

TOWN OF NORWICH
P.O. Box 376
NORWICH, VERMONT 05055-0376
TEL. (802) 649-1419 Ext. 101 or 102

Agenda for the Selectboard Meeting of Wednesday, June 24, 2015 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion) 10 minutes
- 3) Town Manager's Report (Discussion) 5 minutes
- 4) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 5) Review and Receive Financial Management Questionnaire from Treasurer (Discussion/Possible Action Item) 5 minutes
- 6) Interview/Appoint Ann Harvey as a Trustee of Public Funds (Action Item) 5 minutes
- 7) Meet with Rob Gurwitt re DailyUV.com (Discussion) 15 minutes
- 8) Norwich Conservation Commission Request to Spend \$9,000 from the Conservation Commission Reserve Fund to Help Conserve 50 Acres on Sugartop Road (Discussion/Possible Action Item) 10 minutes
- 9) Norwich Conservation Commission Request to Spend \$30,000 from the Conservation Commission Reserve Fund to Help the Upper Valley Land Trust Conserve 345 acres on Turnpike Road (Norwich Farms) (Discussion/Possible Action Item) 10 minutes
- 10) Follow-up from Norwich Pool Dam Forum (Discussion/Possible Action Item) 10 minutes
- 11) Finance Committee/Budget Advisory Committee (Discussion) 10 minutes
- 12) FY16 Tax Rate Setting Preparation (Discussion) 10 minutes
 - a) Undesignated Fund Balance Policy
 - b) EOY Projections
- 13) FY16 Selectboard Goals and Calendar (Discussion/Possible Action Item) 15 minutes
- 14) Capital Facilities (Discussion/Possible Action Item) 15 minutes
- 15) Update of Personnel Policies (Discussion Item) 5 minutes
- 16) Selectboard
 - a) Follow-up from VLCT Forum (Discussion/Possible Action Item) 10 minutes
 - b) Town Manager Evaluation Process (Discussion) 5 minutes
 - c) Selectboard Summer Schedule (Discussion/Possible Action Item) 5 minutes
 - d) Approval of the Minutes of the 6/10/15 Selectboard Meeting (Action Item) 5 minutes
 - e) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes

Next Regular Meeting – July 8, 2015 at 6:30 PM

To receive email notices of Selectboard meetings and hearings, agendas, minutes and other notices, send an email to manager-assistant@norwich.vt.us requesting to be placed on the Town Email List.

#4

06/19/15
12:55 pm

Town of Norwich Accounts Payable
Check Warrant Report # 15-29 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 06/19/15 To 06/24/15

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	04/17/15	HWY--OIL FILTER 084510707118	01-5-703403.00 PARTS & SUPPLIES	5.18		--/--/--
ADVANCE	ADVANCE AUTO PARTS	04/17/15	HWY--BACKHOE FILTER 084510707119	01-5-703403.00 PARTS & SUPPLIES	5.18		--/--/--
ADVANCE	ADVANCE AUTO PARTS	04/17/15	HWY--PAINTING SUPPLIES 084510707170	01-5-703403.00 PARTS & SUPPLIES	670.04		--/--/--
ADVANCE	ADVANCE AUTO PARTS	04/17/15	HWY--U-JOINTS 084510779197	01-5-704403.00 PARTS & SUPPLIES	36.63		--/--/--
ADVANCE	ADVANCE AUTO PARTS	04/21/15	HWY--PRESSURE GAUGE 084511179307	01-5-703513.00 TOOLS	45.78		--/--/--
ADVANCE	ADVANCE AUTO PARTS	04/22/15	HWY--TRANS ADDITIVE 084511207380	01-5-703403.00 PARTS & SUPPLIES	20.04		--/--/--
ADVANCE	ADVANCE AUTO PARTS	04/28/15	HWY--PAINTING SUPPLIES 084511807564	01-5-703403.00 PARTS & SUPPLIES	111.90		--/--/--
ADVANCE	ADVANCE AUTO PARTS	05/01/15	HWY--PAINTING SUPPLIES 084512107757	01-5-703403.00 PARTS & SUPPLIES	244.07		--/--/--
ADVANCE	ADVANCE AUTO PARTS	05/12/15	FD--FORESTRY#1 FILTERS 084513208291	01-5-555528.00 FIRE TRK R & M	43.97		--/--/--
ADVANCE	ADVANCE AUTO PARTS	05/12/15	FD--FOR#1 STEERING PARTS 084513286442	01-5-555528.00 FIRE TRK R & M	53.65		--/--/--
ADVANCE	ADVANCE AUTO PARTS	05/13/15	B&G--MOWER BELTS 084513386459	01-5-704403.00 PARTS & SUPPLIES	41.91		--/--/--
ADVANCE	ADVANCE AUTO PARTS	05/15/15	FD--ENG#1 WIPERS 084513508552	01-5-555528.00 FIRE TRK R & M	61.66		--/--/--
ADVANCE	ADVANCE AUTO PARTS	05/29/15	HWY--TRK#2 HEATER CORE 084514963807	01-5-703403.00 PARTS & SUPPLIES	25.99		--/--/--
ADVANCE	ADVANCE AUTO PARTS	06/01/15	HWY--TRK#3 FUEL FILTER 084515270833	01-5-703403.00 PARTS & SUPPLIES	21.18		--/--/--
ADVANCE	ADVANCE AUTO PARTS	06/01/15	HWY--TRK#13 FILTERS 084515270858	01-5-703403.00 PARTS & SUPPLIES	19.77		--/--/--
ADVANCE	ADVANCE AUTO PARTS	06/01/15	HWY--AIR HOSE 084515270878	01-5-703403.00 PARTS & SUPPLIES	22.56		--/--/--
ADVANCE	ADVANCE AUTO PARTS	06/02/15	HWY--TRK#2 PARTS 084515309424	01-5-703403.00 PARTS & SUPPLIES	74.95		--/--/--
ADVANCE	ADVANCE AUTO PARTS	06/08/15	HWY--TRK#2 PARTS 084515909629	01-5-703403.00 PARTS & SUPPLIES	35.51		--/--/--
ADVANCE	ADVANCE AUTO PARTS	06/11/15	HWY--LAMP 084516264042	01-5-555528.00 FIRE TRK R & M	7.38		--/--/--
AT&T	AT&T MOBILITY	05/23/15	DPW & FD CELL PHONES APR/MAY2015	01-5-550235.00 TELEPHONE & INTERNET	28.89	2098	06/24/15
AT&T	AT&T MOBILITY	05/23/15	DPW & FD CELL PHONES APR/MAY2015	01-5-703505.00 TELEPHONE	49.78	2098	06/24/15
BAYSTATE	BAY STATE ELEVATOR CO.	05/01/15	TH-MAY 15 ELEVATOR AGREE 203987	01-5-706107.00 ELEVATOR MAINTENANCE	228.65		--/--/--
BAYSTATE	BAY STATE ELEVATOR CO.	06/01/15	TH-ELEVATOR JUNE 2015 206127	01-5-706107.00 ELEVATOR MAINTENANCE	228.65		--/--/--
BLODGETT	BLODGETT SUPPLY CO	05/22/15	FD-PVC PARTS 1348553	01-5-555635.00 DRY HYDRANT	9.80		--/--/--
BLODGETT	BLODGETT SUPPLY CO	05/22/15	FD- ELL 1348554	01-5-555635.00 DRY HYDRANT	7.82		--/--/--

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Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESS	BUSINESS CARD	06/12/15	FIN-TAX BILL ENVELOPES	01-1-004102.00	1196.80	2099	06/24/15
	TAX BILL ENV			PREPAID EXPENSES			
CAMPCA	CAROL CAMPBELL	06/09/15	ELECTION WORKER	01-5-050110.00	30.00	2100	06/24/15
	ELECTION			POLLWORKERS WAGE			
CHALLENGE	CHALLENGER SPORTS TEAMWEA	06/05/15	REC-T SHIRTS & SHORTS 0595549	01-5-425208.00	2351.57	-----	---/---/---
				TEE SHIRT/HAT			
COMCAST	COMCAST	06/04/15	GEN ADMIN-FIXED IP 6/6/15 #1	01-5-275632.00	19.95	2101	06/24/15
				SERVER MAINTENANCE			
COMCAST	COMCAST	06/04/15	FD-FIXED IP 6/6/15#2	01-5-550235.00	29.90	2101	06/24/15
				TELEPHONE & INTERNET			
CRICKET'S	CRICKET'S PAINT & AUTO PA	06/04/15	HWY--OIL TRMNT, CASTERS 620028	01-5-703405.00	145.68	2102	06/24/15
				PETROLEUM PRODUCTS			
CRICKET'S	CRICKET'S PAINT & AUTO PA	06/04/15	HWY--OIL TRMNT, CASTERS 620028	01-5-703403.00	32.16	2102	06/24/15
				PARTS & SUPPLIES			
CRICKET'S	CRICKET'S PAINT & AUTO PA	06/10/15	HWY--AA BATTERIES 620555	01-5-703507.00	5.52	2102	06/24/15
				SUPPLIES			
CRICKET'S	CRICKET'S PAINT & AUTO PA	06/11/15	HWY--FUEL ADDITIVE 620626	01-5-703405.00	142.08	2102	06/24/15
				PETROLEUM PRODUCTS			
DECHERT	PHILIP DECHERT	06/05/15	PLAN-MILEAGE 12/9 TO 5/29 6/5/2015	01-5-350580.00	301.59	-----	---/---/---
				MILEAGE REIMB			
DINGEE	DINGEE MACHINE COMPANY	06/04/15	FD-GATE VALVE 7797	01-5-555528.00	451.66	2103	06/24/15
				FIRE TRK R & M			
DIXODR	DREW DIXON-VESTRAL	06/09/15	ELECTION WORKER ELECTION	01-5-050110.00	10.00	2104	06/24/15
				POLLWORKERS WAGE			
DONOHUE	PAUL DONOHUE	06/09/15	ELECTIONS & BCA HEARINGS VOTE & BCA	01-5-010110.00	32.50	2105	06/24/15
				JUSTICES WAGE			
DONOHUE	PAUL DONOHUE	06/09/15	ELECTIONS & BCA HEARINGS VOTE & BCA	01-5-050110.00	25.00	2105	06/24/15
				POLLWORKERS WAGE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-005531.00	37.71	2106	06/24/15
				ADMIN TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-100531.00	37.71	2106	06/24/15
				TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-200531.00	37.71	2106	06/24/15
				TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-275531.00	60.65	2106	06/24/15
				TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-300531.00	37.71	2106	06/24/15
				TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-350531.00	37.72	2106	06/24/15
				TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-425127.00	37.72	2106	06/24/15
				TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-500531.00	210.82	2106	06/24/15
				ADMIN TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-550235.00	34.92	2106	06/24/15
				TELEPHONE & INTERNET			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-705505.00	34.58	2106	06/24/15
				TELEPHONE			
EARTHLINK	EARTHLINK BUSINESS	06/10/15	MAY 2015 TELEPHONE 06/10/2015	01-5-703505.00	54.33	2106	06/24/15
				TELEPHONE			

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EVANSMOTO	06/09/15	EVANS GROUP, INC. DPW-202 GAL DIESEL 561304	01-5-703405.00 PETROLEUM PRODUCTS	435.50	-----	--/--/--
FAMILY	06/05/15	THE FAMILY PLACE 2/2 14-15 APPROPRIATION 3729	01-5-800350.00 THE FAMILY PLACE	2000.00	-----	--/--/--
FIRETECHS	05/31/15	FIRETECH SPRINKLER CORP TH-COMPRESSOR 38760	01-5-706113.00 REPAIRS & MAINTENANCE	151.15	2107	06/24/15
FOGGS	06/10/15	FOGG'S HARDWARE AND BUILD B&G--INSECTICIDE 742393	01-5-704403.00 PARTS & SUPPLIES	9.99	2108	06/24/15
FOGGS	06/10/15	FOGG'S HARDWARE AND BUILD B&G--INSECT REPELLANT 742824	01-5-704201.00 GARDEN SUPPLIES & PLANTS	11.99	2108	06/24/15
FOWLER	06/09/15	MARY FOWLER ELECTIONS & BCA VOTE & BCA	01-5-010110.00 JUSTICES WAGE	42.50	2109	06/24/15
FOWLER	06/09/15	MARY FOWLER ELECTIONS & BCA VOTE & BCA	01-5-050110.00 POLLWORKERS WAGE	30.00	2109	06/24/15
FREIGHTNH	06/11/15	FREIGHTLINER OF NEW HAMP FD-2004 PUMPER REPAIRS L31677	01-5-555528.00 FIRE TRK R & M	250.10	2110	06/24/15
GATEWAY	06/01/15	GATEWAY MOTORS INC DPW-MOTOR MOUNTS #3 29064	01-5-703403.00 PARTS & SUPPLIES	114.32	2111	06/24/15
GIRARD	06/11/15	JOHN GIRARD SR REC-BASEBALL UMPIRING 6/11/2015	01-5-425214.00 REFERREE/UMPIRE	250.00	2112	06/24/15
GMPC	06/03/15	GREEN MOUNTAIN POWER CORP DPW-GARAGE ELECTRIC 04695JUNE15	01-5-703501.00 ELECTRICITY	46.50	2113	06/24/15
GMPC	06/04/15	GREEN MOUNTAIN POWER CORP PD-BEAVER MEADOW SIGN 24966JUNE15	01-5-500542.00 SPEED SIGNS	1.30	2113	06/24/15
GNOMON	06/12/15	GNOMON COPY ASSESS-GRAND LISTS 40297	01-5-300550.00 PRINTING	16.50	2114	06/24/15
GRAPHIC	06/05/15	THE GRAPHIC EDGE, INC REC-T SHIRTS 890019	01-5-425208.00 TEE SHIRT/HAT	516.75	2115	06/24/15
GRAPHIC	06/19/15	THE GRAPHIC EDGE, INC REC-BASEBALL CAPS 890028	01-5-425208.00 TEE SHIRT/HAT	423.52	2115	06/24/15
GRAYLIN	06/09/15	LINDA GRAY ELECTIONS & BCA VOTE & BCA	01-5-010110.00 JUSTICES WAGE	42.50	-----	--/--/--
GRAYLIN	06/09/15	LINDA GRAY ELECTIONS & BCA VOTE & BCA	01-5-050110.00 POLLWORKERS WAGE	30.00	-----	--/--/--
HANOVER	07/29/14	HANOVER NH AMBULANCE SERV AMBULANCE RUN 14-149072	01-5-555903.00 AMBULANCE BILLS	688.00	2116	06/24/15
HANOVER	09/02/14	HANOVER NH AMBULANCE SERV AMBULANCE RUN 14-176914	01-5-555903.00 AMBULANCE BILLS	514.00	2116	06/24/15
HANOVER	09/11/14	HANOVER NH AMBULANCE SERV AMBULANCE RUN 14-192933	01-5-555903.00 AMBULANCE BILLS	514.00	2116	06/24/15
JOESEQUIP	05/22/15	JOE'S EQUIPMENT SEV. INC. B & G- RECOIL ASSEMBLY 47224	01-5-704403.00 PARTS & SUPPLIES	23.95	-----	--/--/--
JOESEQUIP	06/13/15	JOE'S EQUIPMENT SEV. INC. CEM COMM-MOWING PARTS 48759	01-5-675430.00 REPAIRS & MAINT.	42.40	-----	--/--/--
JOHNCO	06/09/15	CORLAN JOHNSON ELECTIONS & BCA VOTE & BCA	01-5-010110.00 JUSTICES WAGE	22.50	2117	06/24/15
JOHNCO	06/09/15	CORLAN JOHNSON ELECTIONS & BCA VOTE & BCA	01-5-050110.00 POLLWORKERS WAGE	10.00	2117	06/24/15
JORDAN	06/01/15	JORDAN EQUIPMENT CO. DPW-SNOW PLOW BLADE # 12 P10783	01-5-703403.00 PARTS & SUPPLIES	546.21	2118	06/24/15

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LAVALLEYS	06/03/15	LAVALLEY'S BUILDING SUPPL CON COMM-PRESSURE WOOD 06/03/2015	01-5-650630.00 TRAILS	740.93		
M&M	06/08/15	M&M CUSTOM GRAPHICS & EMB DPW-TRUCK 6 NEW DECALS 6/8/2015	01-5-703401.00 OUTSIDE REPAIRS	110.00	2119	06/24/15
MCNEIL	05/31/15	MCNEIL, LEDDY & SHEAHAN, TOWN ADMIN-PERSONNEL 25465	01-5-005300.00 PROFESS SERV	507.60	2120	06/24/15
MIS1	06/04/15	ANNIE MUSE REC-MATERIALS FOR CAMP SUMMER CAMP	01-1-004102.00 PREPAID EXPENSES	200.00	2121	06/24/15
MIS2	06/08/15	DLM CONSTRUCTION LLC DPW-WATER LINE LEAK 6/8/2015	01-5-703511.00 REPAIRS & MAINTENANCE	516.00	2122	06/24/15
MIS3	06/18/15	STEVE SMALL REC-LACROSSE OFFICIAL 6/18/2015	01-5-425214.00 REFERREE/UMPIRE	50.00	2123	06/24/15
MIS4	06/18/15	HEATHER CARLEY REC-LACROSSE OFFICIAL 6/18/2015	01-5-425214.00 REFERREE/UMPIRE	50.00	2124	06/24/15
NEMUNCONS	06/01/15	NEW ENGLAND MUNICIPAL CON ASSESSOR-MAY 2015 2015-32	01-5-300300.00 PROFESS SERVICES	4800.00	2125	06/24/15
NORSCHOOL	05/25/15	NORWICH SCHOOL DISTRICT FINAL SCHOOL TAX FINAL TAX	01-2-001123.00 SCHOOL DISTRICT TAX	188105.80	2126	06/24/15
PAPAZIAN	06/06/15	LYSSA PAPAZIAN PLAN-WINDSHIELD SURVEY 06/06/2015	01-5-350416.00 HIST PRES GRANT	1456.83	2127	06/24/15
PAPAZIAN	06/06/15	LYSSA PAPAZIAN PLAN-WINDSHIELD SURVEY 06/06/2015	01-5-350408.00 HISTORIC PRES COMM.	543.17	2127	06/24/15
PIKE	05/29/15	PIKE INDUSTRIES INC DPW-16.93TONSCRUSHEDSTONE 802768	01-5-703207.00 GRAVEL & STONE	155.76		
PIKE	05/29/15	PIKE INDUSTRIES INC DPW-9.43 TON RIP RAP 802968	01-5-703207.00 GRAVEL & STONE	118.82		
PIKE	06/05/15	PIKE INDUSTRIES INC DPW-6.9 TON 4" STONE 803831	01-5-703207.00 GRAVEL & STONE	72.66		
PIKE	06/05/15	PIKE INDUSTRIES INC DPW-29.02 TON STONE & RAP 803846	01-5-703207.00 GRAVEL & STONE	351.12		
PIKE	06/02/15	PIKE INDUSTRIES INC DPW- 7.24 TONS LEDGESTONE 804175	01-5-703207.00 GRAVEL & STONE	66.97		
PITNEY	06/13/15	PITNEY BOWES GENADMIN-METER RENTAL 7038409-JN15	01-5-275536.00 POSTAGE METER RENTAL	171.21		
PLACE	06/03/15	PLACE SENSE PLAN-MIXED USE PLAN 480	01-5-350405.14 2014 ST OF VT PLAN GRANT	2800.08	2128	06/24/15
R&R	06/03/15	R&R COMMUNICATIONS INC FD-RADIO REPAIR 50233	01-5-555532.00 RADIO MAINTENANCE	59.25	2129	06/24/15
RANDY	06/01/15	RANDY'S SUNOCO PD-DPW-CARWASHES 550	01-5-500742.00 CRUISER MAINT	299.00	2130	06/24/15
RANDY	06/01/15	RANDY'S SUNOCO PD-DPW-CARWASHES 550	01-5-703401.00 OUTSIDE REPAIRS	158.00	2130	06/24/15
REIBNA	06/09/15	NANCY LEAVITT-REIBEL ELECTION WORKER ELECTION	01-5-050110.00 POLLWORKERS WAGE	10.00	2131	06/24/15
RICH	06/10/15	NEAL RICH DPW-CDL REIMBURSEMENT CDL	01-5-703515.00 ADMINISTRATION	83.00	2132	06/24/15
RICHARDSO	11/30/14	TAD RICHARDSON DPW&SERVER-CONSULTANT 929	01-5-703515.00 ADMINISTRATION	339.25		
RICHARDSO	11/30/14	TAD RICHARDSON DPW&SERVER-CONSULTANT 929	01-5-275632.00 SERVER MAINTENANCE	598.00		

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ROTMAN	06/09/15	ELECTIONS & BCA VOTE & BCA	01-5-010110.00 JUSTICES WAGE	27.50	2133	06/24/15
ROTMAN	06/09/15	ELECTIONS & BCA VOTE & BCA	01-5-050110.00 POLLWORKERS WAGE	15.00	2133	06/24/15
SABIL	06/04/15	FD-VEHICLE LENSES 24576	01-5-555528.00 FIRE TRK R & M	99.70	2134	06/24/15
SACHMA	06/09/15	ELECTION WORKER VOTE	01-5-050110.00 POLLWORKERS WAGE	10.00	2135	06/24/15
SANEL	06/02/15	HWY--BEARINGS 05JD2765	01-5-703403.00 PARTS & SUPPLIES	259.85	2136	06/24/15
SANEL	06/03/15	HWY--BEARING RETURNS 05JE6244	01-5-703403.00 PARTS & SUPPLIES	-129.90	2136	06/24/15
SOFRDE	06/13/15	TH-1/2 US FLAG-ALL STATE FLAG	01-5-706109.00 BUILDING SUPPLIES	101.24	2137	06/24/15
STAPLELNK	05/30/15	GAD/ASS--SUPPLIES 8034574420	01-5-275610.00 OFFICE SUPPLIES	32.15	2138	06/24/15
STAPLELNK	05/30/15	GAD/ASS--SUPPLIES 8034574420	01-5-300610.00 OFFICE SUPPLIES	0.30	2138	06/24/15
STAPLELNK	06/06/15	PD/LIS--SUPPLIES 8034674509	01-5-500610.00 OFFICE SUPPLIES	25.62	2138	06/24/15
STAPLELNK	06/06/15	PD/LIS--SUPPLIES 8034674509	01-5-300610.00 OFFICE SUPPLIES	9.00	2138	06/24/15
SYMQUEST	06/04/15	GEN ADMIN-CANON COPIER 922562	01-5-275620.00 PHOTOCOPIER	299.12	-----	--/--/--
UNIFIRST	06/01/15	DPW-UNIFORMS & SUPPLIES 035 3899237	01-5-703311.00 UNIFORMS	124.18	-----	--/--/--
UNIFIRST	06/01/15	DPW-UNIFORMS & SUPPLIES 035 3899237	01-5-703507.00 SUPPLIES	1.88	-----	--/--/--
UNIFIRST	06/01/15	DPW-UNIFORMS & SUPPLIES 035 3899237	01-5-703515.00 ADMINISTRATION	12.40	-----	--/--/--
UNIFIRST	06/01/15	DPW-UNIFORMS & SUPPLIES 035 3899237	01-5-704311.00 UNIFORMS	30.70	-----	--/--/--
UNIFIRST	06/08/15	DPW-UNIFORMS & SUPPLIES 035 3901577	01-5-703311.00 UNIFORMS	124.18	-----	--/--/--
UNIFIRST	06/08/15	DPW-UNIFORMS & SUPPLIES 035 3901577	01-5-703507.00 SUPPLIES	10.18	-----	--/--/--
UNIFIRST	06/08/15	DPW-UNIFORMS & SUPPLIES 035 3901577	01-5-703515.00 ADMINISTRATION	12.40	-----	--/--/--
UNIFIRST	06/08/15	DPW-UNIFORMS & SUPPLIES 035 3901577	01-5-704311.00 UNIFORMS	30.70	-----	--/--/--
VALLEYNEW	05/16/15	TA-SPEED LIMIT ORD 01234679	01-5-005540.00 ADVERTISING	80.50	2140	06/24/15
VALLEYNEW	06/19/15	ASSESS-GRAND LIST NOTICE 01234747	01-5-300540.00 ADVERTISING	120.75	2140	06/24/15
VALLEYNEW	06/19/15	DPW-PAVING AD 01235137	01-5-703515.00 ADMINISTRATION	57.50	2140	06/24/15
VOWP	05/31/15	CEM COMM-CLEAN & MOW 83057	01-5-675500.00 PURCHASED SERVICE	810.00	2141	06/24/15

06/19/15
12:55 pm

Town of Norwich Accounts Payable
Check Warrant Report # 15-29 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 06/19/15 To 06/24/15

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				218759.01		

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 \$ ***218,759.01
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Neil Fulton

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

06/19/15
12:55 pm

Town of Norwich Accounts Payable
Check Warrant Report # 15-29 Current Prior Next FY Invoices For Fund (CONSERVATION COMM FUND)
All Invoices For Check Acct 01(General) 06/19/15 To 06/24/15

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
UVLAND	06/10/15	UPPER VALLEY LAND TRUST I CON COMM-REISER CONS EASE REISER	04-5-650700.00 LAND CONSERVATION	5000.00	2139	06/24/15
Report Total				5000.00		

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 \$ *****5,000.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Roberta Robinson
Roberta Robinson

TOWN MANAGER: _____
Neil Fulton

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

#4

06/19/15
12:55 pm

Town of Norwich Accounts Payable
Check Warrant Report # 15-29 Current Prior Next FY Invoices For Fund (HIGHWAY EQUIPMENT FUND)
All Invoices For Check Acct 01 (General) 06/19/15 To 06/24/15

Page 1 of 1
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
TENCO	05/28/15	DPW-DES FUND- TRUCK BODY 4920108-RI	07-5-700322.00 HIGHWAY EQUIP. PURCHASES	58900.00	2143	06/24/15
Report Total				58900.00		

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 \$ ****58,900.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Roberta Robinson
Roberta Robinson

TOWN MANAGER: _____
Neil Fulton

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

#4

06/19/2015

Town of Norwich Accounts Payable

01:34 pm

Check Warrant Report # 16-1 Current Prior Next FY Invoices

RRobinson

Unpaid Invoices For Check Acct 01(General) From 06/25/2015 To 07/01/2015

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
BCBS	BLUE CROSS/BLUE SHIELD OF VERM JULY 15	JULY 15 HEALTH INSURANCE	20391.66	0.00			
COTT	COTT SYSTEMS INC	104170 TC-JULY15 HOST	225.00	0.00			
IACPNET	LOGIN / IACP NET	25562 PD-IACP NET SERVICE 15/1	275.00	0.00			
IMAGING	VALLEY IMAGING & AWARDS	20181 TS-WINDOW STICKERS	515.36	0.00			
POSTMASTE	POSTMASTER NORWICH	PD BOX 311 PD-MAILBOX RENT	88.00	0.00			
POSTMASTE	POSTMASTER NORWICH	ANNUAL RENT GEN ADMIN-MAILBOX	88.00	0.00			
TREND	TREND BUSINESS SOLUTIONS	45252 FIN-TAX BILL PAPER	157.23	0.00			
VALA	VERMONT ASSESSORS & LISTERS AS 15-16 DUES	ASSESSOR-VALA DUES	50.00	0.00			
VLCT	VERMONT LEAGUE OF CITIES & TOW 16-RD141	ADMIN-ANNUAL DUES	4628.00	0.00			
VLCTERB	VLCT EMPLOYMENT RESOURCE & BEN 18825-Q3	UNEMPLOYMENT 7-1 TO 9-30	1325.00	0.00			
VLCTPACIF	VLCT PROP & CASUALTY INTER FUN 15/16 INSURA	PROP & CASUALTY-WORKERS	82845.00	0.00			
VTFORESTS	STATE OF VERMONT	7/1/2015 FD-6GALS PHOSCHEK FOAM	259.86	0.00			
VTGFOA	VT GOVERNMENT FINANCE OFFICERS 15/16 DUES	FIN-VTGFOA DUES	50.00	0.00			
WINDSORCL	WINDSOR COUNTY TREASURER	15-16 ASSESS COUNTY TAX 1/2	28192.02	0.00			
Report Total			139,090.13	0.00	0.00		

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 \$ ***139,090.13
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR Roberta Robinson
Roberta Robinson

TOWN MANAGER: _____
Neil Fulton

SELECTBOARD:

Christopher Ashley Linda Cook Stephen Flanders Dan Goulet Mary Layton
 Chair

#5

Financial Management Questionnaire – Towns and Cities

	Yes	No	Don't know	By whom
Are all town account records currently maintained by one individual?	X			Finance Officer
Do you reconcile bank and ledger balances monthly?		X		Finance Officer does
Are checks always written to specified payees and not to cash?	X			Yes, unless Petty Cash Reimb
Does the same individual open the mail and deposit checks?	X			Finance Officer
Are pre-numbered checks used for all bank accounts?	X			
Are unopened bank statements delivered directly to the treasurer as received?	X			
Have you borrowed money from the town?		X		
Have select board members attended financial trainings?			X	
Are bank statements reconciled on a regular basis?	X			Finance Officer
Does someone other than the treasurer review bank reconciliations?		X		
Have you deposited town monies anywhere other than a town account?		X		
Have you deposited any non-town monies into a town account?		X		
Is interest in town accounts apportioned to each account?		X		
Have there been any changes in authorized signatures during the fiscal year?	X			New Assistant Treasurer
Has a signature stamp ever been used for any town account				
Has there ever been a theft, or unauthorized use of town funds or equipment?		X		Per Town Manager
Are financial records maintained in a computerized system?	X			Finance Officer
Does the town have written policies and procedures for financial operations?	X			Per Town Manager
Does each town official have copies of these policies and procedures?	X			Per Town Manager
Have you attended trainings on recordkeeping?	X			
Are checks written by the same individual who approves payments?	X			Occasionally the Fin Off for Dept exps
Are you a participant in any business which does business with the town?	X			Ledyard + Mascoma Banks
Do you maintain separate pages, columns or running balances for each fund?	X			Finance Officer
Do elected town auditors attend financial trainings?		X		Eliminated Elected Auditors
Are bank accounts and fund balances reconciled on a monthly basis?	X			Finance Director
Does the town loan money to town employees?		X		Per Town Manager
As a signer below I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the Town/City of: <u>Norwich</u>, Vermont.				
Preparer: (signature) <u>Cheryl A. Lindberg</u> (printed name) <u>Cheryl A. Lindberg</u> Title: <u>Treasurer</u> Date: <u>6/10/15</u>				
Reviewed by Select Board (signature): _____ on (date): _____				

VERMONT **GENERAL ASSEMBLY****The Vermont Statutes Online****Title 24 : Municipal And County Government****Chapter 051 : Finances; Accounts And Audits****Subchapter 002 : Town Treasurer; Accounts; City Accounts****§ 1571. Accounts; reports**

(a) The town treasurer shall keep an account of monies, bonds, notes, and evidences of debt paid or delivered to him or her, and of monies paid out by him or her for the town and the town school district, which accounts shall at all times be open to the inspection of persons interested.

(b) Monies received by the town treasurer on behalf of the town may be invested and reinvested by the treasurer with the approval of the legislative body.

(c) The town treasurer shall file quarterly reports with the legislative body regarding his or her actions set forth in subsections (a) and (b) of this section.

(d) The town treasurer shall annually, on or before June 30, complete and provide to the selectboard a copy of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding internal financial controls. (Amended 1981, No. 239 (Adj. Sess.), § 5; 2011, No. 155 (Adj. Sess.), § 27.)

VERMONT GENERAL ASSEMBLY

The Vermont Statutes Online

Title 24 : Municipal And County Government

Chapter 033 : Municipal Officers Generally

Subchapter 003 : Organization Of Selectboard; Appointments; Powers

§ 872. Selectboard; general powers and duties

(a) The selectboard shall have the general supervision of the affairs of the town and shall cause to be performed all duties required of towns and town school districts not committed by law to the care of any particular officer.

(b) The selectboard shall annually, on or before July 31, acknowledge receipt of and review the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11) regarding internal financial controls and which has been completed and provided to the selectboard by the treasurer pursuant to section 1571 of this title.

(c) The selectboard may require any other officer or employee of the town who has the authority to receive or disburse town funds to complete and provide to the selectboard a copy of the document made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11). The officer or employee shall complete and provide the document to the selectboard within 30 days of the selectboard's requirement. The selectboard shall acknowledge receipt of and review the completed document within 30 days of receiving it from the officer or employee. (Amended 2011, No. 155 (Adj. Sess.), § 26.)

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

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

Name: Ann B. Harvey

Address: 28 Shiloh Lane, Norwich, VT 05055

Day phone: 603-646-3933

Evening phone: 802-649-8783

E-mail: ann.b.harvey@dartmouth.edu

Position Applied For: Trust Funds Board

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes No Morning: (Yes No

Are there other restrictions on your availability? If so, please describe:

Not afternoons

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Previous employee of town

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Nothing currently

Former JP and BCA member

5. Education and Current Employment

Name of Company: Dartmouth College

Location: Hanover NH

Title: Class Treasurers Dues Assistant

Describe your work:

Manage class dues program, reconcile class activity unit's general ledger accounts, billing

6. Pertinent Education and/or Experience:

See previous. BA from University of Vermont, Associates degree in Business Management

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes

No). If yes, please explain:

Comments:

Signature

Ann B. Harvey

Date

6/9/15

#8

To: Norwich Select Board

From: Norwich Conservation Commission

Date: June 5, 2015

Re: Norwich Conservation Commission Trust Fund

The Upper Valley Land Trust (UVLT) has requested \$9000, \$4000 in legal and \$5000 in stewardship costs, from the Trust Fund in order to conserve 50 acres on Sugartop Road in Norwich. Its protection will add to and enhance several adjacent blocks of conserved lands. More details and maps are attached.

The Norwich Conservation Commission has unanimously approved this request and hereby requests that the Norwich Select Board approve this payment per the requirements of the Trust Fund. The NCC has made similar donations in the past and believes it to be a very effective and appropriate use of these funds. For your information, we currently have in excess of \$225,000 in the Trust Fund.

Thank you for your consideration.



William C. Pierce, Treasurer

To: Members of the Norwich Conservation Commission

From: The Upper Valley Land Trust
Peg Merrens, Vice President, Conservation

Date: 15 May 2015

Re: Request for assistance from the Town Conservation Trust Fund

The Upper Valley Land Trust (UVLT) respectfully submits this application to the Norwich Conservation Commission for funding from the Norwich Conservation Fund to support the conservation of 50± acres on Sugartop Road in Norwich. Funding is needed to cover the costs associated with drafting and compiling documents for a conservation easement transaction and for a stewardship fund for future monitoring and defense of the easement. Consistent with the Norwich's Open Space Informal Plan this funding will help encourage and leverage a generous donation of a conservation easement from a landowner and defray the costs of the project for the land trust.

Project Description:

John and Judy Wiggin wish to donate a conservation easement on approximately 50 of the 90 acres of land they own off Sugartop Road in Norwich. The property rises over the southern summit of Griggs Mountain to a saddle lying between the northern and southern peaks of Griggs Mountain. In this saddle, drainage for an unnamed first-order stream begins, comprising the headwaters of Dothan Brook. The northern most part of the property rises and meets the Appalachian Trail (AT) corridor where the property lies less than 150± feet from the trail.

Public Benefit:

The property is located within a large unfragmented natural habitat block identified as highly ranked by the Vermont Agency of Natural Resources. Its protection would add to and enhance a large block of conserved lands. It lies between the 118± acre UVLT-conserved Fisher-Cochran property to the west, the 27± acre UVLT-conserved McAllister property to the east, and the AT corridor to the north. It is a priority of the National Park Service to conserve and encourage the conservation of lands adjacent the AT corridor to buffer the trail and enhance hiker enjoyment and experience. Both the Fisher-Cochran and McAllister properties were protected as part of a prior community effort (the Norwich-Hartford Greenway Project) to protect lands along the AT. There is reason to hope that the success of this project could lead neighbors of the Wiggins to conserve additional lands along the AT which would make this unfragmented block of conservation even greater. It is the Wiggins' hope that this project could also serve as a seed for additional projects in the larger Jericho area.

Within the property, there is a variety of forest stand types, vernal pools, and examples of leathery Grape-fern (*Botrychium multifidum*); a plant species ranked by the Vermont Natural Heritage Inventory (VNHI) program (Vermont Fish & Wildlife Department) as

an “Uncommon” (S3) plant in the State of Vermont. Protecting this property will ensure that these ecological values are protected for the enjoyment of future generations.

The southern summit of Griggs Mountain, the second highest peak in Norwich, will be conserved and the conservation easement will allow for continued public use of trails on the property for hiking and cross-country skiing.

Permanent Protection: Conservation of this 50± acre property will be secured through the donation of a permanent conservation easement. Conservation easements are a cost effective means of providing perpetual protections for natural resources, and UVLT has significant experience in completing transactions of this nature. Since its founding in 1985, UVLT has completed 477 conservation easement transactions resulting in the protection of 44,093± acres of land. The land trust will monitor the property on an annual basis, and will steward the property to ensure that the easement provisions are upheld, even after the land changes hands.

Timeframe: Project completion date – UVLT and the landowner wish to complete this project this summer.

Estimated Costs: Donated conservation easement (not yet appraised).
Project management; conservation easement drafting and negotiation; title review, legal fees, and recording costs; field work, mapping and baseline documentation report: \$4000.
Stewardship endowment: \$5000.

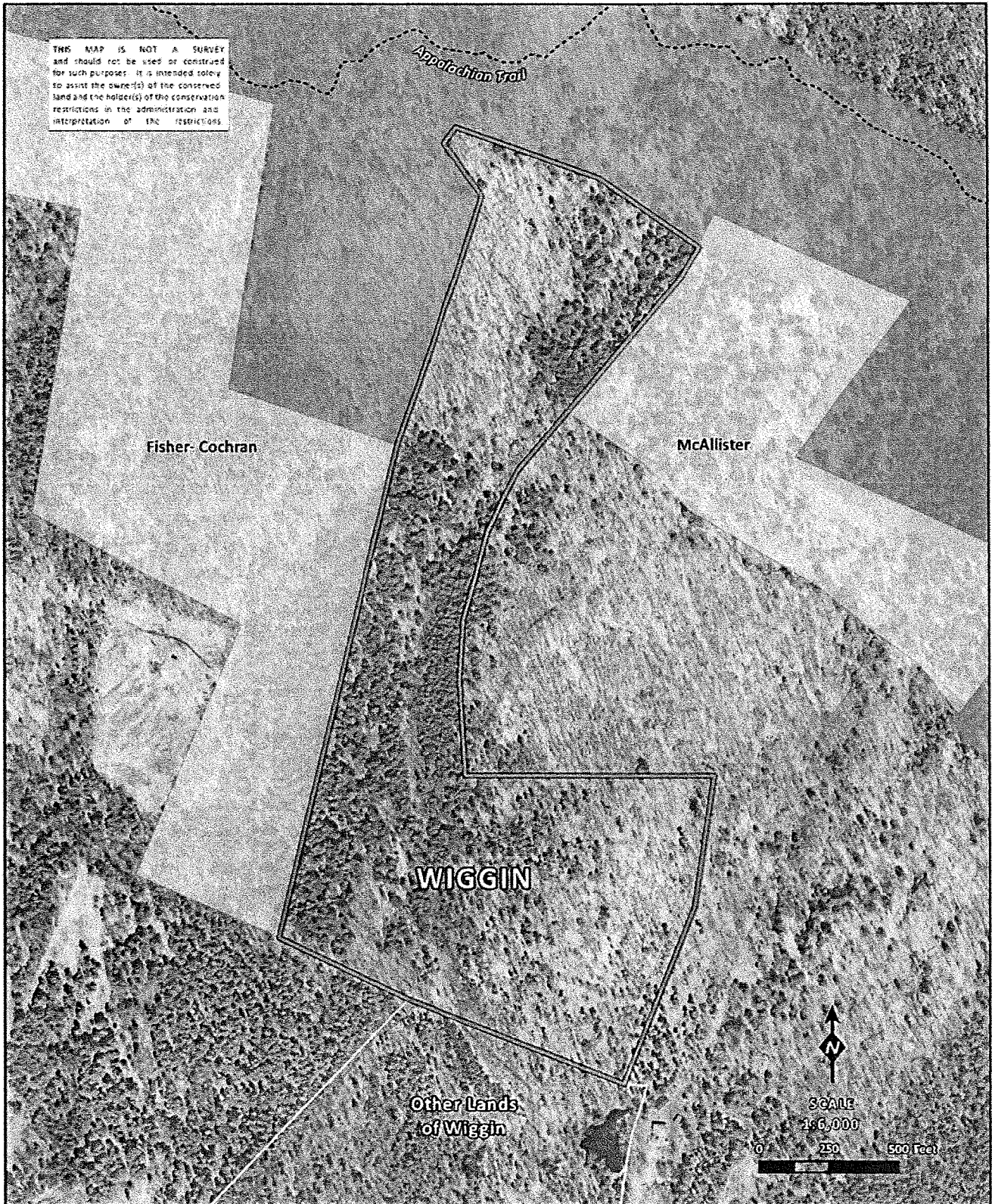
Matching Funds: Donated conservation easement.

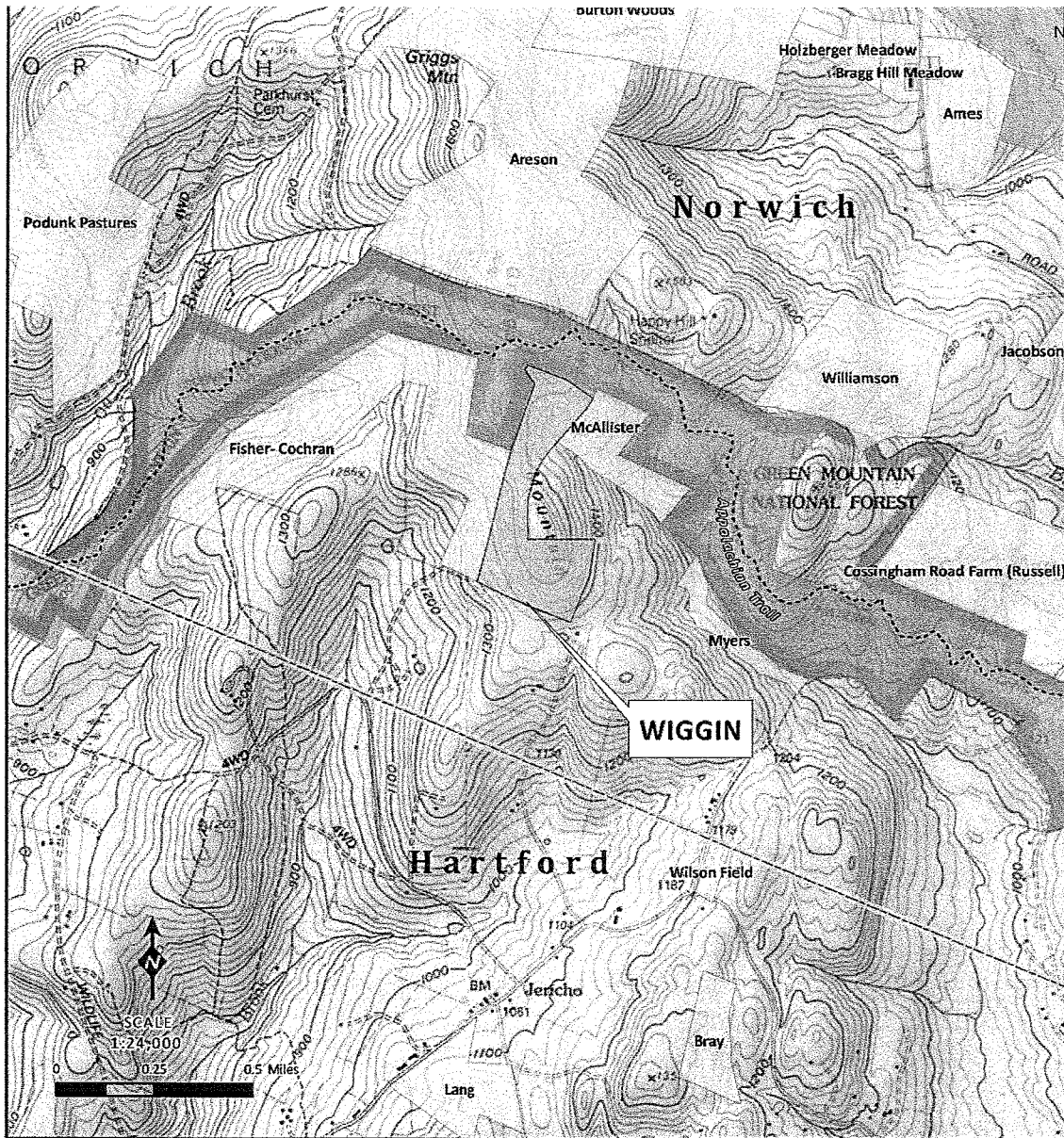
Funding Request: \$9,000 from the Norwich Conservation Fund

Respectfully submitted,

Peg Merrens
Vice President, Conservation
Upper Valley Land Trust

Ortho Map - Wiggin - Norwich, VT





MAP FEATURES

- Lands Conserved with UVLT
- Other Conservation Lands

Data Sources: The Wiggins property configuration is based on digital tax parcel data available from the town of Norwich (2008); Conserved Property data obtained from VCGI and UVLT; Topo map & hillshading from National Geographic Society, ArcGIS map service (2013); Map Coordinate System: VT SPCS, NAD 83, meters; ArcMap File: WIGGIN_TopoLoc_2015.mxd; Map created: April 2015 (AMB)



**UPPER VALLEY
LAND TRUST**

#9

Neil Fulton

From: Bill Pierce <wcpierce@att.net>
Sent: Wednesday, June 17, 2015 12:28 PM
To: Neil Fulton
Cc: David Hubbard; Peg Merrens
Subject: NorwichFarms_NorwichCC_5-19-2015.pdf
Attachments: NorwichFarms_NorwichCC_5-19-2015.pdf; ATT00001.txt

Neil, here is the official request for the Norwich Farms transaction from the the Conservation Trust Fund of \$30000 to provide funding for acquisition costs and ongoing stewardship costs similar to those we have done in the past including the other request we are submitting at this meeting. These funds will go directly to the Upper Valley Land Trust as an essential part of their overall fund raising for this project.

The Conservation Commission unanimously approved this funding request as very much in keeping with our mission by helping to provide long term protection for this important parcel.

We hereby request that the Select Board endorse our recommendation. Thank you, Bill Pierce, Treasurer

To: Members of the Norwich Conservation Commission

From: The Upper Valley Land Trust
Jeanie McIntyre, President
Peg Merrens, Vice President, Conservation

Date: 19 May 2015

Re: Request for assistance from the Town Conservation Trust Fund

The Upper Valley Land Trust respectfully submits this application for a request of funding from the Norwich Conservation Fund to support the conservation of 345± acres on Turnpike Road in Norwich.

Project Description:

The Upper Valley Land Trust (UVLT) intends to acquire 345 acres of forest and farmland for long-term conservation ownership. The acquisition and conservation of this property results from a collaboration with Vermont Technical College (VTC), which will take ownership of an adjoining 5-acre parcel where farm buildings and improvements are located and where VTC will offer agricultural education focused on small dairy operation. UVLT is raising \$300,000 to purchase the property.

Public Benefit:

On a daily basis, numerous people recreate and travel in the Turnpike Road area, making connections to class-4 roads and trails, or simply to enjoy pastoral open fields the route offers. The target property is part of a connected corridor of green-space, which includes Fire District Land and several large privately-owned parcels conserved with UVLT. Protection of this property will provide a recreational link between the Fire District's Parcel 5, accessed from Beaver Meadow Road, and Turnpike Road. It will protect productive hayland and pasture adjacent to Blood Brook, and about a half mile of scenic frontage.

The target parcel consists mostly of pine forest regrown in old ledgy pastures on the ridge between Turnpike Road and Beaver Meadow Road. The uppermost portions of the property contain northern forest. There are vernal pools located on the northern boundary. Closer to Turnpike Road are open hayfields which have highly productive agricultural soils at both a statewide and national level. Considerable time and investment have been put into the fields to keep them productive and open over the years. Protection of this parcel will ensure that the land remains available for agricultural endeavors in the future.

In addition to its forest habitat, recreation, agricultural, and scenic benefits, these lands have been identified as worthy of protection in an informal open space plan compiled by members of the Conservation Commission and other Norwich citizens in 2004. The protection of this parcel is consistent with the Town Plan which encourages the protection of prime agricultural soils, and discourages dense development in rural areas

of town. Finally, the use of the Conservation Trust Fund to support conservation efforts serves two purposes, it encourages landowners to conserve their lands, and it demonstrates the Town's collective commitment to protect what Norwich citizens value about their town – in this instance, large interconnected blocs of forest habitat, scenic open meadows, productive agricultural land and recreational connections.

Permanent Protection: Conservation of this 345± acre property will be secured through ownership by UVLT. The land trust will manage the property for conservation stewardship and education and will make the farmland available to VTC for use in its educational programming.

UVLT and VTC share a mutual interest in developing a broad partnership that includes social service agencies and other educational institutions so that farm products, employment and training opportunities, stewardship activities improve the well-being of the whole community. UVLT and VTC will be building that partnership over the next year –the key step now is to secure the land and get VTC located on site. Possible activities on site in the future include cheese-making, animal husbandry classes for younger students, natural resource studies and forest management practices, and recreational programs. UVLT will retain an option to purchase the buildings in order to sustain charitable community farm and educational use of the property in the event that VTC's needs were to change at some point in the future.

Timeframe: Project completion date – property is under contract, closing date for the acquisition is June 18, 2015.

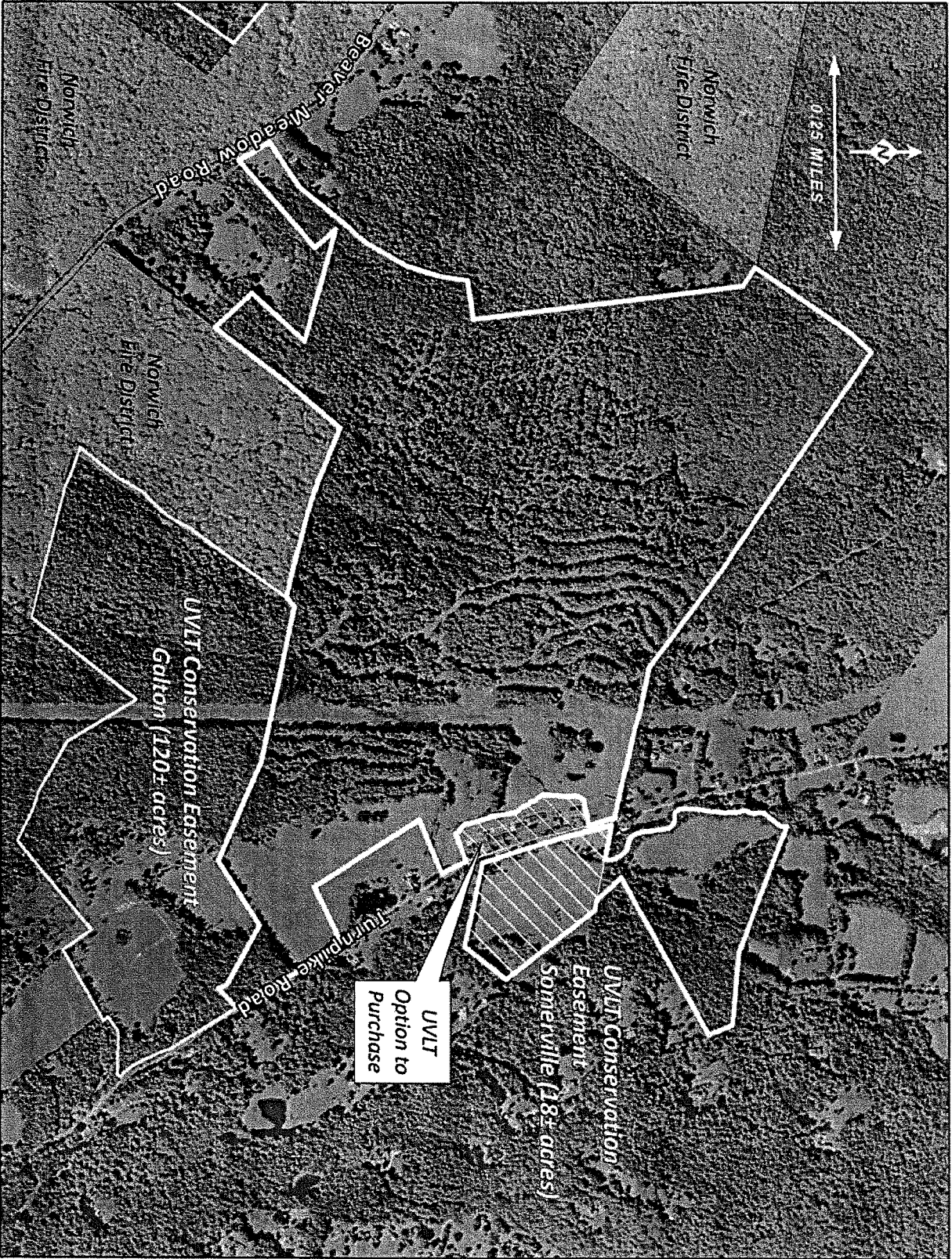
Total Costs: \$330,000. Funding will cover: the purchase of 345± acres; a stewardship endowment for ongoing management; UVLT staff and field work; title review and insurance; legal fees; and closing costs.

Matching funds: (1) \$175,000 currently pledged funds
(2) \$125,000 raised from individuals in the community.

Funding Request: \$30,000 from the Norwich Conservation Fund

Respectfully submitted,

Jeanie McIntyre, President
Peg Merrens, Vice President, Conservation
Upper Valley Land Trust



Advisory Budget Committee

17 V.S.A. § 2646. Town officers; qualification; election

At the annual meeting, a town shall choose from among its registered voters the following town officers, who shall serve until the next annual meeting and until successors are chosen, unless otherwise provided by law:

(18) Five members of an advisory budget committee, if the town so votes, unless the town votes to elect additional advisory budget committee members. The advisory budget committee members shall be elected by ballot, unless the town votes to have those members appointed by the selectboard.

24 V.S.A. § 1147. Advisory budget committee creation; duties

If a municipality creates an advisory budget committee as provided in 17 V.S.A. § 2646, the committee shall evaluate the municipality's budget and make recommendations to the selectboard for the budget based on its findings.

#11
See no. 11

Minutes of the Selectboard Meeting of Wednesday, January 22, 2014 at 6:30 PM

Members present: Stephen Flanders, Chair; Christopher Ashley; Ed Childs; Linda Cook; Keith Moran; Neil Fulton, Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were 3 people in the audience.

Also participating: Jill Kearney, Genevieve Verlaak-Graham.

Flanders opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). By consensus, the Selectboard approved the Agenda.
2. Public Comments. Cook said that due to the weather conditions people should check on the elderly in the community and if help is needed contact the Town Clerk or the Town Service Officer.
3. Town Manager's Report (Discussion). The Town has received its first electric bill showing the net metering credits for the three Town buildings receiving power from the solar project. The community skate was last Friday and was a well-received event. The Public Works staff has done winter road maintenance 16 out of the last 20 days. Ashley asked for an update on the Town Pool. Fulton said the decision has reached the Secretary's office and the Town has not received an update after three calls to the office. The alternative action is to formally apply for a permit and if denied to litigate. Fulton believes this process would be too long.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After some discussion of the motion given the Selectboard in the packet being inaccurate, Childs **moved** (2nd Ashley) to approve Check Warrant Report #14-18 for General Fund in the amount of \$820,922.75, for Recreation Facility & Improvement Fund in the amount of \$198.18, for Town Reappraisal Fund in the amount of \$7,718, for Citizen Assistance Fund in the amount of \$822 and for Communications Construction Fund in the amount of \$2,467.43 for the period from 1/9/14 to 1/22/14. **Motion passed.**
5. Waiver under Section 6 of the Alcohol Ordinance for the Spring Gala from the Norwich Women's Club (Discussion/Action Item). Verlaak-Graham spoke on behalf of the Women's Club saying they have done the event for the last two years and would like to do again this year. Fulton said the Town has not had any problems with this event. Afterwards, Ashley **moved** (2nd Childs) to approve a waiver in accordance with Section 6 of "An Ordinance to Regulate the Possession and Consumption of Alcohol on Town of Norwich Property" (Ordinance) to allow the possession and consumption of alcohol in accordance with the Ordinance at the Spring Gala to be held on March 14, 2014 in Tracy Hall. **Motion passed.**
6. Outside Agencies Appropriation Policy (Discussion Item). Flanders put together three items for the Selectboard packet: a simple letter (per Cook's suggestion) to outside agencies, a revised Appropriation Request and Disbursement Policy and a summary of outside agencies, amounts requested for FY15, the service they provide and the appropriate Statute for their request for appropriation. Flanders reviewed the process for outside agencies to establish a unit of services, keep a log and submit an invoice to the Town quarterly for reimbursement. Agencies may be excused from attending a budget hearing if there are no changes to their appropriation request and the Selectboard is satisfied with their quarterly reports. Moran thinks it is a great idea but believes outside agencies will not be happy with the request. Flanders responded that the letter he is suggesting be sent out is to ask for their reactions. Questions were asked about how to determine the value for a unit of service, Selectboard follow up, language in the Policy and when funds are allocated. Cook said this is

the third change to the appropriation process and will come as a shock to some agencies. Fulton suggested adding the Statute regarding the contract to the Policy.

7. Town Meeting Budget Presentation (Discussion Item). Flanders provided a revised presentation for the packet taking into consideration comments from the previous meeting. Ashley asked that the slide titled In the Voting Booth provide both if you vote yes and if you vote no comments. The Selectboard discussed what would be appropriate. Cook asked for more detail and the Town Manager's presentation by the February 12th meeting. Fulton said his presentation will be the budget approved by the Board and updates on major projects.

8. Selectboard Resource Manual (Discussion Item). Flanders has once again updated his Table of Contents. After some discussion, the Selectboard agreed to the content. Cook asked that a hard copy of the manual be kept in the Town Manager's Office.

9. Norwich Strategic Planning (Discussion Item). Flanders, built on adopted work of the Planning Commission, Energy Committee and Capital Facilities Committee, has developed a plan broken down into three categories: opportunities for regionalization, future of Norwich Town government and future of the Norwich community. He then discusses: what we have, what we want, SWOT analysis, implementation plan and impact on the future of Norwich. The Selectboard discussed: where the ideas came from, what the process should be going forward, costs, reaching out to other entities and defining functions. The Board agreed to pick two items to begin with: energy efficiency and traffic from feeder roads. The Selectboard will start with energy efficiency at their next regular meeting.

10. Root District and Beaver Meadow School Properties (Discussion/Possible Action Item). Fulton said that a version of the two draft articles in the packet will be part of the Norwich School District Warning. If Town Meeting concurs, the Town of Norwich will convey the two properties to the appropriate organizations with a provision that the property will revert to the Town if the use changes. Fulton said that clarity is needed on the transfer conveyance. Cook and Moran want the land to stay in Town hands.

11. Finance Committee Charge and MOU (Discussion/Action Item). Flanders said the Norwich School Board (NSB) has voted to adopt the Charge and Memorandum of Understanding (MOU). The Norwich Selectboard can adopt the two items or make changes and send it back to the NSB. After some further discussion, Childs moved (2nd Ashley) for the Selectboard to adopt the revised Finance Committee Charge and approve the Memorandum of Understanding with the Norwich School Board and authorize the Chair to sign the MOU. **Motion passed.**

12. Second Review of Draft Town Meeting Warning (Discussion/Action Item). Fulton said the draft Warning in the packet is the same as last meetings with two proposed changes. Petitions for articles are due in the Town Clerk's Office by 5 pm Thursday, January 23rd. There is now space at Marion Cross School for a second Circus Camp. This would require an increase in the Recreation Department budget of \$20,000. Expected revenues from the second Circus Camp would be approximately \$29,000. The second change would be to correct the appropriation request for WISE to be \$2,500 which is the same as last year's request. We have not received a petition for HIV/HCV Resource Center so the motion would need to indicate receipt of petition to include this article. Fulton said there might also be an advisory article petition. If so, the Selectboard would need a short meeting Friday to approve these additions if received. Kearney said the Circus Camp is the most expensive program the Recreation Department offers. However, there is a guaranteed profit as the Town receives 30% of what is taken in for the Camp.

Ashley **moved** (2nd Childs) to revise Article 4 to read as follows: Shall the voters of the Town of Norwich approve a gross spending General Town Budget of \$4,161,554 plus state and federal grants and gifts consistent with budgeted programs for the period July 1, 2014 to June 30, 2015. **Motion passed 4 to 1** (yes – Ashley, Childs, Moran and Flanders; no - Cook).

Childs **moved** (2nd Ashley) to revise Article 24 to read as follows: Shall the voters of the Town of Norwich appropriate \$2,500 to WISE (Women's Information Service) to be used to support WISE's crisis intervention and support services and prevention education, such amount being reasonably necessary for the support of programs to benefit Town residents. **Motion passed 4 to 1** (yes – Ashley, Childs, Moran and Flanders; no - Cook).

Childs **moved** (2nd Moran) to approve the Town portion of the Town Meeting Warning as amended with the exception of Article 9 which is conditionally approved based on a valid petition being received by the Town Clerk before 5:00 pm on Thursday, January 23, 2014. **Motion passed 4 to 1** (yes – Ashley, Childs, Moran and Flanders; no - Cook). Cook said she voted no on this motion due to it not being included in the Selectboard packet.

13. Selectboard

- a) Approval of the Minutes of the 11/20/13, 11/26/13, 12/4/13 and 12/11/13 Meetings. Cook asked that the minutes for November 26th be voted on separately. After considerable discussion regarding changes, Childs **moved** (2nd Ashley) to approve the minutes, as amended, of the November 20, 2013, December 4, 2013 and December 11, 2013 Selectboard meetings. **Motion passed**. Childs **moved** (2nd Ashley) to approve the minutes of the November 26, 2013 Selectboard meeting, as amended. **Motion passed 4 to 1** (yes – Ashley, Childs, Moran and Flanders; no - Cook). Fulton left the meeting at 8:45 pm due to frozen pipes at home.
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the February 12th agenda will include: outside agencies, strategic planning and the resource manual. The meeting next Wednesday is a special meeting with the Capital Facilities Committee to discuss options for Fire, Police and Public Works facilities. If a special meeting is needed to approve the Town Warning, it will be at 4:30 pm Friday, January 24th.

Ashley **moved** (2nd Cook) to adjourn. **Motion passed**. Meeting adjourned at 9:00 pm.

Approved by the Selectboard on February 26, 2014.

By Nancy Kramer
Assistant to the Town Manager

Stephen N. Flanders
Selectboard Chair

Special Selectboard Meeting – January 29, 2014 at 6:30 PM

Next Regular Meeting – February 12, 2014 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD. FOR A MORE DETAILED TRANSCRIPTION PLEASE REFER TO THE DVD. DVDs ARE AVAILABLE ONE WEEK AFTER AIRING AT THE NORWICH PUBLIC LIBRARY.

Town of Norwich
Property Tax Rates

#12

FY2015 Tax Rate as Adopted by SB 07-09-14

Grand List

4/1/2014 Town Grand List	\$	693,086,100	Comcast	\$1,264,600
1%	\$	6,930,861	Town Exemptions	
4/1/2014 Education Grand List	\$	697,000,900	Homestead	\$ 185,900
1%	\$	6,970,009	Non-Residential	\$ 2,120,400

School (Rates Set by State)	FY15	FY14	
Common Level of Appraisal	99.3300	97.1600	
District Spending Adjustment	1.83040	1.79393	
Homestead Tax Rate			
HGL Education Grand List	\$ 4,485,454	\$ 4,680,628	
Tax Rate	\$ 1.8059	\$ 1.7356	4.05%
State Education Taxes	\$ 8,100,281	\$ 8,123,698	
Non Residential Tax Rate			
NRGL Education Grand List	\$ 2,484,555	\$ 2,269,825	
Tax Rate	\$ 1.5252	\$ 1.4821	2.91%
State Education Taxes	\$ 3,789,444	\$ 3,364,107	
Total State Education Taxes	\$ 11,889,725	\$ 11,487,806	3.50%

Town Total Town Budget w/o Articles	\$	4,161,554	\$	FY15	\$	FY14	
Voted Monetary Articles				0.4623		0.4413	4.75%
Advance Transit		10,360	\$	0.0015			
Cemetery Commission		15,000	\$	0.0022			
The Family Place		4,000	\$	0.0006			
Green Mountain RSVP		500	\$	0.0001			
Headrest		2,500	\$	0.0004			
Health Care Rehab Services		3,093	\$	0.0004			
Norwich American Legion		1,500	\$	0.0002			
Norwich Child Care Scholarship		4,348	\$	0.0006			
Norwich Historical Society		8,000	\$	0.0012			
Norwich Lion's Fireworks		3,000	\$	0.0004			
Norwich Public Library Operating		250,000	\$	0.0361			
Norwich Public Library Capital		50,000	\$	0.0072			
SERG		750	\$	0.0001			
SEVCA		3,750	\$	0.0005			
Upper Valley Trails Alliance		2,000	\$	0.0003			
VT/NH Visiting Nurse		15,600	\$	0.0023			
White River Council on Aging		5,300	\$	0.0008			
Windsor County Partners		1,000	\$	0.0001			
WISE		2,500	\$	0.0004			
Youth-in-Action		3,000	\$	0.0004			
Total Monetary Articles	\$	386,201	\$	0.0557	\$	0.0542	
Total Town Expenditures	\$	4,547,755					
Offsetting Revenues							
Property Tax Fees and Interest		(42,000)					
Current Use Payment		(151,500)					
Permit and License Fees		(12,705)					
Intergovernmental Revenues		(219,098)					
Grant Revenues							
Service Fees		(322,985)					
Public Safety Revenues		(14,875)					
Other Town Revenues w/o Interest from Banks		(27,500)					
Interest Earned from Banks		(2,800)					
Miscellaneous Revenues		(4,000)					
Total Offsetting Revenues	\$	(797,463)					
Payment from Reduction in Undesignated Fund Balance	\$	(180,000)		14.5%			
Allowance for Tax Adjustments		20,000					
Amount to raise from Property Taxes	\$	3,590,292	\$	0.5180	\$	0.4867	6.43%
Town Tax Rate							
Local Agreement Taxes	\$	35,347	\$	0.0051	\$	0.0053	
Total Town Tax Rate	\$		\$	0.5231	\$	0.4918	6.36%

Summary

	FY15	FY14	% Change
School Homestead Tax Rate	\$ 1.8059	\$ 1.7356	4.05%
School Non Residential Tax Rate	\$ 1.5252	\$ 1.4821	2.91%
Town Tax Rate (With Local Agreement Rate)	\$ 0.5231	\$ 0.4918	6.36%
Windsor County Rate	\$ 0.0090	\$ 0.0062	44.46%
Total Homestead Tax Rate	\$ 2.3380	\$ 2.2336	4.67%
Total Non Residential Tax Rate	\$ 2.0573	\$ 1.9801	3.90%

Optional Payments from Reduction in Undesignated Fund Balance	Amount from UDF	Tax Rate	% Change FY14	UDF Balance	
FY15	\$	0.5231			
FY14	\$	0.4918			
Undesignated Fund Balance Use	14.5%	\$ 180,000	\$ 0.5231	6.36%	\$ 602,259.93
	10.0%	\$ 366,105	\$ 0.4963	0.92%	\$ 416,155.40
	11.0%	\$ 324,489	\$ 0.5023	2.14%	\$ 457,770.94
	12.0%	\$ 282,873	\$ 0.5083	3.36%	\$ 499,386.48
	13.0%	\$ 241,258	\$ 0.5143	4.58%	\$ 541,002.02
	14.0%	\$ 199,642	\$ 0.5203	5.80%	\$ 582,617.56
	15.0%	\$ 158,027	\$ 0.5263	7.02%	\$ 624,233.10
	16.0%	\$ 116,411	\$ 0.5323	8.24%	\$ 665,848.64
	17.0%	\$ 74,796	\$ 0.5383	9.46%	\$ 707,464.18
	18.0%	\$ 33,180	\$ 0.5443	10.68%	\$ 749,079.72
	19.0%	\$ (8,435)	\$ 0.5503	11.90%	\$ 790,695.26
	20.0%	\$ (50,051)	\$ 0.5563	13.12%	\$ 832,310.80

**SELECTBOARD FINANCIAL POLICY #2
UNDESIGNATED FUND BALANCE
TOWN OF NORWICH**

1. PURPOSE

1.1 The purpose of establishing a policy on the undesignated fund balance in the general fund is to provide a guideline for budgeting and tax rate decisions and to insure that adequate reserves are maintained in the general fund for the following purposes:

1.1.1 To fund operations by providing sufficient working capital for adequate cash flow, tax rate stabilization and as protection against uncollected taxes, economic downturns, or shortfalls of revenues, imposition of additional costs by other governmental agencies including courts, errors in financial forecasting, natural disasters and cutbacks in distributions from the state government.

1.1.2 To reduce the cost of long-term borrowing by maintaining an appropriate level of undesignated general fund balance, which is reviewed as part of the evaluation of a municipality's creditworthiness by bond-rating agencies.

2. DEFINITION

2.1 Undesignated fund balance – The portion of the general fund balance that is not reserved or designated for a specific use that exists at the end of the fiscal year.

2.2 Operating expenditures – All charges included in the Gross Spending General Town Budget.

3. RATIONALE

3.1 The National Advisory Council on State and Local Budgeting (NACSLB) encourages local governments to establish a policy on maintaining an appropriate level of Unreserved Fund Balance in the general fund (Recommended Practice 4.1).

3.2 The Government Finance Officers Association (GFOA) recommends that, "at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures."

3.3 GFOA also notes that "Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time."

4. POLICY

4.1 The Town should budget for current year general fund revenues including property tax revenues to be sufficient to finance current year expenditures.

4.2 Consistent with the recommendations of GFOA, an undesignated general fund balance of between 10 and 20 percent of general fund operating expenditures should be maintained.

Selectboard Financial Policy No. 2

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4.3 As part of setting the Town tax rate the Selectboard will review and discuss the undesignated general fund balance.

4.4 If the general fund balance falls outside of the above parameters, budgeted revenues should be either increased or decreased in subsequent years to maintain the general fund balance as described in section 4.2.

Adopted by the Norwich Selectboard on October 25, 2006.

Amended on January 26, 2011.

For the Norwich Selectboard:

Roger Blake, Chair

Revenue Report
As of June 15, 2015

Account	Estimated Revenue	Received to date	% of Budget Received	Uncollected Balance	EOY Projection
01-4-0000 PROPERTY TAX REVENUES					
01-4-000001.00 TOWN PROPERTY TAX	3,625,525.00	3,623,637.44	99.95%	1,887.56	3,623,637.44
01-4-000010.00 VT LAND USE TAX	151,500.00	161,784.00	106.79%	(10,284.00)	161,784.00
01-4-000014.00 PROP TAX INTEREST	25,000.00	24,868.04	99.47%	131.96	25,000.00
01-4-000015.00 PROP TAX COLL FEE	17,000.00	14,180.35	83.41%	2,819.65	17,000.00
Total Property Tax Revenues	3,819,025.00	3,824,469.83	100.14%	(5,444.83)	3,827,421.44
01-4-0001 LICENSE & PERMIT					
01-4-000101.00 LIQUOR LICENSE	350.00	540.00	154.29%	(190.00)	540.00
01-4-000103.00 DOG LICENSE	2,730.00	2,516.00	92.16%	214.00	2,730.00
01-4-000107.00 HUNT & FISH LICENSE	365.00	245.50	67.26%	119.50	288.00
01-4-000109.00 PEDDLER LICENSE	50.00	125.00	250.00%	(75.00)	125.00
01-4-000120.00 BLDG/DEVEL PERMIT	9,000.00	8,998.43	99.98%	1.57	8,998.43
01-4-000130.00 LAND POSTING PERMIT	210.00	180.00	85.71%	30.00	180.00
Total License & Permit Revenue	12,705.00	12,604.93	99.21%	100.07	12,861.43
01-4-0002 INTERGOVERNMENTAL					
01-4-000201.00 VT HIWAY GAS TAX	153,300.00	152,974.31	99.79%	325.69	152,974.31
01-4-000202.00 VT ACT 60	15,200.00	14,876.98	97.87%	323.02	15,276.00
01-4-000206.00 ST. OF VT. LISTER TRAININ	400.00	399.02	99.76%	0.98	399.02
01-4-000208.00 PILOT	22,000.00	22,665.60	103.03%	(665.60)	24,476.00
01-4-000210.00 VT NATURAL RESRCS	3,798.00	3,951.96	104.05%	(153.96)	3,951.96
01-4-000214.00 EDUC TAX RETAINER .225 o	24,000.00	24,102.93	100.43%	(102.93)	24,102.93
01-4-000216.00 LATE FEES-REVISED BILLS	400.00	270.00	67.50%	130.00	270.00
Total Intergovernmental Revenue	219,098.00	219,240.80	100.07%	(142.80)	221,450.22

01-4-0008	OTHER TOWN REVENUES								
01-4-000808.00	TOWN REPORT	1,500.00	1,401.18	93.41%	98.82	1,401.18			
01-4-000810.00	BANK INTEREST	2,800.00	5,139.22	183.54%	(2,339.22)	5,500.00			
01-4-000813.00	INSURANCE CLAIMS	-	495.77		(495.77)	495.77			
01-4-000814.00	FIELD RENTAL	26,000.00	22,560.00	86.77%	3,440.00	30,000.00			
	Total Other Town Revenues	30,300.00	29,596.17	97.68%	703.83	37,396.95			
01-4-001	PUBLIC SAFETY REVENUES								
01-4-001005.00	POLICE FINE	14,500.00	12,151.13	83.80%	2,348.87	14,500.00			
01-4-001007.00	PARKING FINE	175.00	420.00	240.00%	(245.00)	420.00			
01-4-001008.00	DOG FINE	200.00	-	0.00%	200.00	-			
	Total Public Safety Revenues	14,875.00	12,571.13	84.51%	2,303.87	14,920.00			
01-4-009	MISCELLANEOUS REVENUE								
01-4-009001.00	DAILY OVER/SHORT	-	261.79		(261.79)	261.82			
01-4-009005.00	AMBULANCE BILLS PAID	-	672.86		(672.86)	672.86			
	DONATIONS								
01-4-009011.00	DONATIONS-HISTORIC PRESER	-	400.00		(400.00)	400.00			
01-4-009100.00	TOWN CLERK MISCEL	-	600.00		(600.00)	600.00			
01-4-009200.00	TREAS DEPT MISCEL	-	17.30		(17.30)	17.30			
01-4-009300.00	LISTER DEPT MISCEL	-	11.08		(11.08)	11.08			
01-4-009425.00	RECRE DEPT MISCEL	-	85.00		(85.00)	85.00			
01-4-009500.00	POLICE DEPT MISCEL	-	600.00		(600.00)	600.00			
01-4-009600.00	COBRA REIMBURSEMENT	-	22,720.99		(22,720.99)	22,720.99			
01-4-009700.00	HIWAY DEPT MISCEL	-	167.82		(167.82)	167.82			
01-4-009900.00	MISCELLANEOUS	-	1,182.29		(1,182.29)	1,182.29			
	Total Misc. Revenue	4,000.00	327.49	8.19%	3,672.51	327.49			
	Total General Fund Revenue	4,514,062.60	4,500,097.43	99.69%	13,965.17	4,539,413.29			

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Includes all bills paid and unpaid in the finance office as of June 4, 2015.

Account	Budget	Expenditures	% of Budget Spent	Balance	EOY PROJECTION	(Over)/ Under
01-5-005 TOWN ADMIN. EXPENSE						
01-5-005110.00 SELECTBOARD STIPEND	2,500	1,083.33	43.33%	1,416.67	2,000	500
01-5-005111.00 TOWN MANAGER WAGE	101,416	95,025.72	93.70%	6,390.28	101,416	-
01-5-005111.10 TM BENEFITS	16,877	15,602.55	92.45%	1,274.45	16,700	177
01-5-005113.00 TREASURER STIPEND	1,693	846.50	50.00%	846.50	1,693	-
01-5-005114.00 ADMIN ASSIST WAGE	45,714	42,502.32	92.97%	3,211.68	45,826	(112)
01-5-005121.00 FICA TAX	10,428	9,582.57	91.89%	845.43	10,393	35
01-5-005122.00 MEDI TAX	2,439	2,241.13	91.89%	197.87	2,431	8
01-5-005123.00 HEALTH INSUR	12,855	12,506.10	97.29%	348.90	12,642	213
01-5-005124.00 DISABILITY/LIFE INSUR	2,076	1,655.05	79.72%	420.95	1,655	421
01-5-005125.00 DENTAL INSURANCE	450	434.46	96.55%	15.54	419	31
01-5-005126.00 VT RETIREMENT	8,405	8,064.26	95.95%	340.74	8,517	(112)
01-5-005300.00 PROFESS SERV	45,000	20,196.14	44.88%	24,803.86	30,000	15,000
01-5-005302.00 VLCT MEMBERSHIP	4,267	4,501.00	105.48%	(234.00)	4,501	(234)
01-5-005310.00 TOWN REPORT	6,000	5,448.28	90.80%	551.72	5,448	552
01-5-005531.00 ADMIN TELEPHONE	600	459.34	76.56%	140.66	675	(75)
01-5-005532.00 T MNGR CELL PHONE	600	818.54	136.42%	(218.54)	899	(299)
01-5-005538.00 POSTAGE	250	83.32	33.33%	166.68	100	150
01-5-005540.00 ADVERTISING	450	139.96	31.10%	310.04	200	250
01-5-005581.00 MILEAGE	100	-	0.00%	100.00	-	100
01-5-005610.00 OFFICE SUPPLIES	1,200	1,095.87	91.32%	104.13	1,200	-
01-5-005611.00 OFFICE EQUIP	600	179.21	29.87%	420.79	350	250
01-5-005615.00 DUES/MTS/EDUC	500	740.00	148.00%	(240.00)	740	(240)
01-5-005701.00 COMMITTEE	500	26.00	5.20%	474.00	474	26
01-5-005701.10 ENERGY COMMITTEE GRANT	600	225.52	37.59%	374.48	600	-
01-5-005810.00 DES FUND-FACILITIES STUDY	5,000	5,000.00	100.00%	-	5,000	-
01-5-005814.00 DESI FUND-CITIZEN ASSISTA	1,000	1,000.00	100.00%	-	1,000	-
01-5-005900.00 MISCELLANEOUS	750	772.32	102.98%	(22.32)	772	(22)
Total TOWN ADMIN. EXPENSE	272,270	230,229.49	84.56%	42,040.51	255,651	16,619

01-5-010	BCA/BOA EXPENDITURES	600	237.50	39.58%	362.50	238	363
01-5-010110.00	JUSTICES WAGE	37	4.97	13.43%	32.03	5	32
01-5-010121.00	FICA TAX	9	1.16	12.89%	7.84	1	8
01-5-010122.00	MEDI TAX	225	28.26	12.56%	196.74	28	197
01-5-010538.00	POSTAGE	300	240.00	80.00%	60.00	300	-
01-5-010615.00	DUES/MTGS/EDUC	1,171	511.89	43.71%	659.11	572	599
Total BCA/BOA EXPENDITURES							

01-5-050	STAT MTGS EXPENDITURES	200	290.00	145.00%	(90.00)	290	(90)
01-5-050110.00	POLLWORKERS WAGE	12	7.44	62.00%	4.56	7	5
01-5-050121.00	FICA TAX	3	1.74	58.00%	1.26	2	1
01-5-050122.00	MEDI TAX	225	100.30	44.58%	124.70	225	-
01-5-050538.00	POSTAGE	200	146.63	73.32%	53.37	200	-
01-5-050540.00	ADVERTISING	2,000	1,619.00	80.95%	381.00	2,000	-
01-5-050550.00	PRINTING	175	253.68	144.96%	(78.68)	254	(79)
01-5-050610.00	OFFICE SUPPLIES	65	-	0.00%	65.00	65	-
01-5-050650.00	VOTING MACHINE	300	-	0.00%	300.00	300	-
01-5-050652.00	VOTING MACH MAINT AGRMT	4,200	3,936.00	93.71%	264.00	4,200	-
01-5-050655.00	VTG MCHN PROGRAMG	7,380	6,354.79	86.11%	1,025.21	7,543	(163)
Total STAT MTGS EXPENDITURES							

01-5-100	TOWN CLERK EXPENDITURES	57,392	52,787.69	91.98%	4,604.31	56,466	926
01-5-100110.00	TOWN CLERK WAGE	37,551	34,862.72	92.84%	2,688.28	37,292	259
01-5-100112.00	ASST CLK WAGE	5,886	5,145.95	87.43%	740.05	5,813	73
01-5-100121.00	FICA TAX	1,377	1,203.57	87.41%	173.43	1,359	18
01-5-100122.00	MEDI TAX	31,209	30,485.38	97.68%	723.62	30,722	487
01-5-100123.00	HEALTH INS	1,630	1,294.80	79.44%	335.20	1,295	335
01-5-100124.00	DISABILITY/LIFE INS	900	868.92	96.55%	31.08	838	62
01-5-100125.00	DENTAL INSURANCE	4,866	4,658.72	95.74%	207.28	5,039	(173)
01-5-100126.00	VT RETIREMENT	450	409.31	90.96%	40.69	409	41
01-5-100207.00	DOG/CAT LICENSE	50	15.00	30.00%	35.00	15	35
01-5-100209.00	VITAL STATISTICS	515	442.93	86.01%	72.07	560	(45)
01-5-100531.00	TELEPHONE						

01-5-100540.00	ADVERTISING	100	-	0.00%	100.00	100	-
01-5-100610.00	OFFICE SUPPLIES	2,300	1,501.08	65.26%	798.92	2,000	300
01-5-100611.00	OFFICE EQUIPMENT	200	48.74	24.37%	151.26	49	151
01-5-100613.00	SOFTWARE	3,125	2,886.04	92.35%	238.96	3,111	14
01-5-100615.00	DUES/MTGS/EDUC	250	165.00	66.00%	85.00	200	50
01-5-100758.00	DES. FUND-RECORD RESTORAT	9,000	9,000.00	100.00%	-	9,000	-
Total TOWN CLERK EXPENDITURES		156,801	145,775.85	92.97%	11,025.15	154,268	2,533
FINANCE DEPARTMENT							
01-5-200	FINANCE DEPARTMENT						
01-5-200112.00	FINL ASSISTANT WAGE	25,801	24,346.55	94.36%	1,454.45	26,005	(204)
01-5-200112.10	FINANCE OFFICER WAGE	61,633	57,738.75	93.68%	3,894.25	61,797	(164)
01-5-200121.00	FICA TAX	5,421	4,877.87	89.98%	543.13	5,444	(23)
01-5-200122.00	MEDI TAX	1,268	1,149.12	90.62%	118.88	1,273	(5)
01-5-200123.00	HEALTH INS	18,911	14,956.21	79.09%	3,954.79	15,014	3,897
01-5-200124.00	DISABILITY/LIFE INS	1,573	1,183.38	75.23%	389.62	1,183	390
01-5-200125.00	DENTAL INSURANCE	729	721.60	98.98%	7.40	681	48
01-5-200126.00	VT RETIREMENT	4,481	4,323.84	96.49%	157.16	4,654	(173)
01-5-200322.00	INDEPENDENT AUDIT	15,500	11,600.00	74.84%	3,900.00	11,700	3,800
01-5-200531.00	TELEPHONE	500	432.08	86.42%	67.92	554	(54)
01-5-200540.00	ADVERTISING	175	172.00	98.29%	3.00	172	3
01-5-200550.00	PRINTING	75	70.00	93.33%	5.00	70	5
01-5-200610.00	OFFICE SUPPLIES	1,500	1,351.44	90.10%	148.56	1,500	-
01-5-200611.00	OFFICE EQUIPMENT	125	-	0.00%	125.00	-	125
01-5-200613.00	SOFTWARE	750	778.75	103.83%	(28.75)	779	(29)
01-5-200615.00	DUES/MTGS/EDUC	250	215.00	86.00%	35.00	215	35
01-5-200711.00	BANK	150	67.19	44.79%	82.81	100	50
Total FINANCE DEPARTMENT		138,842	123,983.78	89.30%	14,858.22	131,141	7,701
GEN ADMIN EXPENDITURES							
01-5-275	GEN ADMIN EXPENDITURES						
01-5-275531.00	TELEPHONE	1,000	759.09	75.91%	240.91	1,035	(35)
01-5-275536.00	POSTAGE METER RENTAL	750	684.84	91.31%	65.16	685	65
01-5-275538.00	POSTAGE	3,000	3,186.42	106.21%	(186.42)	3,063	(63)
01-5-275610.00	OFFICE SUPPLIES	1,250	645.96	51.68%	604.04	1,250	-
01-5-275620.00	PHOTOCOPIER	3,500	4,200.90	120.03%	(700.90)	6,330	(2,830)

01-5-275630.00	COMPUTER HARDWARE	1,600	1,330.00	83.13%	270.00	1,330	270
01-5-275631.00	WEB SITE SUPPORT	500	910.00	182.00%	(410.00)	910	(410)
01-5-275632.00	SERVER MAINTENANCE	4,000	3,832.62	95.82%	167.38	4,000	-
01-5-275760.00	DESIGNATED FUND-EQUIP	5,500	5,500.00	100.00%	-	5,500	-
Total GEN ADMIN EXPENDITURES		21,100	21,049.83	99.76%	50.17	24,103	(3,003)
01-5-300	ASSESSOR/LISTER EXPENDITURES						
01-5-300110.00	LISTER WAGE	4,500	2,500.00	55.56%	2,000.00	4,500	-
01-5-300112.00	OFFICE ASST WAGE	15,481	14,607.92	94.36%	873.08	15,633	(152)
01-5-300121.00	FICA TAX	1,239	944.08	76.20%	294.92	1,248	(9)
01-5-300122.00	MEDI TAX	290	220.80	76.14%	69.20	292	(2)
01-5-300123.00	HEALTH INS	7,045	4,641.10	65.88%	2,403.90	4,677	2,368
01-5-300124.00	DISABILITY/LIFE INSURANCE	247	225.74	91.39%	21.26	226	21
01-5-300125.00	DENTAL INSURANCE	450	172.56	38.35%	277.44	157	293
01-5-300126.00	VT RETIREMENT	793	766.50	96.66%	26.50	801	(8)
01-5-300300.00	PROFESS SERVICES	60,000	52,800.00	88.00%	7,200.00	57,600	2,400
01-5-300360.00	SOFTWARE MAINT/UPDATE	1,500	389.37	25.96%	1,110.63	400	1,100
01-5-300531.00	TELEPHONE	500	463.68	92.74%	36.32	588	(88)
01-5-300538.00	POSTAGE	500	685.37	137.07%	(185.37)	700	(200)
01-5-300540.00	ADVERTISING	100	120.75	120.75%	(20.75)	140	(40)
01-5-300550.00	PRINTING	200	84.30	42.15%	115.70	150	50
01-5-300580.00	MILEAGE REIMB	50	-	0.00%	50.00	-	50
01-5-300610.00	OFFICE SUPPLIES	250	112.84	45.14%	137.16	250	-
01-5-300611.00	OFFICE EQUIPMENT	250	-	0.00%	250.00	-	250
01-5-300615.00	DUES/MTGS/EDUC	800	537.95	67.24%	262.05	538	262
Total ASSESSOR/LISTER EXPENDITURES		94,195	79,272.96	84.16%	14,922.04	87,900	6,295
01-5-350	PLANNING DEPT EXPENDITURE						
01-5-350110.00	PLAN ADMIN WAGE	61,068	57,176.90	93.63%	3,891.10	61,090	(22)
01-5-350112.00	OFFICE ASST. WAGE	20,908	19,408.65	92.83%	1,499.35	20,591	317
01-5-350121.00	FICA TAX	5,081	4,596.93	90.47%	484.07	5,064	17
01-5-350122.00	MEDI TAX	1,189	1,075.13	90.42%	113.87	1,184	5
01-5-350123.00	HEALTH INS	12,854	12,748.97	99.18%	105.03	12,582	272
01-5-350124.00	DISABILITY/LIFE INS	888	713.64	80.36%	174.36	714	174

01-5-350125.00	DENTAL INSURANCE	675	434.46	64.36%	240.54	419	256
01-5-350126.00	VT RETIREMENT	3,130	3,016.18	96.36%	113.82	3,284	(154)
01-5-350320.00	PLANNING SERVICES	1,500	-	0.00%	1,500.00	1,500	-
01-5-350321.00	TWO RIVER PLANNING COMM.	4,268	4,404.00	103.19%	(136.00)	4,404	(136)
01-5-350322.00	U.V. TRANSPORTATION MGMT	1,063	1,063.00	100.00%	-	1,063	-
01-5-350341.00	MAPPING	2,500	2,200.00	88.00%	300.00	2,200	300
01-5-350405.14	2014 ST OF VT PLAN GRANT	10,685	10,685.11	-	-	10,685	-
01-5-350408.00	HISTORIC PRES COMM.	1,500	1,500.00	100.00%	-	1,500	-
	HIST PRES GRANT	1,457	1,456.83	-	-	1,457	-
01-5-350531.00	TELEPHONE	400	489.22	122.31%	(89.22)	625	(225)
01-5-350538.00	POSTAGE	425	272.41	64.10%	152.59	375	50
01-5-350540.00	ADVERTISING	600	382.84	63.81%	217.16	600	-
01-5-350550.00	PRINTING	300	-	0.00%	300.00	-	300
01-5-350580.00	MILEAGE REIMB	500	623.19	124.64%	(123.19)	623	(123)
01-5-350610.00	OFFICE SUPPLIES	900	638.11	70.90%	261.89	700	200
01-5-350611.00	OFFICE EQUIPMENT	500	149.22	29.84%	350.78	149	351
01-5-350615.00	DUES/MTGS/EDUC	775	757.90	97.79%	17.10	775	-
	Total PLANNING DEPT EXPENDITURE	133,166	123,792.69	92.96%	9,373.25	131,584	1,582

01-5-425	RECREA DEPT EXPENDITURES						
01-5-4251	ADMINISTRATION						
01-5-425110.00	RECREATION DIR WAGE	62,150	58,253.53	93.73%	3,896.47	62,312	(162)
01-5-425121.00	FICA TAX	3,853	3,618.75	93.92%	234.25	3,863	(10)
01-5-425122.00	MEDI TAX	901	846.38	93.94%	54.62	904	(3)
01-5-425123.00	HEALTH INS	7,417	7,218.76	97.33%	198.24	7,300	117
01-5-425124.00	DISABILITY/LIFE INSUR	1,170	805.08	68.81%	364.92	805	365
01-5-425125.00	DENTAL INSURANCE	450	419.16	93.15%	30.84	419	31
01-5-425126.00	VT RETIREMENT	3,185	3,074.03	96.52%	110.97	3,349	(164)
01-5-425127.00	TELEPHONE	650	469.82	72.28%	180.18	605	45
01-5-425128.00	POSTAGE	100	99.11	99.11%	0.89	100	-
01-5-425140.00	ADVERTISING	50	-	0.00%	50.00	-	50
01-5-425150.00	PRINTING	50	20.82	41.64%	29.18	50	-
01-5-425160.00	DUES/MTGS/EDUC	800	330.00	41.25%	470.00	800	-
01-5-425170.00	OFFICE EQUIPMENT	250	711.11	284.44%	(461.11)	711	(461)

01-5-425180.00	MILEAGE REIMBURSEMENT	450	211.39	46.98%	238.61	450	-
01-5-425182.00	OFFICE SUPPLIES	250	42.72	17.09%	207.28	250	-
Total ADMINISTRATION		81,726	76,120.66	93.14%	5,605.34	81,918	(192)
01-5-4252	PROGRAM						
01-5-425200.00	INSTRUCTOR FEE	75,000	72,382.25	96.51%	2,617.75	80,000	(5,000)
01-5-425206.00	COACHING MATERIALS	300	345.95	115.32%	(45.95)	346	(46)
01-5-425208.00	TEE SHIRT/HAT	4,800	3,023.57	62.99%	1,776.43	4,800	-
01-5-425211.00	EQUIPMENT	3,600	2,900.64	80.57%	699.36	3,600	-
01-5-425212.00	SUMMER PROG WAGE	13,700	10,727.45	78.30%	2,972.55	12,500	1,200
01-5-425214.00	REFERREE/UMPIRE	2,200	1,946.00	88.45%	254.00	2,200	-
01-5-425216.00	ENTRY FEE	1,200	915.00	76.25%	285.00	1,000	200
01-5-425218.00	REGISTRATION FEES	6,500	6,515.89	100.24%	(15.89)	7,000	(500)
01-5-425219.00	M.CROSS SCHOOL RENTAL FEE	13,500	6,615.00	49.00%	6,885.00	13,500	-
01-5-425220.00	SPECIAL EVENTS /SUPPLIES	1,300	854.13	65.70%	445.87	950	350
01-5-425221.00	FICA TAX	850	665.13	78.25%	184.87	775	75
01-5-425222.00	MEDI TAX	200	155.57	77.79%	44.43	181	19
01-5-425244.00	UNIFORMS	300	300.00	100.00%	-	300	-
Total PROGRAM		123,450	107,346.58	86.96%	16,103.42	127,152	(3,702)

01-5-500123.00	HEALTH INS	75,890	73,974.04	97.48%	1,915.96	74,471	1,419
01-5-500124.00	DISABILITY/LIFE INS	4,500	3,208.28	71.30%	1,291.72	3,209	1,291
01-5-500125.00	DELTA DENTAL	2,250	1,732.48	77.00%	517.52	2,096	154

01-5-500126.00	VT RETIREMENT	18,248	17,257.81	94.57%	990.19	19,088	(840)
01-5-500275.00	TRAINING	3,000	1,594.06	53.14%	1,405.94	1,800	1,200
01-5-500320.00	PROFESS SERVICE	250	-	0.00%	250.00		250
01-5-500321.00	ANIMAL CONT/LEASH LAW	2,000	802.50	40.13%	1,197.50	2,000	-
01-5-500423.14	2014 EQUIPMENT INCENTIVES	3,690	3,690.00		-		3,690
01-5-500423.15	2015 EQUIPMENT INCENTIVES	168	167.94		-	168	-
01-5-500510.00	RADIO MAINTENANCE	800	335.00	41.88%	465.00	500	300
01-5-500531.00	ADMIN TELEPHONE	4,500	3,302.50	73.39%	1,197.50	4,300	200
01-5-500534.00	911/PAGERS	375	306.00	81.60%	69.00	375	-
01-5-500535.00	VIBRS	2,750	2,452.07	89.17%	297.93	2,645	105
01-5-500536.00	DISPATCH SERVICES	45,205	45,062.00	99.68%	143.00	45,062	143
01-5-500538.00	POSTAGE	200	209.20	104.60%	(9.20)	275	(75)
01-5-500540.00	ADVERTISING	200	236.76	118.38%	(36.76)	300	(100)
01-5-500541.00	COMMUNITY RELATNS	1,000	1,879.93	187.99%	(879.93)	2,000	(1,000)
01-5-500542.00	SPEED SIGNS	1,200	1,523.00	126.92%	(323.00)	1,800	(600)
01-5-500580.00	MILEAGE REIMB	100	640.48	640.48%	(540.48)	650	(550)
01-5-500610.00	OFFICE SUPPLIES	1,750	1,358.06	77.60%	391.94	1,750	-
01-5-500611.00	OFFICE EQUIPMENT	2,000	444.10	22.21%	1,555.90	1,000	1,000
01-5-500615.00	DUES/MTGS/EDUC	450	622.50	138.33%	(172.50)	623	(173)
01-5-500626.00	OIL & GASOLINE	11,500	6,741.57	58.62%	4,758.43	7,400	4,100
01-5-500735.00	AMMUNITION	500	385.00	77.00%	115.00	385	115
01-5-500741.00	CRUISER VIDEO EQUIP	300	395.00	131.67%	(95.00)	395	(95)
01-5-500742.00	CRUISER MAINT	6,000	3,984.00	66.40%	2,016.00	4,500	1,500
01-5-500743.00	CRUISER SUPPLIES	700	700.82	100.12%	(0.82)	1,000	(300)
01-5-500744.00	UNIFORMS CLEANING	1,100	1,246.25	113.30%	(146.25)	1,384	(284)
01-5-500746.00	UNIFORMS	3,000	2,038.85	67.96%	961.15	3,000	-
01-5-500759.00	DESIGNATED FUND-SPEC EQUI	5,000	5,000.00	100.00%	-	5,000	-
01-5-500760.00	DESIGNATED FUND-CRUISER	5,000	5,000.00	100.00%	-	5,000	-
Total POLICE DEPT EXPENDITURES		532,220	493,764.69	92.77%	38,454.91	522,295	9,924
01-5-550	FIRE/FAST STATION						
01-5-5502	UTILITIES						
01-5-550232.00	WATER USAGE	700	660.81	94.40%	39.19	661	39
01-5-550233.00	ELECTRICITY	1,900	1,894.01	99.68%	5.99	2,000	(100)

01-5-550234.00	HEATING	5,400	5,892.02	109.11%	(492.02)	5,892	(492)
01-5-550235.00	TELEPHONE & INTERNET	1,750	1,839.97	105.14%	(89.97)	1,900	(150)
01-5-550236.00	ALARM MONITORING	60	56.25	93.75%	3.75	60	-
Total UTILITIES		9,810	10,343.06	105.43%	(533.06)	10,513	(703)
01-5-5503	REPAIR & MAINTENANCE						
01-5-550301.00	SUPPLIES	500	807.40	161.48%	(307.40)	900	(400)
01-5-550330.00	REPAIR & MAINTENANCE EXPN	2,700	2,700.28	100.01%	(0.28)	3,500	(800)
Total REPAIR & MAINTENANCE		3,200	3,507.68	109.62%	(307.68)	4,400	(1,200)
Total FIRE/FAST STATION		13,010	13,850.74	106.46%	(840.74)	14,913	(1,903)
01-5-555	FIRE/FAST DEPT. EXPENSES						
01-5-5551	FIRE WAGES						
01-5-555108.00	FIRE CHIEF WAGES	58,979	56,314.03	95.48%	2,664.97	59,968	(989)
01-5-555110.00	FIRE OFFICER STIPEND	1,775	591.68	33.33%	1,183.32	1,332	443
01-5-555112.00	FIREFIGHTERS WAGE	33,475	23,699.23	70.80%	9,775.77	37,174	(3,699)
01-5-555114.00	FF DRILLS/MTGS WAGE	5,000	2,500.00	50.00%	2,500.00	4,280	720
01-5-555121.00	FICA TAX	6,152	5,213.85	84.75%	938.15	6,371	(219)
01-5-555122.00	MEDI TAX	1,438	1,218.22	84.72%	219.78	1,490	(52)
01-5-555123.00	HEALTH INSURANCE	1,500	802.56	53.50%	697.44	803	697
01-5-555124.00	DISABILITY/LIFE INSURANCE	964	684.12	70.97%	279.88	684	280
01-5-555125.00	VT RETIREMENT	3,167	3,010.65	95.06%	156.35	3,073	94
01-5-555126.00	DENTAL INSURANCE	450	419.16	93.15%	30.84	419	31
Total FIRE WAGES		112,900	94,453.50	83.66%	18,446.50	115,594	(2,694)

01-5-5552	EMS WAGES								
01-5-555212.00	EMS WAGE	5,000	2,972.80	59.46%	2,027.20	4,084	916		
01-5-555215.00	EMS DRILL WAGE	2,300	1,420.00	61.74%	880.00	1,640	660		
01-5-555221.00	EMS FICA TAX	453	265.25	58.55%	187.75	355	98		
01-5-555222.00	EMS MEDI TAX	105	62.03	59.08%	42.97	83	22		
	Total EMS WAGES	7,858	4,720.08	60.07%	3,137.92	6,162	1,696		

01-5-5553	EDUCATION & TRAINING						
01-5-555338.00	FIRE EDUC/TRAINING	1,750	506.95	28.97%	1,243.05	750	1,000
01-5-555340.00	EMS EDUC/TRNG	1,250	1,208.00	96.64%	42.00	1,208	42
01-5-555342.00	FIRE DUES/MTGS/EDUC	1,000	940.00	94.00%	60.00	1,000	-
	Total EDUCATION & TRAINING	4,000	2,654.95	66.37%	1,345.05	2,958	1,042

01-5-5554	TOOLS & EQUIPMENT						
01-5-555422.00	FIRE TOOLS & EQUIPMENT	7,000	3,664.34	52.35%	3,335.66	4,500	2,500
01-5-555424.00	EMS TOOLS/ EQUIP	3,000	427.80	14.26%	2,572.20	1,700	1,300
01-5-555426.00	RADIO PURCH/REPAIR	1,000	667.43	66.74%	332.57	900	100
	Total TOOLS & EQUIPMENT	11,000	4,759.57	43.27%	6,240.43	7,100	3,900

01-5-5555	MAINTENANCE						
01-5-555528.00	FIRE TRK R & M	8,500	18,535.01	218.06%	(10,035.01)	18,700	(10,200)
01-5-555530.00	EQUIPMENT MAINTENANCE	2,000	1,240.15	62.01%	759.85	1,500	500
01-5-555532.00	RADIO MAINTENANCE	1,000	277.74	27.77%	722.26	500	500
01-5-555534.00	SOFTWARE MAINTENANCE	800	738.59	92.32%	61.41	740	60
01-5-555536.00	COMPUTER MAINTENANCE	650	-	0.00%	650.00	250	400
01-5-555538.00	GASOLINE	4,250	3,266.79	76.87%	983.21	3,400	850
	Total MAINTENANCE	17,200	24,058.28	139.87%	(6,858.28)	25,090	(7,890)

01-5-5556	SUPPORT						
01-5-555614.00	RECRUITMENT	250	161.42	64.57%	88.58	161	89
01-5-555618.00	POSTAGE	100	21.92	21.92%	78.08	75	25
01-5-555619.00	FIRE PREV BOOKS & MATERIA	175	72.40	41.37%	102.60	75	100
01-5-555620.00	FIREFIGHTERS CASUL INS	6,500	5,924.83	91.15%	575.17	5,925	575

01-5-555630.00	OFFICE SUPPLIES	350	435.93	124.55%	(85.93)	450	(100)
01-5-555632.00	DISPATCH SERVICE	7,986	8,438.36	105.66%	(452.36)	8,438	(452)
01-5-555633.00	UNIFORM	250	150.30	60.12%	99.70	250	-
01-5-555634.00	HYDRANT RENTAL	10,750	11,700.00	108.84%	(950.00)	11,700	(950)
01-5-555635.00	DRY HYDRANT	400	45.34	11.34%	354.66	45	355
01-5-555636.00	OSHA COMPLIANCE	1,100	462.64	42.06%	637.36	1,000	100
Total SUPPORT		27,861	27,413.14	98.39%	447.86	28,120	(259)

01-5-5557	DESIGNATED FUNDS						
01-5-555758.00	DESIGNATED FUND-APPARATUS	63,298	63,298.00	100.00%	-	63,298	-
01-5-555760.00	DESIGNATED FUND-EQUIPMENT	5,000	5,000.00	100.00%	-	5,000	-
Total DESIGNATED FUNDS		68,298	68,298.00	100.00%	-	68,298	-

01-5-5558	GRANT EXPENSE						
01-5-555824.00	VLCTPACIF GRANT	2,135	2,135.23	-	-	2,135.23	-
01-5-555830.00	DRY HYDRANT GRANT	8,000	8,000.00	-	-	8,000.00	-
01-5-555848.00	FY 12 HOMELAND SECURITY G	5,498	5,497.60	-	-	5,497.60	-
01-5-555850.00	FY 14 HOMELAND SECURITY	20,191	20,190.50	-	-	20,190.50	-
Total GRANT EXPENSE		35,823	35,823.33	-	-	35,823	-

01-5-5559	AMBULANCE SERVICES						
01-5-555901.00	AMBULANCE CONTRACT	91,579	92,519.00	101.03%	(940.00)	92,519	(940)
01-5-555903.00	AMBULANCE BILLS	2,000	5,786.86	289.34%	(3,786.86)	5,787	(3,787)
Total AMBULANCE SERVICES		93,579	98,305.86	105.05%	(4,726.86)	98,306	(4,727)

Total FIRE/FAST DEPT. STATION & DEPT. EXPENSES		391,529	374,337.45	95.61%	17,192	402,364	(10,834)
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01-5-703125.00	DENTAL INSURANCE	2,700	2,616.82	96.92%	83.18	2,514	186
01-5-703126.00	RETIREMENT	17,933	15,445.20	86.13%	2,487.80	18,643	(710)
Total HIGHWAY WAGES & BENEFITS		497,106	467,180.88	93.98%	29,925.12	490,923	6,183
01-5-7032	MATERIALS						
01-5-703201.00	SALT & CHEMICALS	113,967	106,690.85	93.62%	7,276.15	106,691	7,276
01-5-703203.00	SAND	61,600	63,801.37	103.57%	(2,201.37)	63,801	(2,201)
01-5-703205.00	DUST CONTROL	30,000	13,847.34	46.16%	16,152.66	30,000	-
01-5-703207.00	GRAVEL & STONE	66,500	27,380.62	41.17%	39,119.38	66,500	-
01-5-703209.00	CULVERTS & ROAD SUPPLIES	14,400	4,845.66	33.65%	9,554.34	10,000	4,400
01-5-703211.00	ASPHALT PRODUCTS	2,700	1,925.76	71.32%	774.24	2,700	-
01-5-703213.00	BRIDGE REPAIR & MAINT.	2,000	-	0.00%	2,000.00	-	2,000
01-5-703215.00	OTHER PROJECTS	10,000	3,526.24	35.26%	6,473.76	10,000	-
01-5-703217.00	SIGNS	4,500	3,233.25	71.85%	1,266.75	4,500	-
Total MATERIALS		305,667	225,251.09	73.69%	80,415.91	294,192	11,475
01-5-7033	CONTRACTED SERVICES						
01-5-703301.00	PLOWING & SANDING	16,139	12,599.41	78.07%	3,539.59	20,200	(4,061)
01-5-703303.00	ROAD SWEEPING	7,150	-	0.00%	7,150.00	7,150	-
01-5-703305.00	LEAF REMOVAL	5,000	8,460.00	169.20%	(3,460.00)	8,460	(3,460)
01-5-703307.00	STREETLIGHTS	12,000	7,914.60	65.96%	4,085.40	10,860	1,140
01-5-703309.00	TREE CUTTING & REMOVAL	12,000	12,240.00	102.00%	(240.00)	14,000	(2,000)
01-5-703311.00	UNIFORMS	5,636	6,878.59	122.05%	(1,242.59)	7,100	(1,464)
01-5-703313.00	PAVING	60,000	-	0.00%	60,000.00	40,000	20,000
01-5-703315.00	OTHER PROJECTS	5,000	7,441.75	148.84%	(2,441.75)	8,000	(3,000)
01-5-703317.00	CRACK SEALING	20,000	14,000.00	70.00%	6,000.00	14,000	6,000
01-5-703319.00	PAVEMENT MARKING	20,000	17,887.57	89.44%	2,112.43	22,500	(2,500)
Total CONTRACTED SERVICES		162,925	87,421.92	53.66%	75,503.08	152,270	10,655

01-5-7034	EQUIPMENT									
01-5-703401.00	OUTSIDE REPAIRS	35,236	42,535.48	120.72%	(7,299.48)	45,000	(9,764)			
01-5-703403.00	PARTS & SUPPLIES	37,500	38,374.14	102.33%	(874.14)	37,500	-			
01-5-703405.00	PETROLEUM PRODUCTS	55,000	44,552.68	81.00%	10,447.32	55,000	-			
	Total EQUIPMENT	127,736	125,462.30	98.22%	2,273.70	137,500	(9,764)			
01-5-7035	HIGHWAY GARAGE									
01-5-703501.00	ELECTRICITY	3,120	3,096.62	99.25%	23.38	3,200	(80)			
01-5-703503.00	PROPANE	9,000	9,080.34	100.89%	(80.34)	9,100	(100)			
01-5-703505.00	TELEPHONE	2,750	1,833.49	66.67%	916.51	2,450	300			
01-5-703507.00	SUPPLIES	2,500	1,262.11	50.48%	1,237.89	2,500	-			
01-5-703509.00	ALARM MONITORING	250	112.50	45.00%	137.50	113	138			
01-5-703511.00	REPAIRS & MAINTENANCE	5,150	2,972.51	57.72%	2,177.49	4,500	650			
01-5-703513.00	TOOLS	3,000	1,775.09	59.17%	1,224.91	2,000	1,000			
01-5-703515.00	ADMINISTRATION	5,900	7,103.23	120.39%	(1,203.23)	7,500	(1,600)			
	Total HIGHWAY GARAGE	31,670	27,235.89	86.00%	4,434.11	31,363	308			
01-5-7036	CAPITAL EXPENDITURES									
01-5-703601.00	DESIGNATED FUND-EQUIPMENT	135,000	135,000.00	100.00%	-	135,000	-			
01-5-703605.00	DESIGNATED FUND-PAVING	275,000	275,000.00	100.00%	-	275,000	-			
01-5-703607.00	DESIGNATED FUND-BRIDGES	35,000	35,000.00	100.00%	-	35,000	-			
	Total CAPITAL EXPENDITURES	445,000	445,000.00	100.00%	-	445,000	-			
01-5-7037	GRANTS									
01-5-703710.00	ST. OF VT-BETTER BACK RD	6,334	6,334.00	-	-	6,334	-			
	Total GRANTS	6,334	6,334.00	-	-	6,334	-			
	Total HIGHWAY DIVISION	1,576,438	1,383,886.08	87.79%	192,551.92	1,557,582	18,856			
01-5-704	BUILDINGS & GROUNDS DIVIS									
01-5-7041	B & G WAGES & BENEFITS	73,440	71,606.70	97.50%	1,833.30	76,917	(3,477)			
01-5-704113.00	BUILDINGS & GROUNDS WAGES	7,500	3,304.16	44.06%	4,195.84	3,500	4,000			
01-5-704114.00	OT BLDGS & GROUNDS									

01-5-704116.00	PAGER COMPENSATION	550	550.00	-	550	-
01-5-704121.00	FICA	5,051	4,656.91	394.09	5,020	31
01-5-704122.00	MEDICARE	1,182	1,089.04	92.96	1,174	8
01-5-704123.00	HEALTH INSURANCE	31,394	30,532.46	861.54	30,815	579
01-5-704124.00	DISABILITY/LIFE	1,260	1,066.56	193.44	1,067	193
01-5-704125.00	DENTAL INSURANCE	450	434.46	15.54	419	31
01-5-704126.00	RETIREMENT	4,176	4,010.52	165.48	4,352	(176)
Total B & G WAGES & BENEFITS		125,003	117,250.81	7,752	123,814	1,189

01-5-7042	MATERIALS					
01-5-704201.00	GARDEN SUPPLIES & PLANTS	1,500	1,937.58	(437.58)	2,000	(500)
Total MATERIALS		1,500	1,937.58	(437.58)	2,000	(500)

01-5-7043	CONTRACTED SERVICES					
01-5-704301.00	FOLEY PARK & MEDIANS	4,429	4,291.25	137.75	5,000	(571)
01-5-704311.00	UNIFORMS	900	1,576.44	(676.44)	1,700	(800)
Total CONTRACTED SERVICES		5,329	5,867.69	(538.69)	6,700	(1,371)

01-5-7044	EQUIPMENT					
01-5-704401.00	OUTSIDE REPAIRS	1,000	1,280.54	(280.54)	1,750	(750)
01-5-704403.00	PARTS & SUPPLIES	2,500	1,523.56	976.44	2,500	-
01-5-704405.00	PETROLEUM PRODUCTS	3,000	2,488.95	511.05	2,700	300
01-5-704413.00	TOOLS	500	113.83	386.17	500	-
Total EQUIPMENT		7,000	5,406.88	1,593.12	7,450	(450)

01-5-7046	CAPITAL EXPENDITURES					
01-5-704601.00	DESIGNATED FUND-EQUIPMENT	10,000	10,000.00	-	10,000	-
Total CAPITAL EXPENDITURES		10,000	10,000.00	-	10,000	-

Total BUILDINGS & GROUNDS DIVIS		148,832	140,462.96	8,369.04	149,964	(1,132)
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01-5-705	SOLID WASTE DIVISION								
01-5-7051	SW WAGES & BENEFITS								
01-5-705112.00	TRNSF STATION WAGE	28,038	31,937.24	113.91%	(3,899.24)	33,638	(5,600)		
01-5-705121.00	FICA TAX	1,738	1,974.31	113.60%	(236.31)	2,086	(348)		
01-5-705122.00	MEDI TAX	407	468.92	115.21%	(61.92)	488	(81)		
	Total SW WAGES & BENEFITS	30,183	34,380.47	113.91%	(4,197.47)	36,211	(6,028)		

01-5-7053	CONTRACTED SERVICES						
01-5-705301.00	GUVSWMD ASSESSMENT	44,832	43,187.10	96.33%	1,644.90	43,187	1,645
01-5-705303.00	MUNICIPAL SOLID WASTE	53,500	45,406.76	84.87%	8,093.24	51,900	1,600
01-5-705305.00	RECYCLING	35,000	27,231.48	77.80%	7,768.52	31,000	4,000
01-5-705311.00	UNIFORMS	500	134.76	26.95%	365.24	500	-
	Total CONTRACTED SERVICES	133,832	115,960.10	86.65%	17,871.90	126,587	7,245

01-5-7054	EQUIPMENT						
01-5-705403.00	PARTS & SUPPLIES	1,700	508.59	29.92%	1,191.41	1,000	700
01-5-705411.00	REPAIRS & MAINTENANCE	4,300	2,140.09	49.77%	2,159.91	4,300	-
01-5-705413.00	SMALL EQUIPMENT	300	184.91	61.64%	115.09	200	100
	Total EQUIPMENT	6,300	2,833.59	44.98%	3,466.41	5,500	800

01-5-7055	TRANSFER STATION						
01-5-705500.00	PURCHASED SERVICES	-	1,891.00		(1,891.00)	1,900	(1,900)
01-5-705501.00	ELECTRICITY	1,200	1,369.53	114.13%	(169.53)	1,600	(400)
01-5-705503.00	PROPANE	600	580.63	96.77%	19.37	650	(50)
01-5-705505.00	TELEPHONE	425	381.05	89.66%	43.95	425	-
01-5-705515.00	ADMINISTRATION	2,250	430.35	19.13%	1,819.65	1,000	1,250
01-5-705517.00	VERMONT FRANCHISE TAX	2,800	1,866.70	66.67%	933.30	2,800	-
	Total TRANSFER STATION	7,275	6,519.26	89.61%	755.74	8,375	(1,100)

01-5-7056	CAPITAL EXPENDITURES						
01-5-705601.00	DESIGNATED FUND-EQUIPMENT	8,000	8,000.00	100.00%	-	8,000	-
	Total CAPITAL EXPENDITURES	8,000	8,000.00	100.00%	-	8,000	-

Total SOLID WASTE DIVISION										185,590	167,693.42	90.36%	17,896.58	184,673	917
01-5-706	TRACY HALL														
01-5-7061	BUILDING EXPENSES														
01-5-706100.00	WATER USAGE	450	438.96	97.55%	11.04	450									
01-5-706101.00	ELECTRICITY	11,500	9,003.74	78.29%	2,496.26	11,500									
01-5-706103.00	HEATING	15,000	18,480.31	123.20%	(3,480.31)	18,500								(3,500)	
01-5-706105.00	ALARM MONITORING	250	112.50	45.00%	137.50	113								138	
01-5-706107.00	ELEVATOR MAINTENANCE	3,000	2,993.40	99.78%	6.60	2,993								7	
01-5-706109.00	BUILDING SUPPLIES	3,000	3,003.90	100.13%	(3.90)	3,200								(200)	
	WOMEN'S CLUB GRANT	2,400	2,400.00	100.00%	-	2,400								-	
01-5-706113.00	REPAIRS & MAINTENANCE	10,100	14,150.41	140.10%	(4,050.41)	14,500								(4,400)	
01-5-706115.00	BANDSTAND & SIGN ELECTRIC	675	900.22	133.37%	(225.22)	1,200								(525)	
TOTAL TRACY HALL		46,375	51,483.44	111.02%	(5,108.44)	54,855.90								(8,481)	

Total PUBLIC WORKS DEPT.										1,957,235	1,743,525.90	89.08%	213,709.10	1,947,074.95	10,160
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01-5-8002 DEBT SERVICE EXPENDITURES										45,000	45,000.00	100.00%	-	45,000	-
01-5-800205.00	TRACY HALL PRINCIPAL														
01-5-800235.00	DEBT INTEREST	1,436	1,436.18	100.01%	(0.18)	1,436								(0)	
Total DEBT SERVICE EXPENDITURES		46,436	46,436.18	100.00%	(0.18)	46,436								(0)	

01-5-8003 APPROPRIATION EXPENDITURES										300,000	300,000.00	100.00%	-	300,000	-
01-5-800302.00	NORWICH PUBLIC LIBRARY	3,000	3,000.00	100.00%	-	3,000								-	
01-5-800306.00	NORWICH LIONS CLUB	1,500	1,500.00	100.00%	-	1,500								-	
01-5-800310.00	NORWICH AMERICAN LEGION	1,000	-	0.00%	1,000.00	1,000								-	
01-5-800314.00	NORWICH SPECIAL EVENTS	8,000	8,000.00	100.00%	-	8,000								-	
01-5-800315.00	NORWICH HISTORICAL SOC.	15,000	15,000.00	100.00%	-	15,000								-	
01-5-800316.00	NORWICH CEMETERY ASSOCATN	4,348	-	0.00%	4,348.00	4,348								-	
01-5-800324.00	NORWICH CHILD CARE SCHOLA	3,093	3,093.00	100.00%	-	3,093								-	
01-5-800326.00	HCRS OF SE VERMONT	15,600	15,600.00	100.00%	-	15,600								-	
01-5-800328.00	VSTNG NRS/HSP APPR	750	-	0.00%	750.00	750								-	
01-5-800330.00	SERG	4,000	4,000.00	100.00%	-	4,000								-	
01-5-800350.00	THE FAMILY PLACE														

01-5-800352.00	ADVANCE TRANSIT	10,360	10,360.00	100.00%	-	10,360	-
01-5-800354.00	HEADREST	2,500	-	0.00%	2,500.00	2,500	-
01-5-800356.00	WINDSOR COUNTY PARTNERS	1,000	-	0.00%	1,000.00	1,000	-
01-5-800362.00	WISE	2,500	2,500.00	100.00%	-	2,500	-
01-5-800364.00	RSVP	500	500.00	100.00%	-	500	-
01-5-800366.00	SEVCA	3,750	3,750.00	100.00%	-	3,750	-
01-5-800368.00	YOUTH-IN-ACTION	3,000	3,000.00	100.00%	-	3,000	-
01-5-800372.00	WHT RIVR COUN ON AGING	5,300	5,300.00	100.00%	-	5,300	-
01-5-800382.00	U.V. TRAILS ALLIANCE	2,000	2,000.00	100.00%	-	2,000	-
Total APPROPRIATION EXPENDITURES		387,201	377,603.00	97.52%	9,598.00	387,201	-
01-5-8004 TAX EXPENDITURES							
01-5-800408.00	TAX ABATEMENT/ADJUSTMENT	5,000	13,176.28	263.53%	(8,176.28)	13,176	(8,176)
01-5-800410.00	INTEREST	-	105.64		(105.64)	780	(780)
Total TAX EXPENDITURES		5,000	13,281.92	265.64%	(8,282)	13,956	(8,956)
01-5-8005 INSURANCE							
01-5-800506.00	COBRA	-	167.82		(167.82)	168	(168)
01-5-800517.00	UNEMP INS RATE ASSMT	7,850	5,518.00	70.29%	2,332.00	5,518	2,332
01-5-800518.00	PROP & CAS INSURANCE	75,000	78,625.50	104.83%	(3,625.50)	78,626	(3,626)
01-5-800520.00	WORKER'S COMP INS	77,500	81,853.38	105.62%	(4,353.38)	81,853	(4,353)
Total INSURANCE		160,350	166,164.70	103.63%	(5,814.70)	166,165	(5,815)
Total General Fund		4,630,209	4,241,288.21	91.60%	388,921.23	4,604,969	25,240

Selectboard Town Administration Goals and Objectives

July 1, 2012- June 30, 2013

Town of Norwich

Selectboard

Goal/Objective	Status
1. Review and adopt a charge for the strategic planning committee.	Established process for enlisting standing committees as supporting the SB as the main author of the strategic plan. Held a public session to establish topic areas.
2. Adopt a capital improvement program and review annually.	
3. Meet with the School Board as appropriate.	
4. Periodically meet with boards and commissions.	
5. Adopt updated personnel policy.	
6. Review town policies.	
7. Review town ordinances and move towards adopting a town code.	
8. Review outside agencies appropriation policy.	Completed. Clarification needed for Energy Coordinator relevancy.
9. Clarify town boundaries.	
10. Review Town Manager evaluation process.	Completed.

Town Administration

Goal/Objective	Status
1. Update Personnel Policies.	
2. Update Purchasing Policies.	
3. Review Selectboard Policies and make recommendations for changes where appropriate.	
4. Develop outline for ordinance codification process.	
5. Contract for Classification and Compensation Study, if monies available.	Completed.
a. Implements grade and step plan.	
b. Review and update job descriptions.	Completed.
6. Capital Facilities	
a. Support Capital Facilities Planning and Budgeting Committee.	
b. Evaluate current and future building needs.	
c. Develop major maintenance plan for Tracy Hall.	
7. Repair or replace pool dam if the Agency of Natural Resources will issue a permit.	Process under way.
8. Develop a strategy for producing a strategic plan.	Selectboard action.
9. Continue to encourage departments to reduce energy use and find ways to improve efficiencies and reduce costs.	
10. Develop costs for sidewalk program (This is planned for FY12).	

Adopted by SB 03/29/12

NORWICH SELECTBOARD MEETING CALENDAR/EVENTS

FOR THE PERIOD MARCH, 2015 TO FEBRUARY, 2016
(Including Predetermined Agenda Items)

MARCH:

- 3/4 Special** Selectboard Meeting at 5:30 pm (Organizational Meeting)
- 3/11** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 3/25** Selectboard Meeting at 6:30 pm –
Agenda Items:
Open Positions Interviews/Appointments

APRIL:

- 4/8** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 4/22** Selectboard Meeting at 6:30 pm –
Agenda Items:
Open Positions Interviews/Appointments

MAY:

- 5/13** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 5/27** Selectboard Meeting at 6:30 pm –
Agenda Items:

JUNE:

- 6/10** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 6/24** Selectboard Meeting at 6:30 pm –
Agenda Items:

JULY:

- 7/8** Selectboard Meeting at 6:30 pm –
Agenda Items:
Set tax rate

AUGUST:

- 8/26** Selectboard Meeting at 6:30 pm –
Agenda Items:
Public Input on Fiscal Year 2017 Budget
Selectboard Discuss Fiscal Year 2017 Budget Guidelines

SEPTEMBER:

- 9/9** Selectboard Meeting at 6:30 pm –
Agenda Items:
- 9/23** Selectboard Meeting at 6:30 pm – (Yom Kippur ends @ sundown)
Agenda Items:

OCTOBER:

10/14 Selectboard Meeting at 6:30 pm –

Agenda Items:

10/28 Selectboard Meeting at 6:30 pm –

Agenda Items:

NOVEMBER:

11/10 Selectboard Meeting at 6:00 pm – (Due to Veterans Day)

Agenda Items:

Budget Overview

11/18 Special Selectboard Meeting at 6:00 pm –

Agenda Items:

All Departments Budget Presentations

11/24 Selectboard Meeting at 6:00 pm – (Due to Thanksgiving)

Agenda Items:

Budget Discussion

DECEMBER:

12/2 Special Selectboard Meeting at 6:30 pm –

Agenda Items:

Outside Agencies

12/9 Selectboard Meeting at 6:30 pm –

Agenda Items:

Public Hearing FY17 Budget

JANUARY:

1/13 Selectboard Meeting at 6:30 pm –

Agenda Items:

Adopt FY17 Budget

1/27 Selectboard Meeting at 6:30 pm –

Agenda Items:

FEBRUARY:

2/10 Selectboard Meeting at 6:30 pm –

Agenda Items:

2/24 Selectboard Meeting at 6:30 pm –

Agenda Items:

DRAFT Minutes of the Selectboard Meeting of Wednesday, June 10, 2015 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Neil Fulton, Town Manager and Jonathan Bynum.

There were about 12 people in the audience.

Also participating: Kris Clement, Dennis Kaufman, Steve Leinoff, Cheryl Lindberg, Suzanne Lupien, Doug Robinson, Henry Scheier, Irv Thomae

Cook opened the meeting at 6:30 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda as is.

2. Public Comments. None at this point.

3. Town Manager's Report (Discussion). Fulton's report included updates on the wildfire on Tigertown Road, the possibility of siting a solar project in the infield of the I-91/Route 10A interchange, and the progress of the Safe Routes to School project. There were some questions on the location, size, and esthetics of the possible solar project.

a. Norwich Pool Dam Replacement Status. There is a public forum scheduled for 23 June 2015. There was discussion of whether it was possible for fish to migrate up Blood Brook from the Connecticut, given the presence of the steep culvert under I-91.

4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After some questions, Ashley **moved** (2nd Layton) to approve Check Warrant Report #15-28 for General Fund in the amount of \$55,438.27 and for Land Management Council Fund in the amount of \$512.50 for the period from 05/28/15 to 06/10/15. **Motion passed.**

5. Request to Expend \$13,200 from the Town Clerk Equipment and General Administration Reserve Funds to Replace Two Multifunction Printers (Discussion/Action Item). Fulton presented some options for replacing the Town's two multifunction copier/printers. The current machines are expensive to maintain. After discussion, Ashley **moved** (2nd Flanders) to authorize the Town Manager to spend approximately \$4,985 from the Town Clerk Reserve Fund and \$8,215 from the General Administration Reserve Fund. **Motion passed.**

6. Ordinance to Regulate Alarm Systems in the Town of Norwich (Discussion/Possible Action Item). Leinoff and Robinson spoke in favor of the draft ordinance. After some discussion of the actual cost to the Town of responding to false alarms, the penalties described in the ordinance, and how this information would be disseminated to citizens, pursuant to Title 24 VSA § 1971, Flanders **moved** (2nd Goulet) for the Selectboard to adopt the Ordinance to Regulate Alarm Systems in the Town of Norwich and authorize the Chair to sign. **Motion passed.**

7. Process to Publicize VLCT Forum on Selectboard/Town Manger Form of Government (Discussion/Possible Action Item). After discussion of the usual forms of publicizing such events, Flanders **moved** (2nd Goulet) that Layton, coordinating with Cook and Fulton, draft a letter on the VLCT forum, and that Ashley, coordinating with Cook and Fulton, draft a letter on the Pool Dam forum for publication in the Valley News. **Motion passed.**

8. Effective Communications with the Public (Discussion/Possible Action Item). Cook submitted a copy of an electronic newsletter distributed weekly by the Windsor Town Manger as an example of effective communications with the public. After discussion of this idea and other means of disseminating information, Kris Clement suggested that the Selectboard appoint a Communications Committee to study how most effectively to communicate with the public. It was agreed to revisit this issue at the next meeting.

9. Finance Committee Charge and Appointment Process (Discussion/Possible Action Item). There was discussion of the difficulty in finding volunteers, the history of the Norwich Finance Committee, and the appointment process. It was agreed to revisit this issue at the next meeting.

10. East Central Vermont Telecommunications District. Approve that the East Central Vermont Telecommunications District Qualifies as a Communications Union District under 30 V.S.A. Chapter 82 and Appoint Irv Thomae as Norwich's Representative. (Discussion/Action Item). Irv Thomae presented the reasons why this step is necessary. After discussion, Ashley **moved** (2nd Flanders) for the Selectboard to Adopt the Resolution Approving the Formation of the East Central Vermont Telecommunications District, which qualifies as a Communications Union District under 30 V.S.A. Chapter 82 and Appoint Irv Thomae as Norwich's Representative. **Motion passed.**

11. Correspondence (Please go to www.norwich.vt.us, click on Boards & Committees from the blue banner, click on Selectboard and click on Recent Selectboard Correspondence in the middle section to view resident correspondence): (Discussion/Possible Action Item)

- a) Memorandum from the Town Clerk re Dog Licenses. Flanders **moved** (2nd Goulet) to receive a Memorandum from the Town Clerk re Dog Licenses. **Motion passed.**

13. Selectboard

- a) Approval of the Minutes of the 5/13/15 and 5/27/15 Selectboard Meetings (Action Item)
Flanders **moved** (2nd Goulet) to approve the minutes of the 5/13/15 Selectboard meeting and the minutes of the 5/27/15 Selectboard meeting. **Motion passed.**

- b) Review of Future Agenda Items (Discussion/Possible Action Item)

- Burn ordinance
- Statute on Budget Advisory Committee
- Background on setting of tax rate/treatment of undesignated fund
- Personnel policies
- Selectboard calendar and goals
- Meet with Rob Gurwitt
- Expenditure from Conservation Commission Reserve Fund
- FY16 Paving Program
- Trustee of Public Funds Appointment
- Norwich Pool Dam
- Summer schedule

Goulet **moved** (2nd Flanders) to adjourn. **Motion passed.** Meeting adjourned at 8:46 pm.

Approved by the Selectboard on _____.

Jonathan Bynum

Linda Cook
Selectboard Chair

Next Regular Meeting – June 24, 2015 at 6:30 PM

PLEASE NOTE THAT CATV RECORDS ALL REGULAR MEETINGS OF THE NORWICH
SELECTBOARD.