

**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, January 13, 2016 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) 10 minutes
- 4) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 5) Waiver under Section 6 of the Alcohol Ordinance for the Spring Gala from the Norwich Women's Club (Discussion/Action Item) 5 minutes
- 6) Interview/Appoint Sue Pitiger to the Development Review Board (Action Item) 5 minutes
- 7) Petition to Change the Boundaries of the Fire District (Discussion/Possible Action Item) 10 minutes
- 8) Request for Extension from Division of Property Valuation & Review to File Form 411 (Discussion/Action Item) 5 minutes
- 9) Favreau/Greene Request (Discussion/Possible Action Item) 10 minutes
- 10) FY17 Budget (Discussion/Action Item) 15 minutes
- 11) FEMA Alternate Projects (Discussion/Action Item) 15 minutes
- 12) Capital Facilities (Discussion/Possible Action Item) 5 minutes
- 13) Review of Draft Town Meeting Warning (Discussion/Action Item) 10 minutes
- 14) Review of Banner Policy (Discussion/Possible Action Item) 10 minutes
- 15) Correspondence (Discussion/Possible Action Item) 5 minutes
  - a) Letter from Richard Kenney Re: Petition to Reclassify Illsley Road
  - b) Memo from William Malo Re: Steep Hill and School Buses on Beaver Meadow Road
  - c) Email from Claudette Brochu Re: Budget for 2017
  - d) Letter from David and Patricia Derrick Re: Illsley Road
  - e) Email from Mary Andes Re: Alternate Project for Town Pond Dam
  - f) Email from Robert Cramer Re: Charlie Brown Brook Dam Removal Projects
  - g) Letter from Christopher Ashley Re: Response to Mary Layton's Memo of November 23, 2015
  - h) Email from Stephen Flanders Re: Attorney Opinion and Correspondence Disclosed to the Valley News
- 16) Selectboard
  - a) Bill from Stitzel, Page & Fletcher for Legal Services (Discussion/Action Item) 5 minutes
  - b) Approval of the Minutes of the 12/2/15, 12/9/15, 12/14/15, 12/16/15 and 12/17/15 Selectboard Meetings (Action Item) 5 minutes
  - c) Selectboard Town Report Submission (Discussion/Action Item) 5 minutes
  - d) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
  - e) Town Manager Evaluation (Executive Session May be Required)

**Next Regular Meeting – January 27, 2016 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](mailto:manager-assistant@norwich.vt.us) requesting to be placed on the Town Email List.***

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: DECEMBER 2015 MONTHLY REPORT  
DATE: JANUARY 8, 2016

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This is the Town Manager's Report for December 2015. Department specific monthly reports are attached.

**General**

- We have an executed grant agreement to install a 2 vehicle EV charging station at Dan & Whit's.

**Projects**

- Alternate Projects for use of the pool repair funds.
  - Requests for Bids were prepared and issued for the following projects. Bids are due on January 6, 2016.
    - Clean up of the pool dam site
    - Addition to the Public Works Garage
    - Replacement of a culvert on Route 132 near Bowen Road
- Safe Routes to School
  - Starting the process to obtain the necessary easements from abutters of the project.
- Facilities
  - In response to the request for clarification of proposals received responses from four firms. The responses will be available for review by the Selectboard in January.
  - Budget estimates for improvements to the Public Works facilities were received from two design-build firms based on the RFI. Requests for bids for a modified project which just included an addition to the current building were requested.

**Assessor**

- The State has determined that Norwich's 2015 Equalized Education Property Value is \$732,739,000, the Coefficient of Dispersion (COD) is 7.75%, and the Common Level of Appraisal (CLA) is 95.35%. Because of the 2016 reappraisal, this CLA is not the figure that will be used in the final 2016 tax rate calculations.

**Finance Department**

- Delinquent taxes at the end of November were \$105,009. This compares to \$74,418 at the same time last year and \$166,711 in 2013.

### **Fire Department and Emergency Management**

- The Fire Department responded to nine more calls in 2015 than in 2014. This is a four percent increase but there were many more significant incidents. The dry spring had area fire departments responding to multiple large brush fires. The largest was 135 acres in the Tigertown area of Norwich. The cold winter contributed to a large number of building fires where there was considerable damage.

### **Planning and Zoning**

- Planning Commission had a meeting to discuss the potential impact of Act 250 Criteria 9L, which deals with settlement patterns, on future development in the Route 5 South & River Road Study areas. Joined by a representative from regional planning commission, a land use attorney and the planning consultant for the Route 5 South & River Road Study.
- Reviewed plans for a VTC cheese processing and research facility in an existing building at Norwich Farms. It qualified for an agricultural exemption.

### **Police Department**

- Two of the 102 calls for service were outside of the officer's normal work schedule.
- The Police Department participated in the Governors Highway Safety Program Click It or Ticket 2015 Holiday Campaign. The campaign was to focus on impaired driving as well as distracted driving. During the campaign officers initiated 32 motor vehicle stops and issued 8 tickets.

### **Public Works Department**

- The following table shows winter maintenance activities. Winter activities this year are much lower than last year at the same time because of the higher than normal temperatures.

<b>Activity</b>	<b>This month</b>	<b>This season, so far</b>	<b>Last year at this time</b>
Callouts	3	3	16
Plowing	4	4	10
Treating the pavement	2	2	21
Sanding	5	5	23
Sidewalks	2	2	13
Snow removal	0	0	3

### **Recreation**

- The winter brochure was completed and distributed.
- The following programs were set up for online registration: 1st Grade Boys' Basketball and 1st & 2nd Grade Girls' Basketball, Winter Teen/Tween Fitness, Winter Art & Valentine Gift-making Workshop, Fencing, Adult Fitness, Yoga and Snowshoeing/Winter Hiking. Facilities were booked for these as well as those with onsite registration.
- Online registration for our two sessions of Summer Circus Camp 2016 opened on December 1<sup>st</sup> and is already well over half full.

Town of Norwich  
Assessors' Office  
P.O. Box 376 <> Norwich, VT 05055-0376  
(802) 649 1419 x110  
assessing-clerk@norwich.vt.us

### **Monthly Report – December 2015**

- (1) The Assessor continued inspections of the approximately 412 improved properties on Tax Maps 16 and 20. These property inspections are a part of the 3-year cyclical inspection process that will culminate in the 2016 Townwide reappraisal.
- (2) The Listers met and approved a request to the Selectboard for an Errors & Omissions change to the 2015 Grand List.
- (3) The Lister/Assessor's Office received the results of the State of Vermont's 2015 Equalization Study. The State has determined that Norwich's 2015 Equalized Education Property Value is \$732,739,000, the Coefficient of Dispersion (COD) is 7.75%, and the Common Level of Appraisal (CLA) is 95.35%. Because of the 2016 reappraisal, this CLA is not the figure that will be used in the final 2016 tax rate calculations.

Respectfully submitted,

Jonathan Bynum  
Assessing Clerk

On behalf of

William Krajeski  
Assessor  
Town of Norwich



TOWN OF NORWICH  
FINANCE OFFICE  
PO BOX 376  
NORWICH, VERMONT 05055-0376  
[rrobinson@norwich.vt.us](mailto:rrobinson@norwich.vt.us)

January 4, 2016

TO: Neil Fulton, Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for December 2015

- Delinquent Tax Collections through December were \$ 3,176. making delinquent taxes due at the end of December \$ 105,009. Penalty collected was \$ 254 and interest \$ 1,766 for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 74,418 and December, 2013 \$166,711.
- Current year tax payments made during December were \$ 214,649 leaving \$6,912,197 still to be collected.
- Review of the outside audit continued.
- Reconciliation for the processing of 2015 W-2's & 1099's has begun.



# Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

Chief: Stephen Leinoff

[sleinoff@norwich.vt.us](mailto:sleinoff@norwich.vt.us) Fax: 802-649-1775

To: Neil Fulton, Town Manager  
From: Stephen Leinoff, Chief  
Subject: Fire Department and Emergency Management Monthly Reports  
Date: January 4, 2016

## Fire and FAST Department

The Fire Department responded to nine more calls in 2015 than in 2014. While the numbers only show, a four percent increase there were many more significant incidents. The dry spring had area fire departments responding to multiple large brush fires. The largest was 135 acres in the Tigertown area of Norwich. The cold winter contributed to a large number of building fires where there was considerable damage.

Members participated in “winterizing” the apparatus and equipment. Pumps were drained and heat pans put on the trucks to reduce the chance of freeze-ups. We are updating our records management system by adding existing equipment and equipment maintenance records.

## Training

FAST squad members attended training sessions on the new Vermont Protocols, CPR, AED and spinal immobilization. The new protocols permit EMTs to provide a higher level of advanced life support. This training was very “timely” as the FAST squad responded to two cardiac arrest calls. Fire training was “hands on”; members practice modern

<i>Call Types</i>	<i>Month</i>	<i>Year to Date</i>	<i>Prior Year to Date</i>
Structure Fires	0	9	10
Auto Fires	0	3	0
Wildland Fire	0	8	3
Other Fires	0	0	0
Medical	6	76	90
Vehicle Crashes	0	24	37
Hazardous			
Conditions no fire	0	27	19
Service Calls	3	20	21
Good Intent Calls	2	33	29
False Alarms	4	43	25
Other	0	0	0
<b>Total</b>	15	243	234



Lieutenant Aaron Lamperti (left) and Firefighter Jeff Pearson (right) performing search and rescue operations during training.

fire attack procedures for fire stream application and ventilation. We spent one evening at a vacant building on Upper Loveland RD advancing hose lines, performing search and rescue and ventilation.

### ***Emergency Management***

The Fire, Police, Public Works, and Recreation Departments all developed alternate projects for consideration for funding using a portion of the funds that were not used for to rebuild the pool. The Public Works Department mechanic repaired the Tracy Hall generator.

# **TOWN OF NORWICH ZONING & PLANNING**

January 5, 2016

## **December 2015 Monthly Report – Director of Planning & Zoning**

1. Planning Commission
  - Meeting to discuss the potential impact of Act 250 Criteria 9L on future development in the Route 5 South & River Road Study areas. Joined by representative from regional planning commission, land use attorney and the planning consultant for the Route 5 South & River Road Study.
2. DRB
  - No hearings
3. Zoning Administrator – Activities included:
  - Meetings with landowners on future development plans, permits, and hearings.
  - Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.
  - Reviewed plans for a VTC cheese processing and research facility in an existing building at Norwich Farms. It qualified for an agricultural exemption.
4. Other
  - Acting Town Manager December 20 to January 3.
  - Worked with Director of Public works on permitting and RFPs for FEMA Alternative Projects for restoration of the pool/dam area, replacing a box culvert on RT 132, and an addition to the Public Works Garage.
  - Historic Preservation Commission –Closed-out Windshield Survey Project Grant. Submitted two new grant applications for National Register Nomination research.

Phil Dechert



# NORWICH POLICE DEPARTMENT

CHIEF OF POLICE  
DOUGLAS A. ROBINSON



P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL drobinso@dps.state.vt.us

Neil Fulton  
Town Manager  
Tracy Hall // 300 Main St.  
Norwich, Vermont 05055

January 6, 2016

RE: December 2015 Monthly Report

Neil;

As you requested, here are some of the monthly stats of the Police Department from the month of December 2015.

Norwich Officers responded to 102 incidents during the month of December, and of those calls two (2) were outside the officers work schedule meaning officers responded twice (2) to calls during off duty hours.

The Norwich Police participated in the Governors Highway Safety Program **Click It Or Ticket 2015 Holiday Campaign**. The campaign was to focus on impaired driving as well as distracted driving. During the campaign officers initiated 32 motor vehicle stops and issued 8 tickets.

Norwich officers completed mandatory annual Firearms qualifications. The qualifications not only focus on shooting but also use of force, officer safety, public safety and "Shoot Don't Shoot" scenarios.

The Norwich Police Department would like to remind drivers to use extreme caution when driving in winter conditions. During the month of December officers investigated 12 motor vehicle crashes which is twice the monthly average of crashes investigated. Driving during severe winter storms is discouraged and motorists are advised to wait until conditions improve before venturing out.

I have been out of work and pretty much house bound since mid December for a medical procedure on my right knee. I have recently started physical therapy and hope to be back in the office soon.

**Norwich Police would like to remind residents that the Norwich Winter Parking regulations are in effect and being enforced. There is no overnight parking allowed on the streets of Norwich during the winter months.**

## ACTIVITY

CALL TYPES	December 2015	2015 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	9	6
Vehicles Crashes	12	71	88
Intrusion Alarms	5	75	58
Frauds	1	30	32

1. Over Time Hours 3 hours
2. Sick Time Hours 16 hours
3. Vac/Hol/Per Time Hours 36 hours
4. Part Time Officer Hours 4 hours
5. Total #of calls responded to 102 calls
6. Training Hours 57 hours
7. Grant Funded Hours 24 hours

Respectfully;

**D.A.R.**

Douglas A. Robinson  
Chief of Police



**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
26 New Boston Road  
Norwich, VT 05055  
802-649-2209 Fax: 802-296-0060  
[Ahodgdon@norwich.vt.us](mailto:Ahodgdon@norwich.vt.us)

To: Neil Fulton, Town Manager  
From: Andy Hodgdon, Public Works Director  
Subject: Public Works Monthly Report  
Date: December 31, 2015

Part of this month's report will come from an excel program that provides statistics for all Public Works functions.

Winter Maintenance:

<b>Activity</b>	<b>This Month</b>	<b>This Season, so far</b>	<b>Last Season, as of December 31, 2014</b>
Callouts	3	3	16
Plowing	4	4	10
Treating the Pavement	2	2	21
Sanding	5	5	23
Sidewalks	2	2	13
Snow Removal	0	0	3

From the daily log:

- Dec. 1-Tues: After lunch, because of freezing rain, we checked all of the gravel roads, sanding as necessary.
- Dec. 2-Wed: Because of freezing rain continuing, everyone rechecked their sand route, applying sand as necessary. Everyone checked them again after lunch because of early release from school.
- Dec. 29-Tues: Because of snow overnight, I called everyone in (except Craig Kinney) at 3:30 pm. Everyone plowed their designated routes 3 times. After that, everyone treated the paved roads. Mike T. did the sidewalks. Everyone finished at 8:00 pm.
- Dec. 30-Wed: Everyone was in at various times today for storm cleanup. Mike T. came in at 1:00 am. Sonny came in at 3:00 am. Everyone else came in at 4:00 am. Mike T. and Sonny scraped the shoulders on the paved roads. After that, at 9:00, mike went onto the shoulders. Sonny went on to do his and Bob's sand routes. All of the gravel roads were sanded. Because of lingering snow showers, we put a light coat of salt on the pavement. Everyone finished at noon.
- Dec. 31-Thurs: Because of freezing rain overnight, I called everyone in at 4:00 am, except Mike T. and Craig Kinney. They came in at the regular time and worked at Town Hall all day. Everyone checked and sanded all of the gravel roads as necessary. After that, everyone cleaned their trucks and equipment.

#### Grant Projects:

We are currently out to bid for the repairs to Bridge 42. We were awarded a VT AOT Structures Grant for \$175,000 for this project.

#### FEMA Alternate Projects:

We are currently out to bid for the replacement of a dilapidated box culvert on Route 132 and for the restoration of the Norwich Pool Dam Area.

#### Personnel:

- Ben Trussell was out on short-term medical leave for 3 weeks.
- Bob Barden is currently out on medical leave following surgery on October 26<sup>th</sup>.

#### Transfer Station:

- In November, the recycling rate was 55% of all materials collected at our Transfer Station.
- 12-16-15: Good Point Recycling picked up 4,500 lbs. of electronic waste for recycling.

#### Pending Projects:

- We will complete our paving program projects for fiscal year 2015-2016 during the spring of 2016.



# NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 109

[Recreation@norwich.vt.us](mailto:Recreation@norwich.vt.us)

## **DECEMBER 2015 Monthly Report**

**Recreation Program Update:** Final details for the winter brochure were assembled and it was printed and distributed to Marion Cross School students prior to the vacation break, as well as being posted on-line. The following programs were set up for on-line registration: 1st Grade Boys' Basketball and 1st & 2nd Grade Girls' Basketball, Winter Teen/Tween Fitness, Winter Art & Valentine Gift-making Workshop, Fencing, Adult Fitness, Yoga and Snowshoeing/Winter Hiking, Facilities were booked for these as well as those with on-site registration. On-line registration for our two sessions of Summer Circus Camp 2016 opened on Dec. 1<sup>st</sup> and is already well over half full. Games began this month for 3rd - 6th Grade Youth Basketball. The game schedule was updated and officials are being lined up. Second Grade Boys' Basketball began Dec. 1<sup>st</sup> with 13 excited participants now learning all the basics of the sport.

**Facilities:** Our "Hoser" volunteers, headed up by Bob Burnham, as well as the Norwich Fire & Public Works Departments have been waiting all month for cold weather to arrive and allow setting the rink up. The temperatures have finally started dropping so hopefully Norwich will have a rink to skate on very soon. The Recreation Council and I were disappointed that our 'Huntley Meadow Enhancement' FEMA Alternate Project Request was denied, but life goes on.

**Meetings:** Our December Recreation Council meeting was a long one with most of the time spent discussing which FEMA Alternate Project to request/submit. We are also affected by a local Baseball league change and deliberated on which league Norwich children and families will be best served by. I attended our 'Vermont Recreation & Parks Association' quarterly meeting in Randolph on Dec. 3rd and enjoyed an excellent speaker: Bob Barcelona, a professor at UNH & Director of Coach Smart NH. His topic was "Tools for Developing Youth Sport Coaches & Parents". I also attended a few Select Board meetings, as well as our monthly Department Head meeting.

**Events:** The Dec. 17th post-Pageant Carol Sing at the 'Norwich Inn' was well attended, despite the unseasonably warm temperature. The Inn provided hot chocolate and homemade cookies which were enjoyed by all. In collaboration with the Marion Cross School PTO, our Community Skating Party is set for late afternoon on Friday, Jan. 22nd 2016, pending cooperation from Mother Nature.

**Miscellaneous:** I hope you will all (continue to) support the proposed '16-'17 Recreation Budget. Happy 2016 to all!

Respectfully submitted by,

Jill Kearney Niles

01/08/16

12:44 pm

## Town of Norwich Accounts Payable

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Check Warrant Report # 16-16 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 12/29/15 To 01/13/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	11/02/15 FD--STOCK FILTER 084530606404	01-5-555528.00 FIRE TRK R & M	3.30	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/02/15 PD--FILTERS 084530606405	01-5-500306.00 CRUISER MAINT	9.47	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/02/15 HWY--STOCK FILTERS 084530606406	01-5-703403.00 PARTS & SUPPLIES	89.18	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/03/15 FD--FUSES 084530767229	01-5-555528.00 FIRE TRK R & M	10.76	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/09/15 HWY--FUEL FILTER 084531306805	01-5-703403.00 PARTS & SUPPLIES	12.04	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/12/15 B&G--FILTERS 084531607091	01-5-704403.00 PARTS & SUPPLIES	27.60	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/20/15 HWY--55 GALS MOTOR OIL 084532407581	01-5-703405.00 PETROLEUM PRODUCTS	489.00	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/24/15 HWY--TRK #12 TRANS PRODS 084532880454	01-5-703403.00 PARTS & SUPPLIES	15.82	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/24/15 HWY--TRK #12 TRANS PRODS 084532880454	01-5-703405.00 PETROLEUM PRODUCTS	143.76	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/25/15 HWY--NITRILE GLOVES 084532907780	01-5-703515.00 ADMINISTRATION	129.90	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/25/15 HWY--BAR & CHAIN OIL 084532967918	01-5-703405.00 PETROLEUM PRODUCTS	107.88	-----	--/--/--
ADVANCE	ADVANCE AUTO PARTS	11/27/15 HWY--TRK #4 HOSES 084533167949	01-5-703403.00 PARTS & SUPPLIES	80.64	-----	--/--/--
AMPEISCH	A.M. PEISCH & COMPANY, LL	12/22/15 FIN--AUDIT SERVICES 53936	01-5-200322.00 INDEPENDENT AUDIT	800.00	-----	--/--/--
AT&T	AT&T MOBILITY	01/06/16 DPW & FD CELL PHONES NOV/DEC 15	01-5-550235.00 TELEPHONE & INTERNET	26.84	2852	01/13/16
AT&T	AT&T MOBILITY	01/06/16 DPW & FD CELL PHONES NOV/DEC 15	01-5-703505.00 TELEPHONE	49.68	2852	01/13/16
CASELLA	CASELLA WASTE SERVICES	12/01/15 SW--NOV 15 RECYCLING 0220862	01-5-705305.00 RECYCLING	2315.40	-----	--/--/--
CASELLA	CASELLA WASTE SERVICES	12/01/15 SW--NOV 15 TRASH FEES 0220863	01-5-705303.00 MUNICIPAL SOLID WASTE	3644.06	-----	--/--/--
CENSUPPLY	PLUMBERS' SUPPLY COMPANY	12/09/15 TH--HEATING PARTS 13144767-00	01-5-706113.00 REPAIRS & MAINTENANCE	123.76	2853	01/13/16
CES	COMPETITIVE ENERGY SERVIC	12/04/15 FUEL PROCUREMENT 1403286	01-5-550234.00 HEATING	56.81	2854	01/13/16
CES	COMPETITIVE ENERGY SERVIC	12/04/15 FUEL PROCUREMENT 1403286	01-5-475234.00 HEATING	17.29	2854	01/13/16
CES	COMPETITIVE ENERGY SERVIC	12/04/15 FUEL PROCUREMENT 1403286	01-5-703503.00 PROPANE	178.60	2854	01/13/16
CES	COMPETITIVE ENERGY SERVIC	12/04/15 FUEL PROCUREMENT 1403286	01-5-706103.00 HEATING	172.90	2854	01/13/16
CES	COMPETITIVE ENERGY SERVIC	12/04/15 FUEL PROCUREMENT 1403286	01-5-705503.00 PROPANE	11.40	2854	01/13/16
CHADWICK	CHADWICK-BAROSS INC	11/30/15 HWY--HOLDER CABLES C36416	01-5-703403.00 PARTS & SUPPLIES	321.00	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	01/06/16 CHILD SUPPORT PEND 1-2-16 PPEND1-2-16	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	2850	01/06/16

01/08/16

12:44 pm

## Town of Norwich Accounts Payable

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Check Warrant Report # 16-16 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 12/29/15 To 01/13/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
COTT	01/01/16	TC--JAN 16 HOSTING 107291	01-5-100613.00 SOFTWARE	225.00	-----	--/--/--
CRICKET'S	12/01/15	HWY--BAR & CHAIN OIL 635134	01-5-703405.00 PETROLEUM PRODUCTS	450.00	2855	01/13/16
CRICKET'S	12/09/15	HWY--CABLE TIES 635821	01-5-703403.00 PARTS & SUPPLIES	61.18	2855	01/13/16
CRICKET'S	12/16/15	HWY--TRK #4 LIGHTS, TOOLS 636425	01-5-703403.00 PARTS & SUPPLIES	535.00	2855	01/13/16
CRICKET'S	12/16/15	HWY--TRK #4 LIGHTS, TOOLS 636425	01-5-703513.00 TOOLS	59.98	2855	01/13/16
CRICKET'S	12/23/15	HWY--TRK #10 LIGHTS 637035	01-5-703403.00 PARTS & SUPPLIES	535.00	2855	01/13/16
CRYSTAL	11/30/15	SW--EQUIP RENTAL, WATER 11/30/15	01-5-705515.00 ADMINISTRATION	37.20	-----	--/--/--
DEADRIVER	12/22/15	TH--265.3 GALS FUEL OIL 33319	01-5-706103.00 HEATING	648.37	2856	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-005125.00 DENTAL INSURANCE	64.51	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-100125.00 DENTAL INSURANCE	129.02	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-200125.00 DENTAL INSURANCE	135.79	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-300125.00 DENTAL INSURANCE	42.77	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-350125.00 DENTAL INSURANCE	64.51	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-425125.00 DENTAL INSURANCE	34.27	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-500125.00 DELTA DENTAL	277.33	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-555126.00 DENTAL INSURANCE	34.27	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-704125.00 DENTAL INSURANCE	34.26	2857	01/13/16
DELTA DEN	12/21/15	DELTA DENTAL JAN 2016 JAN 16	01-5-703125.00 DENTAL INSURANCE	376.11	2857	01/13/16
EASTERN	12/04/15	FIN--CHECKS 00155233	01-5-200610.00 OFFICE SUPPLIES	259.92	2858	01/13/16
ECONO	12/15/15	HWY--SPEED LIMIT SIGNS 10-926232	01-5-703217.00 SIGNS	422.86	2859	01/13/16
EVANSMOTO	12/15/15	HWY--400.0 GAL BIODIESEL 574890	01-5-703405.00 PETROLEUM PRODUCTS	558.84	-----	--/--/--
EVANSMOTO	12/28/15	HWY--500 GALS BIODIESEL 575835	01-5-703405.00 PETROLEUM PRODUCTS	684.76	-----	--/--/--
FASTENAL	11/25/15	HWY--CLAMPS NHWS60424	01-5-703403.00 PARTS & SUPPLIES	340.50	-----	--/--/--
FASTENAL	12/04/15	HWY--CLAMPS RETURN NHWS60553	01-5-703403.00 PARTS & SUPPLIES	-170.25	-----	--/--/--
FIFIELD	11/17/15	FIRE ALARM TESTING 1637	01-5-550330.00 REPAIR & MAINTENANCE EXPN	140.00	2860	01/13/16

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FIFIELD	FIFIELD ELEC.FIRE SYSTEMS	11/17/15	FIRE ALARM TESTING 1637	01-5-475303.00 ALARM MONITORING	140.00	2860	01/13/16
FIFIELD	FIFIELD ELEC.FIRE SYSTEMS	11/17/15	FIRE ALARM TESTING 1637	01-5-703509.00 ALARM MONITORING	230.00	2860	01/13/16
FINISH	FINISH LINE TOOLS	11/19/15	HWY--SAFETY GLASSES, BITS 523	01-5-703403.00 PARTS & SUPPLIES	109.90	2861	01/13/16
FINISH	FINISH LINE TOOLS	11/19/15	HWY--SAFETY GLASSES, BITS 523	01-5-703515.00 ADMINISTRATION	188.10	2861	01/13/16
FIRESTORE	THE FIRE STORE	12/12/15	FD--BATTERIES E1413207	01-5-555422.00 FIRE TOOLS & EQUIPMENT	181.73	-----	--/--/--
FLANDERS	FLANDERS & PATCH MOTOR SA	12/28/15	HWY--TRK#12 BLOCK HEATER 68970	01-5-703403.00 PARTS & SUPPLIES	115.85	2862	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	11/25/15	PD--LIGHT BULBS 758017	01-5-475301.00 SUPPLIES	4.95	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/01/15	TH--CLEANING SUPPLIES 758298	01-5-706109.00 BUILDING SUPPLIES	28.97	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/04/15	TH--RETURN CREDIT 758741	01-5-706109.00 BUILDING SUPPLIES	-12.99	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/08/15	FD--SWITCH 759030	01-5-550330.00 REPAIR & MAINTENANCE EXPN	11.99	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/10/15	TH--ELECTRICAL SUPPLIES 759246	01-5-706113.00 REPAIRS & MAINTENANCE	12.97	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/11/15	HWY--CLEANING SUPPLIES 759315	01-5-703507.00 SUPPLIES	15.47	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/16/15	TH--SCRAPERS 759758	01-5-706113.00 REPAIRS & MAINTENANCE	4.99	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/16/15	SW--MARKERS 759802	01-5-705403.00 PARTS & SUPPLIES	20.91	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/17/15	TH--REPAIR SUPPLIES 759865	01-5-706113.00 REPAIRS & MAINTENANCE	20.04	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/17/15	HWY--PAINT 759872	01-5-703511.00 REPAIRS & MAINTENANCE	30.74	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/21/15	TH--VOLTAGE TESTER 760102	01-5-703515.00 ADMINISTRATION	4.99	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/28/15	HWY--GFI RECEPTACLES 760485	01-5-703511.00 REPAIRS & MAINTENANCE	59.97	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/30/15	PD--SNOW REMOVAL TOOLS 760692	01-5-475302.00 REPAIRS & MAINT	54.98	2863	01/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	12/30/15	TH--PAINTING SUPPLIES 760693	01-5-706113.00 REPAIRS & MAINTENANCE	11.99	2863	01/13/16
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	12/17/15	HWY--TRK #8 SURGE TANK LP239325	01-5-703403.00 PARTS & SUPPLIES	180.17	2865	01/13/16
FREIGHTNH	FREIGHTLINER OF NEW HAMPS	12/18/15	HWY--TRK #8 COOLANT TUBE LP239360	01-5-703403.00 PARTS & SUPPLIES	153.48	2865	01/13/16
GATEWAY	GATEWAY MOTORS INC	12/30/15	PD--SEAT BELT REPAIR 4778	01-5-500306.00 CRUISER MAINT	292.98	2866	01/13/16
GENCODE	GENERAL CODE	11/24/15	TADMIN-CODE PROGRESS PYMT BILL00019346	01-5-005300.00 PROFESS SERV	1760.00	2867	01/13/16
GMPC	GREEN MOUNTAIN POWER CORP	12/16/15	HWY--STREETLIGHTS 05119DEC15	01-5-703307.00 STREETLIGHTS	39.85	2868	01/13/16

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GMPC	GREEN MOUNTAIN POWER CORP	12/30/15	DPW--STREET LIGHTS 24926DEC15	01-5-703307.00 STREETLIGHTS	873.30	2868	01/13/16
GMPC	GREEN MOUNTAIN POWER CORP	12/29/15	TOWER POWER DEC 15 350667DEC15	01-5-575233.00 TOWER POWER	55.65	2868	01/13/16
GNOMON	GNOMON COPY	01/05/16	FIN--REMINDER POSTCARDS 42567	01-5-200550.00 PRINTING	70.00	2869	01/13/16
GOODWIN	AIMEE J GOODWIN	01/08/16	REC-TWEEN & ADULT FITNESS 1/8/2016	01-5-425200.00 INSTRUCTOR FEE	1428.00	2870	01/13/16
GREATWEST	GREAT-WEST TRUST COMPANY,	12/24/15	DEFERRED COMP DEC 15 DEC 15	01-2-001116.00 DEFERRED COMPENSATION	2394.68	2871	01/13/16
GREATWEST	GREAT-WEST TRUST COMPANY,	12/24/15	DEFERRED COMP DEC 15 DEC 15	01-2-001116.10 ROTH PLAN 457	1030.00	2871	01/13/16
HARTFORD	TOWN OF HARTFORD	12/22/15	PD--NOV 15 BROADBAND 7106	01-5-500535.00 VIBRS	156.92	-----	--/--/--
HERBERT	MATTHEW HERBERT	12/29/15	FD--BLS CLASSES 12/29/15	01-5-555340.00 EMS EDUC/TRNG	15.00	2872	01/13/16
HOMEDPOT	HOME DEPOT CREDIT SERVICE	12/18/15	B&G/TH--SANDER, SUPPLIES 2030930	01-5-704413.00 TOOLS	169.00	2873	01/13/16
HOMEDPOT	HOME DEPOT CREDIT SERVICE	12/18/15	B&G/TH--SANDER, SUPPLIES 2030930	01-5-706113.00 REPAIRS & MAINTENANCE	99.51	2873	01/13/16
IDS	IDS	12/16/15	TC--ANIMAL LICENSES 16-308	01-5-100207.00 DOG/CAT LICENSE	235.78	2874	01/13/16
IRVINGOIL	IRVING ENERGY DISTRIB. &	12/16/15	HWY--276.4 GALS PROPANE 245638	01-5-703503.00 PROPANE	356.56	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	12/23/15	SW--39.6 GALS PROPANE 938986	01-5-705503.00 PROPANE	51.08	-----	--/--/--
IRVINGOIL	IRVING ENERGY DISTRIB. &	12/23/15	SW--18.3 GALS PROPANE 939234	01-5-705503.00 PROPANE	23.61	-----	--/--/--
LAWSON	LAWSON PRODUCTS, INC.	12/03/15	HWY--HOLDER HOSES 9303734948	01-5-703403.00 PARTS & SUPPLIES	418.98	2875	01/13/16
LAWSON	LAWSON PRODUCTS, INC.	12/04/15	HWY--HOSE SUPPLIES 9303738420	01-5-703403.00 PARTS & SUPPLIES	100.09	2875	01/13/16
LAWTARGET	LAW ENFORCEMENT TARGETS,	12/07/15	PD--TARGETS 0296044-IN	01-5-500543.00 TRAINING SUPPLIES	87.87	-----	--/--/--
LEAGUESPO	SPORTS ILLUSTRATED PLAY	12/31/15	REC--DEC 15 REG FEES 12/31/15	01-5-425218.00 REGISTRATION FEES	418.05	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	12/11/15	JAN 16 LIFE & DISABILITY JAN 16	01-5-005124.00 DISABILITY/LIFE INSUR	141.33	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	12/11/15	JAN 16 LIFE & DISABILITY JAN 16	01-5-100124.00 DISABILITY/LIFE INS	111.12	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	12/11/15	JAN 16 LIFE & DISABILITY JAN 16	01-5-200124.00 DISABILITY/LIFE INS	96.52	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	12/11/15	JAN 16 LIFE & DISABILITY JAN 16	01-5-300124.00 DISABILITY/LIFE INSURANCE	19.80	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	12/11/15	JAN 16 LIFE & DISABILITY JAN 16	01-5-350124.00 DISABILITY/LIFE INS	61.10	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	12/11/15	JAN 16 LIFE & DISABILITY JAN 16	01-5-425124.00 DISABILITY/LIFE INSUR	70.06	-----	--/--/--
LINCOLN	LINCOLN FINANCIAL GROUP	12/11/15	JAN 16 LIFE & DISABILITY JAN 16	01-5-704124.00 DISABILITY/LIFE	75.36	-----	--/--/--

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
LINCOLN	12/11/15	LINCOLN FINANCIAL GROUP JAN 16 LIFE & DISABILITY JAN 16	01-5-500124.00 DISABILITY/LIFE INS	271.97	-----	--/--/--
LINCOLN	12/11/15	LINCOLN FINANCIAL GROUP JAN 16 LIFE & DISABILITY JAN 16	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.16	-----	--/--/--
LINCOLN	12/11/15	LINCOLN FINANCIAL GROUP JAN 16 LIFE & DISABILITY JAN 16	01-5-703124.00 DISABILITY/LIFE	362.18	-----	--/--/--
MAYER	12/24/15	MAYER & MAYER DEC 15 JUDGEMENT ORDER DEC 15	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	2876	01/13/16
MIS1	12/22/15	ANNAH DUPUIS FD--SUPPORT FOOD REIMB 12/22/15	01-5-550301.00 SUPPLIES	74.21	2877	01/13/16
MORTON	12/16/15	MORTON SALT DPW--92.63 TONS SALT 5400941011	01-5-703201.00 SALT & CHEMICALS	6244.19	2878	01/13/16
NEMRC	09/09/15	NEW ENGLAND MUNI RESOURCE FIN--2015 TAX FORMS 35178	01-5-200610.00 OFFICE SUPPLIES	144.00	2879	01/13/16
NEMUNCONS	01/02/16	NEW ENGLAND MUNICIPAL CON ASSESSOR--DEC 2015 2016-3	01-5-300300.00 PROFESS SERVICES	5200.00	2880	01/13/16
NORSCHOOL	01/04/16	NORWICH SCHOOL DISTRICT SCHOOL DISTRICT TAX 1/4/16	01-2-001123.00 SCHOOL DISTRICT TAX	1500000.00	2881	01/13/16
PBA	12/24/15	NEW ENGLAND PBA, INC DEC 15 UNION DUES DEC 15	01-2-001117.00 UNION DUES PAYABLE	344.00	-----	--/--/--
PETESTIRE	12/14/15	PETE'S TIRE BARNS, INC HWY--LOADER FLAT REPAIR 242758	01-5-703401.00 OUTSIDE REPAIRS	230.95	2882	01/13/16
PETTY	01/05/16	CASH TRACY HALL PETTY CASH TC--1/5/16	01-5-275538.00 POSTAGE	2.43	2883	01/13/16
PETTY	01/05/16	CASH TRACY HALL PETTY CASH TC--1/5/16	01-1-001004.00 PETTY CASH-SOLID WASTE	50.00	2883	01/13/16
PIKE	12/04/15	PIKE INDUSTRIES INC HWY--8.46 TNS EROS STN 848043	01-5-703207.00 GRAVEL & STONE	84.60	-----	--/--/--
PIKE	12/08/15	PIKE INDUSTRIES INC HWY--27.19 TNS GRAVEL 848506	01-5-703207.00 GRAVEL & STONE	244.93	-----	--/--/--
PIKE	12/08/15	PIKE INDUSTRIES INC HWY--19.87 TNS GRAVEL 848508	01-5-703207.00 GRAVEL & STONE	188.77	-----	--/--/--
PIKE	12/08/15	PIKE INDUSTRIES INC HWY--9.70 TNS GRAVEL 848513	01-5-703207.00 GRAVEL & STONE	92.15	-----	--/--/--
PIKE	12/08/15	PIKE INDUSTRIES INC HWY--34.52 TNS GRAVEL 848516	01-5-703207.00 GRAVEL & STONE	327.94	-----	--/--/--
PIKE	12/11/15	PIKE INDUSTRIES INC HWY--36.08 TNS GRAVEL 848822	01-5-703207.00 GRAVEL & STONE	342.76	-----	--/--/--
PIKE	12/11/15	PIKE INDUSTRIES INC HWY--9.49 TNS CRSHD STN 848841	01-5-703207.00 GRAVEL & STONE	83.04	-----	--/--/--
PIKE	12/11/15	PIKE INDUSTRIES INC HWY--26.67 TNS CRSHD STN 848842	01-5-703207.00 GRAVEL & STONE	240.01	-----	--/--/--
PIKE	12/11/15	PIKE INDUSTRIES INC HWY--9.51 TNS GRAVEL 848846	01-5-703207.00 GRAVEL & STONE	90.35	-----	--/--/--
PIKE	12/11/15	PIKE INDUSTRIES INC HWY--9.45 TNS CRHSD STN 848849	01-5-703207.00 GRAVEL & STONE	82.69	-----	--/--/--
PIKE	12/11/15	PIKE INDUSTRIES INC HWY--20.19 TNS GRAVEL 848855	01-5-703207.00 GRAVEL & STONE	181.71	-----	--/--/--
PIKE	12/11/15	PIKE INDUSTRIES INC HWY--65.33 TNS GRAVEL 849005	01-5-703207.00 GRAVEL & STONE	620.65	-----	--/--/--

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Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
PIKE	PIKE INDUSTRIES INC	12/18/15	HWY--10.12 TN CRSHD STN 849628	01-5-703207.00 GRAVEL & STONE	88.55	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	12/18/15	HWY--52.98 TNS CRSHD STN 849870	01-5-703207.00 GRAVEL & STONE	423.84	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	12/23/15	HWY--10.08 TNS CRSHD STN 850584	01-5-703207.00 GRAVEL & STONE	88.20	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	12/28/15	HWY--44.77 TNS STN/GRAVEL 850844	01-5-703207.00 GRAVEL & STONE	386.37	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	12/28/15	HWY--45.61 TNS STN/GRAVEL 850847	01-5-703207.00 GRAVEL & STONE	419.10	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	12/28/15	HWY--8.84 TNS CRSHD STN 850858	01-5-703207.00 GRAVEL & STONE	70.72	-----	--/--/--
PIKE	PIKE INDUSTRIES INC	12/28/15	HWY--9.10 TNS CRSHD STN 850860	01-5-703207.00 GRAVEL & STONE	79.63	-----	--/--/--
PITNEYPOST	PITNEY BOWES	12/23/15	GADMIN--METER POSTAGE 12/23/15	01-5-275538.00 POSTAGE	1000.00	2884	01/13/16
POSEIDON	POSEIDON AIR SYSTEMS	12/11/15	FD--COMPRESSOR SERVICE 112324	01-5-555636.00 OSHA COMPLIANCE	595.00	2885	01/13/16
POSTMASTE	POSTMASTER NORWICH	01/06/16	BULK MAIL DEPOSIT ACC#28 1/6/16	01-1-004102.00 PREPAID EXPENSES	500.00	2886	01/13/16
POSTMASTE	POSTMASTER NORWICH	11/20/15	GADMIN--BULK RATE PERMIT 11/20/15	01-5-275538.00 POSTAGE	225.00	2886	01/13/16
RIVERROAD	RIVER ROAD VETERINARY CLI	12/08/15	PD--HOSPITALIZE FELINE 309135	01-5-500201.00 ANIMAL CONT/LEASH LAW	267.50	2887	01/13/16
ROGERSFAB	ROGER'S FABRICARE, LLC	01/02/16	PD--UNIFORM CLEANING DEC 15	01-5-500583.00 UNIFORMS CLEANING	77.25	-----	--/--/--
SABIL	SABIL & SONS INC	12/08/15	HWY--TRK #4 ELECTRONICS 26107	01-5-703403.00 PARTS & SUPPLIES	261.83	2888	01/13/16
SABIL	SABIL & SONS INC	12/09/15	HWY--TRK #10 REPAIRS 74372	01-5-703401.00 OUTSIDE REPAIRS	319.85	2888	01/13/16
SANEL	SANEL AUTO PARTS INC	12/03/15	FD--CABLE 05NM8741	01-5-555528.00 FIRE TRK R & M	21.67	2889	01/13/16
SANEL	SANEL AUTO PARTS INC	12/21/15	FD--MUFFLER, CLAMPS 05NW9028	01-5-555528.00 FIRE TRK R & M	94.44	2889	01/13/16
SHERWIN	SHERWIN-WILLIAMS	12/28/15	TH--STAIRWAY PAINT 6735-0	01-5-706113.00 REPAIRS & MAINTENANCE	59.04	-----	--/--/--
SIMPLEX	SIMPLEXGRINNELL	12/09/15	HWY--FIRE EXTING MAINT 82012545	01-5-703515.00 ADMINISTRATION	181.85	-----	--/--/--
SIMPLEX	SIMPLEXGRINNELL	12/09/15	SW--FIRE EXTING INSP 82012546	01-5-705515.00 ADMINISTRATION	62.00	-----	--/--/--
SIMPLEX	SIMPLEXGRINNELL	12/10/15	HWY--EMER LIGHT INSP 82013313	01-5-703515.00 ADMINISTRATION	60.00	-----	--/--/--
SIMPLEX	SIMPLEXGRINNELL	12/10/15	HWY--FIRE EXTING, MAINT 82013316	01-5-703515.00 ADMINISTRATION	243.65	-----	--/--/--
SIMPLEX	SIMPLEXGRINNELL	12/10/15	HWY--EMER LGHT BATT, BULB 82013319	01-5-703515.00 ADMINISTRATION	127.58	-----	--/--/--
SIMPLEX	SIMPLEXGRINNELL	12/16/15	TH--EMER LIGHT INSP 82035074	01-5-706113.00 REPAIRS & MAINTENANCE	382.00	-----	--/--/--
SIMPLEX	SIMPLEXGRINNELL	12/16/15	TH--EMER LIGHT BATTERIES 82035105	01-5-706113.00 REPAIRS & MAINTENANCE	147.00	-----	--/--/--

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SOUTHWORTH	SOUTHWORTH-MILTON, INC.	12/19/15 HWY--GRADER BLADE SHIMS INV0515042	01-5-703403.00 PARTS & SUPPLIES	1109.10	2890	01/13/16
SOUTHWORTH	SOUTHWORTH-MILTON, INC.	12/14/15 HWY--GRADER REPAIR SCINV115279	01-5-703401.00 OUTSIDE REPAIRS	129.31	2890	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-005531.00 ADMIN TELEPHONE	4.93	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-100531.00 TELEPHONE	1.22	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-200531.00 TELEPHONE	1.56	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-275531.00 TELEPHONE	0.37	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-300531.00 TELEPHONE	3.00	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-350531.00 TELEPHONE	1.14	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-425127.00 TELEPHONE	4.94	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-475238.00 ADMIN TELEPHONE	10.21	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-550235.00 TELEPHONE & INTERNET	1.85	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-705505.00 TELEPHONE	0.99	2891	01/13/16
SOVERNET	SOVERNET, INC.	12/15/15 NOV-DEC 15 LONG DISTANCE 3583417	01-5-703505.00 TELEPHONE	8.27	2891	01/13/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	11/28/15 PD/PL/ASS--SUPPLIES 8036964251	01-5-500501.00 ADMINISTRATION	87.48	2892	01/13/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	11/28/15 PD/PL/ASS--SUPPLIES 8036964251	01-5-300610.00 OFFICE SUPPLIES	1.64	2892	01/13/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	11/28/15 PD/PL/ASS--SUPPLIES 8036964251	01-5-350610.00 OFFICE SUPPLIES	18.29	2892	01/13/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	12/12/15 FIN--CHAIRMATs 8037155173	01-5-200611.00 OFFICE EQUIPMENT	43.36	2892	01/13/16
STAPLELNK	STAPLES BUSINESS ADVANTAG	12/26/15 HWY--INK, PAPER 8037331272	01-5-703515.00 ADMINISTRATION	78.09	2892	01/13/16
SYSTEMS	SYSTEMS PLUS COMPUTERS IN	12/24/15 GADMIN--VIRUS PROTECTION 2-281584	01-5-275632.00 SERVER MAINTENANCE	735.00	2893	01/13/16
UNIFIRST	UNIFIRST CORPORATION	12/07/15 DPW-UNIFORMS & SUPPLIES 035 3961070	01-5-703311.00 UNIFORMS	98.34	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/07/15 DPW-UNIFORMS & SUPPLIES 035 3961070	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/07/15 DPW-UNIFORMS & SUPPLIES 035 3961070	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/07/15 DPW-UNIFORMS & SUPPLIES 035 3961070	01-5-704311.00 UNIFORMS	32.34	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/14/15 DPW-UNIFORMS & SUPPLIES 035 3963439	01-5-703311.00 UNIFORMS	98.34	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/14/15 DPW-UNIFORMS & SUPPLIES 035 3963439	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--



01/08/16

12:44 pm

## Town of Norwich Accounts Payable

Page 8 of 9

Check Warrant Report # 16-16 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 12/29/15 To 01/13/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UNIFIRST	UNIFIRST CORPORATION	12/14/15	DPW-UNIFORMS & SUPPLIES 035 3963439	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/14/15	DPW-UNIFORMS & SUPPLIES 035 3963439	01-5-704311.00 UNIFORMS	32.34	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/21/15	DPW-UNIFORMS & SUPPLIES 035 3965885	01-5-703311.00 UNIFORMS	98.34	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/21/15	DPW-UNIFORMS & SUPPLIES 035 3965885	01-5-703507.00 SUPPLIES	11.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/21/15	DPW-UNIFORMS & SUPPLIES 035 3965885	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/21/15	DPW-UNIFORMS & SUPPLIES 035 3965885	01-5-704311.00 UNIFORMS	32.34	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/28/15	DPW-UNIFORMS & SUPPLIES 035 3968243	01-5-703311.00 UNIFORMS	116.01	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/28/15	DPW-UNIFORMS & SUPPLIES 035 3968243	01-5-703507.00 SUPPLIES	2.00	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/28/15	DPW-UNIFORMS & SUPPLIES 035 3968243	01-5-703515.00 ADMINISTRATION	13.60	-----	--/--/--
UNIFIRST	UNIFIRST CORPORATION	12/28/15	DPW-UNIFORMS & SUPPLIES 035 3968243	01-5-704311.00 UNIFORMS	32.34	-----	--/--/--
VMERSDC	VMERS DC	01/06/16	TM/FD/FIN/ASS--RETIREMENT PEND1-2-16	01-2-001112.00 VMERS DEF CONTRB PAY	432.37	2851	01/06/16
VMERSDC	VMERS DC	01/06/16	TM/FD/FIN/ASS--RETIREMENT PEND1-2-16	01-5-005126.00 VT RETIREMENT	236.99	2851	01/06/16
VMERSDC	VMERS DC	01/06/16	TM/FD/FIN/ASS--RETIREMENT PEND1-2-16	01-5-555125.00 VT RETIREMENT	120.71	2851	01/06/16
VMERSDC	VMERS DC	01/06/16	TM/FD/FIN/ASS--RETIREMENT PEND1-2-16	01-5-200126.00 VT RETIREMENT	53.43	2851	01/06/16
VMERSDC	VMERS DC	01/06/16	TM/FD/FIN/ASS--RETIREMENT PEND1-2-16	01-5-300126.00 VT RETIREMENT	32.06	2851	01/06/16
VERIZWIRE	VERIZON WIRELESS	12/04/15	TM-DPW-FD-PD-CELL PHONES 9756686334	01-5-005532.00 T MNGR CELL PHONE	56.28	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	12/04/15	TM-DPW-FD-PD-CELL PHONES 9756686334	01-5-703505.00 TELEPHONE	56.28	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	12/04/15	TM-DPW-FD-PD-CELL PHONES 9756686334	01-5-550235.00 TELEPHONE & INTERNET	66.30	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	12/04/15	TM-DPW-FD-PD-CELL PHONES 9756686334	01-5-475238.00 ADMIN TELEPHONE	71.28	-----	--/--/--
VMERS	VMERS DB	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-005126.00 VT RETIREMENT	347.42	2894	01/13/16
VMERS	VMERS DB	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-100126.00 VT RETIREMENT	409.79	2894	01/13/16
VMERS	VMERS DB	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-200126.00 VT RETIREMENT	270.49	2894	01/13/16
VMERS	VMERS DB	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-350126.00 VT RETIREMENT	267.03	2894	01/13/16
VMERS	VMERS DB	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-425126.00 VT RETIREMENT	272.37	2894	01/13/16
VMERS	VMERS DB	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-500126.00 VT RETIREMENT	179.87	2894	01/13/16

01/08/16

Town of Norwich Accounts Payable

Page 9 of 9

12:44 pm

Check Warrant Report # 16-16 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 12/29/15 To 01/13/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VMERS	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-703126.00 RETIREMENT	1215.83	2894	01/13/16
VMERS	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-704126.00 RETIREMENT	316.54	2894	01/13/16
VMERS	12/24/15	DEC 2015 RETIREMENT DEC 15	01-5-500126.00 VT RETIREMENT	1508.31	2894	01/13/16
VMERS	12/24/15	DEC 2015 RETIREMENT DEC 15	01-2-001111.00 VEMRS GRP B PAYABLE	2906.72	2894	01/13/16
VMERS	12/24/15	DEC 2015 RETIREMENT DEC 15	01-2-001113.00 VEMRS GRP C PAYABLE	2090.47	2894	01/13/16
VSFA	12/29/15	FD--ANNUAL MEMBERSHIP 2016 DUES	01-5-555342.00 FIRE DUES/MTGS/EDUC	370.00	2895	01/13/16
VTSTATE	12/17/15	NON RES TAX INTEREST 1049	01-2-001123.00 SCHOOL DISTRICT TAX	38.64	2896	01/13/16
VTTREASUR	01/05/16	4TH QTR 2015 ANIMAL LICS 4TH QTR 15	01-2-001121.00 VT ANIMAL RETURN	135.00	2897	01/13/16
WBMASON	12/29/15	PD--INK CARTRIDGE I31045519	01-5-500501.00 ADMINISTRATION	24.99	-----	--/--/--

Report Total

1563420.08

To the Treasurer of Town of Norwich, We hereby certify  
that there is due to the several persons whose names are  
listed hereon the sum against each name and that there  
are good and sufficient vouchers supporting the payments  
aggregating \$ \*1,563,420.08

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

FINANCE DIRECTOR

Roberta Robinson

TOWN MANAGER:

Neil Fulton, Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook

Chair

Stephen Flanders

Dan Goulet

Mary Layton

TO: Norwich Selectboard

FROM: The Norwich Women's Club

RE: Request for Waiver from Town Alcohol Policy



December 16, 2015

The Norwich Women's Club, a non-profit Norwich organization, will be holding its Spring Gala in Tracy Hall on the evening of March 11, 2016. Once again, the event will feature the honoring of a member of the Norwich community as Citizen of the Year. There will be food and silent and live auctions, crucial in raising money for this fundraiser. The proceeds will fund our annual Norwich community grants. Last year the grants totaled approximately \$30,000.

We are requesting a waiver of the ordinance regulating the possession and consumption of alcohol for that evening in order for us to serve wine and beer. We will engage Maple Street Catering to handle our bar, which they have done for the last four years. Maple Street has a caterer's permit from the Vermont Liquor Board. We will provide the Town Manager with the "Request to Cater Malt and Vinous Beverages and Spirituous Liquors" for submission to the Vermont Liquor Control Board not less than 45 days before March 11. We will be certain that the caterer has a current insurance policy covering catered events, uses trained servers and will name the town of Norwich as an additional named insured for our event.

Thank you.

Sue Pitiger, 2016 Spring Gala Chairperson  
For the Norwich Women's Club

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: *Sue Pitiger*  
Address: *1 Hazea St., Norwich*  
Day phone: *649-7246* Evening phone: *Cell. (802) 356-1187*  
E-mail: *Sueanpitiger@comcast.net*  
Position Applied For: *DRB*

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:

*We are out of town each year in November and April.*

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

*I served on the Zoning Review Board in the Village of Huntington Bay, N.Y. for five years in the 1990's.*

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:

*Norwich Women's Club - 1997 - present -  
Treasurer, Committee Chair, Floribunda  
Chair, President, Secretary, currently  
Spring Gala Chair.  
Boardman Committee (club-ok!) Norwich  
Village of Huntington Bay - DRB - 1990's  
Village of Huntington Bay Hills Board - 1980's & 1990's.*

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

*Retired*

6. Pertinent Education and/or Experience:

- M.B.A. - Adelphi University, Garden City, N.Y.
- Realtor, Sammes Coldwell-Baker, Huntington, N.Y.

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: *I did a good job on the Zoning Board in Huntington Bay, a village of about 1500 people. I'm sure I can be objective on the DRB here in Norwich.*

Signature

*Susan O. Pitger*

Date

*10/22/15*

December 15, 2015

74 Four Wheel Drive  
Norwich, VT 05055

Re: Removal of the Rostad house from the Fire District

Selectboard, Town of Norwich

If we get the required signatures, would you positively view a petition to change the Fire District map to remove our house and 5.37 acres?

*OK*  
Since we moved to Four Wheel Drive in Norwich in 1999, we have been paying the Norwich <sup>Fire District</sup> Water Tax for water delivery we do not receive. The Fire District Map shows that the far easterly edge of the property and the house are within the district 'on paper', but after a site visit and exploration we have been told by Sam Eaton that it would be very expensive to bring water to our house, therefore impossible for them to do. We are paying for something the town cannot deliver. This year the bill was \$692.73.

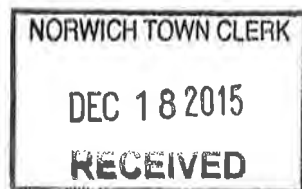
Thank you. We look forward to hearing from you.

Sincerely,

Hugh Rostad  
Cheryl Rostad

*Hugh Rostad*  
*Cheryl Rostad*

802.649.1007



December 15, 2015

Re: Removal of the Rostad house from the Norwich Fire District

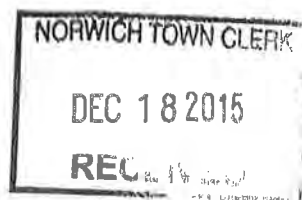
CR  
Since we moved to Four Wheel Drive in Norwich in 1999, we have been paying the Norwich Water Tax for water delivery we do not receive. The Fire District Map shows that the far easterly edge of the property and the house are within the district 'on paper', but after a site visit and exploration we have been told by Sam Eaton that it would be very expensive to bring water to our house, therefore impossible for them to do. We are paying for something the town cannot deliver. This year the bill was \$692.73.

We have inquired about this every year and never been offered a remedy.

In order to move forward we need a petition signed by 20 people within the District.

Thank you. Cheryl & Hugh Rostad

1. J. C. Condon 196 Beaver Meadow
2. John Girard 16 Jones Circle
3. Catherine Girard 16 Jones
4. Mary Ott 261 Main
5. Quil Roder 326 Main St
6. Don O'Hara 50 48 Cliff
7. Elizabeth Blewett 49 Cliff St.
8. Paul Yeh
9. Deborah Boettiger 31 Cliff St.
10. Kim 23 Cliff St
11. Ilmor T. Hays 11 Cliff St. Norwich, VT 05055
12. V. Brach 1 Cliff St Norwich, VT 05055
13. Timothy 431 Main Street
14. Angela Katz 23 Church St.
15. Q. M. J. 23 Church St
16. Ran Hame Smith 25 Carpenter
17. Lauren Adams 96 Elm St
18. Mr 95 Elm Street
19. 31 Elm
20. Annie M. Hinson 80 Willey Hill Rd Norwich, VT 05055



**Title 20: Internal Security And Public Safety****Chapter 171: Fire Districts*****Subchapter 1: General Provisions*****§ 2481. Establishment; change of limits**

(a) Upon application in writing of 20 or more freeholders or voters of a proposed fire district, the selectboard, after a duly warned public hearing, may establish such proposed fire district and define its limits. Such application shall contain a list of the powers mentioned in sections 2601 and 2603 of this title which the proposed district shall have and the district shall not have any of the other powers mentioned in these sections. Fire districts thus created shall be named by number in the order of their establishment. The selectboard shall file a certificate of its doings in the office of the town clerk for record. The selectboard may change the limits of a fire district upon a similar application and in like manner subject to the approval by the fire district at the annual or a special meeting of the fire district duly warned but any change in limits of a fire district may take place only with the consent of the majority of the landowners newly included within or excluded from those boundaries by that alteration. A record of any alteration of fire district boundaries shall be made by the town clerk. Only property contiguous to the fire district shall be the subject of an expansion of the boundaries of a fire district. For purposes of this subsection, a "public hearing" shall be a meeting of the legislative body of a town or of a fire district for the duly warned purpose of establishing or changing the limits of a fire district. Public notice for a public hearing required by this subsection shall be given not less than 15 days prior to the date of the public hearing by:

(1) The publication of the date, place, and purpose of the hearing in a newspaper of general circulation in the municipality affected; and

(2) The posting of the same information in one or more public places within the municipality.

(b) If a petition signed by five percent of the legal voters of the town objecting to the proposed establishment or change of limits of the fire district is presented to the town clerk within 30 days of the date of posting and publication of the notice required by subsection (a) of this section, the selectboard shall cause the question of whether the town shall establish or change the limits of the fire district to be considered at a special or annual meeting called for that purpose. After the meeting, the fire district shall be established or the limits changed unless a



majority of the voters of the town present and voting vote to disapprove of such establishment or change of limits. If a petition signed by five percent of the legal voters of a town objecting to a selectboard decision denying the establishment or the change of limits of a fire district is presented to the town clerk within 30 days of the selectboard decision, the selectboard shall cause the question of whether the town shall establish or change the limits of the fire district to be considered at a special or annual meeting called for that purpose. (Amended 1993 No. 164 (Adj. Sess.) § 13; 2003, No. 93 (Adj. Sess.), § 1.)

**Board of Listers**  
Town of Norwich  
PO Box 376  
Norwich, VT 05055-0376  
(802) 649 1419 x6 <> (802) 649 0123 FAX  
listers@norwich.vt.us

Pursuant to 32 VSA §4342, the Norwich Board of Listers hereby requests a 30 day extension for filing of the 2015 end-of-year 411 due to the special circumstances described in the 12/30/15 memo from Douglas Farnham, Director of PV&R.

Liz Blum 1/7/16  
Liz Blum, Chair, Norwich Board of Listers Date

\_\_\_\_\_  
Linda Cook, Chair, Norwich Selectboard Date

APPROVED BY  
BOARD OF  
LISTERS 3-0  
1/7/16

## Nancy Kramer

---

**From:** Assessing-Clerk  
**Sent:** Tuesday, January 05, 2016 10:38 AM  
**To:** Nancy Kramer  
**Subject:** FW: Late Current Use Changes (The word from Montpelier)

Hi Nancy,

Here is the e-mail from the Director of PV&R that Neil was talking about.

Thank you,  
Jonathan Bynum  
Finance Assistant  
Assessing Clerk  
Town of Norwich

Please note that any reply to this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.

As many of you are already aware the Division of Property Valuation & Review has encountered significant processing issues this year which continue to impact the grand list. At this time there are still 85 applications awaiting approval along with approximately 100 easy out (special discontinuances) and discontinuances for the 2015 tax year. Consultation with PVR staff, VALA and the Tax Department legal and policy staff I has resulted in the following recommendations:

- Changes made to Current Use enrollments do not need to be subjected to the Errors & Omissions process as they are neither an error nor an omission made by the Lister or Assessor. Enrollment in the Current Use program often changes after the annual finalization of the Grand List due to appeals or discontinuances – this year is only seeing a larger number of changes at this time of year due to processing constraints at the Department.
- Any requests for 30 day extensions (to Jan 31) to file the end of year 411 will be granted automatically due to special circumstances; requests can be submitted in writing (electronically or on paper) (§ 4342. Extensions by the Director). If a town does not choose to request an extension then the grand list can be finalized and any current use updates which come in after the fact should be filed with the grand list as an addendum.
- The final Education Fund “true-up” for 2015 takes place in March when Tax sends the finalized 2015 grand list to the Agency of Education. This will capture any activity which occurs after the January 15<sup>th</sup> “true-up” and prevent Vermont municipalities from incurring any unexpected liabilities from approved applications. The Current Use Section is taking every step possible at this time to make that final “true-up” as low impact as possible.
- If a town would like to print a final 411 but they are getting error messages due to current use parcels in progress it is possible to print and they can work with their DA or request an extension.

Please feel free to contact me or your DA with any further questions.

Sincerely,



September 17, 2015

Town of Norwich, Vt. 05055

Att: Town Manager:

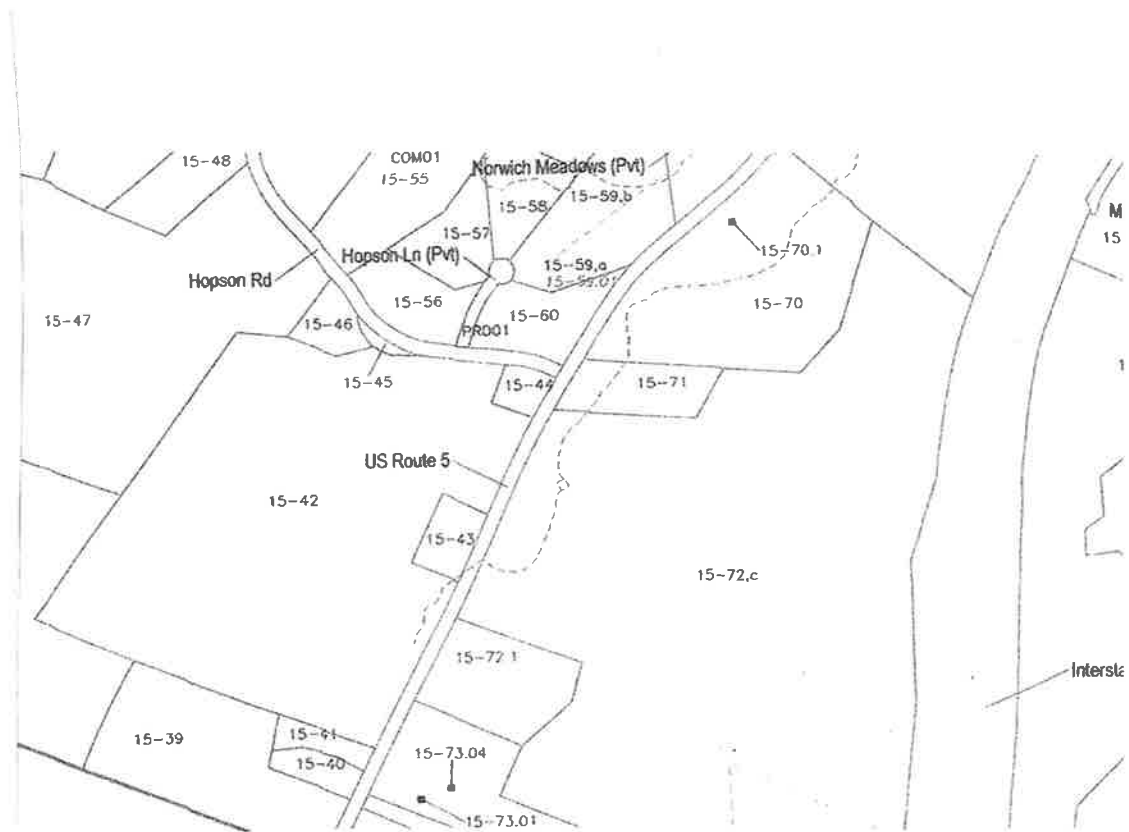
Request:

Lyle Favreau and Patricia Greene live at 378 Hopson Road described on the town tax map as parcel 15-46. The old Hopson Road used to cut in on our lower lot and when the new Road went in it left that space where the old road used to be. We have maintained that lower lot for the past 17 years and were hoping that the town would consider "Throwing up" that old road. This land was apparently left over when the town straightened and moved the Road. We would like to Annex that small parcel to ours and we would have clear title.

Thank you so much for this consideration

 9-17-15  
Lyle G. Favreau

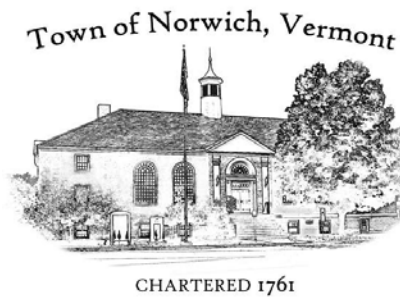
 9/17/15  
Patricia C. Greene





Map Changed. Center latitude: 43.7013 ° North. Center longitude: 72.3180 ° West. Visible Features: 6 features visible on ESITES. 1 features visible on 100-20 ft contours. 14 features visible on Parcels (unofficial data). 1 features visible on TOWN BOUNDARIES. 3 features visible on DRIVEWAYS. 3 features visible on Local Roads.





Neil R. Fulton  
Town Manager

January 8, 2016

Dyke Rose Z Trust  
c/o Judith Currier  
Montresor Road  
Leesburg, VA 20176

Re: Lyle Favreau/Patricia Greene Request

Dear Ms. Currier:

We have received a request from Lyle Favreau and Patricia Greene who live at 378 Hopson Road to discontinue a portion of the old right-of-way (ROW) of Hopson Road adjacent to their property. When a Town takes this action, the property returns to the adjacent property owners. Please see the attached correspondence and the attachments. The particular parcel is identified as parcel 15-45 on the attached tax map and has an area of approximately 0.21 acres.

I would appreciate your opinions on the Town discontinuing the referenced portion of the ROW of Hobson Road.

Sincerely,

Neil R. Fulton  
Town Manager

Enclosures

cc: File

/ndk



Eric Blanchard  
Cutler Trustee  
Eric Cutler Blanchard Trust  
P.O. Box 1021  
Norwich, VT 05055-1021

**Town of Norwich**  
**Expenditure Summary by Department**

DEPARTMENT SUMMARY	FY14 Actual	FY15 Budget	FY15 Actual	FY16 Budget	FY17 Budget	FY16/FY17 % Change
TOWN ADMINISTRATION	\$ 256,289	\$ 271,895	\$ 245,520	\$ 284,990	\$ 271,421	-4.76%
BCA/BOA	1,193	1,171	512	2,032	1,125	-44.64%
STATUTORY MEETINGS	3,613	7,380	6,355	4,607	7,215	56.62%
TOWN CLERK	146,380	156,701	153,438	160,810	159,989	-0.51%
FINANCE	120,589	138,842	130,492	140,628	133,564	-5.02%
GENERAL ADMINISTRATION	21,407	21,100	21,965	21,300	18,491	-13.19%
ASSESSOR/LISTER	77,486	94,195	87,351	117,168	112,201	-4.24%
PLANNING	132,926	133,148	129,655	126,801	129,347	2.01%
RECREATION	208,610	258,554	260,680	222,754	237,082	6.43%
POLICE	501,594	538,195	527,953	555,212	575,160	3.59%
FIRE/FAST	328,731	390,444	395,642	355,951	364,471	2.39%
EMERGENCY MGMT.	28,202	70,250	65,731	73,569	72,222	-1.83%
CONSERVATION COMMISSION	18,255	16,454	16,733	6,950	6,950	
PUBLIC WORKS	1,855,437	1,957,237	1,886,465	1,975,619	2,032,292	2.87%
LONG TERM DEBT	49,297	46,436	46,436	-	-	
TOWN APPROPRIATIONS	-	1,000	-	-	-	
TAXES	1,098	5,000	19,753	5,000	5,000	
INSURANCES	148,000	160,350	165,198	169,436	204,762	20.85%
TOWN TOTAL	\$ 3,899,106	\$ 4,268,353	\$ 4,159,878	\$ 4,222,828	\$ 4,331,293	2.57%
OUTSIDE APPROPRIATIONS	\$ 286,201	\$ 386,201	\$ 386,201	\$ 348,451	\$ 345,358	-0.89%
TOTAL	\$ 4,185,307	\$ 4,654,554	\$ 4,546,079	\$ 4,571,279	\$ 4,676,651	2.31%

**Town of Norwich  
FY17 Revenue Estimate**

	FY14 FINAL	FY14 ACTUAL	FY15 FINAL	FY15 ACTUAL	FY16 ESTIMATED	FY17 PROPOSED	FY17/FY16 % CHANGE
REVENUES-PAYMENT FROM REDUCTION IN FUND BALANCE						\$ 145,687	
<b>PROPERTY TAX REVENUES</b>							
TOWN PROPERTY TAX	\$ 3,051,484	\$ 3,436,006	\$ 3,239,324	\$ 3,615,907	\$ 3,290,005	\$ 3,264,037	-0.80%
PROPERTY TAX FOR OTHER MONETARY ARTICLES	313,820	313,820	386,201	386,201	348,451	348,451	0.00%
VT LAND USE TAX	107,222	109,662	151,500	161,784	151,500	184,407	21.72%
PROPERTY TAX INTEREST	25,000	56,280	25,000	24,687	25,000	25,000	0.00%
PROPERTY TAX COLLECTION FEE	15,000	28,731	17,000	13,562	17,000	17,000	0.00%
<b>TOTAL PROPERTY TAX REVENUE</b>	<b>\$ 3,512,526</b>	<b>\$ 3,944,499</b>	<b>\$ 3,819,025</b>	<b>\$ 4,202,142</b>	<b>\$ 3,831,956</b>	<b>\$ 3,838,895</b>	<b>0.18%</b>
<b>LICENSE &amp; PERMIT REVENUE</b>							
LIQUOR LICENSE	\$ 350	\$ 555	\$ 350	\$ 540	\$ 400	\$ 400	0.00%
DOG LICENSE	2,800	2,710	2,730	2,584	2,500	2,550	1.83%
HUNTING & FISHING LICENSES	400	288	365	265	365	285	-21.92%
PEDDLER LICENSE	50	75	50	125	50	50	0.00%
BUILDING/DEVELOPMENT PERMITS	6,150	8,906	9,000	9,141	9,000	9,000	0.00%
LAND POSTING PERMIT	250	185	210	180	200	200	0.00%
<b>TOTAL LICENSE &amp; PERMIT REVENUE</b>	<b>\$ 10,000</b>	<b>\$ 12,719</b>	<b>\$ 12,705</b>	<b>\$ 12,835</b>	<b>\$ 12,515</b>	<b>\$ 12,485</b>	<b>-0.24%</b>
<b>INTERGOVERNMENTAL REVENUE</b>							
VT HIWAY GAS TAX	\$ 159,302	\$ 153,105	\$ 153,300	\$ 152,974	\$ 153,000	\$ 153,000	0.00%
VT ACT 60	15,200	15,219	15,200	14,877	15,200	14,900	-1.97%
ST. OF VT. LISTER TRAINING	400	399	400	399	400	400	0.00%
PILOT PAYMENTS	22,000	23,916	22,000	24,244	22,000	24,000	9.09%
VT NATURAL RESRCS	3,798	3,798	3,798	3,952	3,798	3,874	2.00%
LATE FEES-REVISED TAX BILLS	300	336	400	270	400	250	-37.50%
EDUCATION TAX RETAINER	24,000	22,939	24,000	24,103	24,000	24,000	0.00%
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>\$ 225,000</b>	<b>\$ 219,712</b>	<b>\$ 219,098</b>	<b>\$ 220,819</b>	<b>\$ 218,798</b>	<b>\$ 220,424</b>	<b>0.74%</b>
<b>SERVICE FEE REVENUE</b>							
RECORDING FEE	\$ 42,050	\$ 27,611	\$ 46,000	\$ 32,166	\$ 28,500	\$ 30,000	3.26%
RESTORATION	4,100	-	-	-	-	-	
DOCUMENT COPY FEE	2,800	2,482	3,500	2,384	2,100	2,100	0.00%
USE OF RECRDS FEE	400	369	500	293	400	300	-20.00%
VITAL STATISTIC FEE	1,000	1,520	1,000	1,030	1,500	1,300	-20.00%
MOTOR VEHICLE RENEWAL FEE	300	195	150	183	200	190	-6.67%
PHOTOCOPYING FEE	100	15	10	10	10	10	0.00%
TRACY HALL RENTAL FEE	7,500	7,250	7,000	7,691	7,000	7,000	0.00%

**Town of Norwich  
FY17 Revenue Estimate**

	FY14 FINAL	FY14 ACTUAL	FY15 FINAL	FY15 ACTUAL	FY16 ESTIMATED	FY17 PROPOSED	FY17/FY16 % CHANGE
POLICE REPORT FEE	750	514	725	630	650	600	-6.90%
POLICE ALARM RESPONSE FEE	1,500	425	1,200	500	1,050	700	-29.17%
SPECIAL POLICE DUTY FEES	500	-	-	-	-	-	
PLANNING DOC COPY FEE	-	16	-	16	-	-	
PLANNING MAPS	-	13	-	15	-	-	
RECREATION PROGRAM FEES	126,000	147,080	179,000	172,403	160,000	173,000	7.26%
TRANSFER STATION STICKERS	23,000	16,978	20,000	17,228	24,500	24,500	0.00%
RECYCLING SOLID WASTE FEES	2,000	732	900	1,856	750	1,800	116.67%
E-WASTE REVENUE	4,000	4,545	4,000	3,003	4,700	4,700	0.00%
RECYCLING REBATES	4,000	6,923	4,000	6,859	7,000	7,000	0.00%
TRASH COUPON	90,000	68,781	75,000	78,099	61,500	84,194	30.26%
<b>TOTAL SERVICE FEE REVENUE</b>	<b>\$ 310,000</b>	<b>\$ 285,448</b>	<b>\$ 342,985</b>	<b>\$ 324,366</b>	<b>\$ 299,860</b>	<b>\$ 337,394</b>	<b>10.94%</b>
<b>GRANT REVENUE</b>							
FEMA MITIGATION GRANT	\$ 5,430	\$ 5,430	\$ 30,821	\$ 30,821	\$ -	\$ -	
BETTER BACK ROADS GRANT	3,500	3,500	6,334	6,334	-	-	
PLANNING GRANT	14,925	14,925	11,403	11,403	-	-	
CONSERVATION COMMISSION GRANT	19,955	19,955	7,354	7,354	-	-	
DRY HYDRANT GRANT	2,500	2,500	8,000	8,000	-	-	
US JUSTICE DEPT. VEST GRANT	273	273	-	-	-	-	
FY 11 HOMELAND SECURITY	5,174	5,174	-	-	-	-	
FY 12 HOMELAND SECURITY	-	-	5,498	5,498	-	-	
FY14 HOMELAND SECURITY	-	-	20,191	20,191	-	-	
GOVERNORS HIGHWAY SAFETY GRANT	2,862	2,862	2,593	2,593	-	-	
VLCT PACIF GRANT	256	256	1,049	1,049	-	-	
2013 EQUIPMENT INCENTIVES GRANT	972	972	-	-	-	-	
2014 EQUIPMENT INCENTIVES GRANT	2,695	2,695	2,305	2,305	-	-	
2015 EQUIPMENT INCENTIVES GRANT	-	-	168	168	-	-	
NORWICH WOMEN'S CLUB GRANT	6,109	6,109	6,850	6,850	-	-	
ENERGY COMMITTEE GRANT-NEGRAS	-	-	226	226	-	-	
<b>TOTAL GRANT REVENUE</b>	<b>\$ 64,651</b>	<b>\$ 64,651</b>	<b>\$ 102,791</b>	<b>\$ 102,791</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

**Town of Norwich  
FY17 Revenue Estimate**

	FY14 FINAL	FY14 ACTUAL	FY15 FINAL	FY15 ACTUAL	FY16 ESTIMATED	FY17 PROPOSED	FY17/FY16 % CHANGE
<b>OTHER TOWN REVENUES</b>							
TOWN REPORT	\$ 1,500	\$ 1,438	\$ 1,500	\$ 1,401	\$ 1,500	\$ 1,400	-6.67%
BANK INTEREST	3,000	1,246	2,800	5,439	4,500	5,500	35.71%
INSURANCE CLAIMS	-	5,820	-	496	-	-	0
ATHLETIC FIELD RENTAL	25,500	27,780	26,000	30,560	32,000	30,600	-5.38%
<b>TOTAL OTHER TOWN REVENUES</b>	<b>\$ 30,000</b>	<b>\$ 36,284</b>	<b>\$ 30,300</b>	<b>\$ 37,896</b>	<b>\$ 38,000</b>	<b>\$ 37,500</b>	<b>-1.65%</b>
<b>PUBLIC SAFETY REVENUES</b>							
POLICE FINE	\$ 12,600	\$ 19,868	\$ 14,500	\$ 12,579	\$ 15,750	\$ 12,750	-20.69%
PARKING FINE	200	375	175	475	225	300	42.86%
DOG FINE	200	25	200	-	175	175	0.00%
<b>TOTAL PUBLIC SAFETY REVENUES</b>	<b>\$ 13,000</b>	<b>\$ 20,268</b>	<b>\$ 14,875</b>	<b>\$ 13,054</b>	<b>\$ 16,150</b>	<b>\$ 13,225</b>	<b>-19.66%</b>
<b>MISCELLANEOUS REVENUE</b>							
DAILY OVER/SHORT	\$ -	\$ 71		\$ 254			
DONATIONS	-			400			
DONATIONS-HISTORIC PRESERVATION		7,750		600			
AMBULANCE BILLS PAID	-			673			
RECREATION	-	507		600			
TOWN CLERK	50	16		17			
FINANCE DEPT	-	262		11			
ASSESSOR/LISTER DEPT.		318		85			
PLANNING DEPT.		5					
POLICE DEPT	-	863		22,721			
FIRE DEPT		140					
COBRA REIMBURSEMENT	-	1,007		168			
HIGHWAY DEPT	-	744		1,182			
CONSERVATION COMM.	-	102		2,177			
MISCELLANEOUS	3,950	13	4,000	327	4,000	8,000	
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>\$ 4,000</b>	<b>\$ 11,798</b>	<b>\$ 4,000</b>	<b>\$ 29,216</b>	<b>\$ 4,000</b>	<b>\$ 8,000</b>	<b>100.00%</b>
<b>TOTAL FEES &amp; SERVICES</b>	<b>\$ 656,651</b>	<b>\$ 650,882</b>	<b>\$ 726,754</b>	<b>\$ 740,976</b>	<b>\$ 589,323</b>	<b>\$ 629,028</b>	<b>5.46%</b>
ALLOWANCE FOR TAX ADJUSTMENTS*						40,000	
<b>TOTAL TOWN REVENUES</b>	<b>\$ 4,169,177</b>	<b>\$ 4,595,381</b>	<b>\$ 4,545,779</b>	<b>\$ 4,943,117</b>	<b>\$ 4,421,279</b>	<b>\$ 4,613,610</b>	<b>4.23%</b>

\* Adjusted at time of Town Report and setting tax rate.

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
<b>TOWN ADMINISTRATION</b>						
SELECTBOARD STIPEND	2,000	2,500	2,000	2,500	2,500	0.00%
TOWN MANAGER WAGE	98,271	101,416	101,362	105,386	108,977	3.41%
TOWN MANAGER BENEFITS	15,550	16,877	16,692	16,990	17,172	1.07%
TREASURER STIPEND	1,693	1,693	1,693	1,693	1,693	0.00%
ADMIN ASSIST WAGE	44,579	45,714	44,840	47,493	49,130	3.45%
FICA TAX	9,932	10,428	10,295	10,792	11,127	3.11%
MEDI TAX	2,370	2,439	2,408	2,524	2,602	3.09%
HEALTH INSUR	12,440	12,854	12,642	12,970	13,209	1.85%
DISABILITY/LIFE INSURANCE	2,036	2,076	1,655	1,680	1,680	0.01%
DENTAL INSURANCE	419	450	419	420	419	-0.24%
VT RETIREMENT	8,081	8,405	8,373	8,825	9,167	3.88%
PROFESS SERVICES	28,580	45,000	22,359	30,000	35,000	16.67%
PROFESS SERVICES-DAM LITIGATION	-	-	-	25,000	-	-100.00%
TELEPHONE	571	600	504	600	550	-8.33%
T MNGR CELL PHONE	652	600	875	600	650	8.33%
POSTAGE	167	250	84	250	100	-60.00%
ADVERTISING	335	450	330	450	450	0.00%
T MNGR VEHICLE	0	-	-	-	-	
MILEAGE	0	100	-	100	100	0.00%
OFFICE SUPPLIES	1,242	1,200	1,096	1,200	1,200	0.00%
OFFICE EQUIP	0	600	179	600	500	-16.67%
DUES/MTS/EDUC	400	500	740	500	700	40.00%
COMMITTEE	496	500	26	500	500	0.00%
ENERGY COMMITTEE	-	-	-	1,540	1,540	0.00%
ENERGY COMMITTEE GRANT	-	226	226	-	-	
VLCT MEMBERSHIP	4,257	4,267	4,501	4,628	4,705	1.66%
TOWN REPORT	5,428	6,000	5,448	6,000	6,000	0.00%
DES FUND-FACILITIES STUDY	15,000	5,000	5,000	-	-	
DES FUND-CITIZEN ASSISTANCE	1,000	1,000	1,000	1,000	1,000	0.00%
MISCELLANEOUS	790	750	772	750	750	0.00%
<b>TOTAL</b>	<b>256,289</b>	<b>271,895</b>	<b>245,520</b>	<b>284,990</b>	<b>271,421</b>	<b>-4.76%</b>
<b>BOARD OF CIVIL AUTHORITY/ABATEMENT</b>						
JUSTICES WAGE	748	600	238	1,400	600	-57.14%
FICA TAX	13	37	5	87	-	-100.00%
MEDI TAX	3	9	1	20	-	-100.00%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
DUES/MTS/EDUC	-	300	28	300	300	0.00%
POSTAGE	430	225	240	225	225	0.00%
<b>TOTAL</b>	<b>1,193</b>	<b>1,171</b>	<b>512</b>	<b>2,032</b>	<b>1,125</b>	<b>-44.64%</b>
<b>STATUTORY MEETINGS</b>						
POLLWORKERS WAGE	450	200	290	350	325	-7.14%
FICA TAX	8	12	7	22	-	-100.00%
MEDI TAX	2	3	2	5	-	-100.00%
POSTAGE	54	225	100	100	200	100.00%
ADVERTISING	140	200	147	140	150	7.14%
PRINTING	1,703	2,000	1,619	2,000	1,850	-7.50%
OFFICE SUPPLIES	0	175	254	125	125	0.00%
VOTING MACH EXPENSE	1,256	65	-	65	65	0.00%
VOTING MACH MAINT AGRMT	0	300	-	300	300	0.00%
VTG MCHN PROGRAMG	0	4,200	3,936	1,500	4,200	180.00%
<b>TOTAL</b>	<b>3,613</b>	<b>7,380</b>	<b>6,355</b>	<b>4,607</b>	<b>7,215</b>	<b>56.62%</b>
<b>TOWN CLERK</b>						
TOWN CLERK WAGE	55,418	57,392	56,466	59,663	61,687	3.39%
ASST CLK WAGE	36,634	37,551	37,653	39,030	40,353	3.39%
FICA TAX	5,403	5,886	5,535	6,119	6,251	2.16%
MEDI TAX	1,264	1,377	1,295	1,431	1,462	2.16%
HEALTH INS	30,027	31,209	30,722	31,461	26,931	-14.40%
DISABILITY/LIFE INS	1,587	1,630	1,295	1,421	1,300	-8.53%
DENTAL INSURANCE	838	900	838	840	840	0.00%
VT RETIREMENT	4,711	4,866	5,063	5,305	5,545	4.53%
DOG/CAT LICENSE	425	450	409	450	450	0.00%
VITAL STATISTICS	0	50	15	50	40	-20.00%
TELEPHONE	476	515	487	515	515	0.00%
OFFICE SUPPLIES	1,590	2,300	1,560	2,000	2,000	0.00%
OFFICE EQUIPMENT	0	200	49	200	150	-25.00%
SOFTWARE	2,826	3,125	2,886	3,125	3,265	4.48%
DUES/MTGS/EDUC	180	250	165	200	200	0.00%
DES FUND-RECORD RESTORATION	5,000	9,000	9,000	9,000	9,000	0.00%
<b>TOTAL</b>	<b>146,380</b>	<b>156,701</b>	<b>153,438</b>	<b>160,810</b>	<b>159,989</b>	<b>-0.51%</b>

**FINANCE DEPARTMENT**

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
FINANCE OFFICER WAGE	57,643	61,633	61,798	64,047	66,235	3.42%
FINANCE ASSISTANT WAGE	24,931	25,801	26,030	26,818	27,921	4.11%
FICA TAX	4,992	5,421	5,225	5,634	5,838	3.63%
MEDI TAX	1,167	1,268	1,230	1,318	1,365	3.60%
HEALTH INS	11,839	18,911	15,014	15,816	8,127	-48.61%
DISABILITY/LIFE INS	1,247	1,573	1,183	1,308	1,183	-9.59%
DENTAL INSURANCE	550	729	681	686	681	-0.73%
VT RETIREMENT	3,751	4,481	4,631	4,817	5,074	5.34%
TELEPHONE	466	500	477	500	500	0.00%
ADVERSTISING	170	175	172	175	175	0.00%
PRINTING	71	75	70	75	75	0.00%
OFFICE SUPPLIES	1,500	1,500	1,320	1,500	1,500	0.00%
OFFICE EQUIPMENT	0	125	-	125	250	100.00%
SOFTWARE	756	750	779	760	790	3.95%
DUES/MTGS/EDUC	150	250	215	250	250	0.00%
INDEPENDENT AUDIT	11,300	15,500	11,600	15,900	13,000	-18.24%
BANK CHARGE	55	150	67	900	600	-33.33%
<b>TOTAL</b>	<b>120,589</b>	<b>138,842</b>	<b>130,492</b>	<b>140,628</b>	<b>133,564</b>	<b>-5.02%</b>
<b>GENERAL ADMINISTRATION</b>						
TELEPHONE	998	1,000	821	1,000	900	-10.00%
POSTAGE METER RENTAL	685	750	685	750	685	-8.67%
POSTAGE	2,681	3,000	3,063	2,700	2,700	0.00%
OFFICE SUPPLIES	1,250	1,250	646	1,250	1,250	0.00%
PHOTOCOPIER	4,108	3,500	4,201	3,800	1,256	-66.95%
COMPUTER EQUIPMENT	1,334	1,600	1,330	1,600	900	-43.75%
WEB SITE SUPPORT	602	500	910	300	900	200.00%
SERVER MAINTENANCE	4,249	4,000	4,810	4,400	4,400	0.00%
DESIGNATED FUND EQUIPMENT	5,500	5,500	5,500	5,500	5,500	0.00%
<b>TOTAL</b>	<b>21,407</b>	<b>21,100</b>	<b>21,965</b>	<b>21,300</b>	<b>18,491</b>	<b>-13.19%</b>
<b>ASSESSOR DEPARTMENT</b>						
LISTER WAGE	4,500	4,500	4,500	4,500	4,500	0.00%
ASSESSING CLERK WAGE	15,745	15,481	15,497	16,057	16,753	4.33%
FICA TAX	1,203	1,239	1,119	1,275	1,318	3.38%



**Town of Norwich**  
**FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
MEDI TAX	282	290	262	298	308	3.38%
HEALTH INS	2,827	7,045	4,677	4,727	4,876	3.16%
DISABILITY/LIFE INS	135	247	226	231	230	-0.53%
DENTAL INSURANCE	79	450	157	158	158	0.32%
VT RETIREMENT	491	793	796	823	859	4.33%
PROFESSIONAL ASSESSOR SERVICES	49,920	60,000	57,600	82,000	74,000	-9.76%
SOFTWARE MAINT/UPDATE	378	1,500	389	500	6,500	1200.00%
TELEPHONE	537	500	514	650	600	-7.69%
POSTAGE	656	500	706	2,650	750	-71.70%
ADVERTISING	137	100	121	350	150	-57.14%
PRINTING	107	200	84	1,800	150	-91.67%
MILEAGE REIMB	0	50	29	50	50	0.00%
OFFICE SUPPLIES	237	250	136	350	250	-28.57%
OFFICE EQUIPMENT	25	250	-	250	250	0.00%
DUES/MTGS/EDUC	228	800	538	500	500	0.00%
<b>TOTAL</b>	<b>77,486</b>	<b>94,195</b>	<b>87,351</b>	<b>117,168</b>	<b>112,201</b>	<b>-4.24%</b>
<b>PLANNING/DRB DEPARTMENT</b>						
PLAN ADMIN WAGE	57,643	61,068	61,236	63,461	65,633	3.42%
OFFICE ASST. WAGE	20,259	20,908	20,574	21,729	22,460	3.36%
FICA TAX	4,580	5,082	4,914	5,282	5,462	3.41%
MEDI TAX	1,071	1,189	1,149	1,235	1,277	3.38%
HEALTH INS	12,034	12,854	12,665	14,295	13,681	-4.29%
DISABILITY/LIFE INS	869	888	714	714	714	0.00%
DENTAL INSURANCE	419	675	419	420	420	0.00%
VT RETIREMENT	2,936	3,130	3,273	3,411	3,610	5.83%
PLANNING SERVICES	750	1,500	-	3,500	3,000	-14.29%
MAPPING	1,105	2,500	2,200	2,000	2,200	10.00%
HISTORIC PRESERVATION COMMISSION	630	1,500	1,500	1,500	1,500	0.00%
HISTORIC PRES CLG GRANT	22,479	1,457	1,457	-	-	
2014 ST OF VERMONT PLANNING GRANT	-	10,667	10,667	-	-	
TELEPHONE	485	400	543	400	400	0.00%
POSTAGE	275	425	297	350	350	0.00%
ADVERTISING	236	600	383	500	500	0.00%
PRINTING	0	300	-	150	150	0.00%
MILEAGE REIMB	281	500	623	450	450	0.00%

**Town of Norwich**  
**FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
OFFICE SUPPLIES	674	900	667	800	800	0.00%
OFFICE EQUIPMENT	229	500	149	250	250	0.00%
DUES/MTGS/EDUC	640	775	758	750	750	0.00%
TWO RIVER PLANNING COMM.	4,268	4,268	4,404	4,541	4,677	2.99%
U.V. TRANSPORTATION MGMT	1,063	1,063	1,063	1,063	1,063	0.00%
<b>TOTAL</b>	<b>132,926</b>	<b>133,148</b>	<b>129,655</b>	<b>126,801</b>	<b>129,347</b>	<b>2.01%</b>
<b>RECREATION DEPARTMENT</b>						
RECREATION ADMINISTRATION						
RECREATION DIR WAGE	57,643	62,150	62,312	64,582	66,788	3.42%
FICA TAX	3,564	3,853	3,928	4,004	4,141	3.42%
MEDI TAX	833	901	919	936	968	3.37%
HEALTH INS	10,164	7,416	7,300	7,445	7,747	4.06%
DISABILITY/LIFE INSUR	963	1,170	805	852	805	-5.57%
DENTAL INSURANCE	450	450	419	420	419	-0.24%
VT RETIREMENT	2,931	3,185	3,331	3,471	3,673	5.81%
TELEPHONE	502	650	523	550	550	0.00%
POSTAGE	136	100	100	150	150	0.00%
ADVERTISING	141	50	-	50	50	0.00%
PRINTING	190	50	21	200	100	-50.00%
DUES/MTGS/EDUC	1,501	800	330	850	850	0.00%
OFFICE EQUIPMENT	0	250	711	100	100	0.00%
MILEAGE REIMBURSEMENT	234	450	397	450	450	0.00%
OFFICE SUPPLIES	312	250	145	275	250	-9.09%
<b>TOTAL ADMINISTRATION</b>	<b>79,563</b>	<b>81,726</b>	<b>81,241</b>	<b>84,336</b>	<b>87,041</b>	<b>3.21%</b>
RECREATION PROGRAMS						
INSTRUCTOR FEE	62,709	75,000	78,700	69,000	80,000	15.94%
COACHING MATERIALS	384	300	346	400	400	0.00%
TEE SHIRT/HAT	3,936	4,800	4,556	4,500	4,500	0.00%
EQUIPMENT	3,979	3,600	2,901	3,800	3,800	0.00%
SUMMER PROG WAGE	10,148	13,700	13,900	13,700	14,000	2.19%
REFERREE/UMPIRE	2,105	2,200	2,046	2,200	2,200	0.00%
ENTRY FEE	915	1,200	915	1,120	1,120	0.00%
REGISTRATION & CREDIT CARD FEES	5,921	6,500	7,178	6,500	7,200	10.77%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
M.CROSS SCHOOL RENTAL FEE	13,230	13,500	13,230	13,500	13,500	0.00%
SPECIAL EVENTS /SUPPLIES	881	1,300	881	1,000	1,000	0.00%
FICA	620	850	862	849	868	2.19%
MEDI	145	200	202	199	203	2.19%
UNIFORM	300	300	300	300	300	0.00%
<b>TOTAL RECREATION PROGRAMS</b>	<b>105,275</b>	<b>123,450</b>	<b>126,016</b>	<b>117,068</b>	<b>129,091</b>	<b>10.27%</b>
 RECREATION FACILITIES						
REC FIELD CARE	10,059	7,500	8,387	10,000	10,000	0.00%
HUNTLEY LINE MARKING	2,971	3,000	2,983	3,200	3,200	0.00%
PORTABLE TOILET	421	800	303	800	650	-18.75%
REPAIRS & MAINT	1,609	1,000	694	2,000	2,000	0.00%
WATER USAGE	271	350	329	350	350	0.00%
WOMEN'S CLUB GRANT	3,189	3,285	3,285	-	-	
ICE RINK REPAIR & MAINTENANCE	-	-	-	-	-	
SITE WORK	-	-	-	500	250	-50.00%
NORWICH POOL	-	-	-	-	-	
FEMA POOL-GRANT	252	32,443	32,443	-	-	
DESIGNATED FUND-T COURTS	5,000	5,000	5,000	4,500	4,500	0.00%
DESIGNATED FUND-DAM	0	-	-	-	-	
<b>TOTAL RECREATION FACILITIES</b>	<b>23,772</b>	<b>53,378</b>	<b>53,423</b>	<b>21,350</b>	<b>20,950</b>	<b>-1.87%</b>
<b>TOTAL</b>	<b>208,610</b>	<b>258,554</b>	<b>260,680</b>	<b>222,754</b>	<b>237,082</b>	<b>6.43%</b>
 <b>POLICE STATION</b>						
UTILITIES						
WATER USAGE	172	200	288	200	200	0.00%
ELECTRICITY	3,228	3,200	3,846	3,250	3,250	0.00%
HEATING	2,274	2,000	1,961	2,250	2,250	0.00%
ADMIN TELEPHONE	3,909	4,500	3,583	4,500	4,500	0.00%
<b>TOTAL</b>	<b>9,583</b>	<b>9,900</b>	<b>9,678</b>	<b>10,200</b>	<b>10,200</b>	<b>0.00%</b>
 REPAIRS & MAINT						
ALARM MONITORING	313	210	56	210	210	0.00%
SUPPLIES	76	250	87	250	250	0.00%
REPAIRS & MAINT	1,956	1,500	930	1,500	1,500	0.00%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
TOTAL	2,345	1,960	1,074	1,960	1,960	0.00%
DESIGNATED FUND-POLICE STATION	0	-	-	-	3,500	
TOTAL	11,928	11,860	10,752	12,160	15,660	28.78%
<b>POLICE DEPARTMENT</b>						
WAGES & BENEFITS						
POLICE CHIEF WAGE	74,161	77,670	78,430	81,648	84,052	2.94%
INT CHIEF THETFORD	897	-	10,632	-	-	
POLICE OFFICER WAGE	117,160	146,349	128,330	153,902	159,600	3.70%
ON-CALL WAGE				4,680	4,680	0.00%
OVERTIME OFFICER WAGE	18,496	20,000	21,591	20,000	20,000	0.00%
ADMINISTRATIVE WAGE	38,838	40,613	40,802	42,158	43,850	4.01%
PARTTIME OFFICER WAGE	8,889	5,000	7,853	7,500	7,500	0.00%
CROSSING GUARD WAGE	12,403	12,000	14,179	12,500	12,500	0.00%
SPECIAL DUTY WAGE	-	-	-	-	-	
GOVERNOR'S HIGHWAY SAFETY GRANT WAGE	4,427	3,372	3,372	-	-	
FICA TAX	16,721	18,701	18,428	19,988	20,339	1.76%
MEDI TAX	3,910	4,890	4,302	4,675	4,757	1.76%
HEALTH INS	72,710	75,890	74,554	79,831	80,762	1.17%
DISABILITY/LIFE INS	4,382	4,500	3,208	3,999	3,500	-12.48%
DELTA DENTAL	1,677	2,250	1,676	2,100	1,677	-20.14%
VT RETIREMENT	16,187	18,248	18,716	19,082	21,133	10.75%
TOTAL	390,858	429,482	426,074	452,062	464,350	2.72%
<b>COMMUNITY POLICING</b>						
ANIMAL CONT/LEASH LAW	803	2,000	803	1,500	1,500	0.00%
COMMUNITY RELATNS	701	1,000	1,880	1,000	1,000	0.00%
SPEED SIGNS	1,110	1,200	3,041	1,200	1,500	25.00%
TOTAL	2,614	4,200	5,724	3,700	4,000	8.11%
<b>EQUIPMENT &amp; MAINTENANCE</b>						
RADIO MAINTENANCE	1,219	1,175	1,263	1,175	800	-31.91%
PETROLEUM PRODUCTS	10,083	11,500	7,454	11,500	8,500	-26.09%
CRUISER VIDEO EQUIP	292	300	395	300	300	0.00%
CRUISER MAINT	6,018	6,000	5,367	6,000	6,500	8.33%
CRUISER SUPPLIES	3,052	700	701	700	700	0.00%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
<b>TOTAL</b>	20,664	19,675	15,180	19,675	16,800	-14.61%
<b>GRANTS</b>						
EQUIPMENT INCENTIVE GRANT-12	-	-	-	-	-	0.00%
EQUIPMENT INCENTIVE GRANT-13	972	-	-	-	-	0.00%
EQUIPMENT INCENTIVE GRANT-14	2,695	2,305	2,305	-	-	0.00%
EQUIPMENT INCENTIVE GRANT-15	-	168	168	-	-	0.00%
PACIF EQUIPMENT GRANT	-	-	-	-	-	0.00%
DOJ BULLET PROOF VESTS GRANT	546	-	-	-	-	0.00%
WOMENS CLUB GRANT	1,500	-	-	-	-	0.00%
FY 11 VT HOMELAND SECURITY	5,174	-	-	-	-	0.00%
<b>TOTAL</b>	10,886	2,473	2,473	-	-	0.00%
<b>SUPPORT</b>						
ADMINISTRATION	4,032	4,400	2,866	4,300	4,300	0.00%
TRAINING	596	3,000	1,594	2,500	2,500	0.00%
TRAINING SUPPLIES	150	500	385	500	500	0.00%
VIBRS	3,430	2,750	3,013	1,200	1,200	0.00%
DISPATCH SERVICES	42,224	45,205	45,062	47,465	48,750	2.71%
MILEAGE REIMB	0	100	640	100	100	0.00%
DUES/MTGS/EDUC	623	450	683	450	500	11.11%
UNIFORM	2,427	3,000	2,039	2,500	2,500	0.00%
UNIFORMS CLEANING	1,163	1,100	1,468	1,100	1,500	36.36%
<b>TOTAL</b>	54,643	60,505	57,750	60,115	61,850	2.89%
<b>DESIGNATED FUNDS</b>						
DESIGNATED FUND-SPECIAL EQUIP	-	5,000	5,000	2,500	2,500	0.00%
DESIGNATED FUND-CRUISER	10,000	5,000	5,000	5,000	10,000	100.00%
<b>TOTAL</b>	10,000	10,000	10,000	7,500	12,500	66.67%
<b>TOTAL</b>	489,666	526,335	517,201	543,052	559,500	3.03%
<b>TOTAL POLICE STATION AND POLICE DEPT.</b>	501,594	538,195	527,953	555,212	575,160	3.59%
<b>FIRE/FAST STATION</b>						
UTILITIES						
WATER USAGE	596	700	661	700	700	0.00%
ELECTRICITY	1,738	1,900	2,071	1,800	1,800	0.00%

**Town of Norwich**  
**FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
HEATING	5,005	5,400	5,918	5,400	5,000	-7.41%
TELEPHONE & INTERNET	1,638	1,750	1,967	1,950	1,975	1.28%
ALARM MONITORING	56	60	56	60	60	0.00%
TOTAL	9,033	9,810	10,673	9,910	9,535	-3.78%
REPAIR & MAINTENANCE SUPPLIES	387	500	879	500	500	0.00%
REPAIR & MAINTENANCE	556	2,700	2,708	2,500	2,500	0.00%
DESIGNATED FUND-FIRE STATION	-	-	-	-	4,000	
TOTAL	944	3,200	3,588	3,000	7,000	133.33%
TOTAL FIRE STATION	9,977	13,010	14,261	12,910	16,535	28.08%
<b>FIRE/FAST DEPT.</b>						
FIRE WAGES						
FIRE CHIEF WAGES	57,034	58,979	60,175	61,301	63,381	3.39%
FIRE OFFICER STIPEND	1,692	1,775	1,183	1,775	1,479	-16.68%
FIREFIGHTERS WAGE	22,001	33,475	36,107	27,500	27,500	0.00%
FF DRILLS/MTGS WAGE	3,360	5,000	3,120	5,000	4,000	-20.00%
FICA TAX	5,211	6,152	6,297	5,926	5,974	0.82%
MEDI TAX	1,220	1,439	1,472	1,386	1,397	0.82%
HEALTH INSURANCE	768	1,500	803	938	938	0.00%
DISABILITY/LIFE INSURANCE	954	964	684	883	850	-3.71%
VT RETIREMENT	2,963	3,167	3,127	3,142	3,169	0.87%
DENTAL INSURANCE	419	450	419	420	420	0.00%
TOTAL	95,623	112,900	113,387	108,270	109,109	0.77%
EMS WAGES						
EMS WAGE	3,987	5,000	4,213	5,000	5,000	0.00%
EMS DRILL WAGE	2,060	2,300	1,640	2,300	2,100	-8.70%
EMS FICA TAX	364	453	356	453	440	-2.74%
EMS MEDI TAX	85	106	83	106	103	-2.74%
TOTAL	6,497	7,858	6,293	7,858	7,643	-2.74%
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	705	1,750	512	1,750	1,500	-14.29%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
EMS EDUC/TRNG	375	1,250	1,208	1,000	1,000	0.00%
FIRE DUES/MTGS/EDUC	1,088	1,000	940	1,200	1,200	0.00%
TOTAL	2,168	4,000	2,660	3,950	3,700	-6.33%
TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	1,457	7,000	4,765	5,000	5,000	0.00%
EMS TOOLS/ EQUIP	1,633	3,000	428	2,500	1,500	-40.00%
RADIO PURCH/REPAIR	610	1,000	667	1,000	750	-25.00%
TOTAL	3,700	11,000	5,860	8,500	7,250	-14.71%
MAINTENANCE						
FIRE TRK R & M	12,299	8,500	18,663	9,000	12,000	33.33%
EQUIPMENT MAINTENANCE	2,508	2,000	1,240	2,000	2,000	0.00%
RADIO MAINTENANCE	609	1,000	310	1,000	900	-10.00%
SOFTWARE MAINTENANCE	728	800	739	800	800	0.00%
COMPUTER MAINTENANCE	508	650	-	600	400	-33.33%
VEHICLE FUEL	3,630	4,250	3,475	4,250	3,500	-17.65%
TOTAL	20,282	17,200	24,426	17,650	19,600	11.05%
SUPPORT						
RECRUITMENT	12	250	161	100	100	0.00%
POSTAGE	108	100	23	110	75	-31.82%
FIRE PREVENTION BOOKS & MATERIALS	72	175	72	100	100	0.00%
FIREFIGHTERS CASUL INS	6,672	6,500	5,925	6,600	6,200	-6.06%
OFFICE SUPPLIES	520	350	436	400	400	0.00%
DISPATCH SERVICE	8,357	7,986	8,438	8,305	8,554	3.00%
UNIFORM	304	250	150	250	225	-10.00%
HYDRANT RENTAL	11,200	10,750	11,700	11,200	11,700	4.46%
DRY HYDRANT	667	400	45	400	400	0.00%
OSHA COMPLIANCE	909	1,100	463	1,000	750	-25.00%
TOTAL	28,822	27,861	27,415	28,465	28,504	0.14%
AMBULANCE EXPENDITURES						
AMBULANCE CONTRACT	88,730	91,579	92,519	94,326	97,156	3.00%
AMBULANCE LIAB	4,352	2,000	5,787	4,400	5,000	13.64%
TOTAL	93,082	93,579	98,306	98,726	102,156	3.47%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
<b>GRANT EXPENSE</b>						
VLCT PACIF GRANT	-	1,049	1,049	-	-	
DRY HYDRANT GRANT	1,579	8,000	8,000	-	-	
FY 12 HOMELAND SECURITY GRANT	-	5,498	5,498	-	-	
FY 14 HOMELAND SECURITY GRANT	-	20,191	20,191	-	-	
<b>TOTAL</b>	<b>1,579</b>	<b>34,737</b>	<b>34,737</b>	<b>-</b>	<b>-</b>	
<b>DESIGNATED FUNDS</b>						
DESIGNATED FUND-APPARATUS	62,000	63,298	63,298	64,622	65,975	2.09%
DESIGNATED FUND-EQUIPMENT	5,000	5,000	5,000	5,000	4,000	-20.00%
<b>TOTAL</b>	<b>67,000</b>	<b>68,298</b>	<b>68,298</b>	<b>69,622</b>	<b>69,975</b>	<b>0.51%</b>
<b>TOTAL FIRE</b>	<b>318,753</b>	<b>377,434</b>	<b>381,381</b>	<b>343,041</b>	<b>347,936</b>	<b>1.43%</b>
<b>TOTAL FIRE STATION AND FIRE DPT.</b>	<b>328,731</b>	<b>390,444</b>	<b>395,642</b>	<b>355,951</b>	<b>364,471</b>	<b>2.39%</b>
<b>EMERGENCY MANAGEMENT</b>						
DEBT SERVICE ON TOWER BOND	-	60,790	60,791	60,519	60,122	-0.66%
TOWER POWER	489	2,160	633	500	600	20.00%
EMERG MAN ADMIN	50	200	50	150	100	-33.33%
EMERG MNGMT SUPPLIES	-	100	-	100	100	0.00%
GENERATOR FUEL	151	1,000	723	300	300	0.00%
EMERG GEN MAINT	7,512	4,000	3,535	6,000	5,000	-16.67%
BASE RADIO MAINTENANCE PD & DPW	-	2,000	-	1,000	1,000	0.00%
DESIGNATED FUND- GENERATORS	-	-	-	5,000	5,000	0.00%
DESIGNATED FUND- COMMUNIC	20,000	-	-	-	-	
<b>TOTAL</b>	<b>28,202</b>	<b>70,250</b>	<b>65,731</b>	<b>73,569</b>	<b>72,222</b>	<b>-1.83%</b>
<b>TREE WARDEN EXPENDITURES</b>						
TREE CUTTING/REML		-	-	-		
<b>CONSERVATION COMM.</b>						
DUES/MTGS/EDUC	750	850	750	850	850	0.00%
SPKRS/PUBLIC INFO	250	500	-	500	300	-40.00%
PUBLICITY	151	300	-	300	300	0.00%
TRAILS	3,116	3,300	1,223	3,300	3,000	-9.09%
WATER QUAL MONIT	-	500	1,000	500	500	0.00%
MILT FRYE NATURE AREA	-	-	3,661	-	900	
NATRL RESRCS INVEN	52	1,500	595	1,500	1,100	-26.67%



**Town of Norwich**  
**FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
WOMAN'S CLUB GRANT	-	2,150	2,150	-	-	
GRANT EXPENSE	13,936	7,354	7,354	-	-	
<b>TOTAL</b>	<b>18,255</b>	<b>16,454</b>	<b>16,733</b>	<b>6,950</b>	<b>6,950</b>	<b>0.00%</b>
<b>PUBLIC WORKS DEPARTMENT</b>						
<b>HIGHWAY DIVISION</b>						
HIGHWAY-WAGES & BENEFITS						
DIRECTOR OF PUBLIC WORKS	74,513	79,610	81,476	84,396	87,259	3.39%
ROAD CREW WAGES	230,936	238,812	231,779	250,485	252,737	0.90%
ROAD CREW OVERTIME	29,849	28,750	34,879	28,750	28,750	0.00%
PAGER COMPENSATION	2,200	2,750	1,650	2,750	1,650	-40.00%
FICA & MEDICARE	25,778	26,769	26,371	28,028	28,335	1.09%
HEALTH INSURANCE	89,294	94,182	92,895	98,950	104,685	5.80%
DISABILITY & LIFE INSURANCE	5,137	5,600	3,745	4,822	4,822	-0.01%
DENTAL INSURANCE	2,515	2,700	2,530	2,520	2,530	0.40%
RETIREMENT	16,254	17,933	16,885	19,693	20,372	3.45%
<b>TOTAL</b>	<b>476,475</b>	<b>497,106</b>	<b>492,210</b>	<b>520,394</b>	<b>530,864</b>	<b>2.01%</b>
<b>MATERIALS</b>						
SALT & CHEMICALS	105,953	113,967	125,975	115,000	119,600	4.00%
SAND	35,045	61,600	64,696	61,600	61,600	0.00%
DUST CONTROL	12,390	30,000	18,886	20,000	20,000	0.00%
GRAVEL & STONE	55,178	66,500	30,344	65,000	50,000	-23.08%
CULVERTS & OTHER ROAD SUPPLIES	20,723	14,400	4,261	15,400	12,000	-22.08%
ASPHALT PRODUCTS	1,134	2,700	1,528	2,700	7,100	162.96%
BRIDGE REPAIR & MAINTENANCE	-	2,000	-	5,000	2,000	-60.00%
OTHER PROJECTS	2,217	10,000	3,526	5,000	5,000	0.00%
SIGNS	1,526	4,500	3,462	4,500	4,500	0.00%
<b>TOTAL</b>	<b>234,166</b>	<b>305,667</b>	<b>252,678</b>	<b>294,200</b>	<b>281,800</b>	<b>-4.21%</b>
<b>CONTRACTED SERVICES</b>						
PLOWING & SANDING	30,497	16,139	25,314	16,139	19,000	17.73%
ROAD SWEEPING	9,737	7,150	1,575	7,150	7,150	0.00%
LEAF REMOVAL	-	5,000	8,460	5,000	6,000	20.00%
STREETLIGHTS	12,114	12,000	8,821	12,000	10,000	-16.67%
TREE CUTTING & REMOVAL	13,800	12,000	12,240	12,000	12,000	0.00%
UNIFORMS	6,252	5,636	7,347	7,072	7,638	8.00%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
PAVING	44,131	60,000	40,000	60,000	60,000	0.00%
OTHER PROJECTS	-	5,000	7,442	5,000	5,000	0.00%
CRACK SEALING	24,175	20,000	14,000	20,000	31,250	56.25%
PAVEMENT MARKING	16,584	20,000	20,363	20,000	20,000	0.00%
BRIDGES	-	-	-	-	-	-
TOTAL	157,290	162,925	145,562	164,361	178,038	8.32%
EQUIPMENT						
OUTSIDE REPAIRS	38,901	35,236	49,022	35,236	37,500	6.43%
PARTS & SUPPLIES	36,487	37,500	38,455	37,500	37,500	0.00%
PETROLEUM PRODUCTS	65,550	55,000	50,550	55,000	50,000	-9.09%
TOTAL	140,938	127,736	138,027	127,736	125,000	-2.14%
HIGHWAY GARAGE						
ELECTRICITY	3,126	3,120	3,137	3,120	3,120	0.00%
PROPANE	9,170	9,000	9,813	9,000	9,000	0.00%
TELEPHONE	2,239	2,750	2,006	2,750	2,000	-27.27%
SUPPLIES	656	2,500	1,268	2,000	1,500	-25.00%
ALARM MONITORING	288	250	113	250	250	0.00%
REPAIRS & MAINTENANCE	5,329	5,150	3,073	5,150	5,150	0.00%
TOOLS	2,198	3,000	1,945	3,000	2,500	-16.67%
ADMINISTRATION	6,140	5,900	7,402	5,900	6,850	16.10%
DESIGNATED FUND-GARAGE					36,460	
TOTAL	29,146	31,670	28,755	31,170	66,830	114.40%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	135,000	135,000	135,000	135,000	135,000	0.00%
DESIGNATED FUND-SIDEWALK	-	-	-	-	10,000	
DESIGNATED FUND-PAVING	275,000	275,000	275,000	275,000	275,000	0.00%
DESIGNATED FUND-BRIDGES	35,000	35,000	35,000	35,000	35,000	0.00%
TOTAL	445,000	445,000	445,000	445,000	455,000	2.25%
GRANTS						
BETTER BACK ROADS GRANT	3,500	6,334	6,334	-	-	
TOTAL	3,500	6,334	6,334	-	-	
TOTAL-HIGHWAY DIVISION	1,486,516	1,576,438	1,508,566	1,582,861	1,637,532	3.45%

**Town of Norwich**  
**FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
<b>BUILDINGS &amp; GROUNDS DIVISION</b>						
BUILDINGS & GROUNDS WAGES & BENEFITS						
BUILDING & GROUND WAGES	72,350	73,440	76,563	77,678	78,459	1.01%
OVERTIME WAGES	4,338	7,500	3,304	7,500	6,000	-20.00%
PAGER COMPENSATION	550	550	550	550	550	0.00%
FICA & MEDICARE	5,880	6,234	6,124	6,558	6,503	-0.84%
HEALTH INSURANCE	31,302	31,394	30,815	31,461	28,104	-10.67%
DISABILITY & LIFE INSURANCE	1,285	1,260	1,067	1,119	1,067	-4.61%
DENTAL INSURANCE	419	450	419	420	419	-0.24%
RETIREMENT	3,942	4,176	4,371	4,608	4,675	1.46%
TOTAL	120,065	125,005	123,212	129,894	125,777	-3.17%
MATERIALS						
GARDEN SUPPLIES & PLANTS	1,105	1,500	1,938	1,400	1,700	21.43%
CONTRACTED SERVICES						
FOLEY PARK & MEDIANS	7,307	4,429	4,291	4,750	4,750	0.00%
UNIFORMS	1,676	900	1,939	1,700	2,100	23.53%
TOTAL	8,983	5,329	6,230	6,450	6,850	6.20%
EQUIPMENT						
OUTSIDE REPAIRS	2,612	1,000	1,348	1,200	1,300	8.33%
PARTS & SUPPLIES	1,805	2,500	1,587	2,000	1,800	-10.00%
PETROLEUM PRODUCTS	2,576	3,000	2,769	2,800	2,800	0.00%
TOOLS	319	500	114	350	300	-14.29%
TOTAL	7,312	7,000	5,818	6,350	6,200	-2.36%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	10,000	10,000	10,000	15,000	15,000	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION	147,465	148,834	147,197	159,094	155,527	-2.24%
<b>SOLID WASTE DIVISION</b>						
SOLID WASTE WAGES & BENEFITS						
TRANSFER STATION WAGES	30,703	28,038	34,315	28,549	36,937	29.38%
FICA & MEDICARE	2,349	2,145	2,625	2,183	2,826	29.45%
TOTAL	33,052	30,183	36,940	30,732	39,763	29.38%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
<b>CONTRACTED SERVICES</b>						
GUVSWMD ASSESSMENT	43,187	44,832	43,187	44,832	40,968	-8.62%
MUNICIPAL SOLID WASTE	49,935	53,500	49,691	53,500	51,500	-3.74%
RECYCLING	27,995	35,000	30,089	32,000	32,000	0.00%
HOUSEHOLD HAZARDOUS WASTE	-	-	-	5,000	5,000	0.00%
UNIFORMS	-	500	135	500	500	0.00%
<b>TOTAL</b>	<b>121,117</b>	<b>133,832</b>	<b>123,103</b>	<b>135,832</b>	<b>133,000</b>	<b>-2.08%</b>
<b>EQUIPMENT</b>						
REPAIRS & MAINTENANCE	2,731	4,300	2,140	3,800	3,000	-21.05%
PARTS & SUPPLIES	1,461	1,700	509	1,700	1,500	-11.76%
SMALL EQUIPMENT	-	300	185	300	300	0.00%
<b>TOTAL</b>	<b>4,192</b>	<b>6,300</b>	<b>2,834</b>	<b>5,800</b>	<b>4,800</b>	<b>-17.24%</b>
<b>TRANSFER STATION</b>						
PURCHASED SERVICES	-	-	1,170	-	1,170	
ELECTRICITY	1,263	1,200	1,497	1,300	1,500	15.38%
PROPANE	742	600	581	750	750	0.00%
TELEPHONE	436	425	417	450	450	0.00%
ADMINISTRATION	2,276	2,250	1,193	3,500	2,500	-28.57%
FRANCHISE TAX TO VERMONT	2,874	2,800	2,530	2,900	2,900	0.00%
<b>TOTAL</b>	<b>7,591</b>	<b>7,275</b>	<b>7,388</b>	<b>8,900</b>	<b>9,270</b>	<b>4.16%</b>
<b>CAPITAL EXPENDITURES</b>						
DESIGNATED FUND-EQUIPMENT	7,500	8,000	8,000	8,000	8,000	0.00%
<b>TOTAL-TRANSFER STATION DIVISION</b>	<b>173,452</b>	<b>185,590</b>	<b>178,264</b>	<b>189,264</b>	<b>194,833</b>	<b>2.94%</b>
<b>TRACY HALL</b>						
WATER USAGE	400	450	439	450	450	0.00%
ELECTRICITY	11,204	11,500	9,572	11,500	10,000	-13.04%
HEATING	15,719	15,000	18,561	15,000	16,500	10.00%
ALARM MONITORING	263	250	113	250	250	0.00%
ELEVATOR MAINT	2,812	3,000	2,993	3,000	3,000	0.00%
BUILDING SUPPLIES	3,944	3,000	3,095	3,000	3,000	0.00%
WOMEN'S CLUB GRANT	0	2,400	2,400	-	-	
REPAIRS & MAINT	12,567	10,000	14,364	10,000	10,000	0.00%
CUSTODIAN PAGER	0	100	-	100	100	0.00%

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
MILEAGE REIMB	0	-	-	0	100	
BANDSTAND & SIGN ELECTR	1,095	675	900	1,100	1,000	-9.09%
TOTAL TRACY HALL	48,004	46,375	52,438	44,400	44,400	0.00%
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	1,855,437	1,957,237	1,886,465	1,975,619	2,032,292	2.87%
<b>DEBT SERVICE EXPENDITURES</b>						
TRACY HALL PRINCIPAL	45,000	45,000	45,000	-	-	
DEBT INTEREST	4,297	1,436	1,436	-	-	
<b>TOTAL</b>	49,297	46,436	46,436	-	-	
<b>TOWN APPROPRIATION</b>						
NORWICH SPECIAL EVENTS	0	1,000	-	-	-	
<b>TOTAL</b>	0	1,000	-	-	-	
<b>TAX EXPENDITURES</b>						
WINDSOR COUNTY TAX	0	-	-	-	-	
TAX ADJUSTMENTS & ABATEMENT	1,072	5,000	18,602	5,000	5,000	0.00%
INTEREST	26	-	1,151	-	-	
<b>TOTAL</b>	1,098	5,000	19,753	5,000	5,000	0.00%
<b>INSURANCES</b>						
COBRA EXPENSE	1,043	-	168	-	-	
PROP & CAS INSURANCE	69,033	75,000	78,626	80,200	82,500	2.87%
UNEMP INS RATE ASSMT	6,984	7,850	5,518	5,236	5,236	0.00%
WORKER'S COMP INS	70,940	77,500	80,886	84,000	117,026	39.32%
<b>TOTAL</b>	148,000	160,350	165,198	169,436	204,762	20.85%
<b>TOTAL TOWN EXPENDITURES</b>	3,899,106	4,268,353	4,159,878	4,222,828	4,331,293	2.57%
<b>OTHER MONETARY ARTICLES</b>						
NORWICH AMERICAN LEGION	1,500	1,500	1,500	1,500	1,500	0.00%
NORWICH PUBLIC LIBRARY - OPERATING	200,000	250,000	250,000	257,500	257,500	0.00%
NORWICH PUBLIC LIBRARY - CAPITAL		50,000	50,000	-	-	
NORWICH LIONS CLUB FIREWORKS	3,000	3,000	3,000	3,000	3,000	0.00%
SERG	750	750	750	-	-	

**Town of Norwich  
FY17 Proposed Expenditure Budget**

Account	Actual 2014	Final Budget 2015	Actual 2015	Budget 2016	Proposed Budget	% Change
ADVANCE TRANSIT	10,360	10,360	10,360	12,860	12,860	0.00%
THE FAMILY PLACE	4,000	4,000	4,000	4,000	4,000	0.00%
HEADREST	2,500	2,500	2,500	2,500	2,500	0.00%
SEVCA	3,750	3,750	3,750	3,750	3,750	0.00%
WHITE RIVER COUNCIL ON AGING	5,300	5,300	5,300	5,300	5,300	0.00%
WINDSOR COUNTY PARTNERS	1,000	1,000	1,000	1,000	1,000	0.00%
WISE	2,500	2,500	2,500	2,500	2,500	0.00%
YOUTH-IN-ACTION	3,000	3,000	3,000	3,000	3,000	0.00%
NORWICH CEMETERY ASSOCATN	15,000	15,000	15,000	15,000	15,000	0.00%
UPPER VALLEY TRAILS ALLIANCE	2,000	2,000	2,000	2,000	2,000	0.00%
NORWICH HISTORICAL SOCIETY	8,000	8,000	8,000	8,000	8,000	0.00%
VISITING NURSE ASSOC. & HOSPICE	15,600	15,600	15,600	15,600	15,600	0.00%
HCRS	3,093	3,093	3,093	3,093	-	-100.00%
NORWICH CHILD CARE SCHOLARSHIP	4,348	4,348	4,348	4,348	4,348	0.00%
GOOD BEGINNINGS				3,000	3,000	0.00%
RSVP	500	500	500	500	500	0.00%
<b>TOTAL MONETARY ARTICLES</b>	286,201	386,201	386,201	348,451	345,358	-0.89%
<b>TOTAL TOWN EXPENDITURES WITH MONETARY ARTICLES</b>	4,185,307	4,654,554	4,546,079	4,571,279	4,676,651	2.31%

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OFFICE OF THE TOWN MANAGER

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TO: SELECTBOARD  
FROM: NEIL FULTON  
SUBJECT: ALTERNATE PROJECTS  
DATE: JANUARY 8, 2016

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The three requests for Alternate Projects are works in progress. The versions in your packet are the current versions. They will be revised and updated copies provided to you before the meeting next Wednesday.

**Request for Alternate Project  
Town of Norwich**

FEMA Declaration PA01VT4022	PW 02334(0)	Date January XX, 2016
FIPS 027-52900-00	Category G Recreational or Other	
Applicant Town of Norwich	County Windsor	Damaged Facility Recreation Pool Dam

**Alternate Project: Restoration of the Norwich Pool Dam Area**

**Location 335 Beaver Meadow Road**

**N 43° 43.533; W 072° 19.289**

**Estimated cost of this project is; \$13,670**

The Town of Norwich (Town) has determined that the public interest would not be best served by restoring this damaged facility because restoring the damaged facility would require a permit from the Agency of Natural Resources (ANR) and after long delays at their end the needed permit was denied on October 20, 2015.

This project is to meet the requirements in DAP9S2S.13 that “. . . the original damaged facility does not create an imminent and substantial endangerment to human health or the environment like causing the release of hazardous pollutants or becoming a hazard to human health, safety and welfare in a future flooding event.”

A request for proposals is attached that details the scope of the proposed project. As recommended by the ANR River Management Engineer “. . . to remove an imminent public safety hazard and improve flood storage upstream of the village of Norwich.” and the recommendations of the Senior Loss Control Consultant with the Vermont League of Cities and Towns to make the site safe and secure the following is proposed.

- Remove rubble (pieces of concrete) and debris that is in the brook.
- Demolish existing concrete pool dam.
- Remove hand-laid stone dam that is diverting the stream to the left side.
- Stabilize and armor the right bank, descending to a height of 4’ with stone from the hand-laid stone dam.
- Finish stabilizing the bank with the material from the far side and slope the bank. This will utilize the old-growth maple and root system it provides for future bank stabilization, eliminating the disturbance of any archeological artifacts. Seed and mulch.
- Take remaining fill from the far side of the brook to create a level recreation area leading to the Ballard Trail.
- Place a few large rocks in various places within the stream to create natural swirl-pools for fish and other aquatic life.
- Seed and mulch all disturbed areas.
- Demolish the existing bath house and lifeguard building.
- Reestablish the gravel path from the parking lot to the woods.
- Remove non-compliant swing set and sand box play area.



A request for bids for the project was issued and bids were received on January 6, 2016. The following is a summary of the bids received.

Pool Dam Cleanup	
Bidder	Proposal
Webster & Donovan	13,670
Thomson Excavation	44,960
L&M	56,000
Hook Construction	77,250

*The low bid from Webster & Donovan was determined to be compliant with the bid specifications and they will be awarded the contract if the Alternate Project is approved.*

The estimated start date for the project is June 1, 2016 and completion date is October 1, 2016.

There was no property insurance on the dam.

#### **Approvals**

- A stream alteration permit has been obtained from the VT Agency of Natural Resources for this project: Project Number: SA-05-043-2015 Norwich Pool Dam Removal.
- The Project Delivery Bureau, Environmental Section of the VT Agency of Transportation has confirmed that no clearances or permits are needed from the State of Vermont for the project.

#### **EHP compliance:**

- The proposed project is EHP compliant. The project does not involve any construction work or disturbance of outside of the site other than what has been approved in the Vermont Stream Alteration Permit issued on December 23, 2015 (See SA-05-044-2015 attached). No additional permits are required.

#### **Attachments**

- A. Alternate and Improved Project Request Checklist
- B. Special Consideration Questions
- C. Location Ortho Map
- D. Existing Site Survey
- E. Site Photos and Site Sketches
- F. Stream Alteration Permit SA-05-043-2015 which shows existing and proposed conditions
- G. Request for Bids (RFB) for the proposed project.
- H. Bid from low bidder

The Town confirms by signature below that: 1) approval is based on the information provided with this request; 2) any changed conditions are to be immediately brought to the attention of the Public Assistance Officer; and, 3) approved alternate projects remain subject to all previous requirements for accountability, completion, and closure.

---

Neil R. Fulton, Authorize Representative  
Town Manager

DRAFT

**Alternate & Improved Project Request Checklist  
DR 4022 VT**

(Items in the package should follow the order of the checklist)

Project type: **0 Alternate Project** 0 Improved Project Disaster Number: PA01VT4022

**PROJECT CONSTRUCTION DATA:**

Applicant Name: **Town of Norwich**

Proposed Project Address: **335 Beaver Meadow Road**

Proposed Project Latitude/Longitude: **N 43° 43.533; W 072° 19.289**

0 List Referenced Project Worksheets and Attach Copies: 02334(0)

0 Vicinity map showing proposed location, disturbed areas, waterways, and wetlands.

**See Attachment D (Existing Site Survey)**

0 Map showing existing footprint and proposed footprint.

**See Attachment E (Site Photos and Site Sketches)**

0 Special Considerations 9-Question Form as it pertains to the proposed project.

**See Attachment B**

0 New Scope of Work for the proposed project.

**See Attachment G (RFB)**

0 Anticipated start date and completion date of proposed project (regulatory timeframes apply).

Estimated start date: After June 1, 2016 Completion date: is Before October 1, 2016.

0 Estimated cost to complete the proposed project along with any specifications, contracts, etc.

**\$13,670 See Attachment H (Low Bid)**

0 Disposition of original facility (if applicable).

0 Explanation of general disturbing activities (digging, structure removal, site work, access roads, etc.)

**See Attachment F (Stream Alteration Permit)**

**SUPPORTING DOCUMENTATION: (if required)**

0 Copy of requesting documentation from the applicant.

0 Copies of all available Federal and State environmental and regulatory permits and approvals and any other relevant documentation (i.e. environmental site assessments, surveys, or reports). **See Attachment F (Stream Alteration Permit)**

0 Copies of documentation or correspondence with the State Historical Preservation Office.

**Pending**

## Special Consideration Questions

0 Copies of insurance settlements, statement of loss, insurance adjuster estimate of losses, etc.

N/A

0 Alternate Projects Only: Identification of the source of funding when the cost estimate for the alternate project is greater than the eligible alternate project funding. **Town Funds**

DRAFT

**Norwich Pool Dam Site  
Special Consideration Questions**

1. Does the damaged facility or item of work have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles, etc.)?

Yes    **No**    Unsure    Comments:

2. Is the damaged facility located within a floodplain or coastal high hazard area and/or does it have an impact on a floodplain or wetland?

**Yes**    No    Unsure    Comments:

**See VT Stream Alteration Permit #SA-05-043-2015**

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

Yes    **No**    Unsure    Comments:

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint, material, location, capacity, use, or function)?

**Yes**    No    Unsure    Comments:

**See VT Stream Alteration Permit #SA-05-043-2015**

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?

Yes    **No**    Unsure    Comments:

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?

**Yes**    No    Unsure    Comments: 1944 dam destroyed in TS Irene.

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

Yes    **No**    Unsure    Comments:

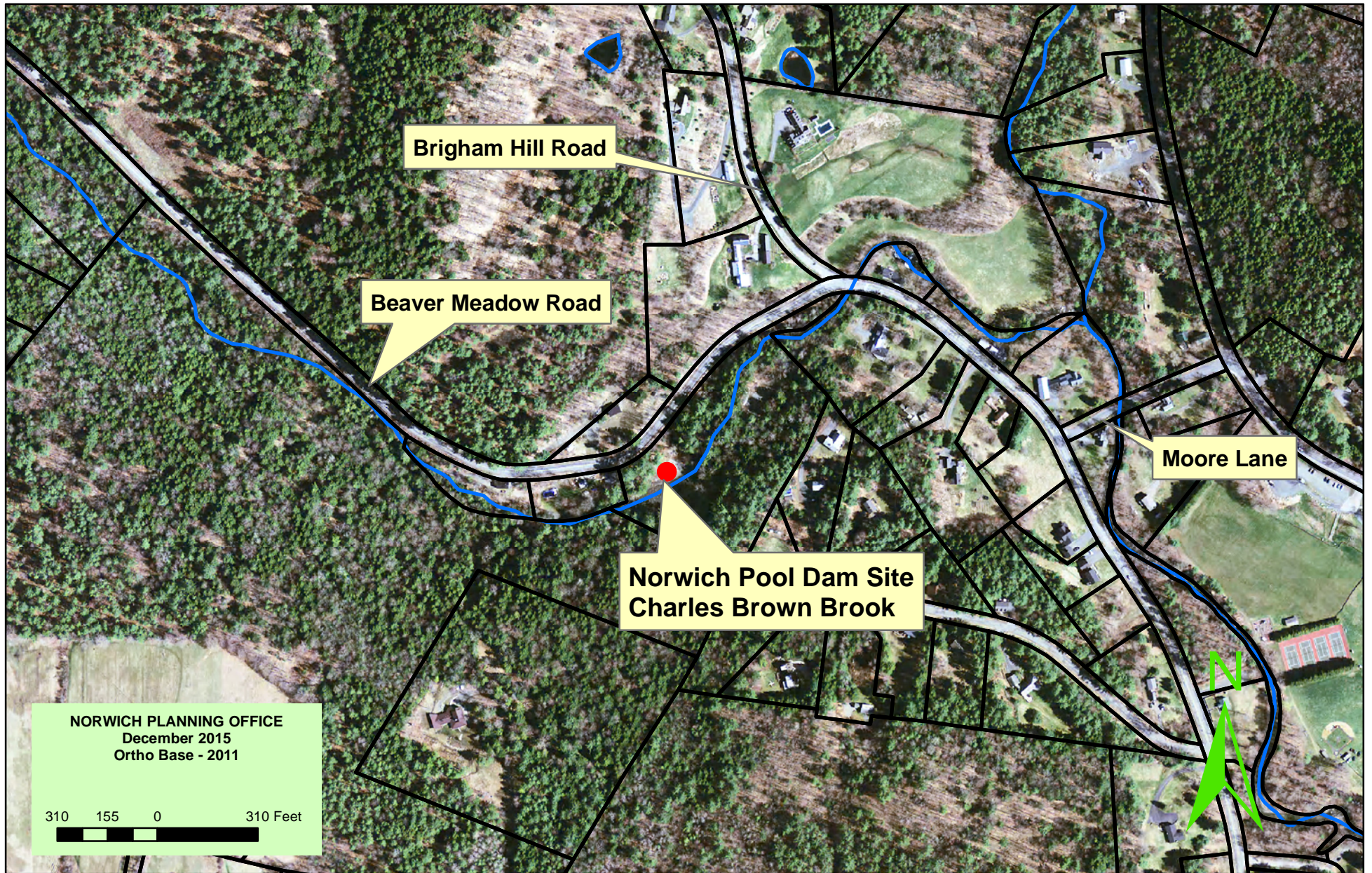
8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

Yes    **No**    Unsure    Comments:

9. Are there any other environmental or controversial issues associated with the damaged facility and/or item of work?

Yes    **No**    Unsure    Comments:





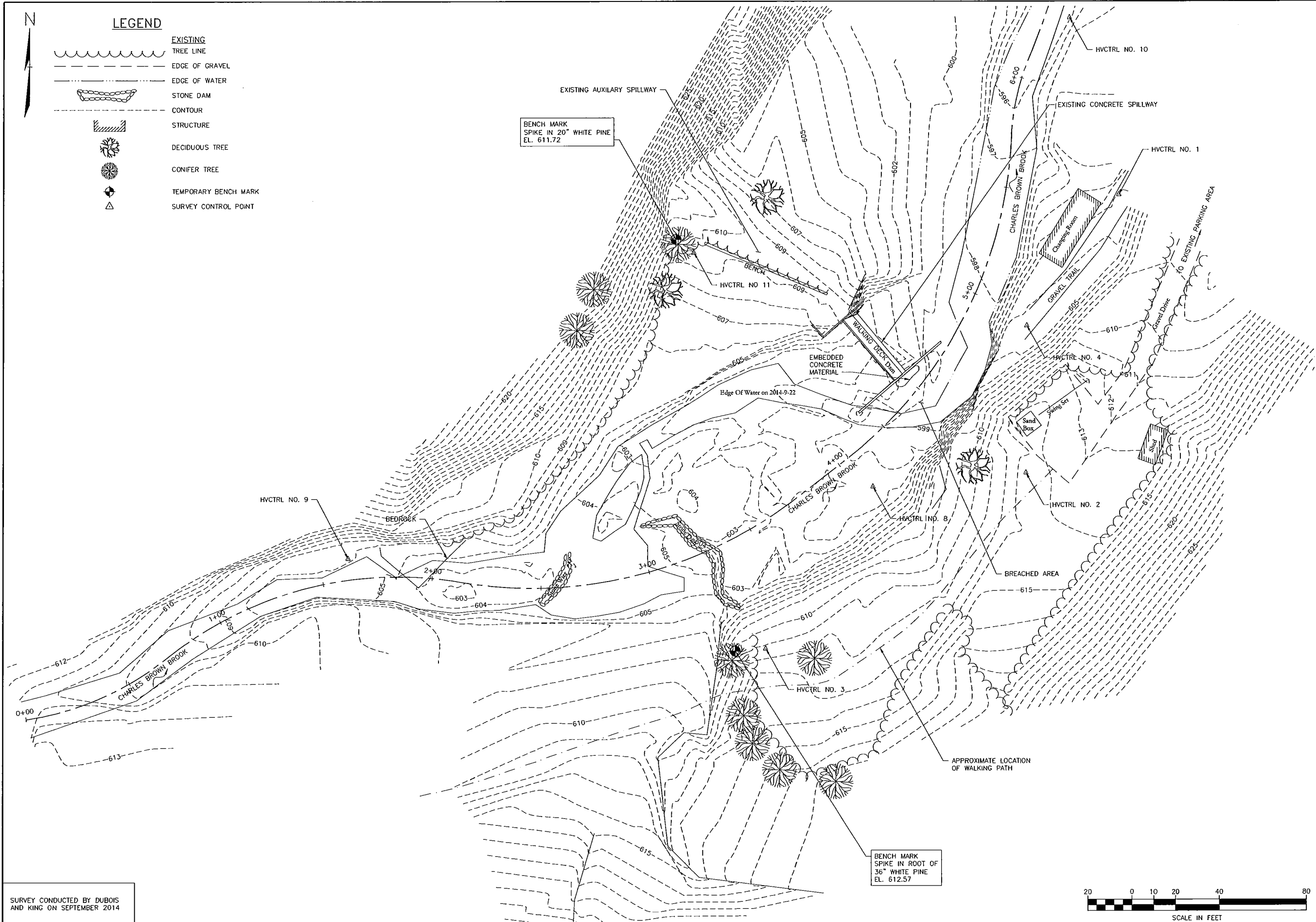
Date Printed: 12/22/2015





LEGEND

- EXISTING TREE LINE
- EDGE OF GRAVEL
- EDGE OF WATER
- STONE DAM
- CONTOUR
- STRUCTURE
- DECIDUOUS TREE
- CONIFER TREE
- TEMPORARY BENCH MARK
- SURVEY CONTROL POINT



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PROFESSIONAL SEAL

**NOT FOR  
CONSTRUCTION  
PERMIT PLANS  
(60% COMPLETE)**

NO.	DATE	DESCRIPTION	BY	CHK'D

**TOWN OF NORWICH  
VERMONT  
300 MAIN STREET  
PO BOX 376  
NORWICH VT 05055**

**NORWICH POOL  
DAM  
REHABILITATION  
PROJECT  
  
NORWICH  
VERMONT**

**SHEET TITLE  
  
EXISTING  
CONDITIONS /  
BASELINE LAYOUT**

DRAWN BY	DATE
EBS	AUG. 2015

CHECKED BY	DMK PROJECT #
CSE	921651

PROJ. ENG.	DMK ARCHIVE #
CSE	

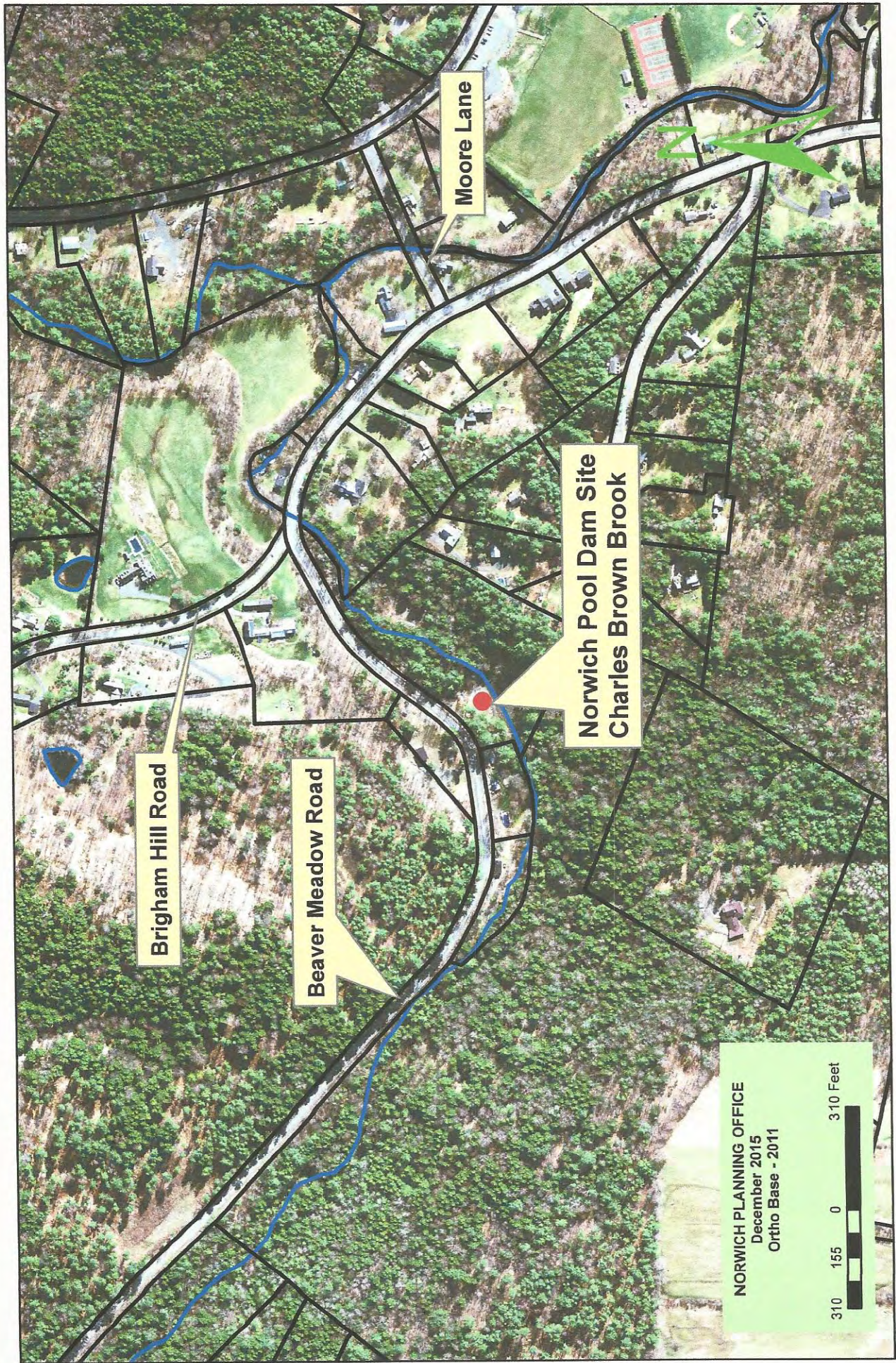
**SHEET NUMBER  
  
2**

**SHEET 2 OF 14**

I:\921651 Norwich Pool Dam\Draw\921651-SV03.dwg 8/17/2015 4:00 PM

SURVEY CONDUCTED BY DUBOIS  
AND KING ON SEPTEMBER 2014















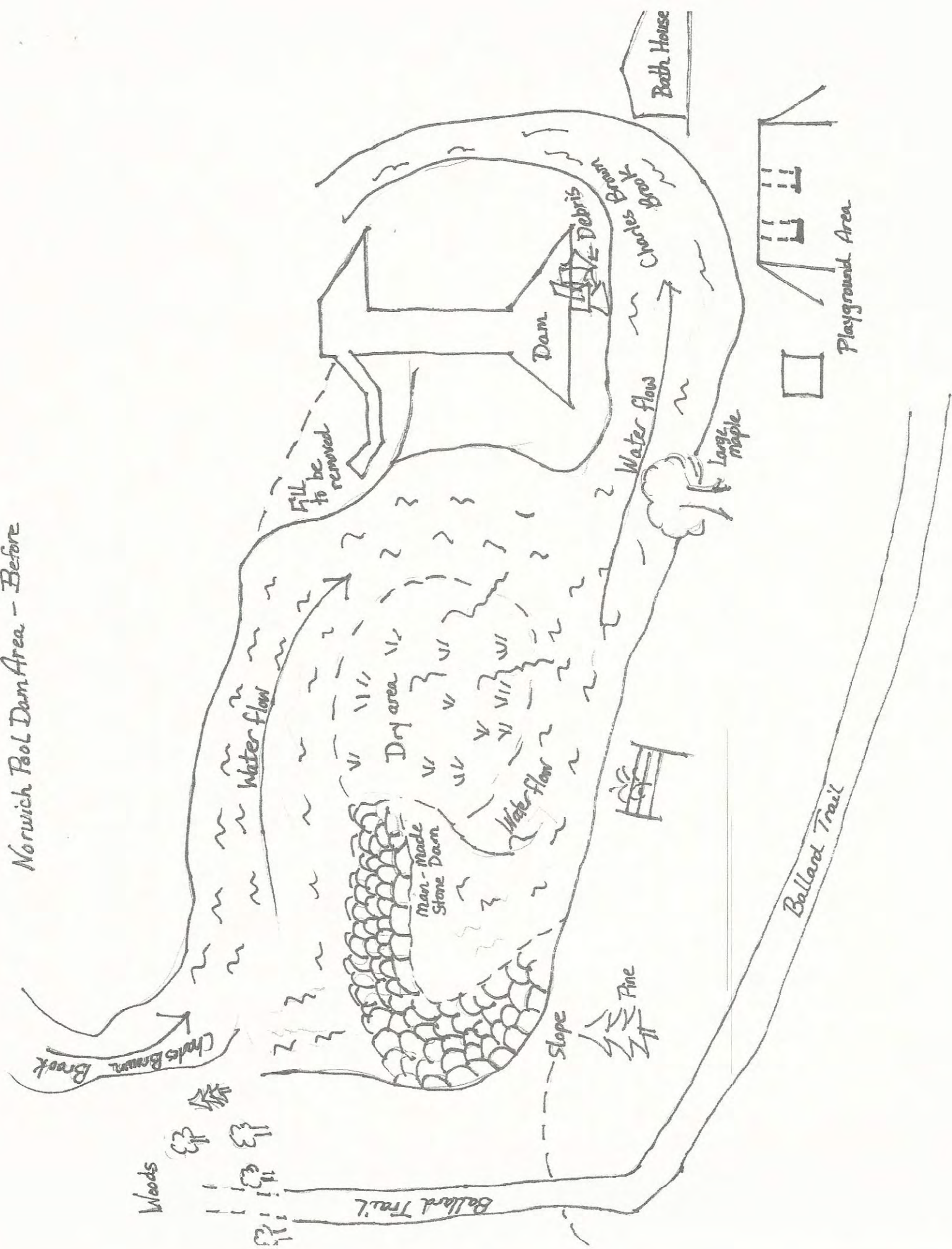




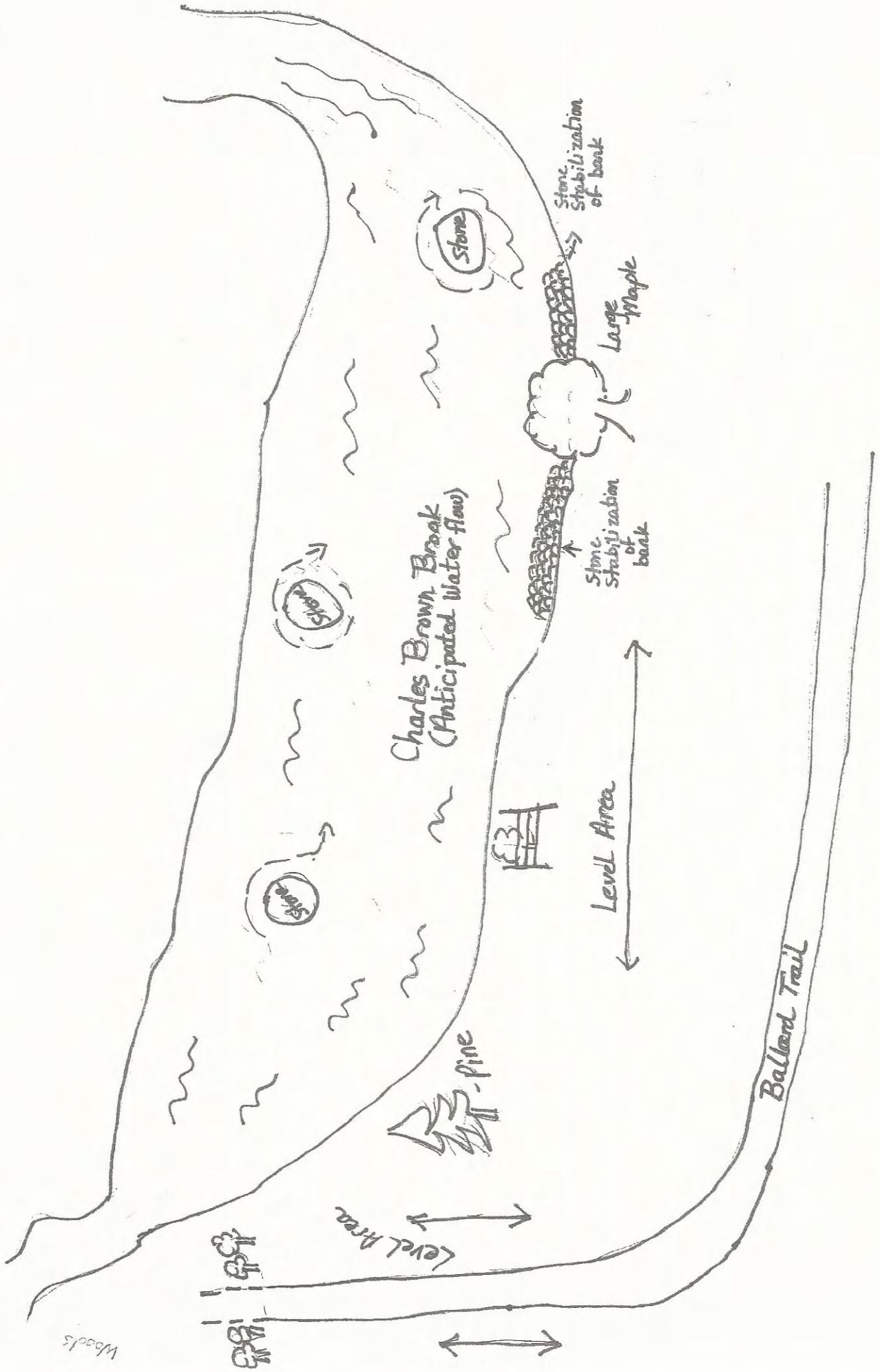




Norwich Pool Dam Area - Before



Norwich Pool Dam Area - After





**Vermont Department of Environmental Conservation**

Watershed Management Division  
Springfield Regional Office  
100 Mineral Street, Suite 303  
Springfield, VT 05156  
[www.watershedmanagement.vt.gov](http://www.watershedmanagement.vt.gov)

*Agency of Natural Resources*

[phone] 802-885-8855  
[fax] 802-885-8890  
[cell] 802-345-3510

## **AUTHORIZATION TO CONDUCT STREAM ALTERATION ACTIVITIES**

Pursuant to Section C.2.2.6 of the VT Stream Alteration General Permit (activities to restore floodplain connectivity)

Project Number: **SA-05-043-2015 Norwich Pool Dam Removal** FEMA # PA-01-VT-4022-PW-02334  
Applicant Name: Selectboard, Town of Norwich, Vermont Contact: Neil Fulton or Andy Hodgdon  
Mailing Address: Town of Norwich, PO Box 376, Norwich, Vermont 05055 Phone: (802) 649-1419 or (802) 649-2209  
Project Location: Dam Removal/Stream Remediation Charles Brown Brook Email: [manager@norwich.vt.us](mailto:manager@norwich.vt.us) or [ahodgdon@norwich.vt.us](mailto:ahodgdon@norwich.vt.us)

The Secretary of the Vermont Agency of Natural Resources (VT ANR) has determined that:


1. This project authorizes the removal of a dam damaged by T.S. Irene and the stream remediation of Charles Brown Brook to remove an imminent public safety hazard and improve flood storage upstream of the village of Norwich.
2. The proposed activity is eligible for coverage under the VT ANR Stream Alteration General Permit.
3. The proposed activity will meet the terms and conditions of the General Permit provided:
  - a) The project will be completed and approved as shown on the attached plans undated, prepared by the town of Norwich as reviewed and approved by the VT ANR herein.
  - b) The project will not adversely affect the public safety by increasing flood hazards.
  - c) The project will not significantly damage fish life or wildlife.
  - d) The project will not significantly damage the rights of riparian owners.
  - e) The project will not obstruct the movement of aquatic life indigenous to the waterbody beyond the actual duration of construction.
  - f) The project is conducted in a manner which minimizes or avoids any discharge of sediment or other pollutants to surface waters in violation of the VT Water Quality Standards.
  - g) The ANR River Management Engineer is notified by phone or email when construction begins and when the project is complete.
  - h) In-stream working dates for all GP activities are from June 1<sup>st</sup> through October 1<sup>st</sup>; any in-stream work outside these dates will require an Individual Stream Alteration Permit authorization by the River Management Engineer.
  - i) This authorization has been posted for three days public comment. This authorization constitutes final approval.

If there are any changes in the project plan or deviation in construction from the plan, the Permittee must notify the River Management Engineer immediately.

If the project is constructed as you have described, as shown on the above referenced approved plans and according to the above conditions, there is no reason to expect any violation of Vermont Water Quality Standards.

Signed this 23<sup>rd</sup> day of December, 2015  
Alyssa B. Schuren, Commissioner  
Department of Environmental Conservation

This permit expires October 1, 2016.

by   
Todd Menees, P.E., P.H., River Management Engineer







## **Norwich Pool Dam Area Restoration Project**

### **Phase I: Secure the area**

- Meet with Wade Masure, Senior Loss Control Consultant for the Vermont League of Cities and Towns, to determine what needs to be done to make the area safe and secure.

### **Phase II: Debris Removal**

- Remove rubble (pieces of concrete) and debris that is in the brook.

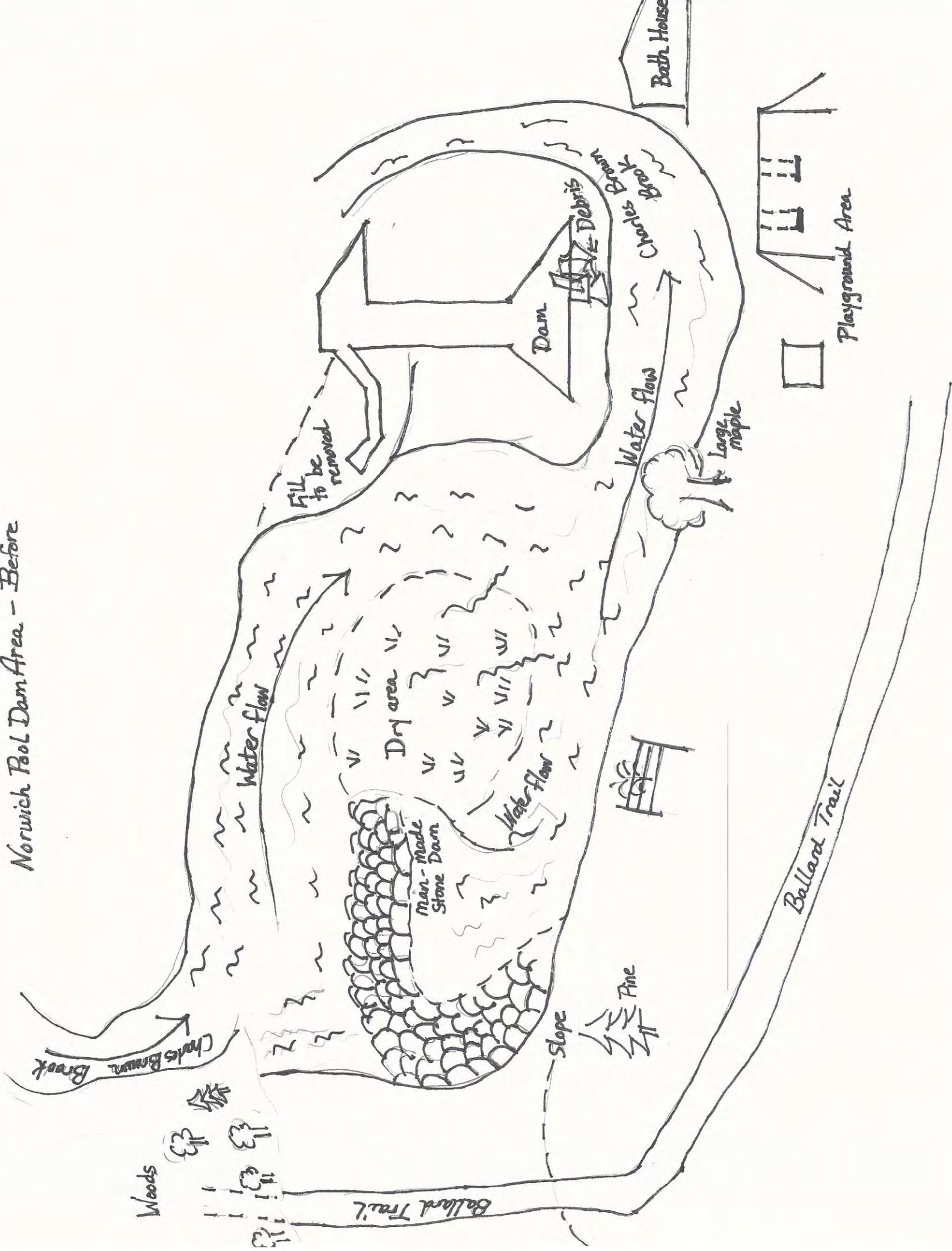
### **Phase III: Complete the restoration of the area**

- Demolish the existing concrete pool dam.
- Remove hand-laid stone dam that is diverting the stream to the left side.
- Stabilize and armor the right bank, descending to a height of 4' with stone from the hand-laid stone dam.
- Finish stabilizing the bank with the material from the far side and slope the bank. This will utilize the old-growth maple and root system it provides for future bank stabilization, eliminating the disturbance of any archeological artifacts. Seed and mulch.
- Take remaining fill from the far side of the brook to create a level recreation area leading to the Ballard Trail.
- Place some of the larger stones from the hand-laid dam to make a set of natural stone steps from the Ballard Trail to the brook where people may want to access the brook for recreational purposes.
- Place a few large rocks in various places within the stream to create natural swirl-pools for fish and other aquatic life.
- Seed and mulch all disturbed areas.

### **Other considerations:**

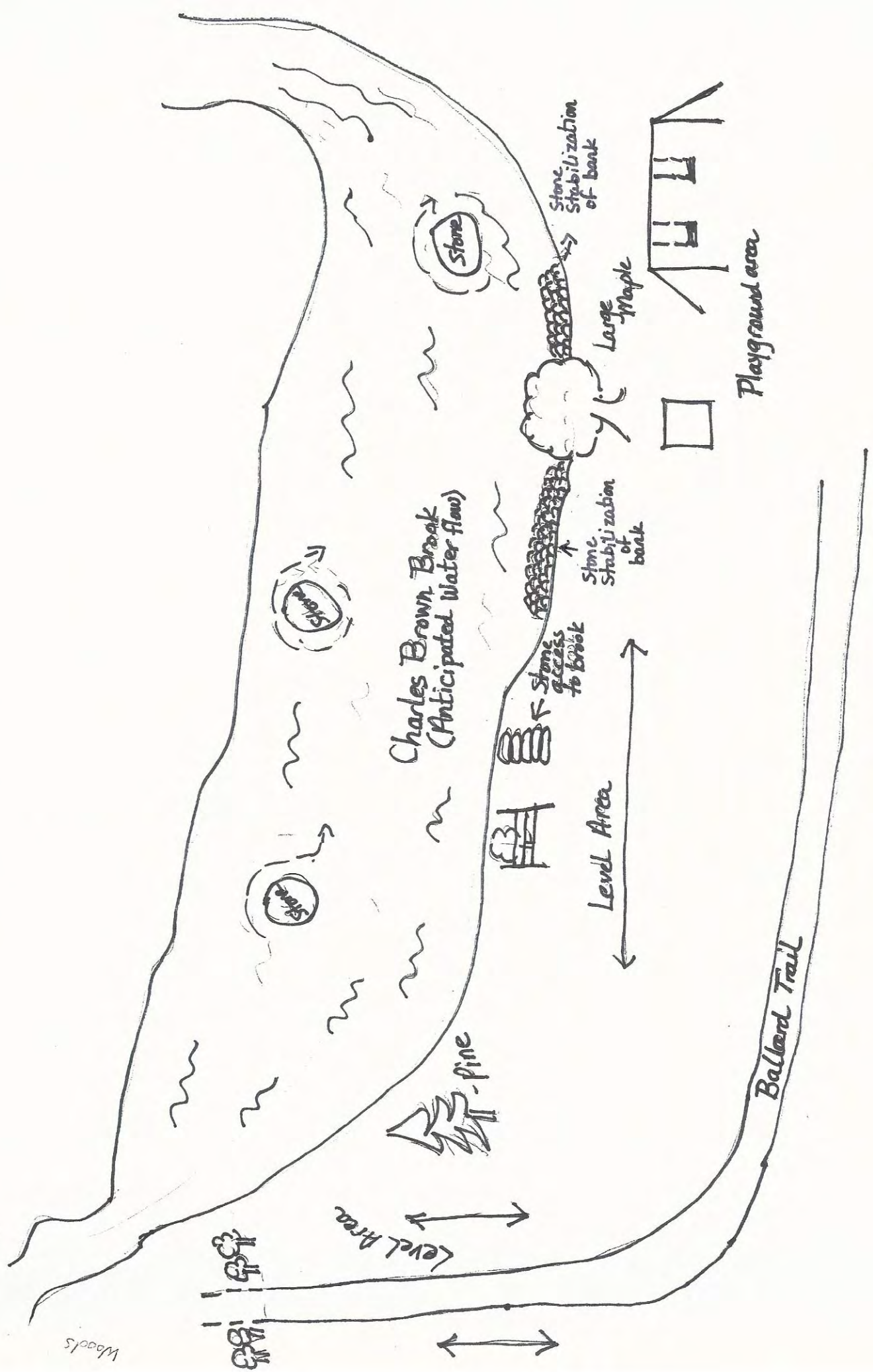
- Demolish the existing bath house which has partially caved in.
- Reestablish the gravel path from the parking lot to the woods.

Norwich Pool Dam Area - Before





Norwich Pool Dam Area - After





**TOWN OF NORWICH**  
**DEPARTMENT OF PUBLIC WORKS**  
26 New Boston Road  
Norwich, VT 05055  
802-649-2209 Fax: 802-296-0060  
[Ahodgdon@norwich.vt.us](mailto:Ahodgdon@norwich.vt.us)

**Request for Bids**  
**Town of Norwich**  
**Restoration of the Norwich Pool Dam Area on Charles Brown Brook**

**1. PURPOSE**

- 1.1 The Town of Norwich is seeking bids for the cleanup and restoration of the Norwich Pool Dam Area on the Charles Brown Brook.
- 1.2 Location: N 43° 43.533; W 072° 19,289; West to 002

**2. SCOPE OF WORK**

- 2.1 Remove rubble (pieces of concrete) and debris that is in the brook.
- 2.2 Demolish existing concrete pool dam.
- 2.3 Remove hand-laid stone dam that is diverting the stream to the left side.
- 2.4 Stabilize and armor the right bank, descending to a height of 4' with stone from the hand-laid stone dam.
- 2.5 Finish stabilizing the bank with the material from the far side and slope the bank. This will utilize the old-growth maple and root system it provides for future bank stabilization, eliminating the disturbance of any archeological artifacts. Seed and mulch.
- 2.6 Take remaining fill from the far side of the brook to create a level recreation area leading to the Ballard Trail.
- 2.7 Place a few large rocks in various places within the stream to create natural swirl-pools for fish and other aquatic life.
- 2.8 Seed and mulch all disturbed areas.
- 2.9 Demolish the existing bath house and lifeguard building.
- 2.10 Reestablish the gravel path from the parking lot to the woods.
- 2.11 Remove non-compliant swing set and sand box play area.

**3. QUANTITIES**

3.1

Item #	Description	Quantity	Unit
201.11	Clearing and grubbing	1.0	Acre
203.15	Common excavation	500	Cy
402.1	Aggregate pathway	12	Cy
529.15	Removal of existing structures	2	Unit
615.16	Natural stone fill	50	Cy



635.11	Mobilization	1	Unit
649.31	Geotextile under stone fill	100	Sy
649.51	Geotextile for silt fence	100	Sy
651.15	Seed	100	Lb.
651.18	Fertilizer	200	Lb.
651.35	Topsoil	50	Cy
651.35	Hay mulch	250	Sy

### 3.2 Notes

- 3.2.1 The quantities above were developed as a base for cost of the project and may not include all items necessary to complete the work.
- 3.2.2 These quantities are provided for information only.
- 3.2.3 This project is to be bid and paid for as a lump sum project

## 4. OTHER CONDITIONS

- 4.1 A stream alteration permit has been obtained from the VT Agency of Natural Resources for this project: Project Number: SA-05-043-2015 Norwich Pool Dam Removal.
- 4.2 The Project Delivery Bureau, Environmental Section of the VT Agency of Transportation has confirmed that no clearances or permits are needed from the State of Vermont for the project.
- 4.3 Alternate Project for FEMA #PA-01-VT-4022-PW-02334

## 5. INDEMNIFICATION AND INSURANCE

- 5.1 The chosen contractor shall comply with the following requirements
  - 5.1.1 The contractor agrees to defend and save harmless the Town of Norwich, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of the Agreement, including a personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.
  - 5.1.2 The contractor shall carry Comprehensive Broad Form General Liability Insurance in the amount shown below including protection for bodily injury and property damage.
  - 5.1.3 The contractor shall also maintain Automobile Liability Insurance providing limits prescribed by the Town and Umbrella or Excess Liability Insurance in the amount shown below. The Workers' Compensation Insurance shall provide coverage pursuant to V. S. A. Title 21, Section 600 et seq.
  - 5.1.4 Prior to the commencement of the work, Certificates of Insurance shall be supplied to the Town by the contractor detailing the required coverage. These



Certificates shall be issued by a carrier authorized to do business within the State of Vermont. The Town shall also be named as an additional insured.

- 5.1.5 The contractor shall have and require all sub-consultants to have and maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place

General Liability-\$1,000,000 per occurrence  
Product Liability-\$1,000,000 per occurrence  
Property Damage-\$1,000,000 per occurrence  
Personal Injury- \$1,000,000 per occurrence  
Automotive Liability-\$500,000 per occurrence  
Workers' Compensation-Statutory Requirement

## **6. INSTRUCTIONS TO BIDDER**

- 6.1 Proposals shall be typewritten or written in ink. Officials of corporations shall designate their official title; partners or sole owners shall so state giving the names of all interested parties. The person signing the bid shall initial all corrections or erasures.
- 6.2 Requested descriptive material shall be submitted with the bid.
- 6.3 In submitting the bids the contractor agrees that acceptance of any bid by the Town of Norwich within 90 calendar days constitute a contract. No work shall be started until a purchase order has been approved by the Town Manager and a Notice to Proceed in writing from the Director of Public Works.
- 6.4 Discounts for immediate payment or credit terms where offered will not be a factor in the determination of the lowest responsible bidder. Payment terms by the Town will be cash, less any applicable discounts, to be paid within 30 days of the completion of the work by the contractor and formal acceptance by the Town.
- 6.5 The successful bidder shall indemnify and hold harmless the Town of Norwich against all claims for royalties, for patents, or suit for infringement thereon which may be involved in the manufacture or use of the material to be furnished.
- 6.6 All materials shall remain the property of the contractor until delivered to and accepted by the Town.
- 6.7 Deviations from these specifications are permitted only as separate bids provided they are submitted as alternate proposals accompanying a conforming bid.
- 6.8 Selection criteria: This bid shall be awarded to the contractor whose bid represents the best value to the Town of Norwich.
- 6.9 All traffic control and signage will be the responsibility of the successful bidder. All traffic control and signage shall be in compliance with the Manual of Uniform Traffic Control, 2009 Edition.
- 6.10 All bids shall include the following:
- 6.10.1 Project cost
  - 6.10.2 Project schedule
- 6.11 The Town of Norwich reserves the right to accept and reject any and all bids for due cause to negotiate with any party, to waive informalities or defects in bids, to

require test proving or to accept such bids or parts thereof as it shall deem in the best interests of the Town.

6.12 Questions relating to these specifications may be directed to R. Andrew Hodgdon, Public Works Director, Town of Norwich, at 802-649-2209.

6.13 Interested firms shall submit an original and 2 copies of their bid in a sealed envelope, marked "Restoration of the Norwich Pool Dam Area" to

Town Manager  
Town of Norwich  
300 Main Street  
P.O. Box 376  
Norwich, VT 05055

## **7. CALENDAR**

7.1 Request for Bids posted:

7.2 Proposals due: By noon on Wednesday, January 6, 2016



## Andy Hodgdon

---

**From:** Menees, Todd <Todd.Menees@vermont.gov>  
**Sent:** Wednesday, December 23, 2015 1:00 PM  
**To:** Andy Hodgdon; Neil Fulton; Roberta Robinson; White, Jasmine  
**Cc:** Kirn, Rich; Mason, Dan; 'Kevin Geiger'; 'Mike Adams'; Kline, Mike; Andes, Mary; Mary Andes; Pentkowski, Ron; 'Ron Rhodes'; David Deen; Phil Dechert  
**Subject:** SA-05-043-2015 Norwich Pool Dam Removal  
**Attachments:** SA-05-043-2015 Norwich Pool Dam Removal.pdf

Andy and Neil –

I have attached authorization for removal of the Norwich Pool Dam and stream remediation of the Charles Brown Brook for floodplain storage improvements in Norwich, VT. I will not be mailing a hard copy unless requested. You should print off a copy for your files and a copy for the selected contractor to keep on-site during implementation.

I have copied Jasmine White who will post the permit on the Agency web site for a 3-day public comment period, after which she will notify you of the permit status. I have also copied other folks who should be aware in the event they receive a complaint. I have also copied Mike Adams in the Army Corps regarding federal jurisdiction.

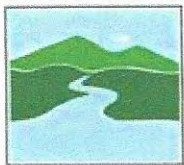
Mike –

This is the project we reviewed with Neil, Andy and Phil of Norwich and Rich Kirn of VTF&W. You can reach Andy at 802-649-2209 and Neil is on vacation until after the New Year.

Thanks –

**Please note that my e:mail address has changed below:**

**Todd Menees, P.E., P.H., River Management Engineer**  
**Watershed Management Division, Rivers Program**  
**Vermont Department of Environmental Conservation**  
**100 Mineral Street, State Office Suite 303**  
**Springfield, VT 05156**  
**802-345-3510 / [todd.menees@vermont.gov](mailto:todd.menees@vermont.gov)**  
**On the Web @ [www.watershedmanagement.vermont.gov/rivers.htm](http://www.watershedmanagement.vermont.gov/rivers.htm)**



VERMONT DEPARTMENT OF  
ENVIRONMENTAL CONSERVATION  
**WATERSHED**  
MANAGEMENT DIVISION





**Vermont Department of Environmental Conservation**

Watershed Management Division

Springfield Regional Office

100 Mineral Street, Suite 303

Springfield, VT 05156

[www.watershedmanagement.vt.gov](http://www.watershedmanagement.vt.gov)

*Agency of Natural Resources*

[phone] 802-885-8855

[fax] 802-885-8890

[cell] 802-345-3510

**AUTHORIZATION TO CONDUCT STREAM ALTERATION ACTIVITIES**

Pursuant to Section C.2.2.6 of the VT Stream Alteration General Permit (activities to restore floodplain connectivity)

Project Number: **SA-05-043-2015 Norwich Pool Dam Removal**

FEMA # PA-01-VT-4022-PW-02334

Applicant Name: Selectboard, Town of Norwich, Vermont

Contact: Neil Fulton or Andy Hodgdon

Mailing Address: Town of Norwich, PO Box 376, Norwich, Vermont 05055 Phone: (802) 649-1419 or (802) 649-2209

Project Location: Dam Removal/Stream Remediation Charles Brown Brook Email: [manager@norwich.vt.us](mailto:manager@norwich.vt.us) or [ahodgdon@norwich.vt.us](mailto:ahodgdon@norwich.vt.us)

The Secretary of the Vermont Agency of Natural Resources (VT ANR) has determined that:

1. This project authorizes the removal of a dam damaged by T.S. Irene and the stream remediation of Charles Brown Brook to remove an imminent public safety hazard and improve flood storage upstream of the village of Norwich.
2. The proposed activity is eligible for coverage under the VT ANR Stream Alteration General Permit.
3. The proposed activity will meet the terms and conditions of the General Permit provided:
  - a) The project will be completed and approved as shown on the attached plans undated, prepared by the town of Norwich as reviewed and approved by the VT ANR herein.
  - b) The project will not adversely affect the public safety by increasing flood hazards.
  - c) The project will not significantly damage fish life or wildlife.
  - d) The project will not significantly damage the rights of riparian owners.
  - e) The project will not obstruct the movement of aquatic life indigenous to the waterbody beyond the actual duration of construction.
  - f) The project is conducted in a manner which minimizes or avoids any discharge of sediment or other pollutants to surface waters in violation of the VT Water Quality Standards.
  - g) The ANR River Management Engineer is notified by phone or email when construction begins and when the project is complete.
  - h) In-stream working dates for all GP activities are from June 1<sup>st</sup> through October 1<sup>st</sup>; any in-stream work outside these dates will require an Individual Stream Alteration Permit authorization by the River Management Engineer.
  - i) This authorization has been posted for three days public comment. This authorization constitutes final approval.

If there are any changes in the project plan or deviation in construction from the plan, the Permittee must notify the River Management Engineer immediately.

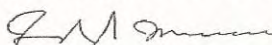
If the project is constructed as you have described, as shown on the above referenced approved plans and according to the above conditions, there is no reason to expect any violation of Vermont Water Quality Standards.

Signed this 23<sup>rd</sup> day of December, 2015

This permit expires October 1, 2016.

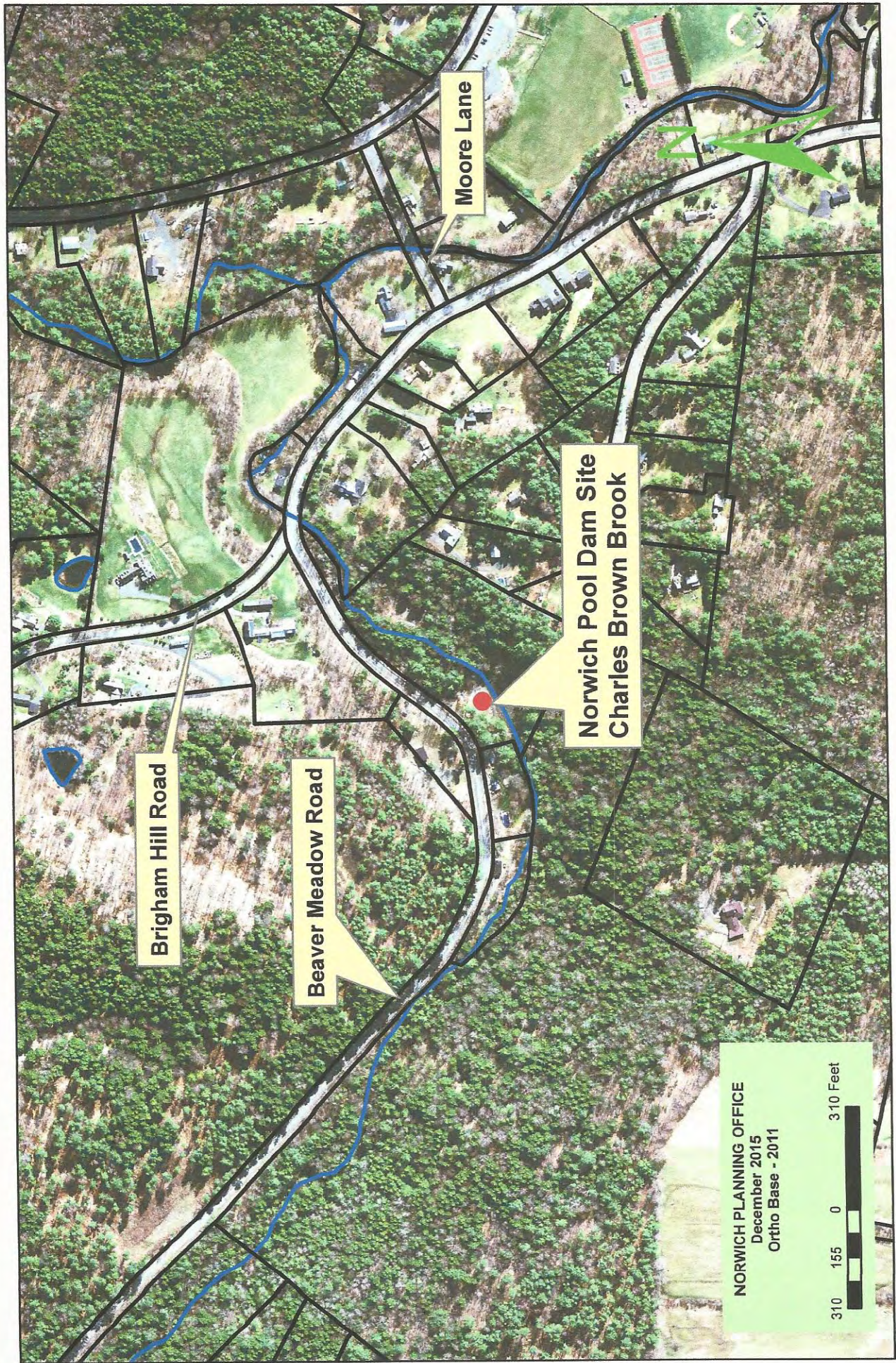
Alyssa B. Schuren, Commissioner

Department of Environmental Conservation

by 

Todd Menees, P.E., P.H., River Management Engineer















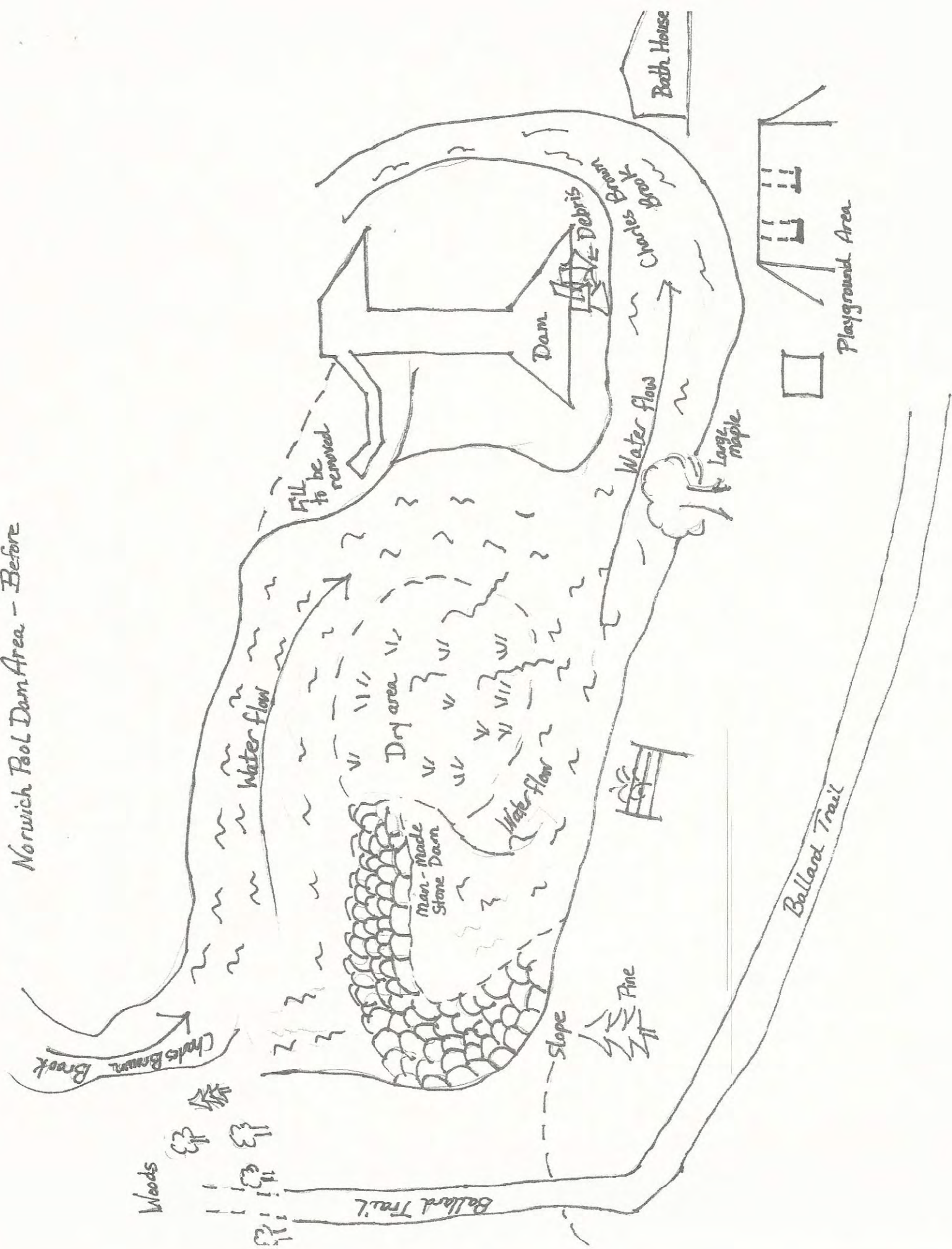




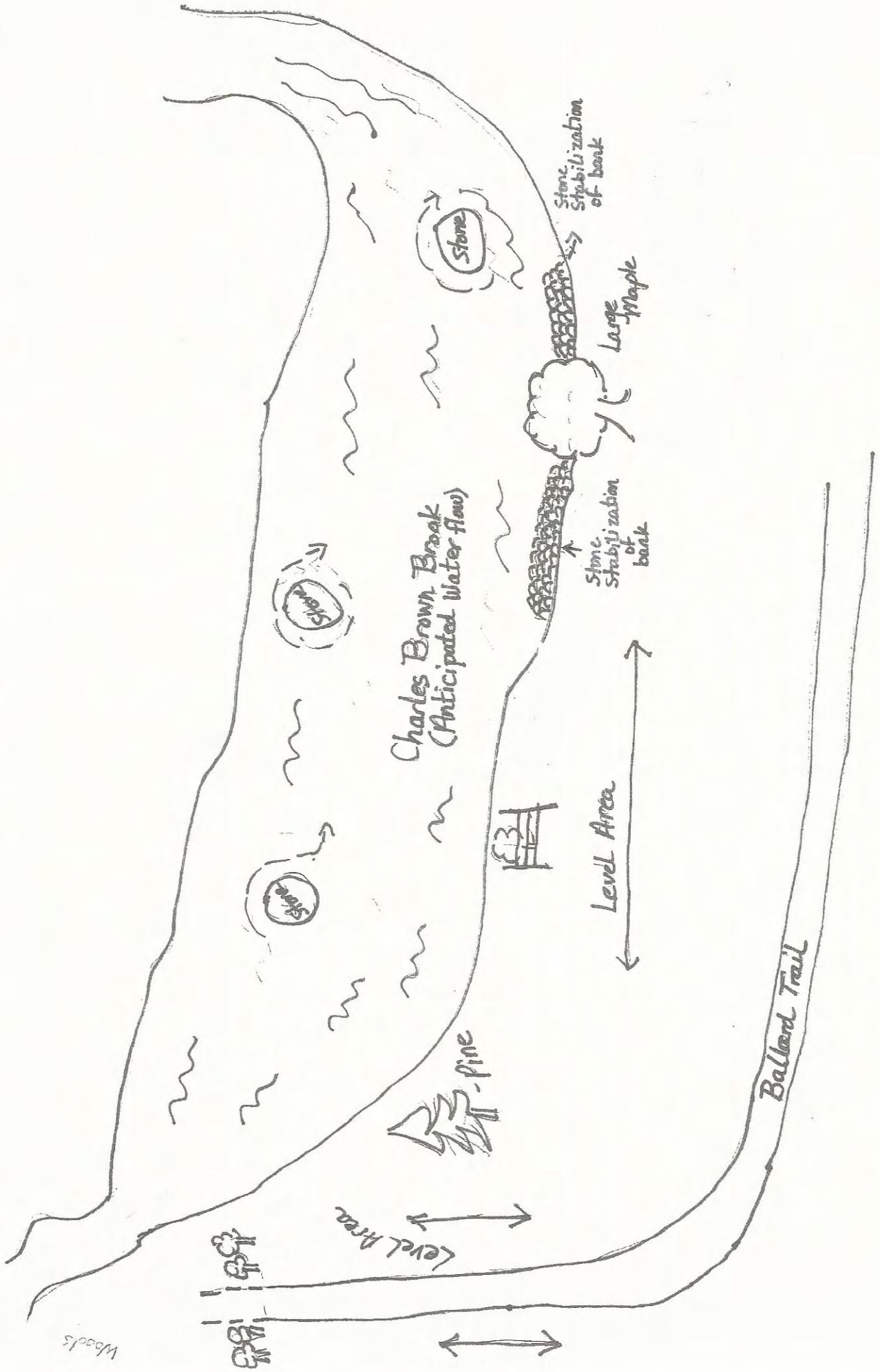




Norwich Pool Dam Area - Before



Norwich Pool Dam Area - After





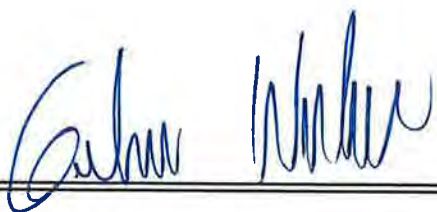
Webster & Donovan Excavating Inc

37 Goodrich Four Corners Road  
Norwich, VT 05055  
802-649-8522

## Estimate

Date	Estimate #
12/16/15	489

Name / Address
Town of Norwich PO Box 376 Norwich, VT 05055

Description	Qty	Cost	Total
RESTORATION OF NORWICH POOL DAM AREA			
Remove remaining sections of dam and dam debris and truck away. Move fill and river stone as necessary to stabilize bank and create rec area as planned. Remove existing structures and play set. Seed and mulch all disturbed areas.		12,800.00	12,800.00
grass seed, mulch hay, silt fence and geotextile fabric		870.00	870.00
			

	<b>Total</b>	\$13,670.00
--	--------------	-------------

**Request for Alternate Project  
Town of Norwich**

**DRAFT 1-8-16**

FEMA Declaration PA01VT4022	PW 02334(0)	Date January XX, 2016
FIPS 027-52900-00	Category G Recreational or Other	
Applicant Town of Norwich	County Windsor	Damaged Facility Recreation Pool Dam

**Alternate Project: Addition to Existing Public Works Building**

**Location 26 New Boston Road**

**N 43° 44' 01.60" W 72° 19' 51.3**

**Estimated cost of this project is; \$412,968**

The Town of Norwich (Town) has determined that the public interest would not be best served by restoring the damaged facility because restoring the damaged facility would require a permit from the Agency of Natural Resources (ANR) and after long delays at their end the needed permit was denied on October 20, 2015.

**Proposed Project**

A request for proposals is attached that details the scope of the proposed project. This project is a 40' x 100' addition to the existing 100' x 40' public works building that was built in 1972. The project includes the following elements.

- Install insulation and a new membrane roof over the leaking roof of the existing building.
- Make structural improvements to the exiting building as recommended by a structural engineer.
- Construct a new well to replace the existing well that has a capacity of less than 1 gpm.
- Connect to current, but unused, septic system to replace the current dry well.
- Construct a 100' x 40' addition, which meets current codes, to the existing building in the paved area to the NE of the current building.
- Construct an office, break room and bathroom for employees.

A request for bids for the project was issued and bids were received on January 6, 2016. The following is a summary of the bids received.

<b>PW Addition</b>	
<b>Bidder</b>	<b>Proposal</b>
Wright	412,968
Spates	457,868
T-N	526,035

**The low bid from Wright Construction Company was determined to be compliant with the bid specifications and they will be awarded the contract if the Alternate Project is approved.**

The project is estimated to take 5 months to complete once the Notice-to-Proceed is given.

### **Approvals**

- A permit has been obtained for the construction of the well.
- A permit has been applied for the already constructed, but unused, septic system.
- Building permits will be applied for once a Design/Build contract has been awarded.
- Zoning permits will be applied for once a Design/Build contract has been awarded
- An Act 250 permit is not required. (Phil – Please confirm)
- No other permits are required.

### **EHP Compliance**

- The proposed project is EHP compliant. There will be no construction work or disturbance of land outside of the existing developed area.
- The site is outside of the Special Flood Hazard Area, the Vermont River Corridor Zone, and any wetland or wetland buffer area. See attached VT ANR map.
- The existing steel building to be added on to is 44 years old, is not an historic building, or in an historic district. There are no adjacent historic properties.
- Historical?
- Archeological?

### **Attachments**

- A. Alternate and Improved Project Request Checklist
- B. Special Consideration Questions
- C. Existing condition site survey
- D. Vicinity Map
- E. Aerial map with location of proposed addition
- F. Proposed floor plan
- G. Request for Bids (RFB) for the proposed project.
- H. Bid from low bidder
- I. Color pictures of the site
- J. ANR – Resource Map

The Town confirms by signature below that: 1) approval is based on the information provided with this request; 2) any changed conditions are to be immediately brought to the attention of the Public Assistance Officer; and, 3) approved alternate projects remain subject to all previous requirements for accountability, completion, and closure.

---

Neil R. Fulton, Authorize Representative  
Town Manager

**Alternate & Improved Project Request Checklist  
DR 4022 VT  
Public Works Building Addition**

Project type: **X Alternate Project** 0 Improved Project Disaster Number:

**PROJECT CONSTRUCTION DATA:**

Applicant Name: **Town of Norwich**

Proposed Project Address: **26 New Boston Road in Norwich, Vermont**

Proposed Project Latitude/Longitude: N 43° 44' 01.60" W 72° 19' 51.3

0 List Referenced Project Worksheets and Attach Copies: PW 02334(0)

0 Vicinity map showing proposed location, disturbed areas, waterways, and wetlands.

**See Attachment**

0 Map showing existing footprint and proposed footprint.

**See Attachment**

0 Special Considerations 9-Question Form as it pertains to the proposed project.

**See Attachment**

0 New Scope of Work for the proposed project

**See Attachment**

0 Anticipated start date and completion date of proposed project (regulatory timeframes apply).

Anticipated start date:

Completion date:

0 Estimated cost to complete the proposed project along with any specifications, contracts, etc.

**\$412,968**

**See Bid Document at Attachment:**

0 Disposition of original facility (if applicable). **N/A**

0 Explanation of general disturbing activities (digging, structure removal, site work, access roads, etc.)

**Limited to immediate area building addition footprint. See Attachment**

**SUPPORTING DOCUMENTATION: (if required)**

0 Copy of requesting documentation from the applicant. **See**

0 Copies of all available Federal and State environmental and regulatory permits and approvals and any other relevant documentation (i.e. environmental site assessments, surveys, or reports).

0 Copies of documentation or correspondence with the State Historical Preservation Office.

0 Copies of insurance settlements, statement of loss, insurance adjuster estimate of losses, etc.

N/A

0 Alternate Projects Only: Identification of the source of funding when the cost estimate for the alternate project is greater than the eligible alternate project funding. **Town Funds**

DRAFT

**Public Works Addition  
Special Consideration Questions**

1. Does the damaged facility or item of work have insurance coverage and/or is it an insurable risk (e.g., buildings, equipment, vehicles, etc.)?

Yes No    Unsure    Comments:

2. Is the damaged facility located within a floodplain or coastal high hazard area and/or does it have an impact on a floodplain or wetland?

Yes No    Unsure    Comments:

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

Yes No    Unsure    Comments:

4. Will the proposed facility repairs/reconstruction change the pre-disaster conditions (e.g., footprint, material, location, capacity, use, or function)?

Yes No    Unsure    Comments:

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?

Yes No    Unsure    Comments:

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?

Yes No    Unsure    Comments:

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

Yes No    Unsure    Comments:

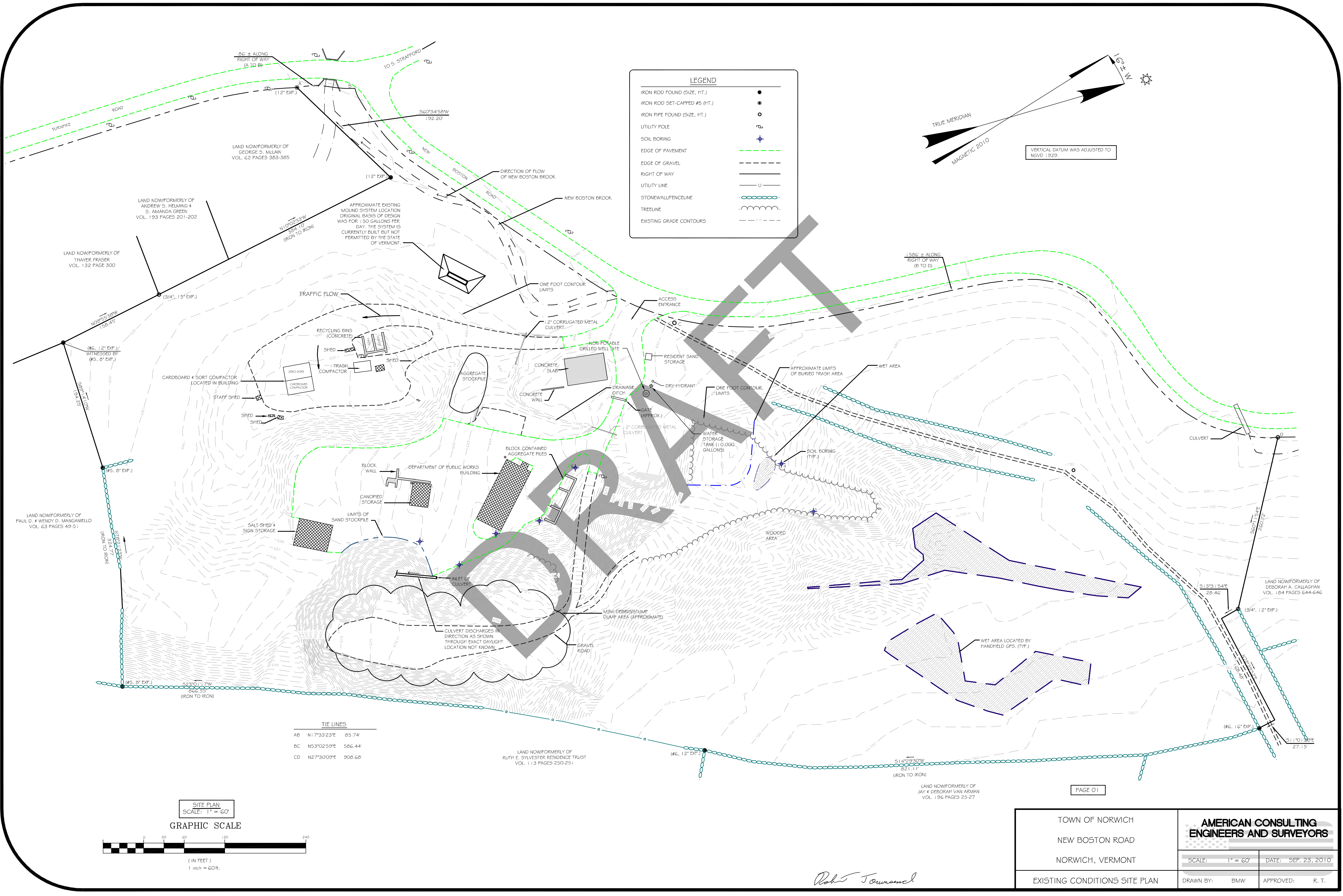
8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

Yes No    Unsure    Comments:

9. Are there any other environmental or controversial issues associated with the damaged facility and/or item of work?

Yes No    Unsure    Comments:





**LEGEND**

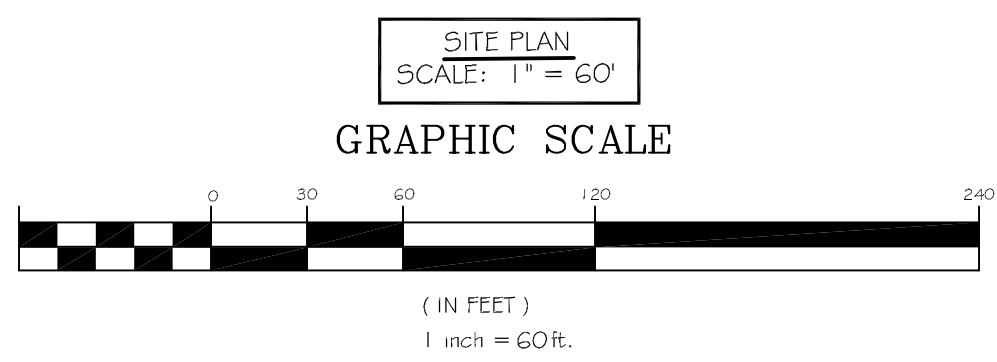
- IRON ROD FOUND (SIZE, HT.)
- IRON ROD SET-CAPPED #5 (HT.)
- IRON PIPE FOUND (SIZE, HT.)
- UTILITY POLE
- SOIL BORING
- EDGE OF PAVEMENT
- EDGE OF GRAVEL
- RIGHT OF WAY
- UTILITY LINE
- STONEWALL/FENCELINE
- TREELINE
- EXISTING GRADE CONTOURS

TRUE MERIDIAN  
MAGNETIC 2010

VERTICAL DATUM WAS ADJUSTED TO NGVD 1929.

**TIE LINES**

AB	N17°33'23"E	85.74'
BC	N53°02'59"E	586.44'
CD	N27°30'09"E	908.68'



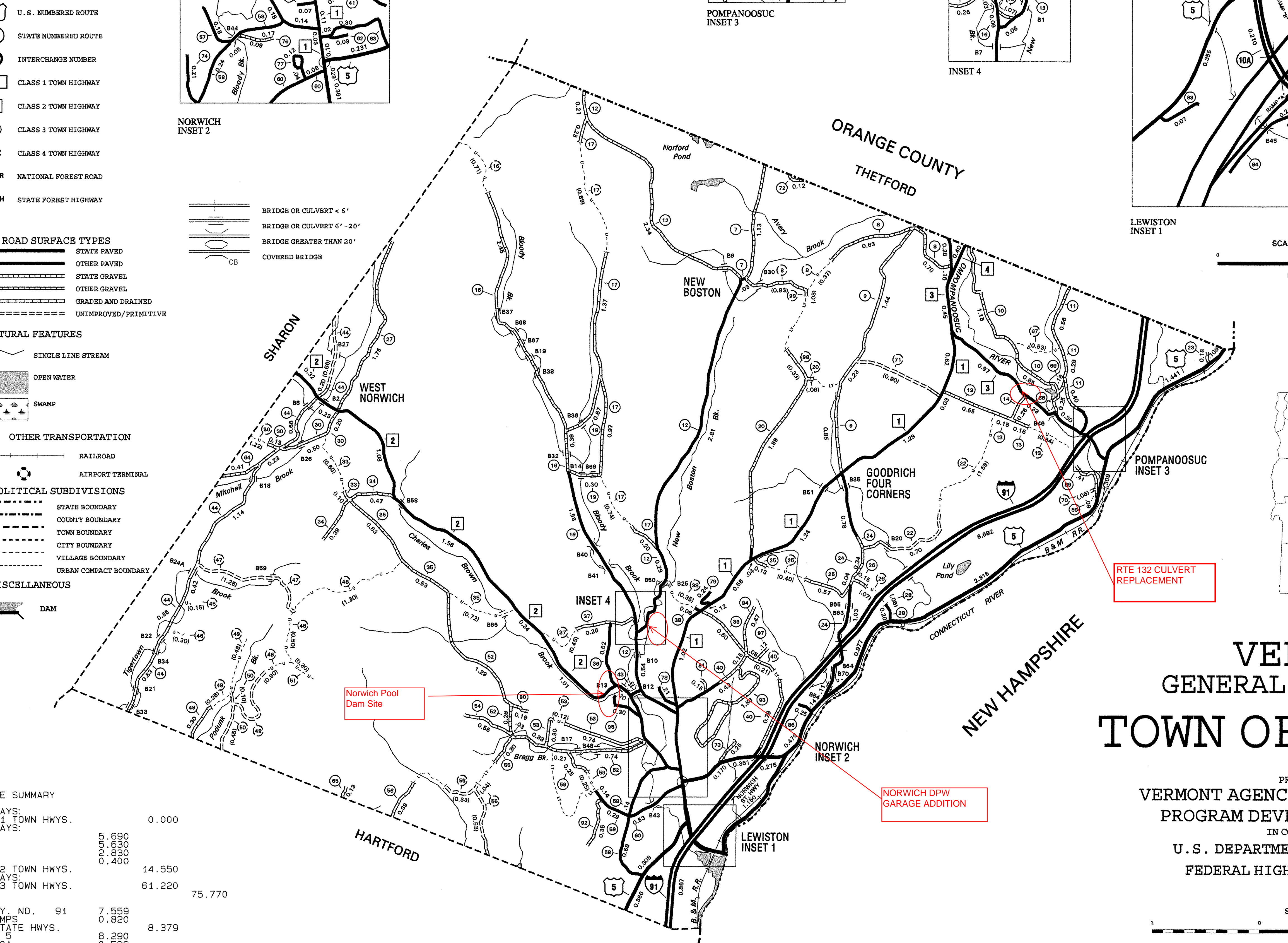
TOWN OF NORWICH	<b>AMERICAN CONSULTING ENGINEERS AND SURVEYORS</b>	
NEW BOSTON ROAD		
NORWICH, VERMONT	SCALE: 1" = 60'	DATE: SEP. 23, 2010
EXISTING CONDITIONS SITE PLAN	DRAWN BY: BMW	APPROVED: R. T.

*Rob Tournemel*









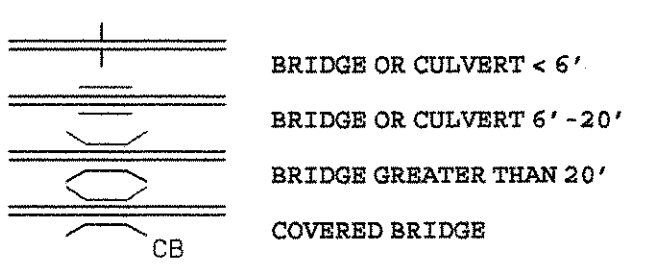
- U.S. NUMBERED ROUTE
- STATE NUMBERED ROUTE
- INTERCHANGE NUMBER
- CLASS 1 TOWN HIGHWAY
- CLASS 2 TOWN HIGHWAY
- CLASS 3 TOWN HIGHWAY
- CLASS 4 TOWN HIGHWAY
- NATIONAL FOREST ROAD
- STATE FOREST HIGHWAY

NORWICH  
INSET 2

POMPAHOOSUC  
INSET 3

INSET 4

LEWISTON  
INSET 1



- ROAD SURFACE TYPES
- STATE PAVED
  - OTHER PAVED
  - STATE GRAVEL
  - OTHER GRAVEL
  - GRADED AND DRAINED
  - UNIMPROVED/PRIMITIVE

- NATURAL FEATURES
- SINGLE LINE STREAM
  - OPEN WATER
  - SWAMP

- OTHER TRANSPORTATION
- RAILROAD
  - AIRPORT TERMINAL

- POLITICAL SUBDIVISIONS
- STATE BOUNDARY
  - COUNTY BOUNDARY
  - TOWN BOUNDARY
  - CITY BOUNDARY
  - VILLAGE BOUNDARY
  - URBAN COMPACT BOUNDARY

- SCENARIOS
- DAM

Summary

1 TOWN HWYS.	0.000
2 TOWN HWYS.	14.550
3 TOWN HWYS.	61.220
4 TOWN HWYS.	75.770

Y. NO. 91	7.559
MPS	0.820
STATE HWYS.	8.379
5	8.290

VERMONT  
GENERAL  
TOWN OF  
VERMONT AGENCY  
PROGRAM DEVELOPMENT  
IN COOPERATION WITH  
U.S. DEPARTMENT OF  
FEDERAL HIGHWAYS







## LEGEND

☐ Town Boundary

1: 1,579

January 8, 2016



80.0 0 40.00 80.0 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

© Vermont Agency of Natural Resources

1" = 132 Ft. 1cm = 16 Meters

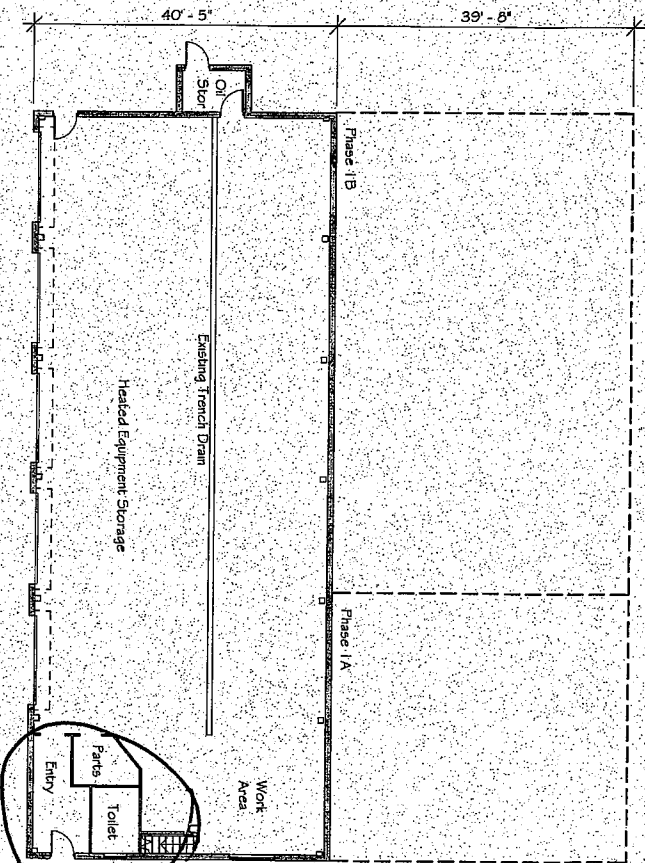
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

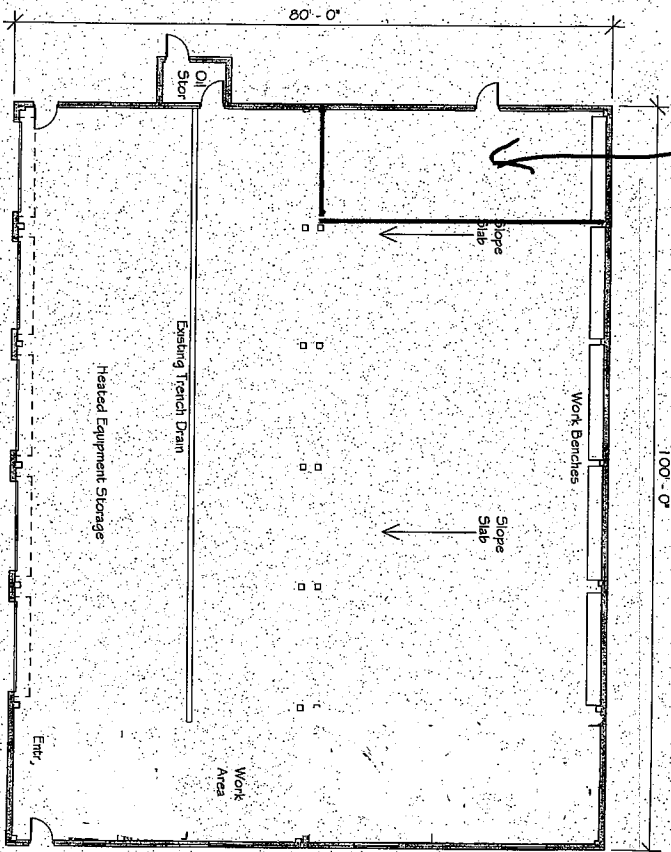
## NOTES

Map created using ANR's Natural Resources Atlas

new offical Breakroom / Soft work area  
with microwave oven



Existing



Complete Phases 1A & 1B



Scale 1/16" = 1'-0"

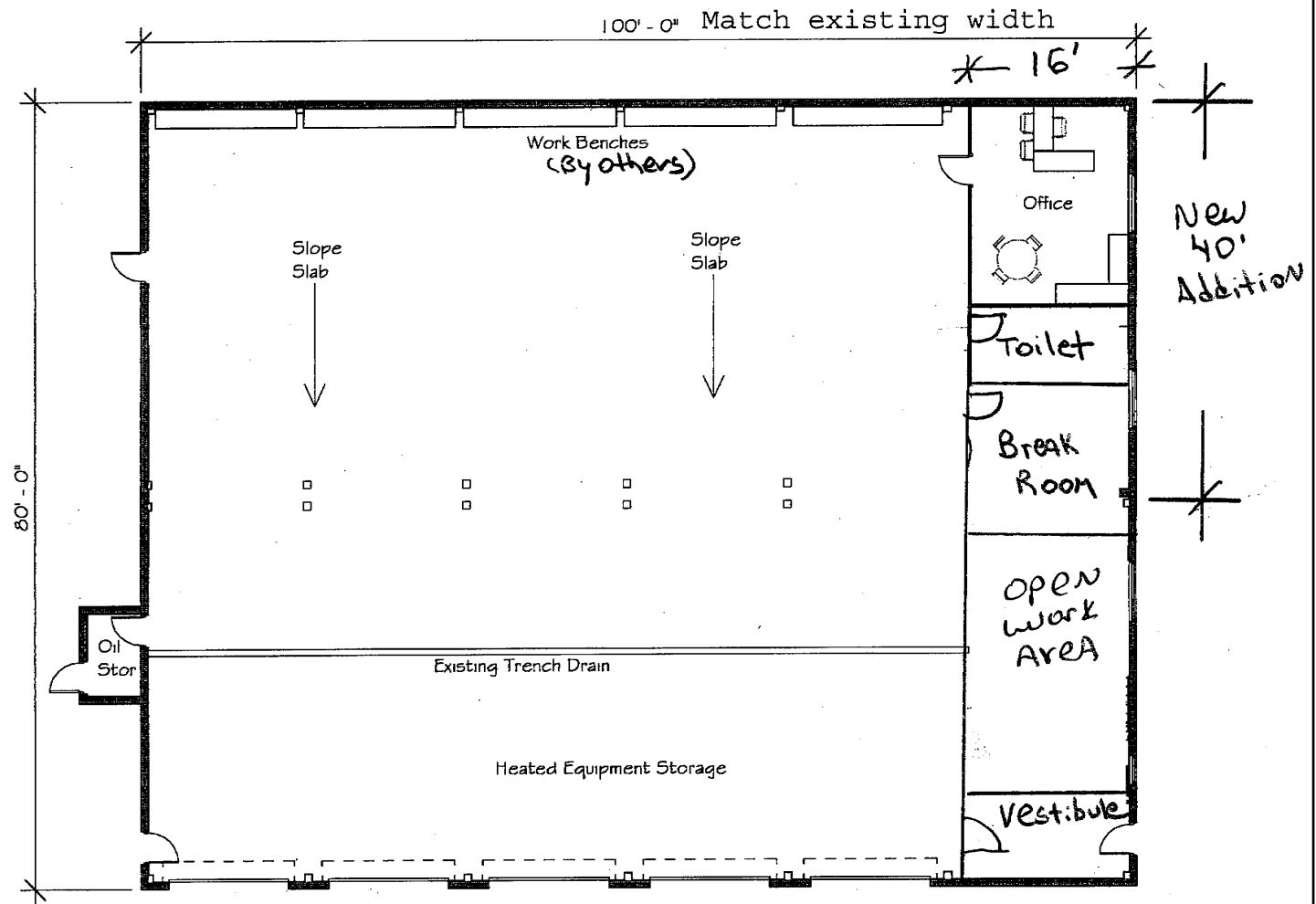
10/27/14

**Breadloaf**

Architect  
Planner  
Builder

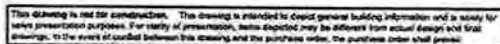
## Existing & Complete

Public Works Facilities



Town of Norwich  
 Proposed Addition to existing Town Garage  
 Not to Scale  
 Jan. 6, 2016





FRONT CLEARANCE JUDGES ARE APPROXIMATE  
AND MAY VARY DUE TO FIELD CONDITIONS  
AND LOADS.  
VERTICAL CLEARANCE INDICATES ARE FROM  
FINISHED FLOOR REFERENCE ELEVATION.

MANUFACTURER RESERVES THE RIGHT TO CHANGE THE FINAL DESIGN OF SECTION INFORMATION (IE. CLEARANCES, DIM. PLATE/HOLDER AND DESIGN IS TO BE USED FOR CONSTRUCTION. MANUFACTURER MUST BE NOTIFIED PRIOR TO ACCEPTANCE OF ORDER.

IT IS THE BUYERS RESPONSIBILITY TO COMMUNICATE TO MANUFACTURER THE NEED TO HOLD TO ANY PRELIMINARY DESIGN INFORMATION PROVIDED BY MANUFACTURER. MANUFACTURER WILL NOT BE LIABLE FOR ANY CHANGES IN FINAL DESIGN OF THE BARRED SIGN NOT COMMUNICATED TO MANUFACTURER.

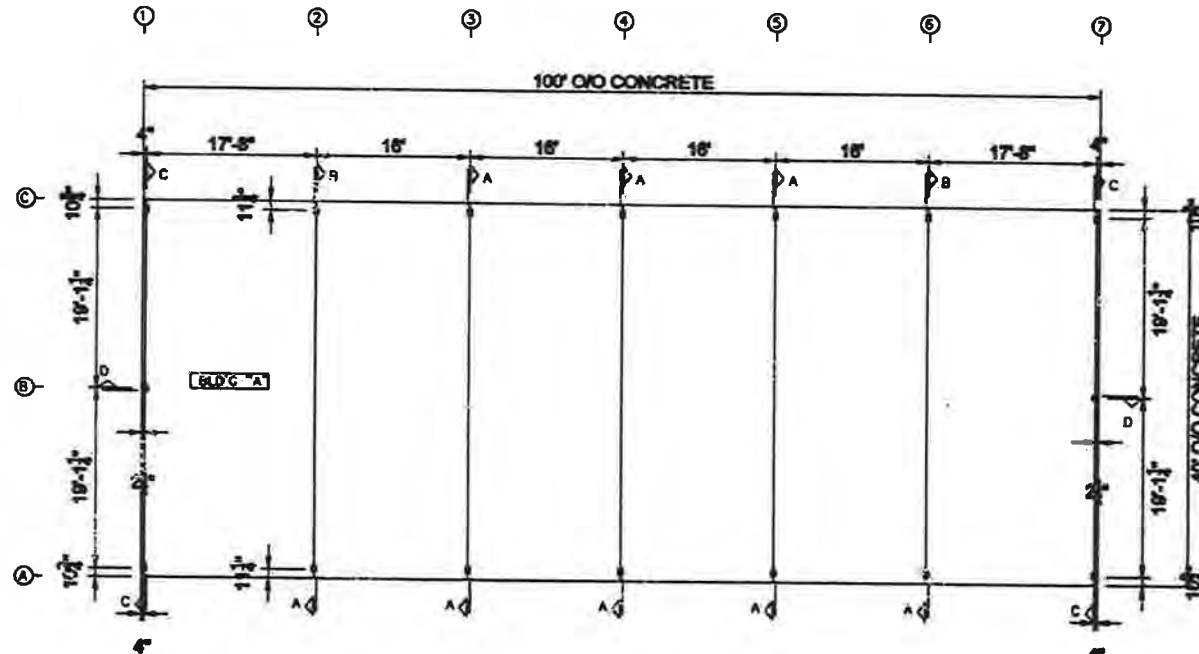
ENGINEERING CERTIFICATION OF MATERIALS  
SUPPLIED BY MANUFACTURER WILL BE PROVIDED  
BY SEAL AND SIGNATURE OF LICENSED  
ENGINEER ON EACH ORDERED QUANTITY.

**CROSS SECTION AT FRAME LINES "3-5" - (A) Norwich Public Works**

[illegible]

# NOT FOR CONSTRUCTION

ACCESSORY SCHEDULE		
Mark	Description	Qty



This drawing is not for construction. This drawing is intended to depict general building information and is solely for information purposes. For clarity of presentation, items depicted may be different from actual design and first drawings. In the event of conflict between this drawing and the purchase order, the purchase order shall prevail.

ANCHOR ROD PLAN - (A) Norwich Public Works

SECTION SHOWN ARE BASED ON THE SPEC BUILDING (FLOOR, ROOF) AND DO NOT INCLUDE LAMIN FROM ANY BUILDING SYSTEM OR ANY OTHER MATERIAL. FOUNDATION MUST BE BEARING AND LEVEL. ALL ANCHOR RODS MUST BE TRUE TO SIZE. LOCATION AND PROTECTION ANCHOR ROD PROJECTIONS MUST BE HOLD TO HOLD INSIDE CLEAR OF FINISHED CONCRETE.

CONCRETE CERTIFICATION OF MATERIALS SUPPLIED BY MANUFACTURER WILL BE PROVIDED BY GEA AND SUBMITTER OF ALL DIMENSIONS CHARGED ON FINAL CONSTRUCTION DRAWING. THIS DRAWING IS FOR ANCHOR ROD PLACEMENT ONLY AND IS NOT A SUBSTITUTE FOR FOUNDATION DESIGN.

CONTRACT SHALL CHARGE FOR REVIEW BEFORE USING THIS INFORMATION FOR CONSTRUCTION. MANUFACTURER ACCEPTS THE RIGHT TO CHANGE THE FINAL DESIGN OF SECTION INFORMATION OR CLEARANCE, THIS PLAN/ANCHOR ROD DESIGN IS TO BE USED FOR CONSTRUCTION INFORMATION MUST BE NOTIFIED PRIOR TO ACCEPTANCE OF ORDER.

ELZ-BLAWENTHORN

IT IS THE MANUFACTURER'S RESPONSIBILITY TO COMMUNICATE TO MANUFACTURER THE NEED TO HOLD TO ANY PRODUCTION SECTION INFORMATION PROVIDED BY MANUFACTURER MANUFACTURER WILL NOT BE LIABLE FOR ANY CHANGES IN FINAL DESIGN OF THE BUILDING AND NOT COMMUNICATE TO MANUFACTURER.

<p>Use of this drawing is limited to the project and location shown. It is not to be used for any other project or location without the written consent of the engineer.</p>	
<p>Project Name:   640' C-A</p>	<p>Client:   Norwich Public Works</p>
<p>Engineer:   Elz Blawenthorn</p>	<p>Scale:   1/8" = 1'-0"</p>
<p>Drawn:   [Signature]</p>	<p>Checked:   [Signature]</p>
<p>Project No:   2004</p>	<p>Sheet No:   1-1000</p>
<p><b>MBMA</b></p> <p>The engineer shall not accept liability for an error in the manufacture of the product unless the error is caused by the engineer's design and construction. The manufacturer shall be responsible for the manufacture and the engineer shall be responsible for the design.</p>	

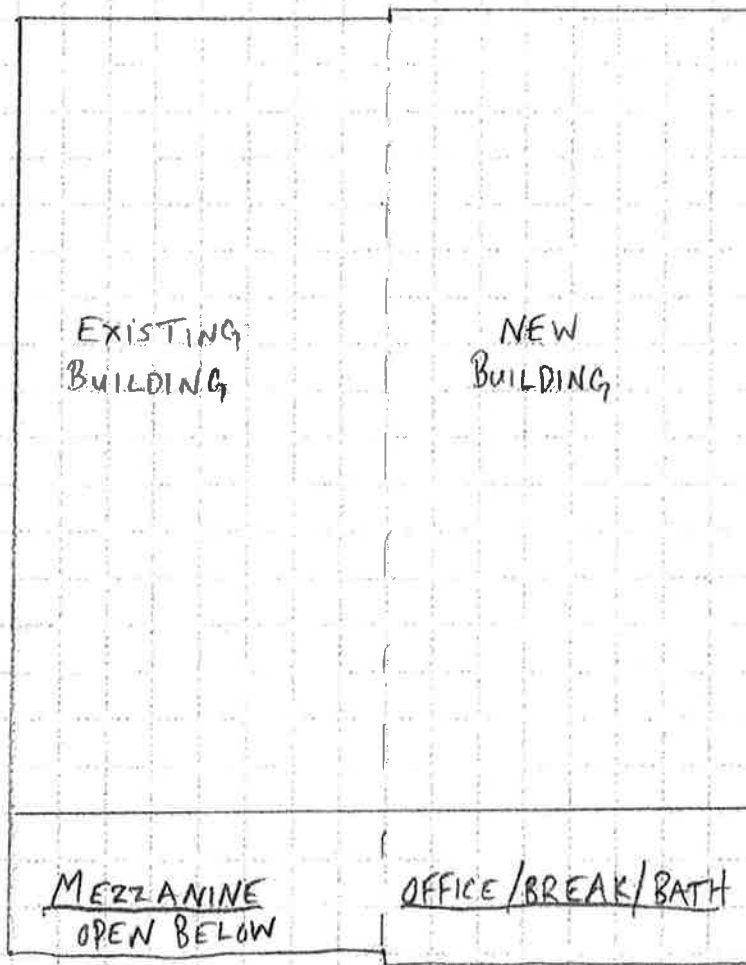


# WRIGHT

CONSTRUCTION COMPANY, INC.

PO Box 189  
Mt. Holly, VT 05758  
802.259.2094  
802.259.2689 fax

Project Name: Norwich Public Works Facility  
Project No.: 2015-131  
Date: 1/6/16  
Title: FLOOR PLAN  
Drawn By: \_\_\_\_\_



**Request for Proposals (RFP)**  
**Design/Build Construction Services**  
**Public Works Facility**  
**Town of Norwich, Vermont**

**1. PURPOSE**

- 1.1 The Town of Norwich (Town) is seeking Design/Build proposals for the construction of an addition to the existing Public Works facility.
- 1.2 The building is located at 26 New Boston Road in Norwich, Vermont.
- 1.3 A survey of the site is attached.

**2. DESIGN/BUILD SERVICES**

- 2.1 The proposed project includes the construction of a 40' x 100' pre-engineered steel building addition to the existing building as detailed in the attached outline specification.
- 2.2 The proposals shall include the costs of all components of a complete building addition including, but not limited to, site work, connections to the existing building, foundations, floors, walls, roof, electrical, plumbing and all other necessary work for a complete and functional building.

**3. CODES AND STANDARDS**

- 3.1 At a minimum the following codes, standards or regulations shall be used for this project:
  - 3.1.1 Applicable OSHA Regulations.
  - 3.1.2 Vermont Fire & Building Safety Code.
  - 3.1.3 2015 Vermont Commercial Building Energy Standards
  - 3.1.4 Vermont Agency of Natural Resources Rules.

**4. INSURANCE REQUIREMENTS**

- 4.1 All contractors and subcontractors are required to maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.
  - a) General Liability \$2,000,000 per occurrence
  - b) Property Damage \$2,000,000 per occurrence
  - c) Personal Injury \$2,000,000 per occurrence
  - d) Automotive Liability \$1,000,000 per occurrence
  - e) Worker's Compensation (Statutory Requirement)

**5. PREPROPOSAL MEETING**

A preproposal meeting will be held on December 29, 2015 at 1000 hours at the Public Works facility located at 26 New Boston Road, Norwich, VT. The conference is intended to clarify the proposal requirements and provide an opportunity for questions and answers. If necessary, an addendum to this Request for Proposals will be issued



following the preproposal conference. All questions related to this Request for Proposals and addenda, if needed, shall be in writing and addressed to the Town Manager.

**6. PROPOSALS**

6.1 All proposals shall include the following:

6.1.1 Guaranteed Maximum Cost.

6.1.2 Detailed cost breakdown.

6.1.3 Project schedule.

6.1.4 Plan view of proposed layout.

6.1.5 Proposed materials.

6.1.6 Examples of similar projects.

6.1.7 Contact names and telephone numbers of previous clients.

6.1.8 Name and resume of Project Manager.

6.2 The Town of Norwich has the right to reject any or all proposals if doing so is in the best interest of the Town.

6.3 All questions on this RFP should be directed to the Town Manager Neil Fulton at:

6.3.1 Email: [nfulton@norwich.vt.us](mailto:nfulton@norwich.vt.us).

6.3.2 Phone 802-649-1419 X102.

6.4 Proposals as a PDF attachment to an email will be accepted.

6.5 Interested firms shall submit their proposal no later than 1200 hours on January 6, 2016 to:

Neil R. Fulton  
Town Manager  
Town of Norwich  
300 Main Street  
Post Office Box 376  
Norwich, VT 05055

**Outline Specification  
for  
Public Works Building Addition  
Town of Norwich, Vermont**

**1. Addition to the Existing Building**

1.1 Meet the applicable building and energy codes.

1.2 Include all permit fees.

1.3 Add a 40' x 100' addition to the back of the existing building. The new roof at the point it attaches to the existing building shall be located at least 2' below the existing roof.

1.4 Install a membrane roof with insulation over the roof of the existing building.

1.5 An engineering report and clarifications (copies attached) of the existing building stated that:

The lateral load resisting elements (braces, moment frames, etc) of the existing building were not visible in the sidewalls and the back wall during the site visit. The only wall where evidence of a lateral load resisting system was noted was the in the front wall, where a moment frame was located in one of the overhead door bays. Code requirements for existing buildings specify that if the loads to the lateral resisting systems of existing buildings increase by more than 10%, the entire lateral system must be upgraded to current code requirements. For this building, we have determined that a net dead load increase of 1.5 PSF is allowable without a full analysis/upgrade of the lateral load resisting systems.

1.5.1 At some time in the past an X brace(s) that was the lateral resisting system was removed from the rear wall of the existing building. Provide a lateral resisting system in the existing rear wall similar to the moment frame at the front of the building, or equivalent, to provide unobstructed access to the addition.

1.6 Add a new insulated overhead door that matches the existing doors in the right bay when facing the front of the building.

1.7 Interior Offices.

1.7.1 Construct interior office, break room and restroom at left rear corner of addition.

1.7.2 The office/break room, restroom area shall have typical interior finishes including commercial grade vinyl floor tiles and base. The interior room walls shall be framed with wooden or metal studs with 5/8" fire code drywall, taped and painted.

1.7.3 The maximum width of the interior offices shall be the truss spacing, estimated at 16'. The maximum depth of the interior offices shall be the depth of the addition. The stairs shall be included within these dimensions.

1.7.4 The desired sizes of the rooms are as follows:

- 200 sq. ft. office with interior and exterior door.
- 250 sq. ft. break/locker room.
- 100 sq. ft. restroom with toilet, urinal and slop sink.

1.7.5 Include a mezzanine over the office area with a stair and live floor load of 150 lb. per sq. ft. plus the load of the solar hot water tank described in another portion of the specification.