIL

Town of Norwich, Vermont



CHARTERED 1761

MEMO

To: Norwich Selectboard

From: Brennan Duffy, Town Manager

Date: March 4, 2026

Re: Recommendation to support a Trails Committee trail improvement project

In accordance with the Town's Gift Policy, I have corresponded with representatives of the Norwich Trails Committee and reviewed a request to solicit a grant for \$2,575 from the Norwich Women's Club.

The monetary contribution, if awarded, will pay for the repair of an unstable portion of stone steps on the Ballard Trail. Please see the letter and explanation submitted by the Norwich Trail Committee for additional information.

I recommend to the Selectboard that this proposed funding plan be supported by the Town.

Thank you for your consideration of this topic.

To: Brennan Duffy, Town Manager
From: Norwich Trails Committee
Re: Norwich Women's Club Grant Application
Date: March 4, 2026

One of the projects the Trails Committee is planning for the 2026 trail work season is to repair the unstable portion of the long stone steps on the Ballard Trail. We plan to hire Hermit Woods Trailbuilders (<https://www.hermitwoodstrailbuilders.com>), a stonemason and trail builder that the town has worked with a number of times over the years, to perform the necessary repairs.

In the past for projects like this, the trails committee has applied for and been awarded grants from the Norwich Women's Club. The Women's Club are reimbursement grants; so the town pays the invoices of the project and requests reimbursement from the Women's Club at the end.

Thank you,

Cody Williams

Nick Krembs

Norwich Trails Committee

Project Name

Ballard Stone Steps

Amount Requested

\$2,575

Please briefly describe the project and its purpose.

The Ballard Trail is one of the most visited trails in Norwich, by both residents and visitors alike. One of the notable stretches of the Ballard Trail features an impressive climb utilizing 36 stone steps. Roughly 12 steps in the middle of this climb have become undermined and unstable. This grant would fund hiring Hermit Woods Trailbuilders, a small team of trail builders based out of Sharon who have built trails and stone structures across New England and with whom the Norwich Trail Committee has previously worked on several projects in town.

The work will involve deconstructing the middle section, providing additional support beneath the steps, repositioning, and replacing the stones so they will remain stable. Additional drainage will be added above the staircase to help prevent any future damage.

Please explain how the project benefits the Norwich community or its residents.

The Ballard Trail is one of the most popular trails in the Norwich trail system. It traverses a beautiful stretch of forest meandering along the Charles Brown Brook, is accessible by foot from town, and connects with a number of other trails in the system to provide connectivity to many varied loops and routes. Keeping it well maintained benefits the many hikers of a wide range of ages and abilities who use it regularly.

Please attach an itemized budget for the project you are requesting funding for and include all sources of funding, and all expected costs (grant money requested should not go towards costs that would normally be covered by an organization's general budget).

Labor \$2,500

Materials \$75

Total \$2,575

ADDENDUM B: Agreement by Independently Elected Officer to be Bound by Personnel Policy

This is an agreement between the Town of the Norwich and [_____]
(insert name and title of independently elected officer)] (hereafter “Elected Town Official”) collectively referred to as "parties."

Elected Town Official agrees to be bound, in connection with their own workplace conduct, by the provisions of the Town of Norwich Personnel Policy regarding equal employment opportunity, conduct of employees, conflicts of interest, outside employment, drug and alcohol use, tobacco use, use of Town equipment, use of Town computer systems, public records, harassment and discrimination, and sexual harassment. Elected Town Official further agrees to adhere to the Personnel Policy in connection with their appointment, management, supervision, and discipline of employees appointed by Elected Town Official, and that such appointed employees shall be subject to the Policy and shall be provided the benefits set forth in the Policy to the extent of such persons’ eligibility. In consideration of the provisions set forth herein, the Selectboard agrees that it or its designees shall make available or facilitate payroll, benefits, and personnel records keeping services for Elected Town Official and employees appointed by Elected Town Official, as well as other services as the parties may agree.

Elected Town Official agrees and acknowledges:

- They have received a copy of the Town’s Personnel Policy and understand it is their responsibility to become familiar with its contents;
- They have been given an opportunity to ask questions about said Policy and have been provided with satisfactory information in response to those questions;
- The Selectboard may amend any of the provisions of the Personnel Policy for any reason, at any time, with or without notice;
- They understand the Town’s Personnel Policy and agrees to comply with its provisions to the extent described above; and
- They shall provide a copy of this Policy to appointed employees and shall secure a signed acknowledgement form from all such persons.

The parties agree that this agreement shall not constitute a contract for employment.

If any term of this agreement, the provisions of the Personnel Policy, or the application hereof of either to any person or a circumstance(s) is held invalid, this invalidity does not affect other provisions or applications of the agreement’s terms, which can be given effect without the invalid term(s) or application(s). For this purpose, this agreement is severable.

Entered into this _____ day of _____, 20_____

BY: Elected Official:

For the Selectboard:

Vermont Town Forest Fire Warden

Appointment Form



Mail to: Kelsey Zaengle

Agency of Natural Resources

VT Dept. of Forests, Parks, and Recreation

271 North Main Street, Suite 215

Rutland, VT 05701

I hereby accept the appointment to the position of TOWN FOREST FIRE WARDEN for the town of Norwich, Vermont in Windsor County for a term to commence on February 15, 2026, and terminate on June 30, 2028, or until I resign or am removed for causes. I will discharge the duties of the office in accordance with the Vermont Statutes to the best of my ability.

Yours very truly,

Signed:

Norwich Town Forest Fire Warden

Alex Northern

Printed Full Name of Warden

PO Box 376

Mailing Address

Norwich, VT 05055

Mailing Town / State / Zip

11 Finchrose Ln

Physical Address

Norwich, VT 05055

Physical Town / State / Zip

802-649-1133

Home Phone

802-359-2045

Cell Phone

802-649-1133

Work Phone

802-359-2045

Which Is Your Primary Phone?

anorthern@norwich.vt.us

Email Address

Approved:

Chair - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Member - Selectboard

Date

Town Forest Fire Warden

Date

Commissioner of Dept. of Forests, Parks and Recreation or Designee

Date

3-6-26

TOWN FOREST FIRE WARDEN PERSONNEL RECORD

DEPARTMENT OF FORESTS, PARKS & RECREATION

271 North Main Street, Suite 215
Rutland, Vermont 05701

(Please print clearly)

Date: 3.6.26

1. Full name: Alex Northern

2. Mailing Address: PO Box 376
Norwich, VT 05055

3. E-mail Address: anorthern @norwich.VT.US

4. Telephone Number(s): Home: 802-649-1133 Business: 802-649-1133
Cell: 802-359-2045

5. Are you 18 years of age or older? Yes No

6. Can you be reached readily at your home or place of business for calls to fires? Yes No

7. Are you able to take personal charge of a fire? Yes No

8. Will you be able to arrange for the issuing of burning permits when you are unavailable? Yes No

9. Present type of employment: Town Fire Chief

10. Are you eligible to hold town office? Yes No

11. Are you an active member of a fire department? Yes No

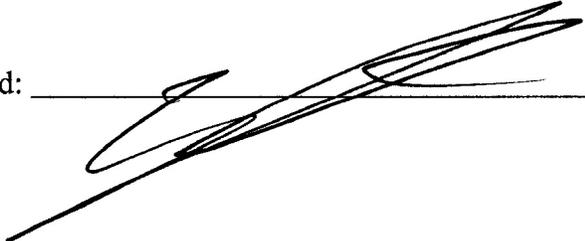
If so, in what capacity? chief

How long? 8 yrs

12. Do you hold a valid Vermont driver's license? Yes No

13. Are you willing to effectively enforce the Vermont Forest Fire Laws which may require issuing fire prevention tickets? Yes No

If no, why? _____

Signed: 

OPEN POSITIONS as of March & April 2026
Town Committees & Boards

<u>MARCH OPENINGS</u>	<u>TERM</u>
Board of Listers	1 interim appointment to expire March 2, 2027
Conservation Commission	3 seats to expire March 31, 2030
Emerald Ash Borer Management Group	3 seats to expire March 31, 2029
Energy Committee	2 seats to expire March 31, 2029
Greater Upper Valley Solid Waste Mngmt. Dist.	1 alternate seat to expire March 31, 2028
Recreation Council	3 seats to expire March 31, 2029
Town Service Officer	1 seat to expire March 31, 2027
Trails Subcommittee	2 seats to expire March 31, 2029
Tree Warden	1 seat to expire March 31, 2027
Trustees of Public Funds	1 interim appointment to expire March 2, 2027
Land Management Council	1 Village Rep. seat (expiry TBD) 1 At Large Rep. seat (expiry TBD)

<u>APRIL OPENINGS</u>	<u>TERM</u>
Affordable Housing Subcommittee	2 seats to expire April 30, 2029
Development Review Board	2 seats to expire April 30, 2029 2 alternate seats to expire April 30, 2029
EC Fiber - Norwich Rep. to Governing Bd.	1 seat to expire April 30, 2027 1 alternate to expire April 30, 2027
Historic Preservation Commission	2 seats to expire April 30, 2027 2 seats to expire April 30, 2029
Planning Commission	2 seats to expire April 30, 2030
Solid Waste Committee	1 seat to expire April 30, 2029

Town of Norwich, Vermont
Minutes of the Selectboard Meeting
Wednesday, Feb 25, 2026

Active Participants at Tracy Hall: Mary Layton (SB Chair), Priscilla Vincent (SB member), Marcia Calloway (SB member), Kimo Griggs (SB Vice Chair), Steven True (Planning Director and Zoning Administrator), Kyle Katz (Two Rivers-Ottauquechee Regional Commission), John Farrell (Town resident), Worth Parker (Town resident), David Macaulay (Town resident), Brendan Classon (Town resident), Doug Hardy (Emerald Ash Borer Subcommittee), Peg Merrens (Emerald Ash Borer Subcommittee), Steve Long (Emerald Ash Borer Subcommittee), Lucinda Walker (Norwich Public Library)

Matt Swett was not in attendance.

Active Participants on Zoom: Brennan Duffy (Town Manager), Jaan Laaspere (Planning Commission), Jeff Lubell (Affordable Housing Subcommittee), Linda Gray (Town resident), Nan Carroll (Town resident), Matthew Romei (Police Chief), Brian Riordan (Town resident), Christian Spalding (Town resident), Emily Scherer (Town resident), Peter Orner (Town resident), Jen Shepherd (Town resident), Andy Scherer (Town resident)

Key: *Motions noted in italics.*
[Public comment noted in blue.](#)

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

YouTube Timestamp: 0:00

1. Agenda

Timestamp: 0:58

I move to approve the agenda as presented – Vincent moved (2nd Griggs) Vote: yes (Vincent, Griggs, Calloway, Layton)

2. Chair's Report

Timestamp: 1:26

The Chair (1) thanked everyone for the opportunity to serve as Chair over the past year, (2) met with town staff to put together the agenda, and (3) worked on a Public Records Act request for Pam Smith.

3. Public Comments for Items not on the Agenda

Timestamp: 2:04

Griggs thanked Sandy Anderson for providing cookies for the meeting.

4. Act 250/Tier 1B Presentation

Timestamp: 2:30

Planning Director Steven True read a prepared statement on Act 250 exemption. True emphasized that the main tenant of the new location-based jurisdictional model or tier system is the exemption from Act 250 review, which would apply only to housing developments and only in certain circumstances. He noted that developers would still be subject to local review. True highlighted that Title 24 gives municipalities authority to plan land development and provides regulatory tools and standards to mitigate or eliminate land development issues.

Calloway shared that there are about 30 Act 250 permits in town and that she was worried that the Act 250 permits might not come up in the development review process.

True stated that he was not sure if there was a solution yet from the state on how to handle pre-existing Act 250 exemptions.

Kyle Katz, Regional Planner at Two Rivers, gave background on Tier 1B. Katz explained that the primary driver in its enactment was to promote housing, largely through Act 250 reform and changes to land use planning. This included interim exemptions from Act 250 currently in place for Norwich, which expire at the end of the year. Katz explained that when the exemptions expire, Act 250 reverts and any new housing development above 10 units would go through Act 250 review. The interim exemption, Katz explained, is mapped around the center of Norwich, while the proposed Tier 1B exemption would be based on the regional future land use map village center and village area, as decided upon by the town. Katz noted that there were not criteria for what kind of housing would fall into that exemption from Act 250, as long as it was between 10 units and 50 units.

Katz highlighted that the opt-in is tied to the regional plan adoption process, which needs to happen by the end of the year, and that Two Rivers is looking to have confirmation from towns in March.

Selectboard members and Katz discussed the opt-in process. Griggs asked if there were any possible downsides to opting in.

Katz shared that he could not think of any drawbacks, as the exemption is already in place, and that not opting in would allow Act 250 to revert and add an extra layer of regulation to new housing.

Calloway referenced a Vermont Digger article that stated that some towns had not opted in to Act 250 exemption. Calloway voiced concern about the difference in village center and village area between the town plan and the Two Rivers proposal. She noted that the legislature is still discussing the tier structure, and she therefore wondered why towns would be asked to vote on it now. Calloway further wondered whether areas that have an existing Act 250 permit should be excluded from the Tier 1B exemption and voiced concern about flooding.

Jaan Laaspere stated that the Planning Commission recommended to the Selectboard at the last meeting that the Selectboard should move forward with asking for the exemption. Laaspere emphasized that there was an extensive mapping exercise in warned meetings with feedback from the public incorporated into the maps.

Laaspere shared that he would be curious as to how they could ensure a property with an Act 250 permit on it would be counted appropriately, but that site suitability would be caught through other permitting processes or zoning reviews.

The Chair asked about the decision timeline and shared that she thought it might be premature to respond that night.

Laaspere explained that the Planning Commission itself did not have scheduling urgency but that the schedule was driven by the regional plan adoption.

Calloway stated that she remembered asking about the difference in size of the village center and that hearings at the Planning Commission level did not meet what is required for a town plan.

Jeff Lubell asked Katz to explain the timing of the opt-in window.

Katz explained that the plan had been readopted once every 3-4 years, and that a town would need to wait for the next round of regional plan adoption to opt-in if they do not move forward with it in the current round. Katz shared that Two Rivers would like a decision by March to allow them to bring it to the Two Rivers Board in April, followed by the Land Use Review Board in May or June.

Katz clarified that the previous village center designation program was being replaced by new village centers in the regional plan and that other future land use areas like “village areas” are residential and often encircle the village center.

Lubell stated that Legislature could change the rules, but that that is always the case, and he therefore encouraged the Selectboard to take advantage of the current opportunity to opt in. Lubell added that Act 181 came out after the town plan, that the village area designation gives benefits to the town, and that there are very few parcels that could qualify for the exemption.

Calloway shared that she thought the Selectboard was being pushed to approve the exemption, that Act 250 protected her house and many others, and that they need to develop a process for recognizing the existing Act 250 parcels before moving forward with the proposal at a later date.

Vincent stated that she did not see how this opt-in could be harmful to the town.

Katz clarified that they were discussing Tier 1B, not Tier 1A. In Tier 1A, a town takes on all existing Act 250 permits, while in Tier 1B, existing Act 250 permits remain in place and remain enforced at the state level.

Linda Gray encouraged the Selectboard to opt into Tier 1B. Gray refuted the suggestion that the process was rushed and shared that she had been involved in discussions on the topic since last fall. Gray noted that a town must have zoning regulations, which Norwich has, to opt into Tier 1B.

Griggs asked whether the Planning Commission anticipated moving forward with this opt-in when new land use regulations were adopted last fall.

Laaspere explained that the changes made last year were updates and did not change things that overlap with this topic, but that the local zoning has the staff and permits to review anything that comes up.

I move that the Selectboard approve opting into Tier 1B status for the village area and village center. -- Griggs moved (2nd Vincent) Vote: yes (Vincent, Griggs, Layton), no (Calloway)

Nan Carroll asked to comment on a matter not on the agenda. Carroll shared that she thought the Selectboard historically simply accepted correspondence and that it seemed like there was potentially a violation of open meeting law when the Town Manager and a

Selectboard member had an in-depth discussion about correspondence. She noted that she felt there was some “inappropriate and unprofessionalism” going on. Carroll recounted an organizational meeting two years ago when the Town Manager ran the meeting and “basically endorsed one candidate over another who was running for Chair.” Carroll asked that the Selectboard have someone more impartial run the Selectboard organizational meeting given the Town Manager’s past behavior.

The Town Manager stated that he felt that the Listserv posting related to the discussion about a piece of correspondence was misleading and that there is a procedure for accepting correspondence and entering it into the meeting packet. He highlighted that in the agenda under correspondence, it says that there could be discussion and a motion, and therefore no violation of the open meeting law occurred. He noted that there is a history of routinely discussing items of correspondence.

The Chair reflected that they “have to operate according to the statutes” but that they sometimes “sort of spill over a little bit.”

Vincent shared that she was unaware the correspondence would be in the packet until it came out and that she had not known there had been communication requesting it be taken out.

5. Discussion of Concerns Regarding Speeding

Timestamp: 50:58

***Please view the video recording to see the presentation and associated data.**

Police Chief Matthew Romei shared a presentation on speeding in town with a focus on radar speed feedback sign data. He explained that all except one of the hardwire signs were replaced with solar and battery powered signs shortly after he began working for the town. The Police Chief noted that the signs can only collect speeding data on traffic approaching the sign, but that the data collector can be put out anywhere and collect data going in both directions. The Police Chief shared that the public is welcome to see the public-facing data that was shared on the Listserv.

The Police Chief explained that the signs are negatively affected by cold weather, the signs do not capture pedestrian data but sometimes bicycle data, and that he lacks bandwidth to dive deeply into the data.

The Police Chief shared that his team had placed the data collector on Union Village Road at Partridge Hill for 20 days between January 15 and February 5, and it collected data on almost 65,000 vehicle speeds. The Police Chief highlighted average travel speeds

at peak hours and shared the “85th percentile” approach to determining speed limits based on motorist self-limits on certain types of roads, including rural highways. The Police Chief stated that Union Village Road is a rural highway and cautioned against setting speed limits based on feeling.

Brian Riordan interjected with frustration at the speed data and stated that it felt like the Police Chief was trivializing the issue.

The Police Chief explained that “25 in that location is an artificially low speed limit” and highlighted data from another timeframe that showed that most vehicles were in the 26 to 40 mph range driving inbound from Union Village Road. He cautioned that the data from the Main Street radar may be an overcount, since the radar can interpret two cars instead of one when someone stops at a red light driving into town.

The Police Chief stated that pedestrian safety on roads is different from pedestrian safety on streets where there are sidewalks. He shared that they had written “a lot of tickets” last year but not the previous year due to staffing, and that writing tickets is a big burden on officers based on their current workload.

John Farrell stated that he had lived in the Upper Valley for 40 years and that it used to be “well known that you did not speed in Norwich” but that that reputation had disappeared. Farrell voiced frustration at excessive speeding in town and advocated for issuing more tickets for speeding and not stopping at stop signs.

Christian Spalding shared that he lives on Church Street and thought the data from that street was somewhat misleading due to the placement of the radar close to a road that some cars turn off onto. Spalding emphasized that 90% of cars exceeded the speed limit according to the data presented. He recommended the Selectboard explore traffic calming measures but that enforcing existing speed limits would be the least in-depth and expensive option.

Worth Parker shared that he lives on Beaver Meadow Road and that he had noticed speeding increase recently. Parker advocated for moving the radar on Beaver Meadow down the road to a straighter segment and encouraged reflection on the quality of data gathered. Parker noted the low visibility of the crosswalk by the cemetery on Beaver Meadow and encouraged greater traffic enforcement in the area.

David Macaulay highlighted that there are large puddles on Beaver Meadow towards Main Street that lead to pedestrians walking in the road. Macaulay shared that he thought the “core set of streets” in town should be policed more seriously for speed and should

include Beaver Meadow and Turnpike. He stated that he recognizes the reluctance to have a low speed limit in the outer areas like Union Village Road.

Vincent wondered whether there were more police officers in the past when the town was known for speed enforcement.

Emily Scherer noted that the data presented makes it sound like the focus is more on traffic coming into town and not out of town. Scherer cautioned interpretation of the data collection at Union Village since many people slow down to turn onto Turnpike Road. Scherer shared that while walking around town, no one stops at stop walks and there is speeding. Scherer advocated for speed enforcement in town and shared that she would be happy to analyze the data as a statistician.

Laaspere cautioned against drawing too many conclusions from data from the signs since the signs are visible and therefore influence driver speed. Laaspere advocated for non-visible data collection and shared concern about the cars recorded as driving at over 50 mph into town. He noted that the police report no longer tracks traffic stops.

Peter Orner stated that the Selectboard devoted about \$60,000 to purchase movable speed signs about four years ago, but the money ended up being used to replace existing signs in the old locations. Orner emphasized that the data from the signs is inaccurate due to sign placement, encouraged the Selectboard to purchase the mobile signs, and advocated for increased sidewalk maintenance and possibly speed tables.

Riordan spoke to the importance of data and highlighted that only 30% of cars were recorded as going under 30 mph into town from Union Village Road. Riordan cautioned against allowing cars to dictate the community and shared that the 25 mph speed limit on Union Village Road was moved up the hill because the town village starts at the top of the hill. Riordan explained that he could feel it in his house when cars speed past his house on Union Village.

Jen Shepherd shared that she lives on Church Street and that the speed signs do not slow cars down. Shepherd questioned the acceptance of vehicles going over 40 mph when the speed limit is 25 mph and noted that the radar signs frequently do not work.

Andy Scherer asked why the physical hardwired monitors were replaced with solar battery powered ones in the same location.

The Police Chief explained that the Town Manager asked him to put the solar signs up when the Police Chief first started in his role. He added that he had requested a mobile sign in the coming year's budget.

Andy Scherer stated that Two Rivers is the town's regional commission and that the town should explore resources from the commission to help with this sort of matter.

Brendan Classon shared that while acting as a crossing guard on Church Street, most cars are at or below the speed limit by the time they reach him, but that that does not necessarily apply to cars further down the road. Classon emphasized that the stopping distance of a car is an important component of the speeding matter.

Laaspere asked the Police Chief where speed stops are recorded in the police report.

The Police Chief explained that there was an update to the records management system that prevented them from pulling the police stop data but that it has since been fixed so he is now able to pull data again. He noted that he wants to manage expectations of the possible number of stops.

Laaspere clarified that the request is that priority in police discretionary time be shifted more towards speed enforcement. Laaspere asked whether the Selectboard agrees that there is a speeding problem and asked whether they will talk with the Town Manager and Police Chief to increase its priority.

Orner reiterated Laaspere's question about accountability for speed enforcement prioritization, asked what happened to the \$50,000 allotted to study walkability and create a pedestrian safety plan, and asked what the next steps would be after that night's discussion.

Griggs shared that he found speeding to be concerning, especially as a crossing guard, and that he looks forward to working on the matter.

Calloway stated that there needs to be a mix of solutions depending on area and the inability to have constant enforcement. Calloway suggested starting with speed bumps in the center of town.

The Chair suggested a follow-up meeting in late March or April.

6. Emerald Ash Borer Management Subcommittee Update
Timestamp: 1:58:40

Doug Hardy gave an overview of the Emerald Ash Borer's presence in Norwich over the past two years and the subcommittee developed to fight against the beetle. Hardy explained the danger of affected trees and high speed of the infestation.

Hardy shared that the subcommittee had done some private fundraising on a limited scale for inoculation of Norwich-owned public ash trees.

Hardy explained the ash tree removal prioritization process and emphasized the significant variability in cost of removing trees due to variability in tree health and location. Hardy shared that they had put in a request for FY27 by petition due to the approval timeline even though they had not yet spent the initial money granted.

Hardy shared the resources of the Norwich Conservation Commission's website, norwichconservation.org, and the subcommittee's email, eabnorwich@gmail.com.

Selectboard members and Hardy discussed possible tree removal methods, the removal timeline, and the RFP process. Hardy shared that the updated target start date is as soon as the roads are unposted in April with a targeted end date of June or July.

Peg Merrens explained that one of the reasons they are requesting more funding is that there will be more to do since they have not finished reviewing some roads.

Vincent asked about the response rate from the group's property owner outreach. Steve Long shared that there was a strong and positive response.

7. Library Request for Letter of Support

Timestamp: 1:21:11

Lucinda Walker explained that the Department of Libraries was working with HUD on a grant for public libraries in the State of Vermont. The scope of work for the Norwich Library would consist of boiler replacement, chimney work, decoupling of the hot water heater from the boiler, and skylight leak repair.

Walker noted that the grant requires a letter of support from the municipality that would be served, which she had drafted.

Walker responded to Selectboard questions about the current system and proposed project. Walker shared that they were proposing to replace their original oil boiler with a new oil boiler. She noted that they had originally wanted to install heat pumps as a

secondary source but that the grant was written for crucial work and heat pumps could be viewed as “an add-on.” Walker noted that their oil tank was in the mechanical room in the basement and was just inspected and passed. Walker shared that they were requesting about \$130,000-\$140,000, depending on the cost of contingencies, and that their “plan b” would be to seek private funding and use about \$60,000 that they have in a capital reserve fund.

Griggs encouraged Walker to plan ahead for a future air to water heat pump in the design of the current proposed project.

I move to authorize the Chair to sign the draft letter in support of the Norwich Public Library’s application for a HUD Public Facilities Preservation Initiative grant. – Griggs moved (2nd Calloway) Vote: yes (Vincent, Griggs, Calloway, Layton)

8. Town Clerk Spending Request

Timestamp: 2:29:30

I move to approve the expenditure of \$135.60 from the Restoration Fund #45 for the purchase of archival storage boxes. -- Griggs moved (2nd Vincent) Vote: yes (Vincent, Griggs, Calloway, Layton)

9. DPW Bid Recommendation for Moore Lane Bridge Membrane, Paving and Guardrail Project

Timestamp: 2:30:04

Vincent noted “astonishing disparity in bids,” highlighted a misprint in the purpose of work, and questioned the origin of the final recommended amount of \$150,000.

The Town Manager explained that the reference to culverts was incorrect and that the proposed bid came in at \$128,000, but that the work might uncover the opportunity to remove more emulsion, which would cost more.

Calloway shared that she always preferred to replace the bridge but that it was extremely expensive and that she supported Chris’s recommendation given the Selectboard’s prior votes.

Peter Orner emphasized Vincent’s question about the disparity in cost between bids. Orner voiced concern about rushing to approve the project and questioned the experience of the company.

The Town Manager explained that there were only two bids and that the DPW Director and the town's engineering team at Stantec both felt that Waters Excavation was an appropriate firm for the job.

The Chair stated that she thought this was a "fairly unique" bridge.

Griggs explained that variability in quotes can easily be explained by attractiveness of the project and suitability of a firm's equipment.

The Chair and Griggs voiced confidence in the style of the bridge project.

Orner shared confusion at the stark evolution in remediation projects being pursued. Orner questioned why this option was not suggested previously given that upwards of \$200,000 had already been spent on efforts.

Calloway recalled that the current Selectboard had had an investigation done, reviewed a report, weighed in on options, and voted to pursue this option. Calloway explained that this was the path that the Selectboard chose.

Orner questioned whether due diligence had been done to confirm that the company selected could accomplish the task.

The Town Manager explained the general steps of the work being proposed.

I move to approve the Moore Lane Bridge Membrane, Paving & Guardrail Project with Waters Excavation, Inc. as presented for an amount not to exceed \$150,000. – Vincent moved (2nd Griggs) Vote: yes (Vincent, Griggs, Calloway, Layton)

10. DPW Bid Recommendation for Mitchell Brook Rd. Culvert No. 9 Replacement Project

Timestamp: 2:47:20

I move to approve the Mitchell Brook Road Culvert #9 Replacement Project with Chase Site Services, Inc. as presented for an amount not to exceed \$40,000. – Calloway moved (2nd Vincent) Vote: yes (Vincent, Griggs, Calloway, Layton)

11. Request for Funds from Citizen Assistance Fund

Timestamp: 2:49:44

Farrell explained that the person involved in the request had been filling their oil tank with five-gallon buckets of oil through the winter and had two children in school. Farrell stated that the person had set up an account with Cota & Cota and that the request was for \$800 to be credited to the account.

The Selectboard and Farrell discussed the limited awareness of the fund and the possible need for prioritization of requests upon increased publicity of the fund's existence.

The Town Manager thanked Farrell for his work as Town Service Officer.

I move to authorize the expenditure of up to \$800.00 to be paid from Fund #33 Citizen Assistance Fund to assist a citizen. – Calloway moved (2nd Vincent) Vote: yes (Vincent, Griggs, Calloway, Layton)

12. Informational Meeting Presentation Review

Timestamp: 2:57:15

Selectboard members requested minor language and formatting updates to the draft presentation.

Calloway highlighted that the presentation displayed the Town Manager's success at building back up the town staffing.

I move to approve the Informational Meeting Presentation with suggested amendments. – Calloway moved (2nd Griggs) Vote: yes (Vincent, Griggs, Calloway, Layton)

13. Town Manager Report

Timestamp: 3:03:15

The Town Manager shared that (1) the audit was been completed, (2) the town report was published and available, (3) the tax collection process was mostly complete, (4) Steven True was taking initial steps to update floodplain maps, (5) the town received a municipal planning grant, (6) the Planning Commission was working on the short-term rental interim bylaw adoption that would come before the Selectboard in the next month or so, (8) bid recommendations came in for two DPW projects, (9) youth basketball season ended, mud season sports begin soon, and summer camp registration is underway, (10) election preparation is underway, (11) there is continued collaboration with EABMS on tree removal planning, (12) there have been multiple public records requests over the past month, and (13) Doug Sonsalla of Studio Nexus is available to attend the March 25th Selectboard meeting to get direction on the board's requested next steps.

Calloway wondered where the public records requests were coming from.

The Town Manager noted two separate requests from Chris Katucki, one from Pam Smith, one from out of state regarding zoning permits, and one from the Service Officer about property tax payments.

14. Department Reports

Timestamp: x

See item 13.

15. Approve Minutes

Timestamp: 3:11:55

I move to approve the minutes for February 11, 2026 as presented. – Calloway moved (2nd Griggs) Vote: yes (Vincent, Griggs, Calloway, Layton)

16. AP Warrants

Timestamp: 3:12:16

I move to approve AP Warrant #1458 in the amount of \$100.05 to be paid from the General Fund and AP Warrant #1459 in the amount of \$7,584,519.02 to be paid from the General Fund. – Griggs moved (2nd Calloway) Vote: yes (Vincent, Griggs, Calloway, Layton)

17. Receipt of Correspondence

Timestamp: 3:12:54

The Chair listed off the correspondence included in the Selectboard packet.

Calloway read prepared remarks that highlighted that the agenda item of correspondence includes a descriptor of “discussion” due to previous public criticism that correspondence was ignored. Calloway noted that she made a point of not responding to inflammatory remarks about herself but that she stood up for the town staff and actions of the Selectboard.

I move to receive all correspondence. – Calloway moved (2nd Griggs) Vote: yes (Vincent, Griggs, Calloway, Layton)

18. Set Organizational Meeting

Timestamp: 3:19:15

The Chair shared a small packet for the new members joining the Selectboard that outlined processes like the rules of conduct, receipt of correspondence, and selection of a media person.

The Chair asked if the Chair's Report was a useful part of the agenda; members spoke in favor of continuing it.

Calloway noted that there was a change in law that would affect the rules of procedure, which she had noted in a previous memo; the Chair asked Calloway to resend the memo.

Selectboard members discussed the process for signing off-cycle warrants.

Calloway shared that she thought it would be a good idea for the Selectboard to assign a specific member to follow each committee.

The Chair highlighted feedback from a town member about who should run the organizational meeting and asked if Selectboard members felt strongly about recruiting someone who was not the Town Manager; no Selectboard members spoke in favor of recruiting someone.

I move to warn the date and time of the Organizational Meeting as March 4th, 2026 at 6:30 pm. – Griggs moved (2nd Calloway) Vote: yes (Vincent, Griggs, Calloway, Layton)

19. Adjournment

Timestamp: 3:27:10

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

Meeting adjourned at 10:00.

Minutes taken by Jenny Tolman.

03/06/26
01:44 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1462 Current FY Invoices For Fund (POLICE CRUISER)
For Check Acct 03(General) All check #s 03/11/26 To 03/11/26 & Fund 11

Page 1 of 1
jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
20075	01/19/26	BURLINGTON COMMUNICATIONS Radio & Repeater Equip BCD18087	11-5-500322.00 POLICE CRUISER	2808.22	17467	03/11/26
Report Total				2808.22		

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 \$ *****2,808.22
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
Town Manager: D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

- _____
Kimo Griggs
Chair
- _____
Brendan Classon
Vice Chair
- _____
Mary Layton
- _____
Matthew Swett
- _____
Robert Gere

03/06/26

Town of Norwich Accounts Payable

01:45 pm

Check Warrant Report # 1463 Current FY Invoices For Fund (TOWN REAPPRAISAL FUND)
For Check Acct 03(General) All check #s 03/11/26 To 03/11/26 & Fund 12

jdalabrueze

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
110045	02/13/26	Reappraisal Final Bill 3384	12-5-300322.00 REAPPRAISAL	9500.00	17501	03/11/26
Report Total				9500.00		

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 \$ *****9,500.00
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

- Rimo Griggs
Chair
- Brendan Classon
Vice Chair
- Mary Layton
- Matthew Swett
- Robert Gere

03/06/26

Town of Norwich Accounts Payable

Page 1 of 1

01:46 pm

Check Warrant Report # 1464 Current FY Invoices For Fund (CITIZEN ASSISTANCE FUND)
For Check Acct 03(General) All check #s 03/11/26 To 03/11/26 & Fund 33

jdelabruere

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
3014	03/06/26	citizen assistance	531436	33-5-005702.00 CITIZEN ASSISTANCE	700.50	17471	03/11/26
Report Total					700.50		

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 \$ *****700.50
Let this be your order for the payments of these amounts.

Finance Director

Barrie Rosalinda
Barrie Rosalinda

Town Manager:

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

Rimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

03/06/26
01:42 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1461 Current FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 03/11/26 To 03/11/26 & Fund 01

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
10014	02/03/26	ACTIVE911, INC ActiveAlert License 665024	01-5-555632.00 DISPATCH SERVICE	10.49	17461	03/11/26
10022	02/25/26	ADVANCE AUTO PARTS Air & Oil Filter, Oil 608460561587	01-5-703403.00 PARTS & SUPPLIES	66.68	17462	03/11/26
10022	02/27/26	ADVANCE AUTO PARTS Antifreeze, Chain Lube 608460580005	01-5-703403.00 PARTS & SUPPLIES	146.16	17462	03/11/26
10066	02/23/26	AMAZON CAPITAL SERVICES, Address Labels 193DGFMC3PRM	01-5-100610.00 OFFICE SUPPLIES	28.32	17463	03/11/26
10093	12/17/25	ARC MECHANICAL CONTRACTOR Heating System Repair 111357	01-5-485302.00 REPAIRS & MAINTENANCE	1072.60	17464	03/11/26
20023	03/01/26	BEST SEPTIC SERVICE, LLC Portable Toilet 57009	01-5-705500.00 PURCHASED SERVICES	195.00	17465	03/11/26
20026	01/05/26	BETHEL MILLS Torch Kit, Rock Salt 394769/6	01-5-705403.00 PARTS & SUPPLIES	103.10	17466	03/11/26
20026	01/05/26	BETHEL MILLS Torch Trigger 394898/6	01-5-705403.00 PARTS & SUPPLIES	10.00	17466	03/11/26
20026	02/12/26	BETHEL MILLS Rock Salt 401949/6	01-5-705403.00 PARTS & SUPPLIES	107.90	17466	03/11/26
20026	02/18/26	BETHEL MILLS Brass Couplings 402900/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	17.18	17466	03/11/26
20026	02/19/26	BETHEL MILLS Freezer Bags, Open Sign 403125/6	01-5-705403.00 PARTS & SUPPLIES	13.98	17466	03/11/26
20026	02/23/26	BETHEL MILLS Rock Salt 403564/6	01-5-703403.00 PARTS & SUPPLIES	61.94	17466	03/11/26
20026	02/23/26	BETHEL MILLS Rock Salt 403565/6	01-5-705403.00 PARTS & SUPPLIES	53.95	17466	03/11/26
20026	02/27/26	BETHEL MILLS Propane Tank Exchange 404387/6	01-5-703403.00 PARTS & SUPPLIES	23.99	17466	03/11/26
20075	01/19/26	BURLINGTON COMMUNICATIONS Radio & Repeater Equip BCD18087	01-5-500536.00 DISPATCH SERVICES	6103.98	17467	03/11/26
20075	01/06/26	BURLINGTON COMMUNICATIONS Minitor Batteries BCS18054	01-5-500301.00 RADIO MAINTENANCE	60.00	17467	03/11/26
20075	02/25/26	BURLINGTON COMMUNICATIONS Install Radio & Repeater BCS18344	01-5-500536.00 DISPATCH SERVICES	10896.02	17467	03/11/26
30013	02/20/26	CARGILL INC-SALT DIVISION Salt 2912089314	01-5-703201.00 SALT & CHEMICALS	3249.13	17468	03/11/26
30031	02/10/26	CCI MANAGED SERVICES Universal Docking Station CW-63585	01-5-200611.00 OFFICE EQUIPMENT	309.00	17469	03/11/26
30103	02/17/26	COOP SERVICE CENTER Lube, Oil, Filter Service 5995	01-5-500306.00 CRUISER MAINT	137.11	17470	03/11/26
30124	03/03/26	Cott Systems March 2026 Service INV-577738	01-5-100613.00 SOFTWARE	319.00	17472	03/11/26
40034	03/02/26	DEAD RIVER COMPANY FD Heating Oil 33586	01-5-485234.00 HEATING	937.90	17473	03/11/26
40093	01/28/26	DELABRUERE, JONATHAN Mileage 01282026	01-5-200580.00 MILEAGE REIMBURSEMENT	2.90	17474	03/11/26
20053	03/02/26	DUFFY, BRENNAN Mileage 03022026	01-5-005581.00 MILEAGE	11.96	17475	03/11/26
50010	02/01/26	ECFIBER FD Feb 2026 Billing 2602-0466325	01-5-555625.00 TELEPHONE & INTERNET	76.00	17476	03/11/26

03/06/26
01:42 pm

Town of Norwich Accounts Payable
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For Check Acct 03(General) All check #s 03/11/26 To 03/11/26 & Fund 01

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
50010	03/01/26	ECFIBER FD Mar 2026 Billing 2603-0476788	01-5-555625.00 TELEPHONE & INTERNET	76.00	17476	03/11/26
50012	01/14/26	ELAN FINANCIAL SERVICES MSS Registration 2026 REF#1728	01-5-005615.00 DUES/MTS/EDUC	100.00	17477	03/11/26
50012	02/04/26	ELAN FINANCIAL SERVICES Adobe REF#6085	01-5-703515.00 ADMINISTRATION	19.99	17477	03/11/26
50012	02/03/26	ELAN FINANCIAL SERVICES PD Trauma Bags REF#7645	01-5-500543.00 TRAINING SUPPLIES & EQUIP	692.98	17477	03/11/26
50012	01/28/26	ELAN FINANCIAL SERVICES Zoom REF#7846	01-5-275627.00 Remote Meeting Services	537.81	17477	03/11/26
50047	02/11/26	EVANS GROUP, INC. Diesel Fuel 0081232-IN	01-1-004105.00 Inventory-DPW Fueling Sta	2853.58	17478	03/11/26
50047	02/24/26	EVANS GROUP, INC. Regular Gas 0081526-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1915.75	17478	03/11/26
50047	02/25/26	EVANS GROUP, INC. Diesel Fuel 0081570-IN	01-1-004105.00 Inventory-DPW Fueling Sta	3150.22	17478	03/11/26
50055	02/21/26	EYEMED/FIDELITY SECURITY Vision - March 2026 167245828	01-2-001126.00 VISION SERV PLAN-PAYROLL	200.70	17479	03/11/26
60013	02/18/26	FERGUSON WATERWORKS Asphalt Top Mix 1316670	01-5-703211.00 ASPHALT PRODUCTS	71.28	17480	03/11/26
70061	02/23/26	GMP 24 New Boston Rd 02/23/26 1469 02/2026	01-5-705501.00 ELECTRICITY	323.64	17481	03/11/26
70062	02/23/26	GMP Main St Tower 02/23/2026 3506 02/2026	01-5-575233.00 TOWER POWER	230.16	17482	03/11/26
70063	02/23/26	GMP Fire Station Electricity 02232026	01-5-485233.00 ELECTRICITY	2027.38	17483	03/11/26
70064	02/23/26	GMP Turnpike Speed 02/23/2026 7572 02/2026	01-5-500204.00 SPEED SIGNS	97.00	17484	03/11/26
70065	02/23/26	GMP Union Speed Sign 02/2026 8572 02/2026	01-5-500204.00 SPEED SIGNS	93.10	17485	03/11/26
70066	02/23/26	GMP 300 Main Bandstand 02/26 9572 02/2026	01-5-500204.00 SPEED SIGNS	51.12	17486	03/11/26
70067	02/27/26	GMP 111 Turnpike EV 02/27/26 3895 02/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	140.40	17487	03/11/26
70068	02/26/26	GMP 300 Main Street 02/26/26 3496 02/2026	01-5-706101.00 ELECTRICITY	508.78	17488	03/11/26
70069	02/26/26	GMP 319 Main Solar 02/26/26 4881 02/2026	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	27.80	17489	03/11/26
70070	02/26/26	GMP 26 New Boston 02/26/26 0469 02/2026	01-5-703501.00 ELECTRICITY	477.69	17490	03/11/26
70071	02/25/26	GMP Streetlights 02/25/2026 2492 02/2026	01-5-703307.00 STREETLIGHTS	1316.46	17491	03/11/26
70030	02/18/26	GNOMON COPY Annual Town Reports 72242	01-5-005310.00 TOWN REPORT	1171.28	17492	03/11/26
70076	02/18/26	GORESCUE BRANDS LLC Zoll AED Pads 58480	01-5-500501.00 ADMINISTRATION	480.00	17493	03/11/26
70045	03/02/26	GREATER GOOD MEDIA NT Civic Org Sponsored 2026-0145	01-5-005300.00 PROFESS SERV	250.00	17494	03/11/26
200067	02/05/26	HANOVER, TOWN OF FD 2026 CSI Billing 02879	01-5-555632.00 DISPATCH SERVICE	1650.00	17495	03/11/26

03/06/26
01:42 pm

Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
200069	01/31/26	HARTFORD, TOWN OF January 2026 Broadband 15871	01-5-500536.00 DISPATCH SERVICES	154.92	17496	03/11/26
80060	01/03/26	HOME DEPOT CREDIT SERVICE Batteries 3610377	01-5-555422.00 FIRE TOOLS & EQUIPMENT	64.48	17497	03/11/26
80060	11/20/25	HOME DEPOT CREDIT SERVICE Batteries 7515324	01-5-555422.00 FIRE TOOLS & EQUIPMENT	74.61	17497	03/11/26
90022	03/24/25	INTOXIMETERS Breath Test Calibr Gas 783162	01-5-500308.00 CRUISER SUPPLIES	184.25	17498	03/11/26
90022	03/24/25	INTOXIMETERS Breath Test Calibr Gas 783162	01-5-500501.00 ADMINISTRATION	67.00	17498	03/11/26
90025	02/20/26	IRVING ENERGY DISTRIBUTIO Highway Garage Propane 133674	01-5-703503.00 PROPANE	268.03	17499	03/11/26
110027	03/01/26	KEY COMMUNICATIONS INC Phones 03/1/26 - 04/01/26 814298	01-5-005531.00 ADMIN TELEPHONE	21.62	17500	03/11/26
110027	03/01/26	KEY COMMUNICATIONS INC Phones 03/1/26 - 04/01/26 814298	01-5-425127.00 TELEPHONE	21.62	17500	03/11/26
110027	03/01/26	KEY COMMUNICATIONS INC Phones 03/1/26 - 04/01/26 814298	01-5-300531.00 TELEPHONE	21.62	17500	03/11/26
110027	03/01/26	KEY COMMUNICATIONS INC Phones 03/1/26 - 04/01/26 814298	01-5-100531.00 TELEPHONE	21.62	17500	03/11/26
110027	03/01/26	KEY COMMUNICATIONS INC Phones 03/1/26 - 04/01/26 814298	01-5-200531.00 TELEPHONE	21.62	17500	03/11/26
110027	03/01/26	KEY COMMUNICATIONS INC Phones 03/1/26 - 04/01/26 814298	01-5-350531.00 TELEPHONE	21.62	17500	03/11/26
120085	02/11/26	LAW ENFORCEMENT SEMINARS Background Inves Training 2033170	01-5-500538.00 TRAINING	445.00	17502	03/11/26
120027	02/28/26	LEAF CAPITAL FUNDING, LLC Toshiba Copier 03/2026 19897330	01-5-500501.00 ADMINISTRATION	82.00	17503	03/11/26
20084	03/03/26	LISA BARBIERO Refund for Sports Camp 831900	01-4-000355.01 Registration Fee Refunds	165.00	17504	03/11/26
120069	03/01/26	LUFKIN GRAPHIC DESIGNS Town Report Design 20847	01-5-005310.00 TOWN REPORT	2318.75	17505	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-703124.00 DISABILITY/LIFE	386.17	17506	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	17506	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-500124.00 DISABILITY/LIFE INS	263.62	17506	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-425124.00 DISABILITY/LIFE INSUR	67.59	17506	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-100124.00 DISABILITY/LIFE INS	97.77	17506	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-005124.00 DISABILITY/LIFE INSUR	178.03	17506	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-200124.00 DISABILITY/LIFE INS	131.23	17506	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-704124.00 DISABILITY/LIFE	103.63	17506	03/11/26
130006	02/17/26	MADISON NATIONAL LIFE March 26 Premiums 1753609	01-5-350124.00 DISABILITY/LIFE INS	72.34	17506	03/11/26

03/06/26
01:42 pm

Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
130137	02/18/26	MARY MAGAVERN Dan & Whit's Refund 1WQL	01-5-425211.00 EQUIP.& SUPPLIES	14.32	17507	03/11/26
140019	07/01/25	NE STATE POLICE INFORMATI Nespin Annual Membership INV202500882	01-5-500581.00 DUES/MTGS/EDUC	100.00	17508	03/11/26
140030	03/01/26	NEW ENGLAND MUNI RESOURCE Annual Service Agreement 59014	01-5-300360.00 SOFTWARE MAINT/UPDATE	418.99	17509	03/11/26
140030	03/01/26	NEW ENGLAND MUNI RESOURCE Annual Service Agreement 59014	01-5-100613.00 SOFTWARE	837.98	17509	03/11/26
140030	03/01/26	NEW ENGLAND MUNI RESOURCE Annual Service Agreement 59014	01-5-200613.00 SOFTWARE	4728.63	17509	03/11/26
140033	03/01/26	NEW ENGLAND PBA, INC Union Dues 03/01/2026 42335	01-2-001117.00 UNION DUES PAYABLE	169.02	17510	03/11/26
140101	02/17/26	NH RECYCLES Glass Release 721786 146601	01-5-705305.00 RECYCLING	178.40	17511	03/11/26
140101	02/24/26	NH RECYCLES Glass Release 722486 146711	01-5-705305.00 RECYCLING	241.20	17511	03/11/26
40042	02/17/26	NORTHEAST DELTA DENTAL March 2026 Coverage 02172026	01-5-704125.00 DENTAL INSURANCE	114.69	17512	03/11/26
40042	02/17/26	NORTHEAST DELTA DENTAL March 2026 Coverage 02172026	01-5-703125.00 DENTAL INSURANCE	421.46	17512	03/11/26
40042	02/17/26	NORTHEAST DELTA DENTAL March 2026 Coverage 02172026	01-5-350125.00 DENTAL INSURANCE	39.79	17512	03/11/26
40042	02/17/26	NORTHEAST DELTA DENTAL March 2026 Coverage 02172026	01-5-555126.00 DENTAL INSURANCE	39.79	17512	03/11/26
40042	02/17/26	NORTHEAST DELTA DENTAL March 2026 Coverage 02172026	01-5-500125.00 DELTA DENTAL	251.77	17512	03/11/26
40042	02/17/26	NORTHEAST DELTA DENTAL March 2026 Coverage 02172026	01-5-100125.00 DENTAL INSURANCE	172.19	17512	03/11/26
40042	02/17/26	NORTHEAST DELTA DENTAL March 2026 Coverage 02172026	01-5-005125.00 DENTAL INSURANCE	284.70	17512	03/11/26
40042	02/17/26	NORTHEAST DELTA DENTAL March 2026 Coverage 02172026	01-5-200125.00 DENTAL INSURANCE	79.58	17512	03/11/26
160014	02/22/26	PC AUTO AND TRUCK REPAIR Engine 1 Repair 223	01-5-555528.16 R&M Engine 1	2088.00	17513	03/11/26
160079	02/25/26	PRIMO BRANDS BLUE TRITON DPW-Water 06B873005375	01-5-703507.00 SUPPLIES	217.74	17514	03/11/26
160074	02/27/26	Performance Janitorial Se PD Cleaning Service 274373	01-5-485304.00 CLEANING	751.33	17515	03/11/26
180001	01/31/26	R.C. BRAYSHAW and COMPANY Town Report Postcard 89533	01-5-005310.00 TOWN REPORT	339.20	17516	03/11/26
190006	02/27/26	SABIL and SONS INC Ford F550 Susp Repair 18390	01-5-703403.00 PARTS & SUPPLIES	2278.15	17517	03/11/26
190006	02/27/26	SABIL and SONS INC Ford F550 Susp Repair 18390	01-5-703401.00 OUTSIDE REPAIRS	825.00	17517	03/11/26
190082	03/02/26	STATE OF VERMONT MRGP Operating Fee 8028-9040.AR	01-5-703515.00 ADMINISTRATION	1350.00	17518	03/11/26
20060	03/04/26	SWENSON, BRIE Program Supplies 03042026	01-5-425211.00 EQUIP.& SUPPLIES	59.30	17519	03/11/26
20060	03/04/26	SWENSON, BRIE Program Supplies 03042026	01-5-425211.00 EQUIP.& SUPPLIES	151.78	17519	03/11/26

03/06/26
01:42 pm

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jdelabruere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
200006	03/01/26	TASCO SECURITY INC PD Alarm Monitoring 193113	01-5-485303.00 ALARM MONITORING	1252.00	17520	03/11/26
120045	02/03/26	TRAJMAN, LILY Voting Sticker Printing W2047834	01-5-050550.00 PRINTING	253.38	17521	03/11/26
210004	12/08/25	UNIFIRST CORPORATION Uniforms 1070470168	01-5-704311.00 UNIFORMS	100.00	17522	03/11/26
210004	12/08/25	UNIFIRST CORPORATION Uniforms 1070470168	01-5-703311.00 UNIFORMS	343.09	17522	03/11/26
210009	02/10/26	UNITED CONSTRUCTION and F John Deere Repair 11479587	01-5-703401.00 OUTSIDE REPAIRS	1666.19	17523	03/11/26
210009	02/10/26	UNITED CONSTRUCTION and F John Deere Repair 11479587	01-5-703403.00 PARTS & SUPPLIES	2413.22	17523	03/11/26
220019	03/02/26	VERMONT DEPARTMENT OF MOT AAT937 Replacement Plate 03022026	01-5-705515.00 ADMINISTRATION	22.00	17524	03/11/26
30077	02/13/26	VIKING-CIVES USA Install Truck Camera Syst 4550571	01-5-703401.00 OUTSIDE REPAIRS	1200.00	17525	03/11/26
220056	02/25/26	VLCT EMPLOYMENT RESOURCE Qtrly Contribution & Cred REN041319-Q2	01-5-800517.00 UNEMP INS RATE ASSMT	1205.00	17526	03/11/26
220062	02/06/26	VMERS DB Payroll Transfer PR-02/06/26	01-2-001111.00 VMERS GRP B PAYABLE	7572.16	17527	03/11/26
220062	02/06/26	VMERS DB Payroll Transfer PR-02/06/26	01-2-001113.00 VMERS GRP C PAYABLE	3620.87	17527	03/11/26
220062	02/20/26	VMERS DB Payroll Transfer PR-02/20/26	01-2-001111.00 VMERS GRP B PAYABLE	7401.60	17527	03/11/26
220062	02/20/26	VMERS DB Payroll Transfer PR-02/20/26	01-2-001113.00 VMERS GRP C PAYABLE	3516.05	17527	03/11/26
230000	02/13/26	W.B. MASON CO., INC. Binders, Pop-Up Cabinet 260077364	01-5-005610.00 OFFICE SUPPLIES	52.00	17528	03/11/26
230000	02/20/26	W.B. MASON CO., INC. Binder Clips, Stapler 260225234	01-5-200610.00 OFFICE SUPPLIES	71.37	17528	03/11/26
230000	02/24/26	W.B. MASON CO., INC. Printer Paper 260263526	01-5-500501.00 ADMINISTRATION	59.99	17528	03/11/26
230000	02/26/26	W.B. MASON CO., INC. Batteries 260319236	01-5-500501.00 ADMINISTRATION	46.72	17528	03/11/26
230000	02/26/26	W.B. MASON CO., INC. Banker Boxes 260319973	01-5-200610.00 OFFICE SUPPLIES	45.09	17528	03/11/26

03/06/26
01:42 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1461 Current FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 03/11/26 To 03/11/26 & Fund 01

Page 6 of 6
jdelabruiere

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				94788.02		

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 \$ ****94,788.02
Let this be your order for the payments of these amounts.

Finance Director Barrie Rosalinda
Barrie Rosalinda

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

Kimo Griggs
Chair

Brendan Classon
Vice Chair

Mary Layton

Matthew Swett

Robert Gere

Re: Selectboard Handbook as amended

From Jaan Laaspere <laaspere.planning@gmail.com>

Date Thu 2/19/2026 1:08 PM

To Marcia Calloway <msbcalloway@gmail.com>

Cc Brita Vallens <bvallens@norwich.vt.us>; Miranda Bergmeier <MBergmeier@norwich.vt.us>; Brennan Duffy <BDuffy@norwich.vt.us>; Mary Layton <marydlayton.selectboard@gmail.com>; Steven True <strue@norwich.vt.us>

 1 attachment (19 KB)

Norwich Enhanced Energy Plan Roles.docx;

Attached is a copy of the comprehensive energy plan roles document that gives the charter for the Energy Plan Working Group and shows how this group relates to the Planning Commission and the Solar Siting Subcommittee.

The members of the working group are Vince Crow and Bob Pape (PC), Brad Wible and Rob Gere (EC), and Andy Torkelson and Lynnwood Andrews (CC). This is a task defined group with terms dependent on getting the job done.

Clearly, it is cumbersome to require updating the entire handbook whenever a new subcommittee is formed. It is also unnecessary. I would strongly suggest simply creating a separate appendix to the document listing all active town groups with their members. This appendix would be referenced from the handbook and could be kept up to date without requiring any change to the handbook. This would serve the goal of maintaining a full list of who is working on the town's behalf without people needing to wade through such a comprehensive document.

Please include this note in an upcoming Selectboard packet so this idea may be entered into the official suggestion box.

Best regards,
Jaan

On Thu, Feb 19, 2026 at 10:35 AM Marcia Calloway <msbcalloway@gmail.com> wrote:

Good morning,

Enclosed please find the amended Selectboard Handbook for inclusion in the Selectboard packet for February 25, 2026. Changes include:

- Amendments as approved by the Selectboard on January 28, 2026;
- Two new, temporary, active groups
 - the "Local Hazard Plan Mitigation Steering Committee" as appointed by the Selectboard on February 11, 2026.
 - the "Energy Plan Working Group" as discussed by the Selectboard on January 28, 2026.
 - Given no further information has been forthcoming about this group's charge, it is recorded as

**Charge: TO BE SUBMITTED BY THE PLANNING COMMISSION
AND PLANNING DEPARTMENT.**

Jaan is copied so that he is aware the latter charge is missing.

Thank you,

Marcia

Norwich Enhanced Energy Plan December 3, 2025

A project of the Norwich Planning Commission to update the Energy chapter of Norwich Town Plan.

This chapter is intended to comply with standards outlined in Act 174 to receive a: “determination of energy compliance” and “be given ‘substantial deference’ in the Public Service Board’s review of whether an energy project meets the orderly development criterion in the Section 248 process.”

This activity will be guided by Act 174 documentation of Municipal Determinations Standards (2024) with details available in 2024 Guidance for Regional and Municipal Enhanced Energy Planning Standards.

As described in these documents, the Enhanced Energy Plan [EEP] must address specific standards. These standards are listed below with drafting responsibility proposed for each.

Roles and Responsibilities

The **Norwich Planning Commission** will lead the effort, provide overall guidance & coordination and make all policy decisions. This effort will, as always, include open public participation.

The PC will also lead the drafting of Standard 8 relating to patterns and densities of land use. And, as part of its overall charter, the PC will incorporate the findings of this energy plan into our capital planning activities.

The **Solar Siting Subcommittee**, an existing subcommittee of the Planning Commission, will be responsible for:

Standard 9 – Development and Siting of Renewable Energy Resources

- 9B - Generation potential - link to mapping
- 9C - Identify sufficient land to meet 2050 target
- 9D - Constraints related to meeting targets
- 9E - Policies, objectives and siting guidelines
- 9F - Maximize potential on preferred locations
- 9G - Municipal projects
- 9H - Other

Standard 10 - Mapping - overview

Standard 11 - Map - Existing electrical generation

Standard 12 – Map - Potential areas for the development and siting of renewables

- A - Raw potential
- B - Known constraints
- C - Possible constraints
- D - Transmission and distribution resources & constraints
- E - Preferred sites

Standard 13 – Map - Unsuitable areas for siting renewables or particular categories

An **Energy Plan Working Group** is proposed to collect data & draft Standards 4 – 7.

Membership:

1 – 2 from Planning Commission

1 - 2 from Energy Committee

1 - 2 from Conservation Commission

Solicit input from Historic Preservation Commission and the public

Staff: Harry Falconer and Steven True

Responsible for:

Standard 4 - Resources, needs, scarcities, costs, problems for all energy sectors (electric, thermal and transportation)

Standard 5

A. Estimate current energy use, including 9A & 9G

B. 2025, 2035 and 2050 targets for efficiency and renewables use

C. Thermal sector conservation, efficiency and conversion to achieve target

D. Transportation changes and land use strategies to meet targets

E. Electricity conservation and efficiency to meet targets

Standard 6 - Conservation and efficiency

A - E => Conservation, efficient buildings, decrease fossil fuels for heating, municipal buildings

Standard 7 - Transportation

A - E => Public transportation, single occupancy trips, EV, bike/ped, municipal use and infrastructure

Access to Raw Speed Reader Data

From Brian Riordan <brian.riordan@gmail.com>
Date Wed 2/25/2026 4:23 PM
To Romei, Matthew S <matthew.s.romei@vermont.gov>
Cc Select Board <selectboard@norwich.vt.us>

Hi Chief Romei,

I'm reaching out to see if you might be able to help with access to the underlying data from the town's speed readers.

I've reviewed the public-facing dashboard (<https://logixoncloud.com/public/NorwichTrafficData>), which is helpful for a general view. However, because it aggregates data into 15-minute intervals, it's difficult to meaningfully analyze trends or filter out anomalies. For example, it would be useful to separate pedestrian activity, identify gaps due to power interruptions (cloud cover, snow, etc.), and evaluate patterns at a more granular level.

I'm wondering whether there is a private administrative access point that would allow export of the raw data. If so, I'd be glad to help clean, structure, and analyze it. With more detailed data, I believe we could develop a clearer narrative around actual speeding patterns, peak times, and potential downstream impacts — including modeling related to pedestrian density and other contextual variables.

I'm currently transitioning between roles and have some availability over the next few days. If it would be helpful, I'd be happy to volunteer some time to support the department in developing a clean, objective data summary to help inform the ongoing community discussion.

Thank you for your time and consideration.

Best,
Brian

Act 250/Tier 1B Presentation – Discussion/Possible Motion (20 mins)

From Rachel Waters <rachel.e.waters@gmail.com>

Date Wed 2/25/2026 11:36 AM

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

Some people who received this message don't often get email from rachel.e.waters@gmail.com. [Learn why this is important](#)

There are a number of very important items on your agenda for this evening. There is also this Act 250 line item. While the packet does contain a policy brief on this line item, it does not contain a copy of the map referenced, which would be the most helpful thing for residents to view. While I am a proponent of building density in town while protecting our open spaces outside of the town center I am having a hard time understanding where in the village there would be an opportunity to build between 10 and 50 units in a single development such that act 250 would be triggered. Which plots of land are specifically being exempted? Does it include cherished plots of land such as the Milt Frye area, Huntley Meadows, the Ballard trail? Act 250 is not perfect, but it has served an important purpose in controlling development. All I ask is that the Selectboard consider this issue carefully and publish a map of where this designation will be applied and why exactly an exemption is needed - not vagaries about possible future development.

In-town Speeding

From Steven Hepburn <stevenjhepburn@gmail.com>

Date Wed 2/25/2026 8:12 AM

To norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>; Select Board <selectboard@norwich.vt.us>

Cc Matthew Swett <matt@swett.net>; Mary Layton <marydlayton@gmail.com>; kimogriggsnorwichselect@gmail.com <kimogriggsnorwichselect@gmail.com>; Priscilla Vincent <priscilla.e.vincent@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Pamela Thompson Smith <psmith4203@gmail.com>; bjclasson@gmail.com <bjclasson@gmail.com>

It's great to see vehicle speeds on the Selectboard agenda tonight, this is an issue many of us care about.

That said, the discussion would be much more productive if we had a clearer understanding of the Town and Selectboard's **current priorities and approach to speed management**.

Some useful questions might include:

- Where does traffic speed rank among the priorities of the Police Chief and Town Manager?
- How is it currently managed - what measures have been tried so far, and what has or hasn't worked? Do we have limitations and constraints?
- Are we following any Vermont or national traffic-calming best practices and do we have current plans to implement more?

Having that context would help the community focus on solutions that are realistic and effective rather than starting from scratch.

Some helpful references on Vermont traffic-calming best practices:

- Vermont League of Cities and Towns – Speeding Countermeasures for Vermont Communities
<https://www.vlct.org/resource/speeding-countermeasures-vermont-communities>
- Bennington Regional Traffic Calming Guide
https://cms5.revize.com/revize/bennington/Projects/Traffic%20Calming/BCRC_Traffic%20Calming%20Guide_2024%2003%2019.pdf
- Winooski Traffic Calming Manual
https://studiesandreports.ccrpcvt.org/wp-content/uploads/2022/10/Winooski_Traffic-Calming-Manual-Final.pdf

A few proven approaches that towns often prioritize before defaulting to enforcement - which should still be part of an overall plan:

- Gateway treatments at village entrances

- Raised crosswalks or speed tables
- Lane narrowing or curb extensions
- Radar speed feedback signs - and the data they produce

It would be helpful to understand whether any of these approaches are already part of Norwich's long-term plan.

There has already been previous work on this issue - for example the **September 14, 2022 Selectboard packet included a Beaver Meadow Road traffic survey and discussion of speed concerns**. It would be helpful to understand how that work has informed current plans so we aren't starting from step one again.

<https://norwich.vt.us/wp-content/uploads/2022/09/01-complete-SB-packet-09-14-2022.pdf>

With the recent discussions of AI use in town I also took the liberty of quickly re-imagining one entry to the village on Beaver Meadow road. While some of the generated features are a little nonsensical, it does give a visual feel of how implementing some of the best practices may look and feel, and may help generate more discussion!

Online Link to Image



Steven Hepburn
Wallace Farm Road

TRORC Tier 1 B Resolution Form

From Kyle Katz <kkatz@trorc.org>

Date Thu 2/26/2026 8:10 AM

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

Cc Steven True <strue@norwich.vt.us>; Jaan Laaspehere <laaspere.planning@gmail.com>; Brian Loeb <loebbrian@gmail.com>; Kevin Geiger <kgeiger@trorc.org>; Brennan Duffy <BDuffy@norwich.vt.us>; Peter G. Gregory <pgregory@trorc.org>

 1 attachment (24 KB)

TRORC Municipal Tier 1B Resolution - Norwich.docx;

Mary,

I want to thank the Selectboard for giving me some time to outline the process and answer questions on Tier 1 B at the meeting last night. I am forwarding the resolution form I had mentioned at the meeting. This will need to be completed and sent back to us by the end of March. It's a short one pager, so shouldn't take much time.

Please let me know if you have any questions.

All best,

Kyle

Kyle Katz | Regional Planner, CFM



Two Rivers-Ottawaquechee Regional Commission

128 King Farm Road, Woodstock, VT 05091

kkatz@trorc.org | Tel: 802.457.3188 x3005

[Facebook](#) | [Instagram](#) | [LinkedIn](#)

This email is not a legal opinion and is part of the public domain.

TRORC Tier 1B Municipal Request Form

TRORC is in the process of updating their Regional Plan. In accordance with Vermont Statute, 10 V.S.A. Section 6033, a qualifying municipality may request Tier 1B status approval as part of the Regional Plan review process for certain areas from the Land Use Review Board for the purposes of Act 250 jurisdiction on 50 units or fewer of housing on a tract or tracts of land involving 10 acres or less or for mixed-use development with 50 units or fewer of housing on a tract or tracts of land involving 10 acres or less.

TRORC has confirmed that the Town of Norwich has a duly adopted town plan as of March 7, 2020, the town plan received regional approval as of April 22, 2020, and TRORC confirmed the town's planning process on March 27, 2024, in accordance with 24 V.S.A. § 4350. Also, the Town understands that TRORC intends to exclude from the requested area identified flood hazard and fluvial erosion areas, except those areas containing preexisting development in areas suitable for infill development.

- By checking this box and subsequent boxes (check all that apply), the municipality certifies that it has
 - public water supply
 - wastewater infrastructure, or
 - soils that can accommodate a community system for compact housing development in the area proposed for Tier 1B.

- By checking this box, the municipality certifies it has adopted permanent zoning and subdivision bylaws.

- By checking this box, the municipality certifies it has municipal staff, municipal officials, or contracted capacity adequate to support development review and zoning administration in the Tier 1B area as detailed below.
 - The Town has appointed or contracted a Zoning Administrator/Administrative Officer;
 - The Town has a yearly budget to support the administration of development regulations, including enforcement or appeals as needed;
 - The ZA/AO and the DRB (or ZBA and PC) regularly process applications within the required timelines and issue written decisions in compliance with 24 VSA section 4464;
 - The Town maintains municipal land use permit records; and
 - The Town seeks technical assistance from TRORC/VLCT/Town Attorney for review as needed.

- By checking this box, the municipality requests to have the Land Use Review Board consider for approval the following future land use area (s) on the attached map as Tier 1B area(s):
 - Village Center,
 - Village Area,

Adopted at a duly noticed public meeting held on (date) _____

Attest:

Signature _____

Printed Name _____

Title _____ (Secretary or Chair)

Thoughts on the Selectboard Speeding Discussion

From Brian Riordan <brian.riordan@gmail.com>

Date Thu 2/26/2026 8:41 AM

To norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>

Cc Select Board <selectboard@norwich.vt.us>; Romei, Matthew S <matthew.s.romei@vermont.gov>

Thanks to everyone who showed up for the town meeting discussion on speeding. It was fantastic to hear so many voices and begin unpacking what this challenge really looks like for Norwich.

I think there are several clear action items coming out of the meeting that I heard and was wondering if that was the same for others:

First, we should convene a follow-up, speed-focused roundtable in the next month or two. A smaller working group could help us move from conversation to structured brainstorming and concrete proposals.

Second, we need better access to data. Specifically:

- Raw speed counter data, so we can conduct independent statistical analysis.
- Traffic enforcement data from the Norwich Police — including ticket counts, locations, and monthly totals.
- Correlation of that data with the spring 2025 speed enforcement efforts.

Without those datasets, we are debating feelings rather than trends.

The conversation about the 85th percentile rule was particularly interesting. As described, it reflects the speed that 85% of drivers feel comfortable traveling on a stretch of road. In theory, that may align with driver behavior. But it is important to recognize what that metric measures: comfort inside a vehicle.

Modern vehicles have dramatically improved safety, insulation, and ride stability compared to cars from decades past. Drivers can feel safe at higher speeds even when the environment outside the car — sidewalks, crosswalks, driveways, children, cyclists — has not changed.

That is where the tension lies. The 85th percentile measures individual driver comfort. The community question is different: what environment do we want outside the car?

I couldn't care less if someone coming down the hill in Union Village is delayed by 37 seconds at 25 mph if that trade-off creates a safer experience for residents on that hill, for people entering from Willie Hill and Partridge Hill, and for families crossing near the Turnpike intersection. Community safety sometimes means modest individual inconvenience.

The Chief also noted that he may “get roasted” for saying the speed limit might be artificially low. But if we extrapolate the 85th percentile logic, raising limits can simply ratchet behavior upward. If the limit were 35 and drivers felt comfortable at 50, then 50 becomes the new benchmark. At some point, the community has to decide where the line is.

The physics are also important. On average:

- At 25 mph, total stopping distance is roughly 80 feet.
- At 35 mph, it rises to about 130 feet.
- At 45 mph, it jumps to roughly 200 feet.
- At 55 mph, it's over 300 feet — nearly a football field.

That increase is not linear. Small increases in speed produce dramatically longer stopping distances and far more severe outcomes in collisions. This is super important, as all of these arteries funnel into highly dense (at least for Norwich standards) communities, and that's where there are children trying to cross. Matter of fact, the Turnpike to Main Street intersection is probably one of the most complicated and dangerous intersections for pedestrians to cross, and that is at the bottom of a hill. We were seeing speeds above 50 miles an hour from more than a handful of drivers over that 20-day monitoring time.

This is not about roasting the Chief. Data absolutely matters. But analyzing speed data responsibly requires careful statistical processing and cleaning. It is very easy for data to tell the wrong story if handled casually.

I am more than willing to help analyze the data, map stops, and visualize patterns so that we can make evidence-based decisions as a community.

I would also encourage rotating the temporary speed sign monthly across different streets. Collect 20 days of data per location. Keep moving it. Build a comprehensive town-wide picture over time.

Finally, this isn't about ticket quotas. It's about philosophy and consistency. The question is not whether we write 100 or 200 tickets. The real baseline question is: how many are we writing now? Eight per month? Eighty?

If we measure enforcement levels and correlate them with speed trends month to month, we can evaluate impact objectively.

What I heard last night was not a desire to drive faster in Norwich. I heard a desire for safety, walkability, and predictability. It was encouraging to see residents, the Select Board, and the Police Chief at the same table.

We may be on the 10-yard line of a long field, but at least we are finally playing the same game.

Brian Riordan

Follow-up on Community Discussion Regarding Vehicle Speeds

From Steven Hepburn <stevenjhepburn@gmail.com>

Date Thu 2/26/2026 9:31 AM

To Romei, Matthew S <matthew.s.romei@vermont.gov>; Select Board <selectboard@norwich.vt.us>; norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>

Cc Matthew Swett <matt@swett.net>; Mary Layton <marydlayton@gmail.com>; kimogriggsnorwichselect@gmail.com <kimogriggsnorwichselect@gmail.com>; Priscilla Vincent <priscilla.e.vincent@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Pamela Thompson Smith <psmith4203@gmail.com>; bjclasson@gmail.com <bjclasson@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>

Dear Chief Romei and Members of the Selectboard,

Thank you for dedicating time on last night's agenda to discuss vehicle speeds in Norwich.

I especially want to thank Chief Romei for bringing data and his professional perspective forward. Regardless of where individuals may ultimately land on conclusions, presenting information and engaging openly with residents moves the conversation forward in a constructive way. I also appreciate the many residents who spoke thoughtfully and respectfully about their experiences and concerns, and thank the Chair for ensuring this topic received public discussion.

Listening to the discussion, it seemed that several distinct questions emerged that may benefit from clearer separation going forward.

1. Village Entrance Speed Limits

One question raised was whether certain posted limits - particularly approaching the village - remain appropriate.

That is a reasonable question to consider. At the same time, it is helpful to remember that Norwich's current limits were established through formal town ordinances adopted under Vermont statute, historically supported by engineering and traffic investigations and Selectboard action. These limits therefore reflect prior policy decisions about how roads entering the village should function, balancing travel speed with safety, access, and settlement patterns. The 85th percentile speed is not the only determining factor here.

If the Town wishes to revisit those determinations, Vermont law provides a defined process involving Selectboard direction, updated engineering review, ordinance amendment, and public notice. Clarifying whether the intent is to initiate such a formal review, or instead to discuss enforcement within existing limits, may help frame future work and discussions.

2. Enforcement Priorities

Separate from posted limits is the question of enforcement.

It would be great for the community to better understand how officers are directed to approach speeding today. For example, whether traffic enforcement is expected to be proactive in any particular town locations, or primarily occurs when excessive speed is encountered during other policing activities. Greater clarity here would help align public expectations with operational reality.

3. Capacity and Competing Demands

The Chief also noted the practical limits on officer capacity, which is entirely understandable.

This raises a broader and useful question for the Town: how officer time is currently allocated, and whether the department is largely operating at full capacity responding to calls and incidents. A clearer understanding of where time is spent - and where the department would ideally like to focus effort - could help inform future conversations about priorities, staffing, and community expectations.

4. Where Responsibility Lies

During the discussion, the Chief also referenced potential physical or infrastructure-based measures that have been suggested to influence vehicle speeds, while noting that such improvements are not within the Police Department's budget capacity.

To the extent the Town wishes to consider roadway or traffic-calming infrastructure, it would seem appropriate that those discussions occur through the Town Manager, Selectboard, and relevant departments. Policing and enforcement is only one part of a potential solution.

4. Alignment of Goals

Taken together, these topics seem connected to a larger question of departmental goals and how they align with the Town Manager's objectives and Selectboard priorities.

Establishing shared expectations around traffic safety, visibility, response capacity, and proactive versus reactive policing may provide helpful context before specific policy or infrastructure decisions are considered.

Thank you again to the Chief, Selectboard, and residents for a thoughtful discussion. Continued conversations grounded in shared information and clear process will help ensure that future decisions reflect both professional expertise and community priorities.

Respectfully,

Steven Hepburn
Wallace Farm Road

Re: Thoughts on the Selectboard Speeding Discussion

From Chris Moore <splitcane@gmail.com>

Date Thu 2/26/2026 12:26 PM

To Brian Riordan <brian.riordan@gmail.com>

Cc norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>; Select Board <selectboard@norwich.vt.us>; Romei, Matthew S <matthew.s.romei@vermont.gov>

Let's add actual speed-related or speed-impacted incidents to the data discussion, not just infractions and road-speed trackers. For starters, how many have there been and what percent of the total? And what were the other causes?

While speeding certainly appears to be a problem, no discussion of traffic safety in this town is complete without addressing MANY other issues. In the 11 years I have lived here and 40 years I have driven all over this town, every accident, incident and near-miss I personally have witnessed or experienced—and there have been many—as far as I could tell none was the result of speeding and all involved operators of all types ignoring other road rules, distraction, insufficient or confusing safety markings, outdated and questionable intersection design, snow and brush management at key locations...AND...serious pedestrian negligence. Yes, I went there.

If you want to compartmentalize speeding as a single topic for now, that's fine, but to truly improve safety on Norwich roads, there are other perhaps even more salient issues to address.

Chris
New Boston Rd

On Thu, Feb 26, 2026 at 8:41 AM Brian Riordan via norwich list <norwich@lists.vitalcommunities.org> wrote:

Thanks to everyone who showed up for the town meeting discussion on speeding. It was fantastic to hear so many voices and begin unpacking what this challenge really looks like for Norwich.

I think there are several clear action items coming out of the meeting that I heard and was wondering if that was the same for others:

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- At 55 mph, it's over 300 feet — nearly a football field.

That increase is not linear. Small increases in speed produce dramatically longer stopping distances and far more severe outcomes in collisions. This is super important, as all of these arteries funnel into highly dense (at least for Norwich standards) communities, and that's where there are children trying to cross. Matter of fact, the Turnpike to Main Street intersection is probably one of the most complicated and dangerous intersections for pedestrians to cross, and that is at the bottom of a hill. We were seeing speeds above 50 miles an hour from more than a handful of drivers over that 20-day monitoring time.

This is not about roasting the Chief. Data absolutely matters. But analyzing speed data responsibly requires careful statistical processing and cleaning. It is very easy for data to tell the wrong story if handled casually.

I am more than willing to help analyze the data, map stops, and visualize patterns so that we can make evidence-based decisions as a community.

I would also encourage rotating the temporary speed sign monthly across different streets. Collect 20 days of data per location. Keep moving it. Build a comprehensive town-wide picture over time.

Finally, this isn't about ticket quotas. It's about philosophy and consistency. The question is not whether we write 100 or 200 tickets. The real baseline question is: how many are we writing now? Eight per month? Eighty?

If we measure enforcement levels and correlate them with speed trends month to month, we can evaluate impact objectively.

What I heard last night was not a desire to drive faster in Norwich. I heard a desire for safety, walkability, and predictability. It was encouraging to see residents, the Select Board, and the Police Chief at the same table.

We may be on the 10-yard line of a long field, but at least we are finally playing the same game.

Brian Riordan

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- * goods-uv@lists.vitalcommunities.org for Upper Valley GOODS OR THINGS for sale, wanted, or free
- * servicesplus-uv@lists.vitalcommunities.org for Upper Valley SERVICES for sale, wanted, or free, plus any items that don't fit under EVENTS or GOODS

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* Sent to you at: splitcane@gmail.com

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Thank you

From Lucinda Walker <lucinda.walker@norwichlibrary.org>

Date Thu 2/26/2026 3:58 PM

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

Dear members of the Selectboard,

Thank you so much for signing the letter of support for our HUD grant application. I know you had a packed agenda last night (Feb. 25th) and I appreciate that you were able to fit in our request.

Thank you again,
Lucinda

--

Lucinda H. Walker, Director
Norwich Public Library
PO Box 290
368 Main St.
Norwich, VT 05055
802-649-1184

www.norwichlibrary.org

she/her/hers

My working hours may not match your working hours. Please do not feel obligated to respond outside of your working hours.

Re: Follow-up on Community Discussion Regarding Vehicle Speeds

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

Date Thu 2/26/2026 7:07 PM

To Steven Hepburn <stevenjhepburn@gmail.com>

Cc Romei, Matthew S <matthew.s.romei@vermont.gov>; Select Board <selectboard@norwich.vt.us>; norwich@lists.vitalcommunities.org <norwich@lists.vitalcommunities.org>; Matthew Swett <matt@swett.net>; Mary Layton <marydlayton@gmail.com>; kimogriggsnorwichselect@gmail.com <kimogriggsnorwichselect@gmail.com>; Marcia Calloway <msbcalloway@gmail.com>; Pamela Thompson Smith <psmith4203@gmail.com>; bjclasson@gmail.com <bjclasson@gmail.com>; Brennan Duffy <BDuffy@norwich.vt.us>

Dear Steven,

What a wonderfully incisive mind you have! You have so clearly laid out a number of useful paths to go down. I also appreciate how practical and doable your suggestions are. I hope that the new Selectboard takes your ideas very seriously. I also think that this issue, like the dog ordinance issue, is one that would benefit from being on the agenda for a long time so that the town can come together in its appreciation of the problem and its consideration of the solutions.

Ironically, issues like this bind the town together. They are separate from the dreary, routine day to day housekeeping that must go on to keep the town functioning. When citizens know that their input is sought and valued, it helps to reinforce all our shared concerns and community togetherness. I hope due attention is paid to this important issue.

Thanks for writing.

Priscilla

On Thu, Feb 26, 2026 at 9:31 AM Steven Hepburn <stevenjhepburn@gmail.com> wrote:

Dear Chief Romei and Members of the Selectboard,

Thank you for dedicating time on last night's agenda to discuss vehicle speeds in Norwich.

I especially want to thank Chief Romei for bringing data and his professional perspective forward. Regardless of where individuals may ultimately land on conclusions, presenting information and engaging openly with residents moves the conversation forward in a constructive way. I also appreciate the many residents who spoke thoughtfully and respectfully about their experiences and concerns, and thank the Chair for ensuring this topic received public discussion.

Listening to the discussion, it seemed that several distinct questions emerged that may benefit from clearer separation going forward.

1. Village Entrance Speed Limits

One question raised was whether certain posted limits - particularly approaching the village - remain appropriate.

That is a reasonable question to consider. At the same time, it is helpful to remember that Norwich's current limits were established through formal town ordinances adopted under Vermont statute, historically supported by engineering and traffic investigations and Selectboard action. These limits therefore reflect prior policy decisions about how roads entering the village should function, balancing travel speed with safety, access, and settlement patterns. The 85th percentile speed is not the only determining factor here.

If the Town wishes to revisit those determinations, Vermont law provides a defined process involving Selectboard direction, updated engineering review, ordinance amendment, and public notice. Clarifying whether the intent is to initiate such a formal review, or instead to discuss enforcement within existing limits, may help frame future work and discussions.

2. Enforcement Priorities

Separate from posted limits is the question of enforcement.

It would be great for the community to better understand how officers are directed to approach speeding today. For example, whether traffic enforcement is expected to be proactive in any particular town locations, or primarily occurs when excessive speed is encountered during other policing activities. Greater clarity here would help align public expectations with operational reality.

3. Capacity and Competing Demands

The Chief also noted the practical limits on officer capacity, which is entirely understandable.

This raises a broader and useful question for the Town: how officer time is currently allocated, and whether the department is largely operating at full capacity responding to calls and incidents. A clearer understanding of where time is spent - and where the department would ideally like to focus effort - could help inform future conversations about priorities, staffing, and community expectations.

4. Where Responsibility Lies

During the discussion, the Chief also referenced potential physical or infrastructure-based measures that have been suggested to influence vehicle speeds, while noting that such improvements are not within the Police Department's budget capacity.

To the extent the Town wishes to consider roadway or traffic-calming infrastructure, it would seem appropriate that those discussions occur through the Town Manager, Selectboard, and relevant departments. Policing and enforcement is only one part of a potential solution.

4. Alignment of Goals

Taken together, these topics seem connected to a larger question of departmental goals and how they align with the Town Manager's objectives and Selectboard priorities.

Establishing shared expectations around traffic safety, visibility, response capacity, and proactive versus reactive policing may provide helpful context before specific policy or infrastructure decisions are considered.

Thank you again to the Chief, Selectboard, and residents for a thoughtful discussion. Continued conversations grounded in shared information and clear process will help ensure that future decisions reflect both professional expertise and community priorities.

Respectfully,

Steven Hepburn
Wallace Farm Road

Article 36 reminder

From Aaron Lamperti <aaron.lamperti@gmail.com>
Date Thu 2/26/2026 5:07 PM
To Select Board <selectboard@norwich.vt.us>
Cc Miranda Bergmeier <MBergmeier@norwich.vt.us>

 1 attachment (36 KB)

SB memo re A36 final 022626.pdf;

Please find attached a memo urging the Selectboard to take action on the priorities defined by Warrant Article 36 from 2019.

Thank you,

Aaron Lamperti, Alan Berolzheimer, Alec Orenstein, Caleb Shepherd, Charlie Lindner, Cindy Shannon, Claudia J. McKay, David M. Lemal, Elizabeth Ayer Mann, Eric Friets, Eric Rentz, Frances E. Eanet, Jack Cushman, Jacqueline Allen, Judy Pond, Julia Rabig, Kathleen Shepherd, Linda Gray, Liz Blum, Lynnwood B. Andrews, Mary E. Dingman, Mary R. Albert, Mary R. Albert, Nelson Kasfir, Norman Levy, Pamela Piper, Paul D. Manganiello, Peter Orner, Rev. Dr. Jim Antel, Robert Gere, Stephen Foltz, Suzanne Leiter

February 26, 2026

Norwich Selectboard
Mary Layton, Chair

Dear Mary,

We are writing to remind the Selectboard that the town voted overwhelmingly in support of Article 36 at town meeting in 2019. The text of the article was:

Shall the voters of Norwich direct all Town officials to 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 fiscal year and continuing until they are eliminated entirely, and shall the Town Manager be charged with monitoring such efforts and reporting on them each year in the annual Town Report, and no capital expenditures shall be made that contradict or undermine this direction, absent a majority vote of the Selectboard?

In 2021 the SB convened a committee to review the Town's fossil fuel use and make recommendations on how to enact the Article 36 mandate. That committee issued its recommendations in February, 2022.

While we recognize that the Selectboard must balance many competing demands and limited resources, we believe that Article 36 represents a mandate from the voters of Norwich and that it deserves renewed attention and clear communication.

Most of six years have passed since the town clearly expressed its desire for 'immediate and sustained' action. We the undersigned respectfully request that the current Selectboard renew its commitment to the goals of Article 36 and take meaningful steps towards those goals.

We suggest that by the end of FY 2026 the Town:

- Require routine reporting on fossil fuel use across Town departments
- Establish a green or low carbon purchase policy
- Identify Tracy Hall and DPW office update paths to carbon neutral heating/cooling

With these action items addressed the Town can then prioritize additional items in the coming years:

- Update Tracy Hall and the DPW offices to carbon neutral heating/cooling
- Weatherize the fire department apparatus bay
- Investigate EV options for Town vehicles
- Install EV chargers at town facilities

Thank you for your service to the community.

Sincerely,

The undersigned concerned residents of Norwich

Signatories:

Aaron Lamperti
Alan Berolzheimer
Alec Orenstein
Caleb Shepherd
Charlie Lindner
Cindy Shannon
Claudia J. McKay
David M. Lemal
Elizabeth Ayer Mann
Eric Friets
Eric Rentz
Frances E. Eanet
Jack Cushman
Jacqueline Allen
Judy Pond
Julia Rabig
Kathleen Shepherd
Linda Gray
Liz Blum
Lynnwood B. Andrews
Mary E. Dingman
Mary R. Albert
Mary R. Albert
Nelson Kasfir
Norman Levy
Pamela Piper
Paul D. Manganiello
Peter Orner
Rev. Dr. Jim Antel
Robert Gere
Stephen Foltz
Suzanne Leiter

Re: Access to Raw Speed Reader Data

From Brian Riordan <brian.riordan@gmail.com>

Date Tue 3/3/2026 12:44 PM

To Romei, Matthew S <matthew.s.romei@vermont.gov>

Cc Select Board <selectboard@norwich.vt.us>; Gered Dunne <gereddunne@gmail.com>

Hi Chief Romei -

I thought I would ping you again on this topic. There are a number of Data Scientists across the community that are eager to dive in here.

Another note, I did look back across my emails and as I thought we did do an engineering study back in 2018 with the police chief at the time. The findings were then presented to the select board at the time and it was voted and approved to reduce the speed to 25mph on Union Village Road below where the Village Boundary is located. I just want us to be careful of redoing what the Town has already done.

Thanks

Brian

On Fri, Feb 27, 2026 at 6:02 AM Brian Riordan <brian.riordan@gmail.com> wrote:

Good morning Chief Romei,

I wanted to follow up and reiterate my willingness to help support your team around the traffic data work.

By background, I have deep experience in data science and statistical analysis, particularly working with large amounts of messy, real-world data. I've spent years leading technical teams that specialize in cleaning, structuring, and extracting meaningful narratives from complex datasets. I also bring over 20 years of experience in mapping and spatial analysis, which allows me to correlate traffic data with geographic patterns, seasonal shifts, and time-of-day trends in a meaningful way.

You may not know that I helped create Strava Metro, a global bike and pedestrian analytics platform. Strava was originally founded in Hanover by a Norwich resident Davis Kitchell, and together we built tools that translated anonymous movement data into actionable insights for cities around the world. For nearly two years, I worked internationally with transportation departments and planners — from Florida to Portland to Brisbane — helping them interpret bike and pedestrian patterns and use that data to inform safer, more walkable communities.

A consistent theme across that work was understanding speed — particularly 85th percentile speed metrics and Origin/Destination mapping — and how they influence behavior, safety perception, and

community culture. I've seen firsthand in places like Copenhagen and London how thoughtful traffic calming and pedestrian-forward design can transform how a town feels and functions.

For me, this ultimately comes down to a broader question:

What do we want Norwich to feel like?

If we want it to feel distinct from Lebanon, Claremont, or Concord — especially within the village center — then data can help us understand what adjustments may support that vision while maintaining safety and fairness.

If it would be helpful, I would genuinely enjoy sitting down with you to:

- Review the raw data in more depth
- Break trends into seasonal and time-of-day patterns
- Filter anomalies (e.g., pedestrian interference, power gaps)
- Build a clean, objective narrative that supports informed decision-making

My goal isn't advocacy for its own sake — it's clarity. Strong data allows everyone to operate from a shared understanding of reality.

I'd be glad to volunteer some time to support this effort and build a constructive working relationship around it.

Thanks again for your consideration.

Cheers,
Brian

MEMORANDUM

TO: Selectboard and Town Manager Duffy
FROM: Marcia Calloway
DATE: March 5, 2026
RE: Vacancy in lister positions vis-à-vis new statutory requirements

Summary: A pre-existing law required a selectboard to fill vacancies in town offices. See 24 V.S.A. § 963(a), infra. That statute predates a new statute which speaks directly to certification requirements of listers. Specifically, as of January 1, 2026, the state instituted new certification requirements for all listers and assessors.¹ See 24 V.S.A. § 4052, infra. The new statute speaks inter alia only to elected listers and employed/contracted assessors. It does not address whether a lister, without certification from the Director of Property Valuation and Review, can be appointed to a vacant position after January 1, 2026. To the extent that 24 V.S.A. § 963 predates the new requirements of 32 V.S.A. § 4052 and appears to present a conflict of laws, the selectboard should consult legal counsel before proceeding with any appointment to fill a vacant lister position.

24 VSA 963(a) Vacancies in town offices

“When a vacancy occurs in any town office, the sb forthwith by appointment in writing shall fill such vacancy until an election is had;...” (Amended 1981, No. 239 (Adj. Sess.), § 28; 1993, No. 115 (Adj. Sess.), § 2, eff. March 30, 1994; 2017, No. 50, § 60.)

32 V.S.A. § 4052. Contract appraisals; assessor and lister qualifications [Effective January 1, 2026]

“(a) No municipality shall employ or contract a person, firm, or corporation to perform and no elected lister or board of listers shall perform appraisals of real property for the purpose of property taxation unless approved by the Director of Property Valuation and Review as qualified under this section.

“(b) No person shall conduct the work of an elected lister, board of listers, or assessor employed or contracted by a municipality pursuant to 17 V.S.A. § 2651c(b) unless the person meets the training requirements established by the Director of Property Valuation and Review under this section. An elected lister or board of listers who does not meet the training requirements of this section at the time of election shall have one year after entering into the duties of the office of lister to comply with this section.

“(c) The Director shall establish by rule reasonable qualifications for approval and training requirements, which shall include successful completion of educational and training courses approved by the Director and, in the case of an appraiser hired to do a townwide reappraisal, at least one year’s experience with an appraiser who has satisfactorily completed townwide reappraisals.”

¹ N.B. Assessors and listers are overseen by the Dept. of Taxes as distinguished from appraisers who are licensed by the Secretary of State.

From: [Pam Smith](#)
To: [Select Board](#)
Cc: kimogrignorwichselect@gmail.com; [Listers](#)
Subject: One-Year Appointment to the Board of Listers
Date: Thursday, March 5, 2026 9:05:16 AM
Attachments: [Lister Appointment Request - March 2026.pdf](#)

Dear Selectboard Members,

Attached you will find my application for a one-year appointment to the Norwich Board of Listers. I am requesting that my application be added to your March 11, 2026, Selectboard agenda. The Selectboard's willingness to fill this vacancy immediately will greatly reduce the possibility that the Board of Listers will need to request an extension of the deadline to lodge the 2026 Grand List, as was the case in 2024 and 2025.

Your prompt attention to this appointment request is requested.

Respectfully,

Pam Smith