

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, April 13, 2016 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion) 10 minutes
- 3) Interim Town Manager's Report (Discussion) 5 minutes
- 4) Finance – Board to Sign Accounts Payable/Warrants (Action Item) 5 minutes
- 5) Treasurer's Quarterly Investment Report (Discussion/Possible Action Item) 5 minutes
- 6) Certificate – No Appeal or Suit Pending (Discussion/Action Item) 5 minutes
- 7) Appoint Mel Biggs to the Prudential Committee (Discussion/Action Item) 5 minutes
- 8) Request to Expend \$119,100 from the Highway Equipment Reserve Fund for Purchase of a John Deere Backhoe/Loader (Discussion/Action Item) 10 minutes
- 9) Request to Expend \$20,994 from the Buildings and Grounds Equipment Reserve Fund for Purchase of a 2008 Dodge Ram 2500 Pickup (Discussion/Action Item) 5 minutes
- 10) Casella Waste Management Contract (Discussion/Action Item) 5 minutes
- 11) Selectboard Goals (Discussion/Possible Action Item) 10 minutes
- 12) Charge for Community to Identify Community Pool Options (Discussion/Possible Action Item) 10 minutes
- 13) Review of Norwich Finance Committee Charge (Discussion/Possible Action Item) 10 minutes
- 14) Town Service Officer Role (Discussion/Possible Action Item) 10 minutes
- 15) Correspondence (Discussion/Possible Action Item) 5 minutes
 - a) Email from Stuart Richards Re: Planning Commission Agendas and Minutes
- 16) Selectboard
 - a) Approval of the Minutes of the 3/16/16 and 3/23/16 Meetings (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
 - c) Interim Town Manager Search - Update (Executive Session May be Required)

Next Regular Meeting – April 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 requesting to be placed on the Town Email List.

OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD
FROM: PHIL DECHERT
SUBJECT: MARCH 2016 MONTHLY REPORT
DATE: APRIL 6, 2016

This is the Town Manager's Report for March 2016. Department specific monthly reports are attached.

General

- Interim Town Manager - The Director of Planning & Zoning, Phil Dechert, was appointed "Temporary Interim Town Manager" on February 26 to serve until March 25, 2016. At their March 23rd meeting, the Selectboard extended this appointment to "upon the appointment of a successor". The search for a longer term Interim Town Manager is ongoing.

Projects

- The Request for Bids for installation of the Electric Vehicle Charging Station (EVCS) in the Dan & Whit's parking lot was sent out March 23 and bids are due back April 15. This project is funded with a state grant to the Town and in-kind matches. The Town has an easement and an agreement with Dan and Whit's.

Assessor

- The Assessor continued field inspections of the properties on Map 15, the final piece of the 3-year cyclical inspection process that will culminate in the 2016 Town-wide reappraisal. Inspections also continued on commercial properties and properties with active permits.

Fire Department and Emergency Management

- The Fire Department and FAST Squad continue to actively recruit new members. The number of active members is too low; this seriously affects our response to alarms.
- The Norwich Fire Company purchased a lightweight high-pressure portable pump for use at wildland fires. Half the cost was funded with an ANR grant.

Police Department

- In his attached report, Chief Robinson describes how to identify and avoid several types of scams that appear at "tax season" including phone scams, phishing, and identity theft.

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.

Winter Maintenance: Activity	This Month	This Season, so far	Last Season, as of March 31, 2015
Callouts	1	16	41
Plowing	0	10	33
Treating the Pavement	3	18	54
Sanding	3	23	46
Sidewalks	3	17	38

Pending Projects:

- We will complete our paving program for fiscal year 2015-2016 during the spring of 2016.
- We will start grading all of the gravel roads as soon as they dry out a little bit more.
- Hook Construction will begin work on Bridge #42 during the month of April.
- I will schedule the sweeping of the downtown area during the month of April.

Recreation

- Our Mud Season programs are all successfully underway, including our two Girls Running programs which continue into June.
- The Recreation Council is focused on Huntley field rental schedules and the juggling of program schedules in an attempt to avoid 'the perfect storm' regarding Huntley Meadow parking this spring.

Finance

- The 2015 Worker's Compensation audit with VLCT was performed. The new policy on charging for subcontractors at the appropriate rate will have a full impact in 2016, with the Town having to pay for all subs not having Worker's Compensation Insurance. For 2015, it was estimated that we will only have to contribute at about 30% for uninsured subcontractors.

Planning and Zoning

- Brandy Saxton, the planning consultant who assisted the Planning Commission with drafting, editing, and design of the 2011 Norwich Town Plan and the recent Route 5 South – River Road Study, is drafting sections for the ongoing update of the Zoning Regulations for review by the Commission.

Town of Norwich
Assessors' Office
Post Office Box 376 <> Norwich, VT 05055-0376
(802) 649 1419 x6
assessing-clerk@norwich.vt.us

Monthly Report – March 2016

- (1) The Assessor set a mailer requesting inspections to property owners with an open permit, both those from the current year and incomplete permits from prior years, and began inspections of these properties.
- (2) The Assessor continued field inspections of the properties on Map 15. These property inspections are the final piece of the 3-year cyclical inspection process that will culminate in the 2016 townwide reappraisal.
- (3) The Assessor continued inspections of commercial properties, as well as analysis of returned income/expense forms from commercial property owners.
- (4) Cheryl A. Lindberg was elected as the new Chair of the Board of Listers.
- (5) The Listers were presented with preliminary information for the 2016 reappraisal by the Assessor. The Assessor is anticipating an approximately 5% average increase in assessments townwide.
- (6) The Listers approved and signed the 2015 Certificate—No Appeal or Suit Pending, which certifies that there are no outstanding appeals against the 2015 Grand List.
- (7) The Listers posted reminders to the Norwich Listserve and World List for all those who occupy their Norwich property as their domicile to file their Homestead Declaration (form HS-122) annually with the State of Vermont by April 15th (the actual deadline for 2016 is April 18th). No extensions are granted for this mandatory filing, and an 8% penalty applies to filing late. Declarations may be filed online at <https://secure.vermont.gov/hd/index>. Those with household incomes up to \$137,500 may be eligible for a Property Tax Adjustment credit (also known as "Income Sensitivity"). To apply, fill out Form HS-122, part B. Questions may be addressed to the Assessing Clerk.

Respectfully submitted,
Jonathan Bynum
Assessing Clerk
On behalf of
William Krajeski
Assessor
Town of Norwich



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 Fax: 802-649-1775

To: Phil Dechert, Interim Town Manager
From: Stephen Leinoff, Chief
Subject: Fire Department and Emergency Management Monthly Reports
Date: April 1, 2016

Fire and FAST Department

The Department welcomed back Tim Cronan as an active firefighter. We are continuing our recruiting efforts and have two pending applications that will help improve our staffing. We are still well below our desired number of active firefighters. This seriously affects our response to alarms.

The NFD Members presented their peers with awards for distinguished service at the Department's annual dinner. Steve Foltz, Firefighter received the "Jump Start Award", Bonnie Munday, EMT, received the "Behind the Scenes Award", and Mark Nickles, Firefighter-EMT "Member of the Year Award". Linda Cook was recognized for 35 years of service and retired Deputy Chief Neil Fulton, and retired Assistant Chief Sonny Tebbetts received their helmets in recognition of their service.



Ladder 1 operating at a chimney fire on Hazen Street.

The Norwich Fire Company purchased a lightweight high-pressure portable pump for use at wildland fires. We used one of these with a "mop-up kit" of small diameter hose at the Tigertown Fire last year. Members were impressed by its effectiveness. We purchased a "mop-kit" as well. A grant from the VT Agency of Natural Resources funded one-half of the cost.

VOSHA required service and performance testing was performed on half of our self-contained breathing apparatus. Two of the units require minor repairs.

Training

Many FAST Squad Members have re-certified their NREMT certificates through a new, more comprehensive evaluation process. Jeff Fleury, a retired Hanover Police Officer, provided training on drug recognition to our FAST Squad and other area EMTs.

Fire training was on wildland firefighting and included operatizing the new portable pump. The other training session was “hands on” training performing search operations and advancing hose lines.

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	4	5
Auto Fires	0	0	0
Wildland Fire	1	1	1
Other Fires	0	0	0
Medical	3	19	22
Vehicle Crashes	2	7	9
Hazardous Conditions no fire	3	9	4
Service Calls	2	8	4
Good Intent Calls	0	4	10
False Alarms	3	5	7
Other	0	0	0
Total	15	57	62

Emergency Management

Drafts of our updated Emergency Operations Plan were distributed to members of the Norwich Emergency Management Committee for review and updating.



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

Phil Dechert
Interim Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

April 1, 2016

RE: March 2016 Monthly Report

Phil;

As requested, here are some of the monthly stats of the Police Department from the month of March 2016.

Norwich Officers responded to 99 incidents during the month of March, and of those calls three (3) were outside the officers work schedule meaning officers responded three times (3) to calls during off duty hours.

With the nice weather finally here we are seeing a lot more bicyclists out and about. With the increased bicycle traffic we are also receiving complaints from both motorists and cyclists. There are laws for bicyclists and motorist alike to make the roads safer for both. But better than all the laws is just the common courtesy given each other to make the roads safer for all.

Every year during the "Tax Season" we receive numerous complaints of frauds or scams. This year we have already seen an increase in those reports. The IRS has released its "Dirty Dozen" tax scams reminding taxpayers to use caution during the tax season to protect themselves against a wide range of schemes. These are three of the most common scams and ways to protect yourself from these scams:

Phone Scams

The IRS has seen an increase in phone scams, where consumers receive a call from someone pretending to be from the IRS. The caller typically is hoping to steal either money or the consumer's identity. There are many variations of this scam. Some consumers may receive a call notifying them that they're eligible to receive a huge refund, but need to confirm some personal information such as bank account or Social Security numbers in order to receive the money. Others may be threatened with jail time if they don't pay "overdue" taxes.

Dodging this scam is simple. Just remember that the IRS will never call about taxes owed without first mailing a bill, and will never demand payment without offering the consumer the opportunity to appeal the amount owed. Additionally, local law enforcement will never be called to arrest someone for not paying taxes.

Phishing

Phishing is a scam typically carried out with the help of unsolicited email or a fake website that poses as a legitimate site to lure in potential victims and prompt them to provide valuable personal and financial information. Armed with this information, a criminal can commit identity theft or financial theft. If you receive an unsolicited email that appears to be from either the IRS or an organization closely linked to the IRS, such as the Electronic Federal Tax Payment System (EFTPS), report it by sending it to phishing@irs.gov. The IRS does not initiate contact with taxpayers by email to request personal or financial information.

Identity Theft

This time of year, an identity thief typically uses a legitimate taxpayer's identity to fraudulently file a tax return and claim a refund. The IRS has a special section on their website (www.IRS.gov/identitytheft) dedicated to identity theft issues, including YouTube videos, tips for taxpayers and an assistance guide. The IRS has also increased its efforts to combat this type of fraud. From 2011 through October 2014, the IRS has stopped 19 million suspicious returns and protected over \$63 billion in fraudulent refunds. The best way to protect yourself is to protect your information. Never give out your Social Security number, use the Internet with caution, and always shred documents that contain sensitive information.

Keep these scams in mind as you get ready to file your taxes this year. Always remember: if it sounds too good to be true, it probably is.

ACTIVITY

CALL TYPES	March 2016	2016 YEAR TO DATE	PREVIOUS YEAR
Burglaries	0	0	9
Vehicles Crashes	4	17	71
Intrusion Alarms	4	22	75
Frauds	3	8	30
One Arrest for Gross Careless & Negligent Operation of a Vehicle and the theft of said vehicle			

1. Over Time Hours 11 hours
2. Sick Time Hours 13 hours
3. Vac/Hol/Per Time Hours 10 hours
4. Part Time Officer Hours 0 hours
5. Total #of calls responded to 99 calls
6. Training Hours 8 hours
7. Grant Funded Hours 6 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

To: Phil Dechert, Acting Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: March 31, 2016

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

Winter Maintenance:

Activity	This Month	This Season, so far	Last Season, as of March 31, 2015
Callouts	1	16	41
Plowing	0	10	33
Treating the Pavement	3	18	54
Sanding	3	23	46
Sidewalks	3	17	38
Snow Removal	0	2	9

From the Daily Log:

- Wed., March 2: Because of snow and rain, I called everyone in at 4:30 am. We treated the pavement and sanded all of the gravel roads. Mike T. did the sidewalks. Everyone finished at 1:00 pm.
- Mon., March 7: Because of snow squalls, after lunch Sonny treated the pavement as needed-Beaver Meadow area, Turnpike Road, and New Boston. Gary checked and sanded the gravel roads in these same areas.
- Thurs., March 24: Because of snow covering the roads, Gary was on Truck #4, Neal was on Truck #5, and Mike was on Truck #8. They treated all of the paved roads and sanded all of the gravel roads as necessary. Mike T. did the sidewalks.

Grant Projects:

- I submitted the yearly financial plan and the applications for the VT AOT Structures and Paving Grants to the District 4 office.
- I also submitted a request to VT AOT to use the remainder of the funds from our 2015 Structures Grant, that weren't needed for Bridge #42, to be used for the replacement of Bridge #48 on Bragg Hill.

FEMA Alternate Projects:

FEMA is now reviewing the alternate projects: the replacement of a dilapidated box culvert on Route 132, the restoration of the pool dam area, and the renovations of the Public Works facility.

Personnel:

- Bob Barden returned to work on March 14th. He had been on medical leave since October 26th following surgery.
- I have been out sick for most of the past two weeks with pneumonia.

Transfer Station:

- March 16th: Clean Harbors Environmental Services picked up 2400 lbs. of paint to be recycled.
- In February, the recycling rate was 60% of all materials collected at the Transfer Station.

Fleet Repairs and Maintenance:

The Fire Department's vehicles will be due for Vermont State Inspections in May and June.

Out-to-Bid Items:

- We went out to bid last month on a new backhoe to replace the 2004 430D Cat backhoe in accordance with the Public Works-Highway Equipment Replacement Plan.
- We also went out to bid for a used pickup to replace the Buildings and Grounds Truck #9, the 1987 Dodge, which will no longer pass Vermont State Inspection. This is also budgeted for in the Public Works-Buildings and Grounds Equipment Replacement Plan.

The bids are in for these two items and I have submitted my recommendations to the Town Manager.

Pending Projects:

- We will complete our paving program for fiscal year 2015-2016 during the spring of 2016.
- We will start grading all of the gravel roads as soon as they dry out a little bit more.
- Hook Construction will begin work on Bridge #42 during the month of April.
- I will schedule the sweeping of the downtown area during the month of April.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

Recreation@norwich.vt.us

March 2016 - Monthly RECREATION Report

Recreation Program Update: Our Mud Season programs are all successfully underway, including our two Girls Running programs which continue into June. March was spent lining up coaches, practice and game schedules as well as facilities for a myriad of spring programs. Early on-line registration was set up for the following Spring Youth activities: Lacrosse for 3rd/4th and 5th/6th Grade Girls and Boys, Baseball for 3rd/4th and 5th/6th Grades, Softball and 3rd & 4th Grade Boys' Soccer

Meetings: It was wonderful to introduce six new Recreation Council members to the Select Board on March 23rd. Thank-you for approving their collective terms. At our March Recreation Council meeting we welcomed our new members. There were discussions on spring programming, Huntley field rental schedules and the juggling of schedules that needs to happen in an attempt to avoid 'the perfect storm' regarding Huntley Meadow parking this spring. This is an ongoing challenge. Ideas for extended summer programs were discussed. Women's Club Grant suggestions were considered and it was concluded that we would ask for funding for a new rink liner. Everyone was excited that an Eagle Scout project by Roger Danilek is underway to fix the Huntley Tennis court fencing problem.

At our monthly Upper Valley Recreation Association (UVRA) meeting at CCBA, we solidified baseball & softball rules, as well as Jamboree dates and locations. Individual Town involvement in the UVRA Baseball League was confirmed. Tournament and jamboree dates were set. Baseball game scheduling followed.

I attended an important evening Interstate Lacrosse Community meeting at which we confirmed lacrosse rules and set spring game schedules. I also took part in a meeting at the Norwich Public Library to help brainstorm on finding solutions to an overabundance of unattended children who frequent the library after school hours.

On the state level, it was also a busy month with first, a quarterly meeting focused on better understanding the potential effect of a new Workman's Compensation law in relation to sub-contracting recreation instructors.

On March 31st at the Vermont Recreation and Parks Association Executive Committee meeting in Barre I officially opted to step down from the board after a half decade of service. We found a few eager young replacements, one of which I am certain will do a great job. It was a fabulous experience that provided me great insight into the workings of an excellent state organization.

Respectfully submitted by,

Jill Kearney Niles

TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us
802-649-1419 ext 105

March 29, 2016

TO: Phil Dechert, Interim Town Manager

FROM: Roberta Robinson, Finance Director

RE: Finance Department Monthly Report for March

- Delinquent Tax collections through March were \$ 63,335. Delinquent Taxes as of March 31, 2016 are \$ 177,321, March 31, 2015 they were \$ 158,883 and March 31, 2014 they were \$199,517. Interest collected was \$ 1,505 and penalty collected was \$ 5,361. New interest posted against delinquent taxes was \$ 2,251.
- General Fund interest earnings at the end of February were \$ 5,092 with \$ 4,500 being the budgeted amount for the entire year.
- The 2015 Worker's Compensation audit with VLCT was performed. The new policy on charging for sub-contractors at the appropriate rate will have a full impact in 2016, with the town having to pay for all subs who do not have Worker's Compensation Insurance. For 2015, it was estimated that we will only have to contribute at about 30% for uninsured sub-contractors.
- Pamela Sargent, Grant Specialist for the Vermont Agency of Transportation came and did an in-house audit for all grants administered by their department. We received a letter from her today with no findings and a couple of recommendations.
- The Finance Department continues to monitor spending and year end projections.
- Responded to landowner's requests for taxes paid in 2015 and copies of tax bills for use in their preparation of income taxes and homestead declarations.

TOWN OF NORWICH ZONING & PLANNING

April 6, 2016

March 2015 Monthly Report – Director of Planning & Zoning

1. Planning Commission
 - Drafted new mixed-use Site Plan Review and Planned Unit Development criteria for the Route 5 South & River Road Study areas. These will be integrated into existing sections.
2. DRB
 - Final Subdivision Plan Review Hearing on March 3rd for Crewe property on Route 132. Notice of Decision issued March 22,
 - No future meetings or hearings are scheduled
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.
4. Historic Preservation Commission
 - a. Grant Agreements with the Vermont Division for Historic Preservation were signed March 2nd. The first is for a “Mid-Century Modern Historic District National Register Nomination” for \$9,006. The second is for a “Goodrich Four Corners Historic District National Register Nomination” for \$6,518. These projects will probably start in May or June.
5. Other
 - a. The Director of Planning & Zoning was appointed “Temporary Interim Town Manager” on February 26 to serve until March 25, 2016. At their March 23rd meeting, the Selectboard extended this appointment to “upon the appointment of a successor”. Brandy Saxton, the planning consultant who assisted the Planning Commission with drafting, editing, and design of the 2011 Norwich Town Plan and the recent Route 5 South – River Road Study, is drafting sections for the ongoing update of the zoning regulations for review by the Commission.

Phil Dechert

04/08/16
12:21 pm

Town of Norwich Accounts Payable
Check Warrant Report # 16-22 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 04/01/16 To 04/13/16

Page 1 of 8
RRobinson

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ADKINS	ADKINS PRINTING CO., INC.	03/23/16	TC--ARCHIVAL PAPER 240102	01-5-100610.00 OFFICE SUPPLIES	197.16	3135	04/13/16
ADVANCE	ADVANCE AUTO PARTS	02/11/16	PD--BULBS 084604201106	01-5-500306.00 CRUISER MAINT	48.98		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/11/16	PD--BULB 084604278014	01-5-500306.00 CRUISER MAINT	3.84		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/17/16	HWY--BATT CORE RETURN 084604801319	01-5-703403.00 PARTS & SUPPLIES	-20.00		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/17/16	HWY--BATTERY 084604878107	01-5-703403.00 PARTS & SUPPLIES	108.43		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/18/16	PD--HEADLIGHT 084604960651	01-5-500306.00 CRUISER MAINT	15.98		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/19/16	HWY--WIPER BLADES 084605001411	01-5-703403.00 PARTS & SUPPLIES	31.96		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/19/16	HWY--MOTOR & HYDR OIL 084605001438	01-5-703405.00 PETROLEUM PRODUCTS	878.00		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/22/16	HWY--OIL FILTERS 084605316252	01-5-703403.00 PARTS & SUPPLIES	37.62		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/22/16	HWY--HOLDER MAST SWITCH 084605381923	01-5-703403.00 PARTS & SUPPLIES	26.99		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/23/16	HWY--TRK#12 PARTS 084605401618	01-5-703403.00 PARTS & SUPPLIES	171.93		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/26/16	HWY--TRK#12 U-JOINTS 084605760940	01-5-703403.00 PARTS & SUPPLIES	33.52		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/29/16	HWY--TRK#12 STRAP KIT 084606001841	01-5-703403.00 PARTS & SUPPLIES	11.18		--/--/--
ADVANCE	ADVANCE AUTO PARTS	02/29/16	HWY--TRK#12 OIL SEALS 084606078229	01-5-703403.00 PARTS & SUPPLIES	84.78		--/--/--
AT&T	AT&T MOBILITY	03/23/16	DPW & FD CELL PHONES FEB/MAR16	01-5-550235.00 TELEPHONE & INTERNET	26.00	3136	04/13/16
AT&T	AT&T MOBILITY	03/23/16	DPW & FD CELL PHONES FEB/MAR16	01-5-703505.00 TELEPHONE	54.32	3136	04/13/16
BENS	BEN'S UNIFORMS	03/16/16	PD--UNIFORM 59288	01-5-500582.00 UNIFORMS	253.00		--/--/--
BSN	BSN SPORTS	03/22/16	REC--TENNIS POSTS, NETS 97755004	01-5-425211.00 EQUIPMENT	951.16		--/--/--
BUSINESS	BUSINESS CARD	03/07/16	TH--VACUUM BAGS AMAZ 3/15	01-5-706109.00 BUILDING SUPPLIES	22.99	3137	04/13/16
BUSINESS	BUSINESS CARD	04/07/16	FD--EMS CONFERENCE X2 EMS-4/15	01-5-555340.00 EMS EDUC/TRNG	150.00	3137	04/13/16
CANON	CANON SOLUTIONS AMERICA,	03/29/16	GADMIN--COPIERS Q'RTLY 4018682742	01-5-275620.00 PHOTOCOPIER	587.97	3138	04/13/16
CASELLA	CASELLA WASTE SERVICES	03/31/16	SW--MARCH16 RECYCLING 1/2 0242398	01-5-705305.00 RECYCLING	900.72		--/--/--
CASELLA	CASELLA WASTE SERVICES	03/15/16	SW--MAR16 TRASH FEES 1/2 0242399	01-5-705303.00 MUNICIPAL SOLID WASTE	1613.65		--/--/--
CED	CONSOLIDATED ELECTRICAL D	03/11/16	TH--GYM BALLAST 9433-719379	01-5-706113.00 REPAIRS & MAINTENANCE	285.96		--/--/--
CHILDCARE	CHILD CARE CENTER IN NORW	12/31/15	FY16 2ND QTR APPROPR 12/31/15	01-5-800324.00 NORWICH CHILD CARE SCHOLA	1087.00		--/--/--

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
CHILDCARE	CHILD CARE CENTER IN NORW	03/31/16	FY16 3RD QTR APPROPR 3/31/16	01-5-800324.00 NORWICH CHILD CARE SCHOLA	1087.00	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	03/26/16	CHILD SUPP PEND 3-26-16 PEND3-26-16	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	3132	04/01/16
COTT	COTT SYSTEMS INC	04/01/16	TC--APR 16 HOSTING 108846	01-5-100613.00 SOFTWARE	225.00	-----	--/--/--
CRICKET'S	CRICKET'S PAINT & AUTO PA	03/09/16	HWY--TRK#12 FLOW LIGHTS 642880	01-5-703403.00 PARTS & SUPPLIES	535.00	3174	04/13/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	03/16/16	HWY--ANTI-FREEZE 643421	01-5-703403.00 PARTS & SUPPLIES	131.88	3174	04/13/16
CRICKET'S	CRICKET'S PAINT & AUTO PA	04/08/16	HWY--STOCK SUPPLIES 644635	01-5-703403.00 PARTS & SUPPLIES	68.31	3174	04/13/16
DEADRIVER	DEAD RIVER COMPANY	03/23/16	PD--110.4 GALS #2 FUEL 40178	01-5-475234.00 HEATING	269.81	3140	04/13/16
DEADRIVER	DEAD RIVER COMPANY	03/15/16	TH--275.4 GALS #2 FUEL 4021	01-5-706103.00 HEATING	673.05	3140	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-555126.00 DENTAL INSURANCE	34.27	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-500125.00 DELTA DENTAL	277.33	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-704125.00 DENTAL INSURANCE	34.26	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-425125.00 DENTAL INSURANCE	34.27	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-703125.00 DENTAL INSURANCE	376.11	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-005125.00 DENTAL INSURANCE	64.51	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-100125.00 DENTAL INSURANCE	129.02	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-200125.00 DENTAL INSURANCE	135.79	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-350125.00 DENTAL INSURANCE	64.51	3141	04/13/16
DELTA DEN	DELTA DENTAL	03/21/16	DELTA DENTAL APR 2016 APR 16	01-5-300125.00 DENTAL INSURANCE	42.77	3141	04/13/16
DESMEULES	DESMEULES OLMSTEAD & OSTL	04/04/16	TADMIN--LEGAL SERVICES 60079	01-5-005300.00 PROFESS SERV	405.00	3142	04/13/16
EBA	EVERYTHING BUT ANCHOVIES	03/12/16	FD--FOOD & BEVERAGES 21634	01-5-555338.00 FIRE EDUC/TRAINING	40.07	3143	04/13/16
ECONO	ECONO SIGNS, LLC	03/21/16	HWY--STREET SIGNS 10-928057	01-5-703217.00 SIGNS	401.60	3144	04/13/16
EVANSMOTO	EVANS GROUP, INC.	03/14/16	HWY--125.8 GALS BIODIESEL 581356	01-5-703405.00 PETROLEUM PRODUCTS	191.42	-----	--/--/--
EVANSMOTO	EVANS GROUP, INC.	03/21/16	HWY--351.0 GALS BIODIESEL 581672	01-5-703405.00 PETROLEUM PRODUCTS	542.01	-----	--/--/--
EYEMED	COMBINED INSURANCE CO OF	04/04/16	APR 16 VISION INSURANCE 9905007	01-2-001126.00 VISION SERV PLAN-PAYROLL	165.54	3145	04/13/16
FAIRFIELD	HOWARD P FAIRFIELD, LLC	02/23/16	HWY--TRK #12 CYLINDER INV242784	01-5-703403.00 PARTS & SUPPLIES	1069.52	-----	--/--/--

04/08/16
12:21 pm

Town of Norwich Accounts Payable
Check Warrant Report # 16-22 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 04/01/16 To 04/13/16

Page 3 of 8
RRobinson

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
FIREENGIN	FIRE ENGINEERING	03/31/16	FD--SUBSCRIP RENEWAL 3/31/2016	01-5-555338.00 FIRE EDUC/TRAINING	21.00	3146	04/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	03/18/16	PD--HARDWARE 766448	01-5-500308.00 CRUISER SUPPLIES	1.30	3147	04/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	03/21/16	HWY--SIGN HARDWARE 766558	01-5-703217.00 SIGNS	1.79	3147	04/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	03/21/16	HWY--SIGN HARDWARE 766569	01-5-703217.00 SIGNS	0.70	3147	04/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	03/22/16	B&G--RAKE 766669	01-5-704413.00 TOOLS	11.99	3147	04/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	03/25/16	TH--STAPLES 766963	01-5-706113.00 REPAIRS & MAINTENANCE	2.49	3147	04/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	03/25/16	FD--HARDWARE 767002	01-5-555530.00 EQUIPMENT MAINTENANCE	0.55	3147	04/13/16
FOGGS	FOGG'S HARDWARE AND BUILD	03/30/16	TH--BATHROOM SUPPLIES 767318	01-5-706109.00 BUILDING SUPPLIES	16.97	3147	04/13/16
GATEWAY	GATEWAY MOTORS INC	03/21/16	FD--FOR#1 CABLE ASY 32184	01-5-555528.00 FIRE TRK R & M	111.90	3148	04/13/16
GEORGE	MICHELE GEORGE	04/07/16	REC-YOGA 4/7/2016	01-5-425200.00 INSTRUCTOR FEE	1635.90	-----	--/--/--
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	HWY--GARAGE 04695MAR16	01-5-703501.00 ELECTRICITY	119.94	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/17/16	HWY--STREETLIGHTS 05119MAR16	01-5-703307.00 STREETLIGHTS	41.27	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/29/16	DPW--STREET LIGHTS 24926MAR16	01-5-703307.00 STREETLIGHTS	887.24	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	PD--BEAVER MEADOW SIGN 24966MAR16	01-5-500204.00 SPEED SIGNS	5.13	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	TH--TRACY HALL ELECTRIC 34966MAR16	01-5-706101.00 ELECTRICITY	147.67	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/28/16	TOWER POWER MAR 16 350667MAR16	01-5-575233.00 TOWER POWER	54.63	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	PD--CHURCH ST TAGLET 55726MAR16	01-5-500204.00 SPEED SIGNS	1.46	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	PD--RTE10A SPEED SIGN 65726MAR16	01-5-500204.00 SPEED SIGNS	2.44	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	PD/FD--STN ELECTRICITY 70966MAR16	01-5-550233.00 ELECTRICITY	1.03	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	PD/FD--STN ELECTRICITY 70966MAR16	01-5-475233.00 ELECTRICITY	1.91	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	PD--TURNPIKE RD SIGN 75726MAR16	01-5-500204.00 SPEED SIGNS	1.60	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	PD--UNION VILL RD SIGN 85726MAR16	01-5-500204.00 SPEED SIGNS	1.88	3149	04/13/16
GMPC	GREEN MOUNTAIN POWER CORP	03/30/16	TH--BANDSTAND 95726MAR16	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	0.41	3149	04/13/16
GNOMON	GNOMON COPY	03/16/16	HWY--TRAIL CLOSED SIGNS 43272	01-5-703217.00 SIGNS	28.30	3150	04/13/16
GOODWIN	AIMEE J GOODWIN	03/30/16	REC--FITNESS CLASS 3/30/16	01-5-425200.00 INSTRUCTOR FEE	766.50	3151	04/13/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GREATWEST	04/07/16	GREAT-WEST TRUST COMPANY, MARCH DEFERRED COMP MARCH 2016	01-2-001116.10 ROTH PLAN 457	2991.81	3152	04/13/16
GREATWEST	04/07/16	GREAT-WEST TRUST COMPANY, MARCH DEFERRED COMP MARCH 2016	01-2-001116.00 DEFERRED COMPENSATION	13519.02	3152	04/13/16
HANOVERTO	03/15/16	TOWN OF HANOVER ALARM MONITOR 7/15-6/16 4505	01-5-706105.00 ALARM MONITORING	115.00	-----	--/--/--
HANOVERTO	03/15/16	TOWN OF HANOVER ALARM MONITOR 7/15-6/16 4505	01-5-550236.00 ALARM MONITORING	57.50	-----	--/--/--
HANOVERTO	03/15/16	TOWN OF HANOVER ALARM MONITOR 7/15-6/16 4505	01-5-703509.00 ALARM MONITORING	115.00	-----	--/--/--
HANOVERTO	03/15/16	TOWN OF HANOVER ALARM MONITOR 7/15-6/16 4505	01-5-475303.00 ALARM MONITORING	57.50	-----	--/--/--
HARTFORD	03/25/16	TOWN OF HARTFORD PD--BROADBAND FEB 2016 7282	01-5-500535.00 VIBRS	157.90	-----	--/--/--
HAUN	04/01/16	HAUN WELDING SUPPLY, INC., HWY--CYLINDER RENTAL N809209	01-5-703401.00 OUTSIDE REPAIRS	15.58	-----	--/--/--
IRVINGOIL	02/24/16	IRVING ENERGY DISTRIB. & ACCOUNT CREDIT 2/24/16	01-5-703503.00 PROPANE	-5.00	-----	--/--/--
IRVINGOIL	03/21/16	IRVING ENERGY DISTRIB. & HWY--365.6 GALS PROPANE 848788	01-5-703503.00 PROPANE	471.62	-----	--/--/--
LAWSON	03/15/16	LAWSON PRODUCTS, INC., HWY--PENETRATING OIL/PADS 9303957317	01-5-703507.00 SUPPLIES	143.51	3154	04/13/16
LEBANON	03/30/16	CITY OF LEBANON REC--LAX TOURNEY X2 3/30/16	01-5-425216.00 ENTRY FEE	300.00	3155	04/13/16
LEINOFF	03/28/16	STEPHEN LEINOFF FD--IPHONE EQUIP REIMBURS 3/28/16	01-5-555630.00 OFFICE SUPPLIES	38.97	-----	--/--/--
MIS1	03/25/16	DT INVESTIGATORS TADMIN--BACKGROUND INVES 3/25/16	01-5-005300.00 PROFESS SERV	80.00	3156	04/13/16
MIS2	04/01/16	MCMASTER-CARR FD--VINYL CAPS 53426838	01-5-555424.00 EMS TOOLS/ EQUIP	31.79	3157	04/13/16
MUNDAY	03/27/16	BONNIE MUNDAY FD--EMT CARD REIMBURSE 3/27/16	01-5-555340.00 EMS EDUC/TRNG	15.00	3158	04/13/16
NEMUNCONS	03/31/16	NEW ENGLAND MUNICIPAL CON ASSESSOR-MARCH 2016 2016-23	01-5-300300.00 PROFESS SERVICES	5200.00	3159	04/13/16
NFPA	03/31/16	NFPA CERTIFICATION DEPT., FD-TRAINING RECERT RECERTIFICAT	01-5-555338.00 FIRE EDUC/TRAINING	150.00	-----	--/--/--
NORLIBRAR	03/14/16	NORWICH PUBLIC LIBRARY AS SECOND HALF OF 15-16 APPR 3/21/2016	01-5-800302.00 NORWICH PUBLIC LIBRARY	128750.00	3160	04/13/16
NORSOLAR	03/22/16	NORWICH SOLAR PROJECT I, PD,FD,DPW- SOLAR MARCH 16 MARCH 16	01-5-475233.00 ELECTRICITY	203.63	-----	--/--/--
NORSOLAR	03/22/16	NORWICH SOLAR PROJECT I, PD,FD,DPW- SOLAR MARCH 16 MARCH 16	01-5-550233.00 ELECTRICITY	109.64	-----	--/--/--
NORSOLAR	03/22/16	NORWICH SOLAR PROJECT I, PD,FD,DPW- SOLAR MARCH 16 MARCH 16	01-5-705501.00 ELECTRICITY	78.72	-----	--/--/--
NORSOLAR	03/22/16	NORWICH SOLAR PROJECT I, PD,FD,DPW- SOLAR MARCH 16 MARCH 16	01-5-500204.00 SPEED SIGNS	82.14	-----	--/--/--
NORSOLAR	03/22/16	NORWICH SOLAR PROJECT I, PD,FD,DPW- SOLAR MARCH 16 MARCH 16	01-5-706115.00 BANDSTAND & SIGN ELECTRIC	51.34	-----	--/--/--
OFFICESYS	03/10/16	OFFICE SYSTEMS OF VT, INC PD/FD--COPIER CONTRACT P101520	01-5-555630.00 OFFICE SUPPLIES	14.85	-----	--/--/--

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
OFFICESYS	03/10/16	OFFICE SYSTEMS OF VT, INC PD/FD--COPIER CONTRACT P101520	01-1-004102.00 PREPAID EXPENSES	466.58		--/--/--
OFFICESYS	03/10/16	OFFICE SYSTEMS OF VT, INC PD/FD--COPIER CONTRACT P101520	01-5-500501.00 ADMINISTRATION	27.57		--/--/--
PBA	04/07/16	NEW ENGLAND PBA, INC MARCH UNION DUES MARCH 2016	01-2-001117.00 UNION DUES PAYABLE	527.00		--/--/--
PETESTIRE	03/23/16	PETE'S TIRE BARN, INC FD-TIRE CHANGE 243801	01-5-555528.00 FIRE TRK R & M	70.80	3161	04/13/16
PIKE	03/11/16	PIKE INDUSTRIES INC DPW-16.96 TON 3/4 CRUSHED 854697	01-5-703207.00 GRAVEL & STONE	148.40		--/--/--
PIKE	03/11/16	PIKE INDUSTRIES INC DPW-8.86 TON 3/4 CRUSHED 854699	01-5-703207.00 GRAVEL & STONE	77.53		--/--/--
PIKE	03/11/16	PIKE INDUSTRIES INC DPW-8.58 TON 1 1/2 CRUSH 854701	01-5-703207.00 GRAVEL & STONE	68.64		--/--/--
PIKE	03/15/16	PIKE INDUSTRIES INC DPW-160.17 TON 1 1/2CRUSH 854791	01-5-703207.00 GRAVEL & STONE	1281.36		--/--/--
PIKE	03/21/16	PIKE INDUSTRIES INC DPW-53.97 TON 3/4 STONE 855387	01-5-703207.00 GRAVEL & STONE	472.25		--/--/--
POSTMASTE	03/29/16	POSTMASTER NORWICH ASSESSOR-POSTAGE MAILING 3/29/16	01-5-300538.00 POSTAGE	1317.20	3162	04/13/16
POSTMASTE	04/07/16	POSTMASTER NORWICH REC-MAIL BOX RENT BOX RENT-REC	01-5-425128.00 POSTAGE	88.00	3162	04/13/16
R&R	03/22/16	R&R COMMUNICATIONS INC PD-ANTENNA 51478	01-5-500301.00 RADIO MAINTENANCE	42.75	3163	04/13/16
RANDY	03/07/16	RANDY'S SUNOCO PD-CAR WASHES 575	01-5-500306.00 CRUISER MAINT	100.00	3164	04/13/16
RICHARDSO	04/04/16	TAD RICHARDSON GADMIN--SERVER MAINT 1193	01-5-275632.00 SERVER MAINTENANCE	543.75		--/--/--
ROGERSFAB	04/01/16	ROGER'S FABRICARE, LLC PD--UNIFORM CLEANING MAR 16	01-5-500583.00 UNIFORMS CLEANING	66.00		--/--/--
SABIL	03/03/16	SABIL & SONS INC DPW-BACK UP HORN 26720	01-5-703403.00 PARTS & SUPPLIES	22.01	3165	04/13/16
SABIL	03/14/16	SABIL & SONS INC DPW-LED LIGHTS 26781	01-5-703403.00 PARTS & SUPPLIES	64.10	3165	04/13/16
SABIL	03/16/16	SABIL & SONS INC FD-OIL DRY 26800	01-5-550330.00 REPAIR & MAINTENANCE EXPN	30.33	3165	04/13/16
SAFETYKLE	03/31/16	SAFETY-KLEEN SYSTEMS, INC DPW--SOLVENT 69819668	01-5-703515.00 ADMINISTRATION	325.20	3166	04/13/16
SIPLAY	03/31/16	SI PLAY LLC REC--MAR 16 REG FEES 3/31/16	01-1-004102.00 PREPAID EXPENSES	42.00		--/--/--
SIPLAY	03/31/16	SI PLAY LLC REC--MAR 16 REG FEES 3/31/16	01-5-425218.00 REGISTRATION FEES	299.96		--/--/--
SOLAFLECT	03/22/16	SOLAFLECT SOLAR PARK I, L TH, DPW-SOLAR MARCH 16 MARCH 16	01-5-703501.00 ELECTRICITY	64.53		--/--/--
SOLAFLECT	03/22/16	SOLAFLECT SOLAR PARK I, L TH, DPW-SOLAR MARCH 16 MARCH 16	01-5-706101.00 ELECTRICITY	783.60		--/--/--
SOVERNET	03/15/16	SOVERNET, INC. FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-703505.00 TELEPHONE	14.47	3167	04/13/16
SOVERNET	03/15/16	SOVERNET, INC. FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-550235.00 TELEPHONE & INTERNET	1.34	3167	04/13/16

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-705505.00 TELEPHONE	0.53	3167	04/13/16
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-100531.00 TELEPHONE	4.05	3167	04/13/16
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-275531.00 TELEPHONE	0.65	3167	04/13/16
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-500501.00 ADMINISTRATION	8.04	3167	04/13/16
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-300531.00 TELEPHONE	4.07	3167	04/13/16
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-005531.00 ADMIN TELEPHONE	5.10	3167	04/13/16
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-200531.00 TELEPHONE	1.63	3167	04/13/16
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-425127.00 TELEPHONE	3.32	3167	04/13/16
SOVERNET	03/15/16	FEB-MAR16 LONG DISTANCE FEB-MAR 16	01-5-350531.00 TELEPHONE	5.09	3167	04/13/16
STAPLELNK	03/19/16	PD, TC-OFFICE SUPPLIES 8038473471	01-5-100611.00 OFFICE EQUIPMENT	201.58	3168	04/13/16
STAPLELNK	03/19/16	PD, TC-OFFICE SUPPLIES 8038473471	01-5-500501.00 ADMINISTRATION	38.65	3168	04/13/16
STAPLELNK	03/26/16	GAD/FIN/PL--SUPPLIES 8038565042	01-5-200610.00 OFFICE SUPPLIES	8.60	3168	04/13/16
STAPLELNK	03/26/16	GAD/FIN/PL--SUPPLIES 8038565042	01-5-350610.00 OFFICE SUPPLIES	2.89	3168	04/13/16
STAPLELNK	03/26/16	GAD/FIN/PL--SUPPLIES 8038565042	01-5-275610.00 OFFICE SUPPLIES	162.50	3168	04/13/16
STAPLELNK	03/12/16	SW,FD-OFFICE SUPPLIES 80389382542	01-5-200610.00 OFFICE SUPPLIES	54.02	3168	04/13/16
STAPLELNK	03/12/16	SW,FD-OFFICE SUPPLIES 80389382542	01-5-555630.00 OFFICE SUPPLIES	58.66	3168	04/13/16
STAPLELNK	03/12/16	SW,FD-OFFICE SUPPLIES 80389382542	01-5-703515.00 ADMINISTRATION	59.95	3168	04/13/16
STAPLELNK	03/12/16	SW,FD-OFFICE SUPPLIES 80389382542	01-5-300610.00 OFFICE SUPPLIES	6.77	3168	04/13/16
SWETTM	04/02/16	FD--REIMBURSEMENT 4/2/16	01-5-555340.00 EMS EDUC/TRNG	15.00	3169	04/13/16
SYSTEMS	03/24/16	FIN-NEW MONITOR 1-692924	01-5-200611.00 OFFICE EQUIPMENT	139.00	3170	04/13/16
TENCO	03/18/16	DPW-TRUCK REPAIRS 5268617	01-5-703401.00 OUTSIDE REPAIRS	3457.37	-----	--/--/--
UI INSUR	03/28/16	FD-DISABILITY, LIFE INSUR 7561	01-5-555620.00 FIREFIGHTERS CASUL INS	814.34	3171	04/13/16
UI INSUR	03/28/16	FD-DISABILITY, LIFE INSUR 7561	01-1-004102.00 PREPAID EXPENSES	4071.66	3171	04/13/16
UNIFIRST	03/14/16	DPW-UNIFORMS & SUPPLIES 035 3994794	01-5-703507.00 SUPPLIES	11.00	-----	--/--/--
UNIFIRST	03/14/16	DPW-UNIFORMS & SUPPLIES 035 3994794	01-5-703311.00 UNIFORMS	149.67	-----	--/--/--

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
UNIFIRST	UNIFIRST CORPORATION	03/14/16 DPW-UNIFORMS & SUPPLIES	01-5-703515.00	13.60	-----	--/--/--
		035 3994794	ADMINISTRATION			
UNIFIRST	UNIFIRST CORPORATION	03/14/16 DPW-UNIFORMS & SUPPLIES	01-5-704311.00	28.20	-----	--/--/--
		035 3994794	UNIFORMS			
UNIFIRST	UNIFIRST CORPORATION	03/21/16 DPW-UNIFORMS & SUPPLIES	01-5-703515.00	13.60	-----	--/--/--
		035 3997144	ADMINISTRATION			
UNIFIRST	UNIFIRST CORPORATION	03/21/16 DPW-UNIFORMS & SUPPLIES	01-5-703507.00	2.00	-----	--/--/--
		035 3997144	SUPPLIES			
UNIFIRST	UNIFIRST CORPORATION	03/21/16 DPW-UNIFORMS & SUPPLIES	01-5-703311.00	149.67	-----	--/--/--
		035 3997144	UNIFORMS			
UNIFIRST	UNIFIRST CORPORATION	03/21/16 DPW-UNIFORMS & SUPPLIES	01-5-704311.00	28.20	-----	--/--/--
		035 3997144	UNIFORMS			
UNIFIRST	UNIFIRST CORPORATION	03/28/16 DPW-UNIFORMS & SUPPLIES	01-5-703515.00	11.00	-----	--/--/--
		035 3999529	ADMINISTRATION			
UNIFIRST	UNIFIRST CORPORATION	03/28/16 DPW-UNIFORMS & SUPPLIES	01-5-703311.00	149.67	-----	--/--/--
		035 3999529	UNIFORMS			
UNIFIRST	UNIFIRST CORPORATION	03/28/16 DPW-UNIFORMS & SUPPLIES	01-5-703507.00	2.00	-----	--/--/--
		035 3999529	SUPPLIES			
UNIFIRST	UNIFIRST CORPORATION	03/28/16 DPW-UNIFORMS & SUPPLIES	01-5-704311.00	28.20	-----	--/--/--
		035 3999529	UNIFORMS			
USBANK	US BANK	03/28/16 TOWER BOND INTEREST	01-5-575105.00	2985.38	-----	--/--/--
		5/1/2016	DEBT SERVICE TOWER INTERE			
VMERSDC	VMERS DC	03/26/16 FD/FIN/ASS--RETIREMENT	01-2-001112.00	201.16	3133	04/01/16
		PEND3-26-16	VMERS DEF CONTRB PAY			
VMERSDC	VMERS DC	03/26/16 FD/FIN/ASS--RETIREMENT	01-5-300126.00	32.06	3133	04/01/16
		PEND3-26-16	VT RETIREMENT			
VMERSDC	VMERS DC	03/26/16 FD/FIN/ASS--RETIREMENT	01-5-200126.00	53.43	3133	04/01/16
		PEND3-26-16	VT RETIREMENT			
VMERSDC	VMERS DC	03/26/16 FD/FIN/ASS--RETIREMENT	01-5-555125.00	120.71	3133	04/01/16
		PEND3-26-16	VT RETIREMENT			
VERIZWIRE	VERIZON WIRELESS	03/04/16 TM,FD,PD-MARCH 2016 CELL	01-5-550235.00	66.42	-----	--/--/--
		9761586552	TELEPHONE & INTERNET			
VERIZWIRE	VERIZON WIRELESS	03/04/16 TM,FD,PD-MARCH 2016 CELL	01-5-703505.00	56.40	-----	--/--/--
		9761586552	TELEPHONE			
VERIZWIRE	VERIZON WIRELESS	03/04/16 TM,FD,PD-MARCH 2016 CELL	01-5-005532.00	4.22	-----	--/--/--
		9761586552	T MNGR CELL PHONE			
VERIZWIRE	VERIZON WIRELESS	03/04/16 TM,FD,PD-MARCH 2016 CELL	01-5-475238.00	56.40	-----	--/--/--
		9761586552	ADMIN TELEPHONE			
VRPA	VRPA	03/30/16 REC-VRPA DUES	01-5-425160.00	250.00	3172	04/13/16
		15-16 DUES	DUES/MTGS/EDUC			
WBMASON	W.B. MASON CO., INC.	04/01/16 TH--FLOOR CLEANER	01-5-706109.00	42.99	-----	--/--/--
		I33498813	BUILDING SUPPLIES			
WRPC	SWISH WHITE RIVER LTD	03/17/16 TH-POLYLINERS	01-5-706109.00	153.90	3173	04/13/16
		W103086/S	BUILDING SUPPLIES			

04/08/16

Town of Norwich Accounts Payable

12:21 pm

Check Warrant Report # 16-22 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 04/01/16 To 04/13/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				192096.35		

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 \$ ***192,096.35
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Phil Dechert, Interim Town Manager

SELECTBOARD:

- _____
Christopher Ashley
- _____
Linda Cook
Chair
- _____
Stephen Flanders
- _____
Dan Goulet
- _____
Mary Layton

04/08/16
12:21 pm

Town of Norwich Accounts Payable
Check Warrant Report # 16-22 Current Prior Next FY Invoices For Fund (FIRE EQUIPMENT FUND)
All Invoices For Check Acct 01(General) 04/01/16 To 04/13/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
SWETTM MATTHEW SWETT	04/02/16	FD--REIMBURSMENT 4/2/16	26-5-555322.00 FIRE EQUIPMENT	81.67	3169	04/13/16
Report Total				81.67		

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 \$ *****81.67
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Roberta Robinson

TOWN MANAGER: _____
Phil Dechert, Interim Town Manager

SELECTBOARD:

_____ Christopher Ashley	_____ Linda Cook Chair	_____ Stephen Flanders	_____ Dan Goulet	_____ Mary Layton
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04/08/16
12:21 pm

Town of Norwich Accounts Payable
Check Warrant Report # 16-22 Current Prior Next FY Invoices For Fund (DPW-BRIDGE FUND)
All Invoices For Check Acct 01 (General) 04/01/16 To 04/13/16

Page 1 of 1
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOOK	03/22/16	HOOK CONSTRUCTION BRIDGE PERFORMANCE BOND	41-5-703321.00	2942.00	3153	04/13/16
	3/22/16		VAOT GRANT EXPENSE			
Report Total				2942.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****2,942.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:

Phil Dechert, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

TOWN OF NORWICH
 QUARTERLY INVESTMENT REPORT
 12/31/2015

	Rate/APY	12/31/15 Bank Balance	Quarterly Interest
Ledyard National Bank:			
Business Checking (3 accounts) - FDIC Insured up to \$250,000		\$ 70,981.82	**
Money Market Account (Tax Escrow) - FDIC Insured up to \$250,000		\$ -	
ICS: General Fund		2,109,661.53	
Designated Funds		1,312,217.66	
Total ICS Balance ~ 12/31/2015	0.25%	\$ 3,421,879.19	\$ 2,375.09
Total Cash on Deposit ~ 12/31/2015		\$ 3,492,861.01	\$ 2,375.09
Less: Outstanding Checks		(116,323.95)	
Plus: Deposit-in-transit			
Anticipated Balance Sheet ~ 12/31/2015		\$ 3,376,537.06	
Plus: Transfer to ICS in transit at 12/31/2015		22,662.11	
Less: Bank service charge		(34.23)	
Less: Difference with Bank		(21.87)	
Cash on Balance Sheet ~ 12/31/2015		\$ 3,399,143.07	

** Secured by an Irrevocable Stand-by Letter of Credit \$2.5 million

Treasury Bill rates:
 26 week - 0.55%
 1 year - 0.625%

Wall Street Journal Prime = 3.50%

Cheryl A. Lindberg, Treas
 Cheryl A. Lindberg, Treasurer

CERTIFICATE - NO APPEAL OR SUIT PENDING

We hereby certify that on this date there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2015 grand list of NORWICH, Vermont.

Given under our hands at _____ in the County of _____,

State of Vermont, this _____ day of _____,

Listers

Selectboard

Attested this _____ day of _____,

_____ Town Clerk

§4155. Certificate and attestation-No appeal or suit pending

When no statutory appeal as provided by law from the appraisal of the listers and no suit to recover taxes paid under protest is pending on the first Tuesday of February following such lodgment, the selectmen and listers of a town or the mayor and assessors of a city shall endorse a certificate to that effect upon the grand list and the same shall be attested by the town or city clerk with the date of such attestation.

§ 4156. -After appeal and suit determined

When any such appeal or suit is then pending, such certificate shall be made as soon as such appeal or suit has been finally determined.

§ 4157. -Effect of such certificate

From the date of endorsing such certificate upon the grand list as aforesaid to the effect that no such appeal or suit is pending, when offered in evidence in any court in this state, such list shall be received as a legal grand list of such town or city and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

NORWICH FIRE DISTRICT
P.O. BOX 777
NORWICH VT 05055
(802) 649-5424
NorwichFireDistrict1@myfairpoint.net

March 29, 2016

From: Prudential Committee, Norwich Fire District

To: Select Board, Town of Norwich

RE: Prudential Committee Vacancy

The Norwich Fire District Prudential Committee recommends that the Select Board appoint Mel Biggs to the Prudential Committee to fill the term of Vincent Watts, who resigned and whose term expires at the 2017 Annual Meeting. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read "J Vincent".

Jonathan Vincent, Chair
Barbara Currier

Prudential Committee of the Norwich Fire District

§ 2485. Officers generally

A fire district shall elect at its first meeting and at each annual meeting thereafter a clerk, a treasurer and a collector of taxes. Such fire district may elect a chief engineer and such assistant engineers as are necessary, whether or not they are inhabitants of the district, who shall rank in the order of their election. Such officers shall hold office until the next annual meeting and until others are elected. A vacancy in any office may be filled by the prudential committee. Such district at its first meeting shall elect a prudential committee which shall consist of three persons, who shall serve for one, two and three years, respectively. Thereafter at each annual meeting a member of such committee shall be elected for the term of three years. If the fire district so votes, two additional persons may be elected to such committee for a term of one year. A vacancy in such committee may be filled at an annual meeting, or at a special meeting called for that purpose, but the selectboard of the town in which such district is located may fill a vacancy in such committee until an election by the appointment of a resident of such district. When a meeting is not held on the second Monday in January, the officers of the district may be elected at a special meeting. The officers shall be elected by ballot if demanded by a voter, and by a majority vote. (Amended 1993, No. 77, § 1; 2013, No. 161 (Adj. Sess.), § 72.)



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

To: Phil Dechert, Acting Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Bid Results-2016 Four Wheel Drive Backhoe/Loader
Date: March 27, 2016

We received the following price quotes for a 2016 four wheel drive backhoe/loader to replace our 2004 430D Cat backhoe:

Nortrax, Inc., Springfiled, VT

Manufacturer of equipment: John Deere

Model bid: 410L

Model year: 2016

Bid price for 2016 four wheel drive backhoe/loader, complete: \$152,000

Less trade-in value of 2004 430D Caterpillar backhoe/loader: \$35,000

Total bid cost: \$117,000

Additional options:

Front fenders with installation: \$1,100

LED lights with installation: \$1,000

Total bid cost with options: \$119,100

Milton Cat, Richmond, VT

Manufacturer of equipment: Caterpillar

Model bid: 430F2 IT

Model year: 2016

Bid price for 2016 four wheel drive backhoe/loader, complete: \$162,900

Less trade in value of 2004 430D Caterpillar backhoe/loader: \$30,000

Total bid cost: \$132,900

I am recommending that we accept the bid of Nortrax, Inc. for the John Deere 410 L backhoe loader, with the options listed above, for a total cost after trad-in of \$119,100.

Both bid items are comparable to the 430D Cat backhoe that we currently own in weight, options, and functionality. Both Nortrax and Milton Cat are reputable companies located relatively close by. The deciding factor for my decision is the difference in cost between the two machines. I cannot justify spending the additional \$13,800 for the Caterpillar machine.

I am enclosing purchase order #7141264 in the amount of \$119,100 for Nortrax, Inc. for your approval and the approval of the Selectboard.

**Public Works Equipment Replacement Plan
Fiscal Year 2015-2016**

Fiscal Year	Beginning Balance	Appropriation	1% Interest	Expenditures	Lease	Ending Balance	Equipment Replaced
2015	\$232,640	\$135,000	\$2,326	\$127,663	\$19,042	\$223,261	Truck #5-FL80 Freightliner
2016	\$223,261	\$135,000	\$2,233	\$111,431	\$19,042		Backhoe-2004 Caterpillar 430D
				\$43,589			Woodchipper-1995 Brush Bandit 90
				\$22,027		\$164,405	Truck #12-2003 Ford F350 pickup
2017	\$164,405	\$140,000	\$1,644	\$149,079		\$156,970	Loader-2004 Caterpillar 938G
2018	\$156,970	\$143,000	\$1,570	\$25,748		\$275,769	Truck #6-2006 Dodge Ram 3500
2019	\$275,769	\$146,000	\$2,758	\$158,332			Truck #10-2007 Freightliner
				116,839		\$149,356	Truck #1-2007 GM 5500
2020	\$149,356	\$150,000	\$1,494	\$267,364		\$33,486	Grader #1-Caterpillar 143H
2021	\$33,486	\$155,000	\$335	\$125,696		\$63,125	Mower #1-1999 John Deere 5410 (Replace) Mower #2-2008 John Deere 6415 (Update)
2022	\$63,125	\$160,000	\$631	\$111,315		\$112,441	Holder -2007 C474
2023	\$112,441	\$160,000	\$1,124	\$177,010			Truck #4-2010 Freightliner
				\$27,091		\$69,464	Truck #12
2024	\$69,464	\$160,000	\$695	\$190,632		39,527	Truck #8-2012 M2 Freightliner
2025	\$39,527	\$160,000	\$395	\$183,448		\$16,474	Truck #5 2015 Freightliner 108SD
2026	\$16,474	\$160,000	\$165			\$176,639	
2027	\$176,639	\$160,000	\$1,766	\$236,565		\$101,840	Grader #2-2011 John Deer 672G

**Public Works Equipment Replacement Plan
Fiscal Year 2015-2016**

2015

Grader #2 Lease
\$19,042

Truck #5: 2003 FL80 Freightliner replaced with 2015 Freightliner 108SD
Cost of truck cab and chassis: \$147,663
Less trade in of FL80: -\$5,000
Less trade in of L8000: -\$15,000
Total Cost: \$127,663

2016

Grader #2 Lease
\$19,042

2004 Caterpillar 430D Backhoe
Current Cost: 133,313
Increase 3% / year
Cost in 2016: \$141,431
Less trade-in: \$30,000
Total cost: \$111,431

Woodchipper: 1993 Brush Bandit Model 90
Current cost: \$42,636
Increase 3% / year
Cost in 2016: \$46,589
Less trade-in: \$3,000
Total cost: \$43,589

Truck #12: 2003 F350 Pickup
Current cost: \$20,157
Increase 3% / year
Cost in 2016: \$22,027

2017

2004 Caterpillar 938G Loader
Current cost: \$191,337
Increase 3% / year
Cost in 2017: \$209,079
Less trade-in: \$60,000

Total cost: \$149,079

2018

Truck #6: 2006 Dodge Ram 3500 (used)

Current cost: \$25,000 (used)

Increase 3% / year

Cost in 2018: \$30,748

Less trade-in: \$5,000

Total cost: \$25,748

2019

Truck #10: 2007 M2 Freightliner

Current cost: \$149,350

Increase 3% / year

Cost in 2019: \$178,332

Less trade-in: \$20,000

Total cost: \$158,332

Truck #1: 2007 GM 5500

Current cost: \$97,850

Increase 3% / year

Less trade-in: \$10,000

Total cost: \$116,839

2020

2004 143H Caterpillar Grader

Current cost: \$298,700

Increase 3% / year

Cost in 2020: \$367,364

Less trade-in: \$100,000

Total cost: \$267,364

2021

Mower #1: 1999 JD 5410 (replace)

Mower #2: 2008 JD 6415 (update)

Current cost: \$107,120

Increase 3% / year
Cost in 2021: \$135,696
Less trade-in: \$10,000
Total cost: \$125,696

2022

2007 C474 Holder
Current cost: \$99,714
Increase 3% / year
Cost in 2022: \$126,315
Less trade-in: \$15,000
Total cost: \$111,315

2023

Truck #4: 2010 Freightliner M2
Current cost: \$142,873
Increase 3% / year
Cost in 2023: \$192,010
Less trade-in: \$15,000
Total cost: \$177,010

2024

Truck #8-2012 Freightliner M2
Cost in 2012: \$144,228
Increase 3% / year
Cost in 2024: \$205,632
Less trade-in: \$15,000
Total cost: \$190,632

2025

Truck #5-2015 Freightliner 108SD
Cost in 2015: \$147,663
Increase 3% / year
Cost in 2025: \$198,448
Less trade-in: \$15,000
Total Cost: \$183,448

2026

No purchases this year

2027

Grader #2-2011 John Deere 672G

Cost in 2011: \$158,250

Increase 3% / year

Cost in 2027: \$261,565

Less trade-in: \$25,000

Total cost: \$236,565



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

To: Phil Dechert, Acting Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Bid Results-Used Four Wheel Drive Pickup for Buildings and Grounds
Date: April 2, 2016

We received the following price quote for a used four wheel drive pickup for Buildings and Grounds.

Early and Sons, Inc., Kingston, NH
Make and manufacturer of truck: Dodge
Model bid: Ram 2500
Model year: 2008
Bid price for used four wheel drive pickup: \$20,994

I am recommending that we purchase this pickup from Early and Sons for \$20,994.

This purchase is well within our Buildings and Grounds equipment replacement plan's budget figure of \$32,000. The truck is in excellent condition with only 23,126 original miles and comes with a 6-month warranty. The Carfax report is excellent. It will fit the needs of the Buildings and Grounds Division for hauling bark mulch for plantings and for pulling the equipment trailer to transport lawnmowers and other landscaping equipment.

We have no trade-in toward this purchase. Our existing Buildings and Grounds Truck #9 (a 1987 Dodge) will be sold to the highest bidder, noting that it will not pass Vermont State Inspection.

I am enclosing Purchase Order #7141266 in the amount of \$20,994 from the Buildings and Grounds Designated Fund-Equipment for your approval and the approval of the Selectboard.

**Buildings and Grounds Equipment Replacement Plan
Fiscal Year 2015-2016**

Fiscal Year	Beginning Balance	Appropriation	1% Interest Earnings	Expenditures	Ending Balance	Equipment Replaced	Equipment Purchased
2014					\$15,007		
2015	\$15,007	\$10,000	\$150	\$7,400	\$17,657	Ferris Zero-Turn mower	2014 Wright Stander ZK
2016	\$17,657	\$15,000	\$177	\$32,000	\$834	1987 B&G truck	
2017	\$834	\$15,000	\$8	\$7,000		1983 Landscape trailer	
				\$8,242	\$600	1992 Toro stand-on mower	
2018	\$600	\$15,000	\$6	\$9,552		2006 Hustler stand-on mower	
				\$1,710	\$4,344	2 Ariens walk-behind mowers	
2019	\$4,344	\$10,000	\$43		\$14,387		
2020	\$14,387	\$15,000	\$144	\$7,528	\$22,003	2014 Wright Stander ZK	
2021	\$22,003	\$10,000	\$270		\$32,273		

**Buildings and Grounds Equipment Replacement Plan
Updated: October 10, 2014**

2015

Replaced Ferris Zero-Turn mower with Wright Stander ZK

Cost: \$9,081.40

Less Trade-in: \$1,681.40

Total cost in fy 2015: \$7,400

2016

Buildings and Grounds Truck: 1-ton, single wheel, flatbed, 8 ft. body

Cost: \$32,750

Less trade-in: \$750

Total cost: \$32,000

2017

Landscape trailer

Current cost: \$7,000

Increase 3% per year

No trade-in

Cost in 2017: \$7,649

Toro stand-on mower

Current cost: \$8,240

Increase 3% per year

Cost in 2017: \$8,742

Less trade-in: \$500

Total cost: \$8,242

2018

Hustler Stand-on mower

Current cost: \$8,240

Increase 3% per year

Cost in 2018: \$9,552

No trade-in

2 Ariens walk-behind lawnmowers

Current cost: \$824 each= \$1,648

Increase 3% per year

Cost in 2018: \$955 each= \$1,910

Less trade-in : \$100 each= \$200

Total cost: \$1,710

2019

No purchase this year

2020

2014 Wright Stander ZK

Current cost: \$9,081

Increase 3% per year

Cost in 2020: \$10,528

Less trade-in: \$3,000

Total cost: \$7,528

2021

No purchase this year



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

To: Phil Dechert, Acting Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Casella Contract
Date: March 27, 2016

I am enclosing a copy of our contract with Casella Waste Management, Inc. for the delivery from our Transfer Station all acceptable waste to the landfill, all heavy metal to a processing facility and all recyclable materials to the recycling facility.

This contract covered the four-year period from May 1, 2012 to April 30, 2016, with a provision for two additional one-year extensions that may be negotiated between the Town of Norwich and Casella Waste Management in writing.

Since this contract period comes to an end shortly, I have started the negotiation process with Casella and have contacted other vendors about their services.

Jim Toher, Operations Manager at Casella, emailed me with the following proposal for continuing services:

1. Keep all the rates flat for the next year, except Zero Sort® processing.
2. Increase the processing fee to \$64.50/ton. This is the rate Casella is charging the NRRA in the contract between NRRA and Casella. (We are currently paying \$31.17/ton)
3. If there is a material change in the Average Commodity Rates, Casella would be willing to adjust the processing fees upward or downward as needed.
4. An annual CPI escalator or an increase of 2.50%, whichever is greater.
5. If the Town desires, Casella would deliver a C&D box to the Transfer Station with no rental fee. The haul rate would be \$132.04, with a disposal fee of \$132/ton.

The reason that Casella is increasing their Zero Sort® Recycling processing fee is that average commodity revenue has dropped 60% since 2011. (Please see enclosed chart.)

I am proposing that we extend our contract with Casella for the next year. Their pricing for the coming year is fair, considering the commodities market. Also, they are the only waste company to offer Zero Sort® Recycling. This state-of-the-art processing is our best option for compliance with Vermont's Act 148.

I plan to monitor the Average Commodity Rates with the help of the Greater upper Valley Solid Waste District to keep abreast of any changes that would affect our processing rates in the future.

AGREEMENT FOR TRANSPORTATION, DISPOSAL,
RECYCLING & EQUIPMENT RENTAL SERVICES
BETWEEN CASELLA WASTE MANAGEMENT, INC. AND
THE TOWN OF NORWICH, VERMONT

2012 → 2016
Contract
MAY → April

AND NOW, this 21 day of April, 2012, Casella Waste Management, Inc (“CONTRACTOR”) and the Town of Norwich, Vermont (“TOWN”), intending to be legally bound, hereby enter into the following Agreement for Transportation, Disposal, Recycling and Container Rental (“Agreement”) with respect to the Acceptable Waste as defined herein.

1. DEFINITIONS

“**Acceptable Waste**” means Municipal Solid Waste, heavy metal and Recyclables. However, in no event shall Acceptable Waste mean or include Unacceptable Waste.

“**Landfill**” means the Lebanon Landfill in Lebanon, NH, or any alternative site utilized by CONTRACTOR consistent with the Town’s participation in the Greater Upper Valley Solid Waste Management District to fulfill its obligations pursuant to this Agreement.

“**Municipal Solid Waste**” means garbage, refuse, other discarded material or waste. However, in no event shall Municipal Solid Waste mean or include Unacceptable Waste.

“**Recycling Facility**” means the facility located in Rutland, Vermont, for Zero-Sort® Recycling, and the White River Junction, Vermont, MRF for OCC, or any alternative site utilized by CONTRACTOR to fulfill its obligations pursuant to this Agreement.

“**Unacceptable Waste**” means: a) any material that by reason of its composition, characteristics or quantity is ineligible for disposal at the Landfill; b) hazardous, toxic, radioactive, hospital or laboratory wastes or substances as defined by applicable federal, state, or local laws or regulations; c) any other material that CONTRACTOR or Landfill reasonably concludes would require special handling or present an endangerment to CONTRACTOR or Landfill, the public health or safety, or the environment.

“**Recyclables**” means non-contaminated acceptable household commodities. Under the current Zero-Sort® Recycling Program, these commodities include corrugated cardboard (OCC), newspapers/magazines, mixed office paper, #1 through #7 plastics, tin/aluminum, glass and rigid plastics.

“**Transfer Station**” means the location owned and operated by the TOWN at 24 New Boston Road, Norwich, Vermont.

2. DISPOSAL AND PROCESSING OF ACCEPTABLE WASTE

General: Commencing May 1, 2012, and continuing through April 30, 2016, TOWN shall have CONTRACTOR deliver from the Transfer Station all Acceptable Waste to the Landfill, all heavy metal to a processing facility and all Recyclable Materials to the Recycling Facility and the TOWN shall pay all fees as set forth below:

Fees: TOWN agrees to pay CONTRACTOR transportation, disposal and rental fees as follows:

Roll-Off Transportation Services:

MSW Transportation Fee = \$127.75/haul

Zero-Sort® Recycling Transportation Fee = \$200.00/haul

Heavy Metal Transportation Fee = \$200.00/haul

OCC = \$200.00/haul

Disposal & Processing Services:

MSW Disposal Fee = \$105.00/ton

Zero-Sort® Recycling Processing Fee = \$30.00/ton¹

← OCC Processing Fee = \$35.00 ton with a 50% rebate

Heavy Metal Rebate - Market Conditions (As of March 2012 it was \$100/ton)

Equipment Rental Services:

40 Yard Container – MSW – No Charge

30 Yard Container – Heavy Metal – No Charge

40 Yard Enclosed Container – E-Waste – No Charge

40 Yard Container - Zero-Sort® Recycling = No Charge

40 Yard Container - OCC = No Charge

Overflow Container Services:

2 – 8 Yard Containers for Overflow - \$47.25 per lift

Town Owned Boxes Transportation Services:

Add \$75 to all boxes impacted by this decision

Emergency Service call-in:

Add \$100 to all boxes impacted by this decision

As of the start-up of this contract, all roll-off containers are owned by the CONTRACTOR.

¹ The Zero-Sort® Recycling Processing and Transportation Fees will be adjusted down if another user in the Upper Valley is given a processing and transportation fee that is less than \$30.00/ton.

Disposal and processing fees do not include any increase in disposal or processing costs imposed pursuant to the adoption of implementation by any federal, state, or local body or agency of a law, rule, regulation, ordinance or order which results in the levying of a fee on or against the operations of the Landfill or Recycling Facility. Any such fee shall be allocated among all customers that utilize the Landfill or Recycling Facility on a pro rata basis.

Annual price adjustments will be based on the Consumer Price Index, CPI-U, Northeast, not seasonally adjusted, effective on each annual anniversary date of the Agreement for all services provided. The CPI-U Northeast increase will be based on the percentage change from the previous calendar year. No diesel fuel surcharges will apply.

All invoices shall be due and payable in a net thirty (30) days from date of invoice basis. Interest shall accrue on all past due invoices at the rate of one and on-half percent (1.5%) per month, and the TOWN shall pay any and all costs incurred by CONTRACTOR for collection of unpaid balances, including Attorney's fees.

In the event the legislative body of the TOWN fails to appropriate the funds necessary to make the payments for services rendered under this Agreement, the TOWN may terminate this Agreement upon providing not less than fifteen (15) days written notice to CONTRACTOR.

Schedule of Service: Service shall be rendered by CONTRACTOR upon request from the TOWN's designated representative of the Transfer Station, but in no case shall such service exceed 24 hours from notification of request for service, Sundays and holidays excepted. CONTRACTOR must be notified by 12:00 noon on Friday for any Saturday service.

Unacceptable Waste: In the event that Unacceptable Waste is delivered to the Landfill or Recycling Facility pursuant to this Agreement, any and all costs incurred by CONTRACTOR with respect to such non-conforming waste including any fines or penalties assessed therefore, shall be promptly paid by the TOWN. Acceptance of a delivery shall not create any presumption that the delivery did not contain Unacceptable Waste, whether or not such delivery was inspected or tested.

3. TERM

The initial term of this Agreement shall commence in accordance with Section 2 and shall extend for four (4) years. Two (2) additional one (1) year extensions may be negotiated and agreed to between the parties in writing.

4. CONTRACTOR WARRANTIES

CONTRACTOR warrants and represents to the TOWN that CONTRACTOR shall comply with all existing requirements of federal, state and local laws, rules, regulations and ordinances applicable to the transportation and disposal services to be performed by it hereunder.

5. TOWN WARRANTIES

The TOWN warrants and represents to CONTRACTOR that:

- a) The TOWN will not include any Unacceptable Waste in any shipment.
- b) CONTRACTOR will receive all MSW and Recyclables from the Town's Transfer Station.

6. INDEMNIFICATION

- a) CONTRACTOR agrees to indemnify, save harmless and defend the TOWN from and against any and all liabilities, claims, penalties, forfeitures, suits and the cost of defense, settlement and reasonable attorney's fees, which it may hereafter include, become responsible for, or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects to the environment, or any violation of governmental laws, regulations, or orders caused in whole or in part, by CONTRACTOR employees, or its subcontractors, in the performance of this Agreement.
- b) TOWN agrees to indemnify, save harmless and defend CONTRACTOR from and against any and all liabilities, claims, penalties, forfeitures, suits and costs and expenses incident thereto (including cost of defense, settlement and reasonable attorney's fees), which it may hereafter incur, become responsible for, or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects to the environment, or any violation of governmental laws, regulation, or orders caused, in whole or in part by:
 - (i) TOWN's breach of any term or provision of the Agreement, or
 - (ii) Any negligent or willful act or omission of the TOWN, its employees, or subcontractors in the performance of this Agreement.

7. EXCUSE OF PERFORMANCE

Except for the obligation to pay for services rendered, delays, or failure of performance by either party or any of its obligation pursuant thereto, this Agreement may be excused in the event such performances is prevented by a cause or causes beyond the reasonable control of such party, provided that a

prompt notice of such delays or failure is given and the party is diligent in attempting to remove such causes(s). Such causes shall include, but shall not be limited to, acts of God, war, riot, fire, explosion, accident, flood, sabotage; lack of adequate fuel power, raw materials, labor containers, or transportation facilities; lack of available permitted disposal capacity; breakage or failure of machinery or apparatus; national defense requirement; injunctions or restraining orders; governmental laws, regulations, orders or actions, labor trouble, strike, lockout or injunction (provided that neither party shall be required to settle labor disputes against its own best judgment). Service will not be provided by CONTRACTOR on the following major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

8. INSURANCE

Each party shall carry, at its own expense, minimum liability coverage of \$1 million comprehensive general liability per occurrence.

9. TOWN RESPONSIBILITIES

- a) TOWN agrees that CONTRACTOR, its employees and agents shall, during the terms of this Agreement, have reasonable access to the TOWN's Transfer Station for the purpose of fulfilling its obligations under the Agreement.
- b) A reasonable and adequate area shall be designated by the TOWN for the placement of containers and equipment.
- c) A continuous means of ingress and egress to the Transfer Station for CONTRACTOR and persons entitled to deposit MSW, heavy metal and Zero-Sort® Recyclables (including plowing and sanding of roadways as necessary) to ensure convenient and safe access to the container(s).
- d) Security measures/supervision at the Transfer Station, as necessary, to insure protection of CONTRACTOR equipment.

10. INDEPENDENT CONTRACTOR

Each Party is and shall perform this Agreement as an independent contractor, and as such shall have and maintain complete control over all of its employees, agents and operations. Neither party nor anyone employed by it shall be, represent, act, support or be deemed to be the agent, representative, employee or servant of the other party.

11. COVENANTS

In addition to its other obligations hereunder, the TOWN represents, warrants, covenants and agrees to and with CONTRACTOR that the TOWN shall a) cooperate in all respects with all orders or requests to CONTRACTOR by any governmental body relating to the regulation of Acceptable Waste, the Landfill or this Agreement; b) cooperate with CONTRACTOR in any reasonable efforts by CONTRACTOR to maintain and apply for any permits, renewals, and necessary to perform its obligations under this Agreement; and c) provide with immediate oral notice and confirming written notice within twenty-four (24) hours of its awareness of the possibility that materials other than Acceptable Waste may be contained in the waste that may be or has been delivered hereunder.

12. ENTIRE AGREEMENT AND CONSTRUCTION

This Agreement represents the entire understanding and agreement between the parties hereto relating to the receipt, transportation, storage, treatment, processing, and disposal of waste and supersedes any and all prior agreements, whether written or oral that may exist between the parties regarding same. The validity, interpretation, and performance of this Agreement shall be governed and construed in accordance with the laws of the State of Vermont.

13. ASSIGNMENT

Neither this Agreement nor any of the rights, interests, obligations, and remedies hereunder shall be assigned by either party, including by operation of law, without the prior written consent of the other, such consent to not be unreasonably withheld, conditioned or delayed, except (1) to its parents, subsidiaries and affiliates, (2) at its expense to a person, firm, or corporation acquiring all or substantially all of the business and assets of the assigning party provided that the assignee assumes the obligations of the assigning party arising hereunder from and after the date of acquisition, and (3) as security to entities providing financing for the assigning party or for any of its affiliates or for construction, reconstruction, modification, replacement or operation of any of the facilities of the assigning party or its parents, subsidiaries or affiliates.

14. DISPUTES

If a claim or dispute arises out of this Agreement or its performance, the parties agree to endeavor in good faith to resolve it equitably through negotiation, or if that fails, through non-binding mediation under the rules of the American Arbitration Association, before having recourse to the courts. However, prior to or during negotiation or mediation, either party may initiate litigation that would otherwise become barred by a statute of limitations.

15. TERMINATION

This Agreement may be terminated

- a. by both parties upon mutual written agreement; or

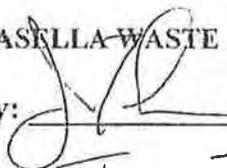
- b. immediately upon notice by either party in the event that any of the representations and warranties contained in this Agreement are shown to be untrue; or
- c. by either party in the event of a failure by the other party to perform a material obligation as follows (a "Default"): if the Default has not been cured by the defaulting party within thirty (30) days from receipt of notice from the non-defaulting party, the non-defaulting party may (i) terminate this Agreement immediately upon notice, or (ii) agree in writing that the defaulting party is diligently pursuing a cure, and extend the cure period at its sole discretion, subject to immediate termination upon notice.

16. LIMITATION OF LIABILITY

Neither party shall be liable to the other for special, incidental, exemplary, punitive or consequential damages including without limitation loss of use, loss of profits or revenues, or cost of substitute or re-performed services, suffered, asserted or alleged by either party or any third party arising from or relating to this Agreement, regardless of whether those damages are claimed under contract, warranty, indemnity, tort or any other theory at law or in equity.

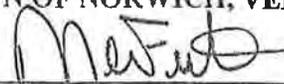
ACCEPTED this 27 day of April, 2012.

CASELLA WASTE MANAGEMENT, INC.

By: 

Name: James Toher

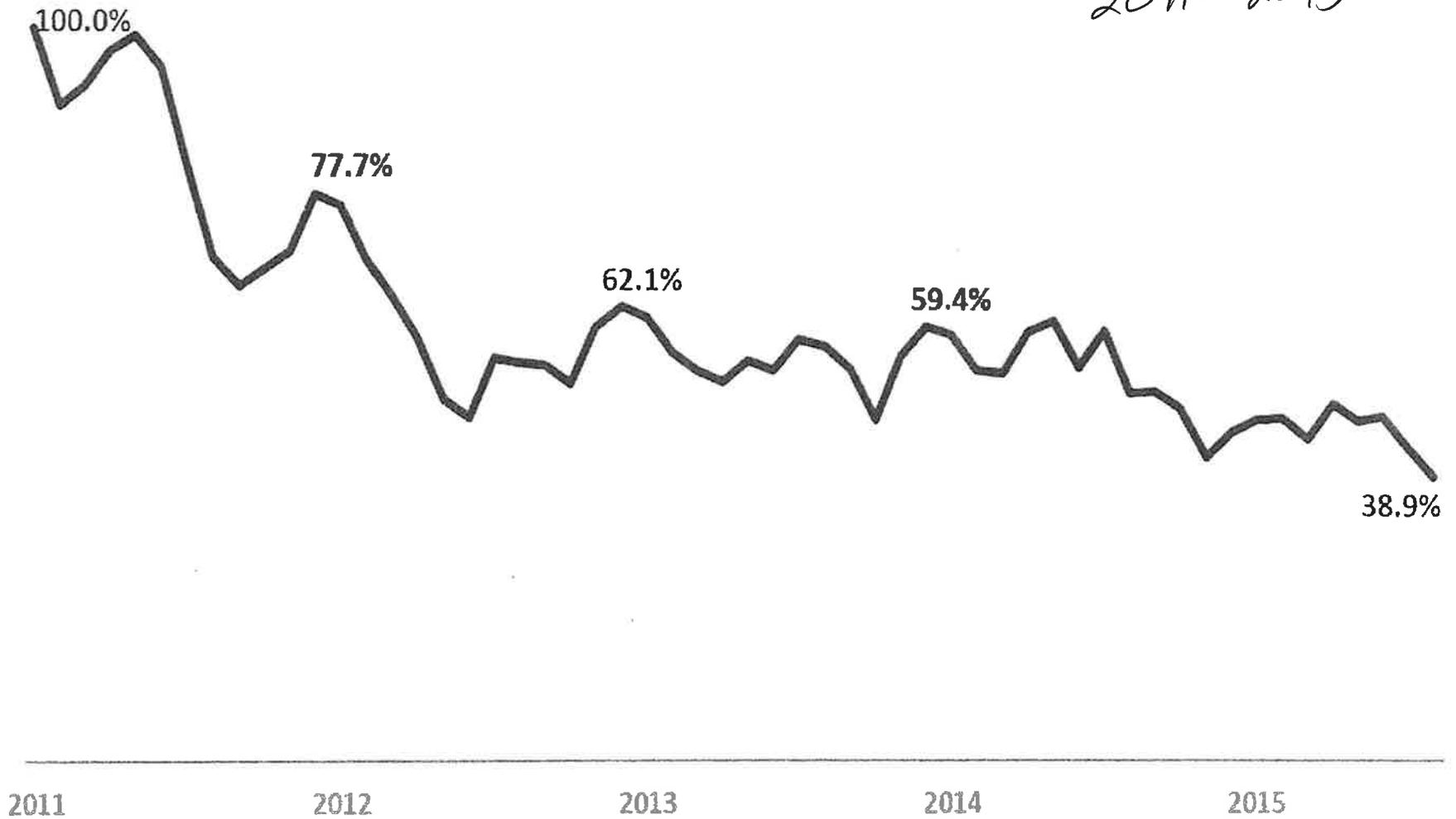
TOWN OF NORWICH, VERMONT

By: 

Name: Neil Fulton, Town Manager

Average Commodity Rates (ACR)

2011-2015



Current pricing

FY

May 1, 2015 → April 30 2016

Fees: TOWN agrees to pay CONTRACTOR transportation, disposal and rental fees as follows:

Roll-Off Transportation Services:

MSW Transportation Fee = \$132.04/haul

Zero-Sort® Recycling Transportation Fee = \$206.73/haul

Heavy Metal Transportation Fee = \$206.73/haul

OCC = \$206.73/haul

Disposal & Processing Services:

MSW Disposal Fee = \$109.10/ton

Zero-Sort® Recycling Processing Fee = \$31.17/ton¹

OCC Processing Fee = \$36.37 ton with a 50% rebate

Heavy Metal Rebate - Market Conditions

Equipment Rental Services:

40 Yard Container – MSW – No Charge

30 Yard Container – Heavy Metal – No Charge

40 Yard Enclosed Container – E-Waste – No Charge

40 Yard Container - Zero-Sort® Recycling = No Charge

40 Yard Container - OCC = No Charge

Overflow Container Services:

2 – 8 Yard Containers for Overflow - \$49.09 per lift

Town Owned Boxes Transportation Services:

Add \$77.92 to all boxes impacted by this decision

Emergency Service call-in:

Add \$103.91 to all boxes impacted by this decision

¹ The Zero-Sort® Recycling Processing and Transportation Fees will be adjusted down if another user in the Upper Valley is given a processing and transportation fee that is less than \$31.17/ton.

Town of Norwich
DRAFT Selectboard
Goals and Objectives: March 2, 2016 – February 28, 2016

1. Complete strategic plan process.
2. Adopt a capital facility development plan.
3. Review updated Town of Norwich Personnel Policies.
4. Review Selectboard policies.
5. Complete process for adopting a Town Code.
6. Lessons learned – Town Manager evaluation process.
7. Review sidewalk plan and relationship with Fire District.
8. Hire town manager (develop contract). (All)
9. Design and ready for bond vote public safety facilities. (All)
10. Design and build public works facility expansion and upgrade. (All)
11. Identify community pool solution. (Flanders)¹
12. Review step and track system. (Layton)
13. Selectboard–town manager–public communications. (Cook)

¹ Employ Recreation Council to explore short-term solution. Stand up committee to explore long-term solution.

Charge for Committee to Identify Community Pool Options Town of Norwich

1. Introduction

On August 28, 2011, Tropical Storm Irene removed a section of the town dam that created a seasonal community pool on Charles Brown Brook near the intersection of Beaver Meadow Road and Brigham Hill Road. After holding a variety of public forums on engineering options, the town applied to the Vermont Agency of Natural Resources (ANR) for a permit to replace the pool on August 25, 2015. During the application process, 600 petitioners asked the selectboard to support restoration of the pool. ANR denied the permit on October 25, 2015. The FEMA funds that had been held in reserve to replace the pool were then redirected to other projects because the Selectboard determined that an appeal of the ANR decision was not likely to be affordable or successful before the FEMA funds expired. The former Charles Brown Brook swimming site is slated for restoration to natural flow in the summer of 2016.

2. Statement of Purpose

The role of the Committee is to make recommendations to the Selectboard regarding options for providing swimming access to town residents, including established swimming sites and the development of one or more new sites, readily accessible to townspeople.

3. Public Participation and Involvement

Public participation and involvement in the Committee's work is a high priority and the Committee shall conduct a minimum of three public forums, one at the beginning of the process to review the scope of the Committee's work, one during the process to review the Committee's interim recommendations and one near the end of the process to review a draft of the Committee's report before submittal to the Selectboard.

4. Membership

The Committee shall consist of a minimum of five members, appointed by the Selectboard. The members should be a cross-section of the Town and bring to the Committee diverse interests and expertise. Other town groups, such as the Recreation Council and Conservation Commission are encouraged to nominate members to this committee. The Committee shall choose from its membership a chair and other positions as appropriate. The Committee may establish subcommittees to assist in carrying out its work, which must in turn conform to the Vermont Open Meetings Law.

5. Meetings

The Committee's meetings shall be held at a regular time and place when possible. The time and place of each meeting shall be made available and posted in the same manner as the Selectboard agenda and in compliance with the Vermont Open Meetings Law. Draft minutes of meetings shall be available within five days of any meeting.

6. Committee Review and Analysis

- *Established swimming sites* – The committee should review potential for obtaining town-wide discounts at other managed swimming venues, such as Storrs Pond in Hanover and Treasure Island in Thetford. The committee may draw on information developed by the Recreation Department and the Recreation Council.
- *Development of new swimming sites* – The committee should explore the potential for developing sites on or near existing brooks, rivers and other bodies of water in town, including the Ompompanoosuc and Connecticut Rivers. Having identified such sites,

Committee to Identify Community Pool Options

Page 2 of 2

the committee should consult with ANR on types of impoundments that would be permissible. Having identified potential sites that have tacit approval of ANR, the committee should prepare an interim report and hold the second forum to present its findings. Upon receiving go-ahead from the selectboard, the town manager will provide engineering support to identify approximate costs and configurations for the preferred options, which will become the basis for the final report. Estimates of costs should include property acquisition, permitting, construction, annual maintenance and annual operations.

7. Interim Report and forum

The committee shall draft an interim report for presentation to the public on or before September 1, 2016 that describes the options available to townspeople for swimming at established sites and the options that show potential for ANR approval of development at a newly developed site. The interim report shall be presented to the selectboard on or before September 1, 2016.

8. Final Report and forum

The committee shall draft a final report for presentation to the public on or before November 15, 2016 that describes the options available to townspeople for swimming at established sites and the recommended options that show potential for ANR approval of development at a newly developed site, together with the cost analysis supported by preliminary engineering studies. The final report from the Committee, including its findings and recommendations, should be presented to the Selectboard on or before November 31, 2016.

DRAFT

NORWICH FINANCE COMMITTEE

1. Charge

The Norwich Finance Committee (NFC), appointed jointly by the Norwich Selectboard and the Norwich School Board, comprises seven Norwich residents who neither receive compensation from the Town, School Districts or Supervisory Union nor have spouses that do so. These seven along with the seven appointed members of the Hanover Finance Committee comprise the Finance Committee for the Dresden School District.¹ Members serve staggered, three-year terms.

The NFC provides independent advice in the creation of annual budgets for the Town of Norwich, the Norwich School District and, together with the Hanover Finance Committee, the Dresden School District. The NFC researches annual budgets, policies, contracts, capital decisions and business practices that affect Norwich town and school finances. It renders non-binding advisory recommendations about costs, benefits and financial options, based on economic factors and principles.

The NFC elects a Chair, Vice-chair and Secretary from among its members. Vacancies of the NFC are filled by the joint appointment of the Norwich Selectboard and the Norwich School Board. Members of the NFC observe the town’s Conflict of Interest Policy.

The table below shows the number of members required for a quorum and the number of votes required to pass a motion as a function of filled positions on the committee:

Number of Filled Positions	Quorum	Votes Required
0 – 2	N/A	N/A
3 – 5	3	3
6 – 7	4	4

Adopted by the Norwich Selectboard and the Norwich School Board:

Norwich Selectboard
22 January 2014

Norwich School Board
9 January 2014

¹ http://sau70.org/policies/DresPolRegAB/Articles_of_Agreement_revised%2012-17-01.pdf: The Dresden Finance Committee shall have the same duties and responsibilities with respect to the budget of the Dresden School District as the Hanover and Norwich Finance Committees have with respect to the budgets of their respective towns and school districts.

2. Guidance to the Committee

2.1 Skill Set

Experience (or the ability to perform functions) in the following areas would allow the Norwich Finance Committee to provide beneficial advice.

- Research of on-line material.
- Following national economic conditions and trends
- Understanding both town and school business practices, e.g. services provided, staffing levels, reserve funds, special education funding etc.
- Understanding how taxes are determined from budgets and the grand list for both town and school.
- Analysis of financial material, including the use of on-line sources and spreadsheets.
- Developing useful town and school financial recommendations
- Writing reports.

2.2 Budgetary Advice to Boards and Voters

The NFC has three major phases during which it should render advice, prior to the formulation of town and school budgets, during budget deliberations, and prior to the public votes on the budgets. At a minimum, the NFC should obtain the data necessary to offer advice germane to the formulation or approval of a budget:

2.2.1 Budgetary Indicators prior to Budget Formulation

The purpose of budgetary indicators is to help the town Selectboard and the respective school boards develop budgets that are likely to pass by a substantial majority of the voters, being neither too expensive nor too lean. The NFC offers indicators as a service, not as a mandate for compliance.

The NFC may provide the following data collection and analysis, which may provide useful input to the Selectboard and School Board prior to budget deliberations:

- *Ability to pay* – Identify indices that represent the health of the local economy and affect the community's ability to pay taxes.
- *Change of cost index* – Identify appropriate cost indices that reflect municipal or educational costs. This allows an estimate of a budget that maintains the current level of services.
- *Budgetary headroom* – Identify budgetary values that would maintain the current municipal and education tax level on a given property.

2.2.2 Budgetary Deliberations

During budgetary deliberations of the Selectboard and school boards, the NFC may assess how the budget is progressing against the above indicators. Additionally, NFC members may identify budgetary items that might be performed in a more cost-effective manner and call them to the attention of the board in open meeting.

2.2.3 Budgetary Advice to Voters

It is up to the voters to decide whether the budget is affordable to them. Accordingly, the NFC should provide a statement to voters on the town and school budgets, which may indicate how the proposed budgets compare with the latest budgetary indicators and how any change in expected property taxes compare with those same indices.

2.2.4 Other Assignments

The Selectboard or Norwich School Board may ask the NFC to review specific issues, pertaining to its financial policies and investment options.

2.3 Budget Reporting Points

In assessing the appropriateness of proposed budgetary items, the Norwich Finance Committee may consider the following:

- **Does the budgetary item benefit the community?** If voters have supported it in the past, that's a solid indication. If it's a new capability, what was the tenor of remarks in public discussions?
- **Is the budgetary item affordable?** If voters have supported the item, that's an indication. The NFC looks at future trends of voter finances and budgetary costs to predict affordability. The NFC seeks budgetary proposals that are likely to achieve a substantial majority when voted upon.
- **Is the budget sustainable?** Even if the voters have supported the budgeted level of service in the past, budgets may face future decreases in sources of non-tax income and collateral support from state sources, such as aid to education, pension fund balances and income sensitivity. The NFC uses research into such matters to advise the public about future prospects for non-tax income and increased expenses.
- **Is the budgetary item cost-effective?** Even if questions 1. and 2. have been satisfied, the budgetary goods or services may not be offered in a cost-effective fashion. The NFC uses comparables and documented research on best practices to establish cost-effectiveness.
- **Is anyone disadvantaged by adoption of the budgetary item?** Just because a majority of voters approve of budgeted goods or services, doesn't mean that there is no adverse impact on some members of the community. The NFC attempts to identify such impacts and determine their seriousness and means to mitigate them.

2.4 Labor Contract Guideline Development

The NFC may provide labor contract guidelines to the Selectboard and Norwich School Board in advance of negotiations (it should however, avoid giving targeted numerical guidelines in advance of or during negotiations, since these may constrain the ability of management to negotiate).

MEMORANDUM OF UNDERSTANDING
Norwich Selectboard and Norwich School Board
Establishing the Norwich Finance Committee

WHEREAS, the Selectboard of the Town of Norwich, Vermont ("the Selectboard") and the Norwich School Board, Vermont ("the School Board") concur in creating a Norwich Finance Committee ("the NFC") with this memorandum;

WHEREAS, the Selectboard and the School Board desire to memorialize the terms of this arrangement, subject to future amendment by a consent of both Boards;

NOW THEREFORE BE IT AGREED by the Selectboard and the School Board as follows:

1. The NFC shall have a charge, which is attached and identified as Exhibit A and which may be amended from time to time with the consent of both Boards.
2. The Boards will jointly appoint members to the NFC by the following process:
 - a. The Town Manager's Office will advertise vacancies.
 - b. The two Representatives of both Boards will interview candidates in a public meeting. A majority approval of candidates by the four Board Representatives will nominate those candidates for consideration by the two Boards.
 - c. In nominating a candidate, the Board Representatives may recommend waiving any provision of the charge.
 - d. A majority vote of both Boards shall ratify nominations from the Board Representatives, including a waiver of any associated provision of the charge.
3. In reference to the "Town of Norwich, Vermont Conflict of Interest Policy", the words "chair", "board", and "Selectboard" shall be construed to apply to the Selectboard or the School Board, as pertains to members of the NFC.
4. Either board may dissolve the NFC, effective the first Monday of the following March.
5. This agreement becomes effective on March 5, 2014 or upon ratification by both Boards, whichever occurs later.

Dated: 29 January 2014 Selectboard of the Town of Norwich, Vermont

By: Stephen Flanders
Duly authorized

STEPHEN FLANDERS
Print name

Dated: 21 January 2014 Norwich School Board, Vermont

By: Nel Orell
Duly authorized

Nel Orell
Print name

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H.575

Introduced by Representative Pugh of South Burlington

Referred to Committee on

Date:

Subject: Human services; General Assistance; town service officer

Statement of purpose of bill as introduced: This bill proposes to eliminate town service officers' role in administering General Assistance benefits.

An act relating to eliminating the role of town service officers in administering General Assistance benefits

It is hereby enacted by the General Assembly of the State of Vermont:

~~Sec. 1. 33 V.S.A. § 2102 is amended to read:~~

~~§ 2102. TOWN SERVICE OFFICER, APPOINTMENT, DUTIES,
COMPENSATION~~

~~(a) On or before April 15 of each year the selectboard shall appoint a town service officer and notify the Commissioner of their appointment. A town service officer may be appointed to serve simultaneously more than one town. A selectboard member may be a town service officer. The Commissioner shall give him or her a certificate of appointment and contract for his or her compensation. If the selectboard fails to appoint a town service officer the Commissioner may do so. In the absence of the town service officer any~~

1 ~~selectboard member may act in his or her behalf. Successors of a retired,~~
2 ~~dismissed, deceased, or removed town service officer shall be immediately~~
3 ~~appointed by the selectboard of the town under the same procedures as the~~
4 ~~original appointment.~~

5 ~~(b) The duties of town service officers are to receive applications for~~
6 ~~assistance, to investigate, make determinations of eligibility for General~~
7 ~~Assistance, grant from funds advanced to him or her for emergency General~~
8 ~~Assistance and to perform other duties, including such investigations, under~~
9 ~~the welfare code as the Commissioner may direct. [Repealed.]~~

10 Sec. 2. 33 V.S.A. § 2106 is amended to read:

11 § 2106. LIMITATION ON LIABILITY FOR MEDICAL ASSISTANCE

12 The State shall not be liable for medical or surgical care furnished to any
13 person eligible for General Assistance, unless the Department agrees to it.

14 However, without agreement recovery may be had from the Department for
15 necessary emergency care until it is first reasonably possible to contact a
16 ~~welfare officer or town service officer~~ an Economic Services Division office.

17 This section shall not apply to hospitals.

18 Sec. 3. 33 V.S.A. § 2111 is amended to read:

19 § 2111. DEATH

20 When a person, including a transient, dies in the State in other than a State
21 institution and no one appears to make funeral arrangements, the person in

1 ~~charge thereof shall report the death of the person to the nearest welfare officer~~
2 ~~or town service officer~~ Economic Services Division office.

3 Sec. 4. 33 V.S.A. § 2112 is amended to read:

4 § 2112. ~~PERSONS OUTSIDE HOUSE, HOSPITAL, OR JAIL~~

5 ~~When a person needing relief, including a transient, is found in a place other~~
6 ~~than a house, hospital, or jail, the town service officer may provide relief under~~
7 ~~regulations of the Commissioner. [Repealed.]~~

8 Sec. 5. EFFECTIVE DATE

9 ~~This act shall take effect on July 1, 2016.~~

Sec. 1. 13 V.S.A. § 3901 is amended to read:

§ 3901. VAGRANT DEFINED

A transient person, roving from place to place and living without visible means of support, who begs, or who rides or attempts to ride on a railroad freight train or engine without the consent of the person in charge thereof, or who enters or attempts to enter a dwelling house, barn, or other building without the permission of the owners or occupants thereof, shall be deemed a vagrant. The act of applying to a town service officer for general assistance or to a police officer for lodging or subsistence shall not be evidence that such a person is a vagrant.

Sec. 2. 24 V.S.A. § 871 is amended to read:

§ 871. ORGANIZATION OF SELECTBOARD; APPOINTMENTS

Forthwith after its election and qualification, the selectboard shall organize and elect a chair and, if so voted, a clerk from among its number, and file a certificate of such election for record in the office of the town clerk. The selectboard shall thereupon appoint from among the legally qualified voters a tree warden and may thereupon appoint from among the legally qualified voters the following officers who shall serve until their successors are appointed and qualified, and shall certify such appointments to the town clerk who shall record the same:

(1) three fence viewers;

(2) a poundkeeper, for each pound; voting residence in the town need not be a qualification for this office provided appointee gives his or her consent to the appointment;

(3) one or more inspectors of lumber, shingles, and wood; and

(4) one or more weighers of coal; and

(5) one town service officer.

Sec. 3. 33 V.S.A. § 2102 is amended to read:

*§ 2102. ~~TOWN SERVICE OFFICER, APPOINTMENT, DUTIES,~~
~~COMPENSATION~~*

~~(a) On or before April 15 of each year the selectboard shall appoint a town service officer and notify the Commissioner of their appointment. A town service officer may be appointed to serve simultaneously more than one town.~~

~~A selectboard member may be a town service officer. The Commissioner shall give him or her a certificate of appointment and contract for his or her compensation. If the selectboard fails to appoint a town service officer the Commissioner may do so. In the absence of the town service officer any selectboard member may act in his or her behalf. Successors of a retired, dismissed, deceased, or removed town service officer shall be immediately appointed by the selectboard of the town under the same procedures as the original appointment.~~

~~(b) The duties of town service officers are to receive applications for assistance, to investigate, make determinations of eligibility for General Assistance, grant from funds advanced to him or her for emergency General Assistance and to perform other duties, including such investigations, under the welfare code as the Commissioner may direct. [Repealed.]~~

Sec. 4. 33 V.S.A. § 2106 is amended to read:

§ 2106. LIMITATION ON LIABILITY FOR MEDICAL ASSISTANCE

~~The State shall not be liable for medical or surgical care furnished to any person eligible for General Assistance, unless the Department agrees to it. However, without agreement recovery may be had from the Department for necessary emergency care until it is first reasonably possible to contact a welfare officer or town service officer. This section shall not apply to hospitals.~~

Sec. 5. 33 V.S.A. § 2111 is amended to read:

§ 2111. DEATH

When a person, including a transient, dies in the State in other than a State institution and no one appears to make funeral arrangements, the person in charge thereof shall report the death of the person to the nearest ~~welfare officer or town service officer~~ Economic Services Division office.

Sec. 6. 33 V.S.A. § 2112 is amended to read:

§ 2112. ~~PERSONS OUTSIDE HOUSE, HOSPITAL, OR JAIL~~

~~When a person needing relief, including a transient, is found in a place other than a house, hospital, or jail, the town service officer may provide relief under regulations of the Commissioner. [Repealed.]~~

Sec. 7. EFFECTIVE DATE

This act shall take effect on July 1, 2016.

Vermont 2-1-1 is the number to dial to find out about hundreds of important community resources, like emergency food and shelter, disability services, counseling, senior services, health care, child care, drug and alcohol programs, legal assistance, transportation agencies, educational and volunteer opportunities, and much more.

2-1-1 is not an emergency number like 9-1-1, nor is it directory assistance like 4-1-1.

**2-1-1 is your first step toward solving everyday problems or
when you are facing difficult times.**

It's a free service. It's confidential. It's 24/7.

Nancy Kramer

From: Stuart Richards <srichards@globalrescue.com>
Sent: Tuesday, March 22, 2016 2:36 PM
To: Nancy Kramer
Cc: Scott McGee; Jeff Goodrich
Subject: Planning Commission Agendas and Minutes

Nancy,

I would appreciate your letting me know when the email below will be sent to the Selectboard.

Many thanks,

Stuart

Stuart L. Richards, Senior Vice President
Global Rescue LLC
177 Milk Street Suite 700
Boston, MA 02109
Ph: Direct 617-459-4199, Main 617-459-4200
Fax: 858-712-1295
<http://www.globalrescue.com>

Dear Selectboard Members,

I have been troubled by the apparent double standard that exists in Norwich when it comes to informing the public regarding public meetings, the agendas for those meetings and minutes for public meetings. It seems that those minutes and agendas that are handled by Nancy Kramer, the Town Manager Assistant, are sent out to the public on a list maintained by Nancy AND **they are posted on the Norwich Listserv** as well as being posted on the Norwich Town internet site. Anyone who is on the Norwich Listserv is notified without having to do anything to receive agendas and meetings of the Selectboard, the Energy Committee, The Milt Frye Conservation Area and the Conservation Commission, among others.

There is no similar notification coming from the Planning Commission and Development Review Board although they do appear on the Norwich internet site. These agendas and minutes are handled by Phil Dechert. I request that Mr. Dechert be required to treat agendas and minutes of the publicly appointed entities that he is involved with in the same way that agendas and minutes are treated by Ms. Kramer. There is no reason for the current double standard that I can see when the goal of course is to provide the public with as much timely information and notice as possible. Mr. Dechert in the past has been unwilling to do this.

Current Planning Commission activities are particularly important in as much as there are ongoing discussions which the public should be fully involved in.

One topic that needs maximum public scrutiny involves proposals for creating as many as 168 residential units and commercial development on Route 5 opposite Fogg's hardware store to be situated on prime agricultural soil. The goal seems to be to change Norwich's zoning to promote high density housing and municipal sewage

and “sustainability.” The infrastructure, taxpayer costs and other costs as well as potential changes to the historic character of Norwich have yet to be fully explored.

I hope that all public meetings and agendas will soon be announced on the Listserv.

Stuart Richards

DRAFT Minutes of the Special Selectboard Meeting of Wednesday, March 16, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Phil Dechert, Interim Town Manager.

There were two people in the audience.

Cook opened the meeting at 6:30 pm.

1. Interview Candidates for Interim Town Manager (Executive Session May be Required) (Discussion/Possible Action Item). Pursuant to Title 1 VSA § 313(a)(3), Flanders **moved** (2nd Goulet) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager and to invite Phil Dechert and 3 candidates to join the Session. **Motion passed**. The Selectboard moved into Executive Session at 6:31 pm. At 8:56 pm, Ashley **moved** (2nd Flanders) to move into public session. **Motion passed**. No action was taken as a result of the Executive Session.

Flanders **moved** (2nd Goulet) to adjourn. **Motion passed**. Meeting adjourned at 8:57 pm.

Approved by the Selectboard on_____.

Linda Cook
Selectboard Chair

Next Regular Meeting – March 23, 2016 at 6:30 PM

DRAFT Minutes of the Selectboard Meeting of Wednesday, March 23, 2016 at 6:30 PM

Members present: Linda Cook, Chair; Christopher Ashley; Steve Flanders; Dan Goulet; Mary Layton, Vice-Chair; Phil Dechert, Interim Town Manager; Nancy Kramer, Assistant to the Town Manager.

There were about 7 people in the audience.

Also participating: Gered Dunne, Kristin Fauci, Ryan Gardner, David Hubbard, Jill Kearney, Suzanne Leiter, Rebecca Matteo, Lee Michaelides, Bonnie Munday, Frank Olmstead, Page Tompkins, Amy Tuller.

Cook opened the meeting at 6:31 pm.

1. Approval of Agenda (Action Item). The Selectboard, by consensus, approved the Agenda without changes.
2. Public Comments. No actions taken.
3. Interim Town Manager's Report (Discussion). No actions taken.
4. Finance – Board to Sign Accounts Payable/Warrants (Action Item). After a couple of questions, Ashley **moved** (2nd Flanders) to approve Check Warrant Report #16-21 for General Fund in the amount of \$83,553.60, for Recreation Scholarships Fund in the amount of \$60.00 and for Fire Equipment Fund in the amount of \$585.58 for the period from 3/10/16 to 3/23/16. **Motion passed.**
5. Liquor License (Action Item). Flanders **moved** (2nd Ashley) that the Selectboard convene as the Norwich Liquor Commission. **Motion passed.** Flanders **moved** (2nd Goulet) to approve the liquor license application for Norwich Wines & Spirits. **Motion passed.** Munday was present and distributed the paperwork for the Selectboard to sign. Flanders **moved** (2nd Goulet) to close the Norwich Liquor Commission session and reconvene as the Selectboard meeting. **Motion passed.**
6. Town of Norwich Open Positions Interviews/Appointments (Action Item). Leiter was present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to appoint Suzanne Leiter to the Energy Committee for a three-year term ending in March, 2019. **Motion passed.**

Munday was present and interviewed. Afterwards, Flanders **moved** (2nd Goulet) to recommend reappointment of Bonnie Munday as the Town Deputy Health Officer for the three-year period from June 1, 2016 through May 31, 2019. **Motion passed.**

Olmstead was present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to reappoint Frank Olmstead as the Agent to Prosecute for a one-year term ending in March, 2017. **Motion passed.**

Tompkins and Tuller were present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to appoint Page Tompkins to the Recreation Council for a three-year term ending in March, 2019. **Motion passed.** Flanders **moved** (2nd Ashley) to appoint Amy Tuller to the Recreation Council for an unexpired three-year term ending in March, 2018. **Motion passed.**

Fauci and Matteo were present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to appoint Kristin Fauci to the Recreation Council for a three-year term ending in March, 2019. **Motion passed.** Flanders **moved** (2nd Ashley) to appoint Rebecca Matteo to the Recreation Council for an unexpired three-year term ending in March, 2017. **Motion passed.**

Gered Dunne was present and interviewed. Afterwards, Flanders **moved** (2nd Goulet) to appoint Gered Dunne to the Recreation Council for a three-year term ending in March, 2019. **Motion passed.**

David Hubbard was present and interviewed. Afterwards, Flanders **moved** (2nd Ashley) to reappoint David Hubbard to the Conservation Commission for a four-year term ending in March, 2020 and to reappoint David Hubbard to the Watershed Land Management Council for a three-year term ending in March, 2019. **Motion passed.**

Lee Michaelides was present and interviewed. Afterwards, Flanders **moved** (2nd Goulet) to appoint Lee Michaelides to the Watershed Land Management Council for a three-year term ending in March, 2019. **Motion passed.**

Ryan Gardner was present and interviewed. Afterwards, Flanders **moved** (2nd Goulet) to appoint Ryan Gardner to the Recreation Council for a three-year term ending in March, 2019. **Motion passed.**

David Hubbard spoke for Martha Graber. Afterwards, Flanders **moved** (2nd Ashley) to reappoint Martha Graber to the Conservation Commission for a four-year term ending in March, 2020. **Motion passed.**

Dechert spoke for Jeff Goodrich. Afterwards, Flanders **moved** (2nd Goulet) to reappoint Jeff Goodrich to Two Rivers-Ottawaquechee Regional Commission for a one-year term ending in April, 2017 as Representative. **Motion passed.**

7. Capital Projects Management (Discussion/Possible Action Item). Layton spoke to her memo dated March 10, 2016 regarding Capital Projects Supervision reading parts of it. After discussion, Layton **moved** (2nd Goulet) to adopt a Capital Improvements Policy with the following provisions. In regard to the development and construction of major capital facilities projects, the Selectboard clearly states to the Town Manager, confirmed in writing by a memorandum: (1) the project details which we direct to be incorporated into the project (2) the nature, frequency, and means of minimum updates we expect in terms of progress and policy decision-making points, and (3) the types of decisions or issues on which the Selectboard reserves the opportunity to direct the Town Manager's actions. **Motion passed 4 to 1** (yes - Ashley, Cook, Goulet and Layton; no - Flanders). Afterwards, Flanders reviewed the document he had submitted on Project Management Basics dated March 10, 2016. Dechert stated that an outside project manager may be hired if needed. Dechert also said past policy has been to set up separate accounts for payment.

8. Selectboard Goals (Discussion/Possible Action Item). After discussion, items 1-12 on Flanders draft list of Goals and Objectives – March 2, 2016 – February 28, 2016 were retained and an item 13 was added Selectboard/Town Manager communications. Flanders will send the Chair a corrected list. Selectboard will prioritize the list at their April 13th meeting.

9. Selectboard

- a) Approval of the Minutes of the 3/2/16 and 3/9/16 Selectboard Meetings (Action Item). Ashley **moved** (2nd Flanders) to approve the minutes of the March 2, 2016 and March 9, 2016 Selectboard meetings. **Motion passed.**
- b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for April 13th will include: review of Interim Town Manager Agreement, prioritizing goals, review of Finance Committee Charge, discussion of Town Service Officer role, discussion of Interim Town Manager process, quarterly Treasurer's Report and a review of the Selectboard policy list.
- c) Draft Contract for Jay White, Architect (Executive Session May be Required). Dechert said he sent a draft to White to review. After further revisions, Dechert then sent the document to Frank Olmstead for review. After discussion, Flanders **moved** (2nd Ashley) to authorize the Interim Town Manager to execute the contract labeled March 21, 2016. **Motion passed.**
- d) Review/Approve Draft Contract for Interim Town Manager (Executive Session May be Required). After discussion, it was agreed that Dechert would do a new draft contract for the Interim Town Manager for the April 13th Selectboard meeting. After a brief discussion, Ashley **moved** (2nd Flanders) to amend the last paragraph of the Resolution appointing Dechert as Interim Town Manager to "appointment shall expire upon the appointment of a successor". **Motion passed.** Pursuant to Title 1 VSA § 313(a)(3), Flanders **moved** (2nd Ashley) to enter into Executive Session for the purpose of discussing the employment of the Interim Town Manager and to invite Phil Dechert to join the Session. **Motion passed.** The Selectboard moved into Executive Session at 9:21 pm.

At 10:01 pm, Ashley **moved** (2nd Flanders) to move into public session. No action was taken as a result of the Executive Session.

Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 10:02 pm.

Approved by the Selectboard on _____.

By Nancy Kramer
Assistant to the Town Manager

Linda Cook
Selectboard Chair

Next Regular Meeting – April 13, 2016 at 6:30 PM

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

Town of Norwich
Interim Town Manager Responsibilities
DRAFT

4-7-16 rev PD

1. General management of departments
2. Management of Assessor's Contract
3. Management of litigation
4. Approval of purchases
5. Approval of AP warrant
6. Approval of Payroll warrant
7. Preparation of SB agenda and supporting materials
8. Support of SB initiatives
9. Attend SB meetings
10. Employee evaluations (direct reports and review all evaluations)
11. Approval of payroll changes
12. Department Head meetings
13. Responses to citizen concerns
14. Collector of taxes and delinquent taxes
15. Personnel Policy revisions
16. Safe Routes to School sidewalk project
17. Recommended Tax Rate (July)
18. Project management if alternate projects approved and money appropriated
19. Project management of police/fire facility design
20. Management of Codification project

Discussion Items:

- Days per week
- Compensation
- Commute Expense
- Contract Terms