

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, September 28, 2016 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion) 5 minutes
- 3) Finance – Board to sign accounts payable/warrants (Action Item) 5 minutes
- 4) Designated Funds (Action Item) 5 minutes
 - a) Public Works Department requests to expend up to \$11,100 from the Tracy Hall Designated Fund for the refinishing of the Tracy Hall gym floor
 - b) The Town Clerk's Office requests to expend up to \$5,931 from the Record Restoration Designated Fund for the conversion of records books to microfilm and imaging
- 5) Public Safety Building – Jay White / Jeff Goodrich (Discussion/Action Items) 30 minutes
 - a) Water/Runoff Issues, Parking Lot
 - b) Vegetation and Adjoining Senior Center
 - c) Bonding and estimated costs
 - d) Public Hearing Presentation and Schedule
- 6) Pool Site Committee – Anne Goodrich (Discussion/Action Item) 10 minutes
 - a) Clarification of Charge Item
 - b) Extension of Report Date
- 7) Town Manager Search (Discussion/Possible Action Item) 30 minutes
 - a) Update from Advisory Town Manager Search Committee
 - b) Guidance for Committee (Executive Session may be needed)
 - c) Review Applications/Interview Questions (Executive Session may be needed)
- 8) Interim Town Manager's Report (Discussion) 10 minutes
- 9) VLCT Policy Outline (Discussion/Action Item) 10 minutes
- 10) Error & Omission – Elbow Condominium current use calculation (Discussion/Action Item) 10 minutes
- 11) Correspondence (Discussion) 5 minutes
- 12) Selectboard
 - a) Approval of the Minutes of the 9/14/16 Selectboard Meeting (Action Item) 5 minutes
 - b) Review of Next Agendas (Discussion/Possible Action Item) 5 minutes
- 13) Potential Executive Session

Next Regular Meeting – October 12, 2016 at 7:15 PM (time changed due to Yom Kippur)

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.

09/23/16
10:06 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-7 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 09/15/16 To 09/28/16

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RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	06/15/16	ADVANCE AUTO PARTS HWY--RETURN CREDIT 084616707237	01-5-703403.00 PARTS & SUPPLIES	-31.91	-----	--/--/--
ADVANCE	09/19/16	ADVANCE AUTO PARTS DPW--BALL JOINT 618101	01-5-703403.00 PARTS & SUPPLIES	42.11	-----	--/--/--
BAYSTATE	09/01/16	BAY STATE ELEVATOR CO. TH--SEP 2016 ELEVATOR 425797	01-5-706107.00 ELEVATOR MAINTENANCE	236.65	-----	--/--/--
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-005123.00 HEALTH INSUR	-147.21	3737	09/28/16
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-100123.00 HEALTH INS	1989.84	3737	09/28/16
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-200123.00 HEALTH INS	484.82	3737	09/28/16
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-300123.00 HEALTH INS	290.89	3737	09/28/16
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-350123.00 HEALTH INS	1313.26	3737	09/28/16
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-425123.00 HEALTH INS	506.32	3737	09/28/16
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-704123.00 HEALTH INSURANCE	1483.52	3737	09/28/16
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-500123.00 HEALTH INS	5604.88	3737	09/28/16
BCBS	09/06/16	BLUE CROSS/BLUE SHIELD OF OCT 16 HEALTH INSURANCE OCT 16	01-5-703123.00 HEALTH INSUR	8002.11	3737	09/28/16
BUSINESS	08/17/16	BUSINESS CARD REC--SOCCER BALLS CHALL 8/16	01-5-425211.00 EQUIPMENT	50.00	3738	09/28/16
BUSINESS	08/09/16	BUSINESS CARD FD--BACK-UP CAMERAS RV CAM 8/16	01-5-555824.00 VLCTPACIF GRANT	694.97	3738	09/28/16
CASELLA	09/01/16	CASELLA WASTE SERVICES SW--AUG 16 RECYCLING FEES 0278139	01-5-705305.00 RECYCLING	4557.34	-----	--/--/--
CASELLA	09/01/16	CASELLA WASTE SERVICES SW--AUG 16 TRASH FEES 0278140	01-5-705303.00 MUNICIPAL SOLID WASTE	3747.71	-----	--/--/--
CASORGAN	09/16/16	CASELLA ORGANICS REC-HUNTLEY FERTILIZER 56390	01-5-425322.00 REC FIELD CARE	3120.00	3739	09/28/16
CED	09/09/16	CONSOLIDATED ELECTRICAL D ENCOM--LED BULBS 9433-730852	01-5-005701.10 ENERGY COMMITTEE GRANT	960.00	-----	--/--/--
CHILDSUPP	09/22/16	OFFICE OF CHILD SUPPORT CHILDSUPPORT PPEND9/24/16 PPEND9/24/16	01-2-001115.00 CHILD SUPPORT PAYABLE	506.29	3740	09/28/16
CLARKTRCK	08/02/16	CLARK'S TRUCK CENTER HWY--CAB AIR FILTERS 376960	01-5-703403.00 PARTS & SUPPLIES	45.00	-----	--/--/--
COMCAST	09/06/16	COMCAST TH--FIXED IP 9/6/16	01-5-275632.00 SERVER MAINTENANCE	19.95	3741	09/28/16
COMCAST	09/06/16	COMCAST FD--FIXED IP & INTERNET 9/6/16 #2	01-5-550235.00 TELEPHONE & INTERNET	34.90	3741	09/28/16
COTT	10/01/16	COTT SYSTEMS INC TC--OCT 16 HOSTING 111987	01-5-100613.00 SOFTWARE	241.00	-----	--/--/--
COURTEMAN	08/28/16	PAUL COURTEMACHE HWY--COMPRESSOR REPAIR 8/28/16	01-5-703401.00 OUTSIDE REPAIRS	775.00	3742	09/28/16
CRAMER	09/08/16	CRAMER ELECTRIC CO., INC. EVCS PERMIT I7542	01-5-005701.30 EVCS GRANT	143.00	3743	09/28/16

09/23/16

10:06 am

Town of Norwich Accounts Payable

Check Warrant Report # 17-7 Current Prior Next FY Invoices For Fund (General)

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All Invoices For Check Acct 01(General) 09/15/16 To 09/28/16

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
CRYSTAL	CRYSTAL ROCK, LLC	08/31/16	HWY/SW--COOLER RENTAL 08/31/16	01-5-703515.00 ADMINISTRATION	12.00	-----	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	08/31/16	HWY/SW--COOLER RENTAL 08/31/16	01-5-705515.00 ADMINISTRATION	12.00	-----	--/--/--
DATAMANN	DATAMANN, INC	08/25/16	GADMIN--NETWORK ISSUE 29886	01-5-275632.00 SERVER MAINTENANCE	75.00	3744	09/28/16
DATAMANN	DATAMANN, INC	08/25/16	GADMIN--INSTALL RAM 29979	01-5-275632.00 SERVER MAINTENANCE	75.00	3744	09/28/16
DHMC	DARTMOUTH-HITCHCOCK	09/15/16	FD--EXAM GLOVES INV8201613	01-5-555424.00 EMS TOOLS/ EQUIP	33.00	3745	09/28/16
DIMMICK	DIMMICK WASTEWATER SERVIC	08/29/16	SW--PORT-A-POT JUL/AUG16 27565	01-5-705500.00 PURCHASED SERVICES	180.00	3746	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-005531.00 ADMIN TELEPHONE	39.91	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-100531.00 TELEPHONE	39.91	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-200531.00 TELEPHONE	39.91	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-275531.00 TELEPHONE	61.63	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-300531.00 TELEPHONE	39.91	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-350531.00 TELEPHONE	39.91	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-425127.00 TELEPHONE	39.92	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-475238.00 ADMIN TELEPHONE	212.55	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-550235.00 TELEPHONE & INTERNET	32.56	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-705505.00 TELEPHONE	35.18	3747	09/28/16
EARTHLINK	EARTHLINK BUSINESS	09/10/16	AUG 16 TELEPHONE BILL 9/10/16	01-5-703505.00 TELEPHONE	59.32	3747	09/28/16
ECONO	ECONO SIGNS, LLC	09/09/16	HWY--SPEED TABLE SIGNS 10-931941	01-5-703217.00 SIGNS	294.33	3748	09/28/16
ECONO	ECONO SIGNS, LLC	09/12/16	HWY--TOWN LINE SIGNS 10-931986	01-5-703217.00 SIGNS	130.11	3748	09/28/16
EVANSMOTO	EVANS GROUP, INC.	09/06/16	HWY--820.0 GALS BIODIESEL 593659	01-5-703405.00 PETROLEUM PRODUCTS	1368.18	-----	--/--/--
FIRETECHS	FIRETECH SPRINKLER CORP	08/24/16	TH--SPRINKLER INSPECTION 40568	01-5-706113.00 REPAIRS & MAINTENANCE	390.00	-----	--/--/--
HANIMPROV	HANOVER IMPROVEMENT SOCIE	08/31/16	REC--STORR'S POND USE 11736	01-5-425200.00 INSTRUCTOR FEE	470.00	3749	09/28/16
HAUN	HAUN WELDING SUPPLY, INC.	09/01/16	HWY--AUG CYLINDER RENTAL 0315072	01-5-703401.00 OUTSIDE REPAIRS	15.58	-----	--/--/--
IDS	IDS	09/07/16	TC--ANIMAL LICENSE TAGS 17-031	01-5-100207.00 DOG/CAT LICENSE	261.09	3751	09/28/16
K&R	K & R PORTABLE RESTROOM S	09/01/16	REC--PORTA POTTY H/C 7787	01-5-425326.00 PORTABLE TOILET	80.74	3752	09/28/16

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Town of Norwich Accounts Payable

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Check Warrant Report # 17-7 Current Prior Next FY Invoices For Fund (General)

RRobinson

All Invoices For Check Acct 01(General) 09/15/16 To 09/28/16

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
KOFILE	09/09/16	KOFILE PRESERVATION	TC--DEATH ENVELOPES	01-5-100610.00	135.61	3753	09/28/16
			216198	OFFICE SUPPLIES			
LAWENFOR	09/07/16	LAW ENFORCEMENT SYSTEMS I	PD--WARNING NOTICES	01-5-500501.00	139.00	3754	09/28/16
			195264	ADMINISTRATION			
MIS1	09/16/16	ALBANI BERGERON	STATE CREDIT REFUND	01-2-001148.00	447.93	3755	09/28/16
			9/16/16	TAX OVERPAYMENTS			
MIS2	09/16/16	PAULA J BERGERON	STATE CREDIT REFUND	01-2-001148.00	725.82	3756	09/28/16
			9/16/16	TAX OVERPAYMENTS			
MIS3	09/16/16	ALEXANDRA DELL	STATE CREDIT REFUND	01-2-001148.00	991.89	3757	09/28/16
			9/16/16	TAX OVERPAYMENTS			
MIS4	09/16/16	ELIZABETH A HANEY	STATE CREDIT REFUND	01-2-001148.00	57.19	3758	09/28/16
			9/16/16	TAX OVERPAYMENTS			
MIS5	09/16/16	STONE ARCH BAKERY	REC--RACE FOOD	01-5-425220.00	126.00	3759	09/28/16
			9/16/16	SPECIAL EVENTS /SUPPLIES			
MIS6	09/10/16	KEEPING TRACK, INC.	CONCOM--COUGAR PRESENT	01-5-650620.00	200.00	3760	09/28/16
			1557	SPKRS/PUBLIC INFO			
PIKE	09/02/16	PIKE INDUSTRIES INC	HWY--46.41 TN CRSHD STN	01-5-703207.00	406.09	-----	--/--/--
			887079	GRAVEL & STONE			
PIKE	09/06/16	PIKE INDUSTRIES INC	HWY--9.72 TN CRSHD STN	01-5-703207.00	85.05	-----	--/--/--
			887923	GRAVEL & STONE			
PRIMER	09/07/16	PRIMER PIPER EGGLESTON &	TAD--BOND LEGAL	01-5-005300.00	2500.00	3761	09/28/16
			9/7/16	PROFESS SERV			
RICHARDSO	09/12/16	TAD RICHARDSON	GAD--SERVER MAINTENANCE	01-5-275632.00	806.25	-----	--/--/--
			1273	SERVER MAINTENANCE			
ROGERSFAB	09/01/16	ROGER'S FABRICARE, LLC	PD--UNIFORM CLEANING	01-5-500583.00	93.50	-----	--/--/--
			AUG 16	UNIFORMS CLEANING			
SABIL	08/23/16	SABIL & SONS INC	HWY--DRY GRAPHITE	01-5-703403.00	8.67	3762	09/28/16
			27964	PARTS & SUPPLIES			
SABIL	09/08/16	SABIL & SONS INC	HWY--TRK#10 TRIANGLE KIT	01-5-703403.00	20.23	3762	09/28/16
			28085	PARTS & SUPPLIES			
SANTANDER	08/26/16	SANTANDER LEASING LLC	TOWER LEASE PURCHASE	01-5-575105.00	699.57	3763	09/28/16
			1867134	DEBT SERVICE TOWER INTERE			
SANTANDER	08/26/16	SANTANDER LEASING LLC	TOWER LEASE PURCHASE	01-5-575100.00	12743.64	3763	09/28/16
			1867134	DEBT SERVICE TOWER PRINCI			
SIPLAY	08/31/16	SI PLAY LLC	REC--AUG 16 REG FEES	01-5-425218.00	520.20	-----	--/--/--
			8/31/16	REGISTRATION FEES			
SMITH	09/16/16	SYDNEY SMITH	FD--BURN FOOD REIMBURSE	01-5-555338.00	113.53	3764	09/28/16
			9/16/16	FIRE EDUC/TRAINING			
SOUTHWORT	08/30/16	SOUTHWORTH-MILTON, INC.	HWY--GRADER SENSOR REPAIR	01-5-703401.00	547.80	3765	09/28/16
			SCINV177466	OUTSIDE REPAIRS			
STAPLELNK	09/03/16	STAPLES BUSINESS ADVANTAG	GADMIN--LEDGER PAPER	01-5-275610.00	36.45	3766	09/28/16
			8040804426	OFFICE SUPPLIES			
STAPLELNK	09/10/16	STAPLES BUSINESS ADVANTAG	FIN/FD--TONER, WATER	01-5-200610.00	54.02	3766	09/28/16
			8040894978	OFFICE SUPPLIES			
STAPLELNK	09/10/16	STAPLES BUSINESS ADVANTAG	FIN/FD--TONER, WATER	01-5-555422.00	31.41	3766	09/28/16
			8040894978	FIRE TOOLS & EQUIPMENT			
STAPLES.	08/30/16	STAPLES CREDIT PLAN	PD--BUSINESS CARDS	01-5-500501.00	21.58	3767	09/28/16
			4360003001	ADMINISTRATION			
TAYLORT	09/07/16	TERRY TAYLOR	HWY--LINE STRIPING	01-5-703319.00	2465.00	3768	09/28/16
			1640	PAVEMENT MARKING			

09/23/16
10:06 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-7 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 01(General) 09/15/16 To 09/28/16

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RRobinson

Vendor		Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
TENCO	TENCO INDUSTRIES, INC	09/14/16	HWY--TRACTOR PARTS 5504452	01-5-703403.00 PARTS & SUPPLIES	1514.35	-----	--/--/--
TOTALTREE	TOTALLY TREES	09/13/16	HWY--TREE REMOVAL 9/13/16	01-5-703309.00 TREE CUTTING & REMOVAL	1620.00	-----	--/--/--
UVEQUIPME	UPPER VALLEY EQUIPMENT RE	08/08/16	HWY--BACKHOE RENTAL 80844	01-5-703401.00 OUTSIDE REPAIRS	2190.00	3769	09/28/16
UVEQUIPME	UPPER VALLEY EQUIPMENT RE	08/30/16	HWY--COMPRESSOR RENTAL 81279	01-5-703401.00 OUTSIDE REPAIRS	80.00	3769	09/28/16
UVTRAILS	UPPER VALLEY TRAILS ALLIA	09/09/16	FY17 APPROPRIATION 9/9/2016	01-5-800382.00 U.V. TRAILS ALLIANCE	1485.00	3771	09/28/16
VMERSDC	VMERS DC	09/12/16	FD-FIN ASST. RETIREMENT PPEND9-10-16	01-2-001112.00 VMERS DEF CONTRB PAY	206.46	3735	09/15/16
VMERSDC	VMERS DC	09/12/16	FD-FIN ASST. RETIREMENT PPEND9-10-16	01-5-555125.00 VT RETIREMENT	124.90	3735	09/15/16
VMERSDC	VMERS DC	09/12/16	FD-FIN ASST. RETIREMENT PPEND9-10-16	01-5-200126.00 VT RETIREMENT	54.20	3735	09/15/16
VMERSDC	VMERS DC	09/12/16	FD-FIN ASST. RETIREMENT PPEND9-10-16	01-5-300126.00 VT RETIREMENT	32.52	3735	09/15/16
VERIZWIRE	VERIZON WIRELESS	09/04/16	TM-DPW-FD-PD-CELL PHONES 9771459071	01-5-005532.00 T MNGR CELL PHONE	56.35	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	09/04/16	TM-DPW-FD-PD-CELL PHONES 9771459071	01-5-703505.00 TELEPHONE	56.35	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	09/04/16	TM-DPW-FD-PD-CELL PHONES 9771459071	01-5-550235.00 TELEPHONE & INTERNET	66.37	-----	--/--/--
VERIZWIRE	VERIZON WIRELESS	09/04/16	TM-DPW-FD-PD-CELL PHONES 9771459071	01-5-475238.00 ADMIN TELEPHONE	56.35	-----	--/--/--
VTTRANS	VT AGENCY OF TRANSPORTATI	09/22/16	PD- PLATE TRANSFER & REG 2013 FORD	01-5-500306.00 CRUISER MAINT	60.00	3772	09/28/16
VTTRANS	VT AGENCY OF TRANSPORTATI	09/22/16	PD-17 EXPLORER REGISTRATI 2017 FORD EX	01-5-500306.00 CRUISER MAINT	53.00	3773	09/28/16
VTTRANS	VT AGENCY OF TRANSPORTATI	09/21/16	HWY--TRUCK REGISTRATION 9/21/16	01-5-703515.00 ADMINISTRATION	12.00	3774	09/28/16
WRPC	SWISH WHITE RIVER LTD	09/08/16	HWY--PAPER TOWELS W136924	01-5-703507.00 SUPPLIES	59.05	3775	09/28/16

09/23/16
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Town of Norwich Accounts Payable
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
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Report Total


70411.51

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 \$ ****70,411.51
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

09/23/16
10:06 am

Town of Norwich Accounts Payable
Check Warrant Report # 17-7 Current Prior Next FY Invoices For Fund (CONSERVATION COMM FUND)
All Invoices For Check Acct 01 (General) 09/15/16 To 09/28/16

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RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
UVLAND	09/22/16	UPPER VALLEY LAND TRUST I UVLT CONSERVATION EASEMN 9/21/2016	04-5-650700.00 LAND CONSERVATION	30000.00	3770	09/28/16

Report Total


30000.00

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 \$ ****30,000.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR


Roberta Robinson

TOWN MANAGER:


Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

Linda Cook
Chair

Stephen Flanders

Dan Goulet

Mary Layton

09/23/16

Town of Norwich Accounts Payable

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10:06 am

Check Warrant Report # 17-7 Current Prior Next FY Invoices For Fund (RECREATION SCHOLARSHIPS)

RRobinson

All Invoices For Check Acct 01(General) 09/15/16 To 09/28/16

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HANOVERRE HANOVER RECREATION	09/20/16	SCHOLARSHIP 570908	40-5-425248.00 SCHOLARSHIPS	85.00	3750	09/28/16
Report Total				85.00		


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 \$ *****85.00

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

FINANCE DIRECTOR


 Roberta Robinson

TOWN MANAGER:


 Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley

 Linda Cook
 Chair

Stephen Flanders

Dan Goulet

Mary Layton

09/23/16

10:06 am

Town of Norwich Accounts Payable

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Check Warrant Report # 17-7 Current Prior Next FY Invoices For Fund (DPW-BRIDGE FUND)

RRobinson

All Invoices For Check Acct 01(General) 09/15/16 To 09/28/16


Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOOK	09/13/16	DPW--BRIDGE 42 REPAIRS	41-5-703321.00	25244.00	3736	09/22/16
	9/13/16		VAOT GRANT EXPENSE			
Report Total				25244.00		

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 \$ ****25,244.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR



 Roberta Robinson

TOWN MANAGER:


 Dave Ormiston, Interim Town Manager

SELECTBOARD:

Christopher Ashley


 Linda Cook
 Chair

Stephen Flanders

Dan Goulet

Mary Layton

Image Services Schedule

For Bonnie Munday, Town Clerk, Norwich VT

Prepared on September 19, 2016

Conversion of Record Books

Cott Systems will provide the services to electronically capture and catalog images of the Record Books specified and import them as non-index images for access via Cott's Hosted Resolution3 Search. Since the index data associated with Record Books does not exist electronically, unique features within the Search will allow users to directly access the Record Book images by their assigned Book and Page number. The user simply enters the starting book and page of the document and its image is provided.

Upon completion, a report will be generated at the Customer site for the Customer to review; this report will provide the actual number of images imported and will identify any images with exceptions. It is Customer's responsibility to check the images with exceptions and determine what if any next step(s) should be taken.

Project includes later linking images to the electronic index data from time to time. Cott will link images to index data once Customer completes re-indexing for a range of records. This will allow users to search electronic index data and display associated images online within Hosted Resolution3.

Microfilm Creation

With the help of software, the suitability of the images is assessed, and images are readied to meet state mandated microfilm requirements relating to optimal density levels, reduction ratios, and diverse target sheets. The machine-readable digital data is transferred onto human-readable microfilm using laser technology, and then the microfilm is developed. The Computer Output Microfilm (COM) generated will meet State Archives and Records Administration [SARA] and American National Standards Institute [ANSI] archival requirements for permanent records. Each roll of microfilm must pass a quality control inspection, then is labeled to identify its content, and matched against the workflow sheet prior to its release.

Note: Customer participates on Vermont Town Clerks Portal though only their index data is available for searching.

Record Books representing Land Records

Record Book Source:	Onsite scanning
Volume/Page Range:	121/1 to 152/750
Estimated number of images:	23,726
Book Type:	Loose Leaf
Date Range:	7/3/1996 to 1/14/2003

Major Project Steps	About the Project Steps
Scanning	Cott will assign team, review and complete scope of work details, capture images.
Quality Control Microfilm Creation	Cott will review the images for quality, rescan unacceptable images while on-site, name images, report missing images; create microfilm.
Import Import, Link	Cott will import images <u>to non-indexed-images</u> and provide post import support; <u>includes linking images to index data once Customer completes the reindexing.</u>

Image Services Schedule (continued)

General Assumptions and Requirements

- A supported version of Cott's index search application is currently installed and running.
- Source documents provided by the Customer are assumed to be of usable quality, are complete, and are numbered and presented in sequence.
- A Missing Page Report will be provided in the event missing pages are encountered.
- The import and link software program is for this project's use and shall expire upon completion of this project.
- The import process will not account for multiple instruments on one image where an instrument on the image continues to the next page (a different image). If this situation exists with this backfile project, Cott Systems can provide, upon the Customer's request, a utility to assist the Customer for no additional charge. The utility will provide customer with an option to select that image and attach the selected image to the appropriate instrument.
- Cott is not responsible for the integrity of the index data nor is Cott responsible for correcting any anomalies with the index data.
 - Any anomalies in the indexed data that may prevent images from properly linking will be flagged and reported to the customer in a log file during the import process.
- Cott will send a team on-site to the customer's location to gather images utilizing Cott's On-site Scanning Process. Customer books may be disassembled then re-assembled to obtain pages for scanning.
- Cott will provide Quality Control for sequencing and naming of images to match the actual numbers on the documents.
- Books are loose leaf (not bound).
- Page size is less than 11 x 17 (does not include large plats)
- The pricing is based on a special rate where multiple towns are committing to backfile scanning work with Cott.
- The commencement of the project will be based on coordination with multiple towns.

Assumptions and Requirements for Microfilm Creation

- For 16 mm microfilm creation, images are assumed to be not larger than 8 ½" by 17", and file size not larger than 2.7 MB.
- Each recorded page is equal to one (1) .TIF or one (1) .PDF file.
- Customer identifies one point of contact in their office to communicate information to Cott as it relates to this service offering.
- Cott will track the customer's images from receipt to return.
- The microfilm creation is calculated on a per-image basis on the actual number of images processed.
- Our standard duplication process is diazo vs. a silver copy.
- Cott's film laboratory is regularly tested for quality by Eastman Park Micrographics. We follow Property Records Industry Association (PRIA) guidelines for microfilm creation.

Image Services Schedule (continued)

Implementation Plan

Customer acknowledges that in order for Cott to carry out the following Implementation Plan, Customer is required to fulfill the responsibilities described below:

Phase I - Planning

Receipt of signed contract by Cott	Customer, Cott
Issue Invoice to Customer	Cott
Capture images	Cott, Customer
Evaluate images for quality and completeness	Cott, Customer
Catalogue and link images	Cott
Create Microfilm	
Issue subsequent monthly invoices	Cott

Phase II - Implementation

Customer Base System analysis	Cott
Software, data and microfilm prepared	Cott
Final project review	Cott

Phase III - Deployment

Remote installation of software and data on Customer's Base System	Cott
Oversee automated import process through to project completion	Customer, Cott

Image Services Schedule (continued)

Estimated Project Fee *

\$5,931

* Estimated Project Fee is based on the initial estimated number of images, which was prepared based on information provided to Cott by Customer. If the actual number of images processed is less than the estimate, Customer will be invoiced for an aggregate amount that is less than the total specified herein. If the actual number of images processed is higher than the initial estimate, additional image charges will apply that will be the responsibility of the Customer. Cott will notify Customer of any additional charges.

Please checkmark here ☐ if there's a funding limitation for this project whereby Customer requests Cott not exceed specified maximum dollar amount \$_____. In the event Cott discovers the actual number of images is expected to exceed the estimated scope of images as outlined herein, Cott will contact the Customer so Cott and Customer may mutually decide next step(s) to take.

Schedule of Payments

Invoice upon receipt of signed contract	\$2,965
---	---------

Due upon subsequent invoice(s) *	\$2,966
----------------------------------	---------

Invoices are due within thirty (30) days of issue.

* Cott will issue subsequent invoice(s) until the project is complete. Invoice(s) will be issued to reflect the actual number of images processed by Cott for the previous month. Invoice(s) may also be issued for the actual number of images imported by Cott for the previous month. Cott will apply any applicable credit on your account from the initial down payment.

Cott is confident we will hit the minimum image page threshold of 259,000 images (from which the special pricing presented in this contract is based upon). Though in the unlikely event less than the expected quantity of images is received from various towns in VT, the price is subject to increase. If the price changes, Cott will notify you and issue a revised contract prior to beginning any backfile work.

Customer to provide the following:

- Access to Hardcopy Books
- High Speed Internet Connection

Image Services Schedule (continued)

Cott and Customer have executed this Schedule to be effective as of the date it is signed by Customer. Cott's *Master Agreement for Products and Services* also applies to the provision of services by Cott under this Schedule and the terms of such agreement are hereby incorporated by reference. The terms actually set forth in this Schedule will govern in the event of any conflict or inconsistency between its terms and the terms set forth in any other document between the parties.

This Schedule may be executed and delivered in counterparts (including by facsimile or other electronic transmission such as in .pdf or other electronic delivery format, any such delivery, an "Electronic Delivery"), all of which shall be considered one and the same agreement. This Schedule, to the extent delivered by Electronic Delivery, shall be treated in all manner and respects as an original agreement and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person including for evidentiary purposes.

Master Agreement for Products and Services: 4/12/2012
(Date signed)

Addendum for Image Services: 4/29/2015
(Date signed)

Addendum for Microfilm Creation Services: 4/29/2015
(Date signed)

COTT SYSTEMS, INC.

Backfile

Deborah A. Ball 9/19/2016
(Signature) (Date)

Deborah A. Ball
(Print Name)

Chief Executive Officer
(Print Title)

Jane E. Miller
(Attest)

Norwich VT

(County, Parish, Town)

CUSTOMER

(Signature) (Date)

(Print Name)

(Print Title)

(Attest)

PLEASE NOTE:

The pricing in this offer is valid through 3/19/2017. After this date, this offer will be priced at the then current rate and will be subject to current costs equal to +/- 10%.



Customer acknowledgement also required on page 3.

Please digitally sign or print and sign original copy/copies for your records.

Once contract is signed, please email or fax the entire contract to Cott.

To: Cott Systems | ATTN Finance Dept | 1.866.540.1072 | contracts@cottsystems.com

OFFICE OF THE TOWN MANAGER

TO: NORWICH SELECTBOARD
FROM: DAVE ORMISTON, INTERIM TOWN MANAGER
SUBJECT: AGENDA ITEM #5
DATE: 9/23/2016

For the September 28th Meeting, Agenda Item #5, pertaining to the Public Safety Building both Jay White and his engineering consultant Jeff Goodrich will be available.

I am expecting Jeff Goodrich to address and clarify any questions or concerns the board may have regarding runoff, drainage and parking. In addition, I believe that Jay White will have with him at the time of the meeting a copy of the site plan with an overlay showing how much screening will remain between the police building and the senior center with the new police parking lot in place.

Lastly, since we will be repaving Firehouse Ln. next to the Grange Hall, the folks at the Grange have asked that we please direct the flow of runoff effectively to minimize damage to their building. I have asked Jeff Goodrich to comment on this topic as well.

Sincerely,



David Ormiston
Interim Town Manager

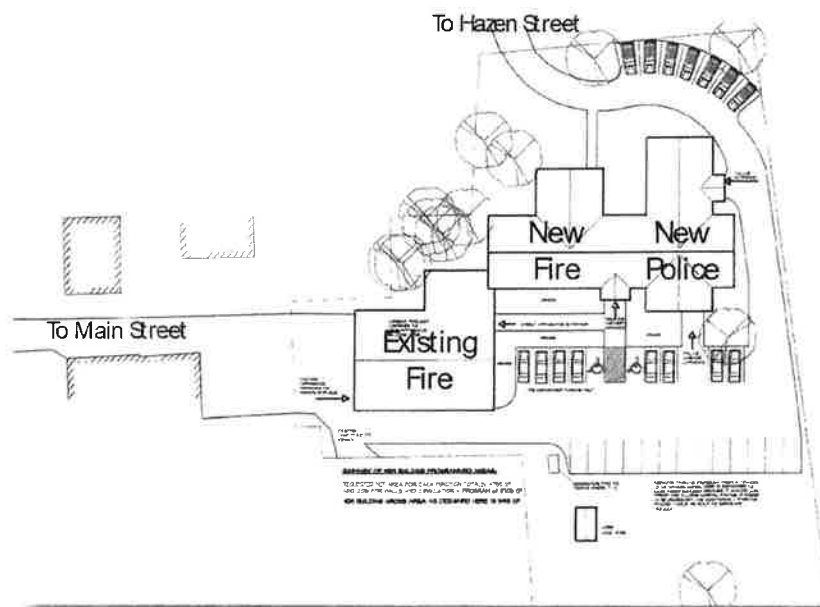
/ndk

Proposed Facilities

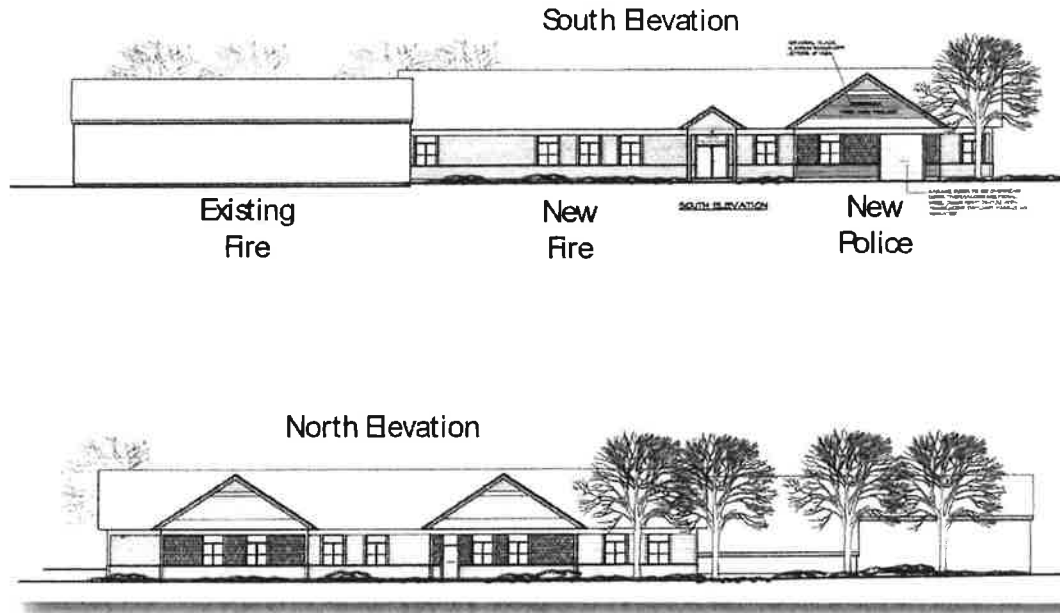


Norwich Police and Fire Departments

Site Plan



Elevations



Police-Fire Administration

- Discussed since 2000
- Reduced overall scope
- Replaces existing police station
- Joins existing fire station
- Allows for future apparatus bay replacement
- Net Zero energy



Site work includes:

- Demolition & disposal of police station
- Removal of existing septic and oil tanks
- Parking—31 spaces
- New septic system
- Storm drains
- 4_ and 6_ water lines

Why are they needed?

Police Department

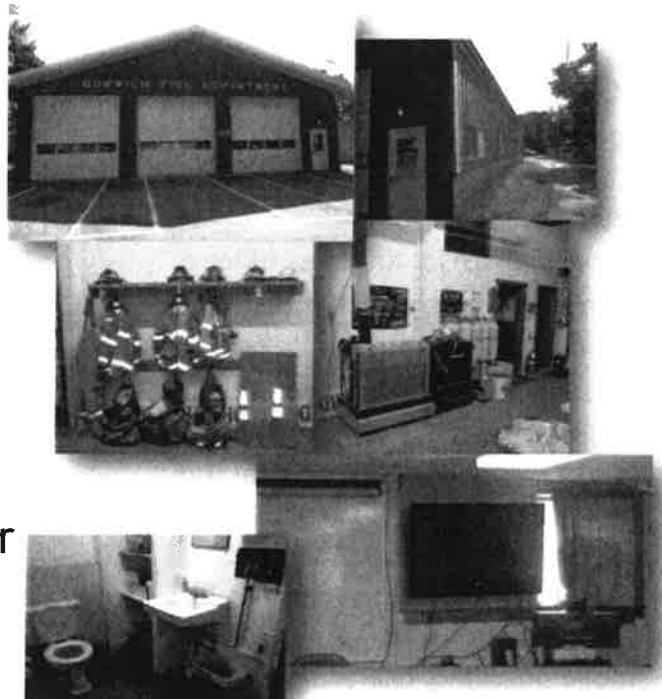
- Housed temporarily_ more than 25 years ago
- 1957 ranch house not designed as a police station
- Building is deteriorated
- Inadequate interview rooms
- Inadequate evidence-handling



Why are they needed?

Fire Department

- Inadequate training space
- Inadequate parking
- No showers
- Inadequate decontamination of equipment and gear
- Inadequate storage for equipment



Budgeted Amounts

Proposed Now:

- 1-story administrative building and repairs to fire station: \$1.48 million
- 5,415-ft² building:
 - \$0.91 million
 - \$168/ft² (building only)
- Site work:
 - \$245 thousand
 - \$213/ft² (total project)
- Other costs:
 - \$72 thousand A/E fees
 - \$179 thousand for contingency
 - \$57 thousand for owner costs
- Net Zero included

In March, 2015:

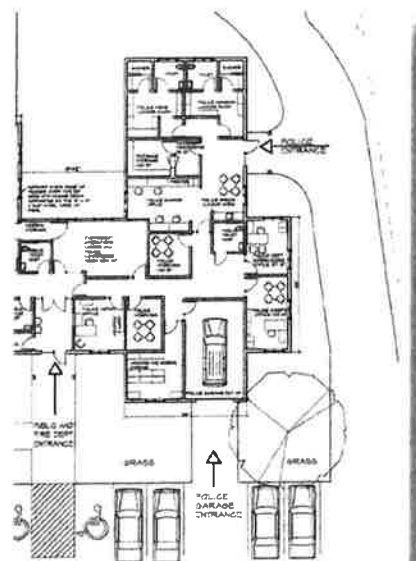
- 2-story administrative building and repairs to fire station: \$2.3 million
- 8,500-ft² building:
 - \$1.5 million
 - \$175/ft² (building only)
- Site work:
 - \$409 thousand
 - \$223/ft² (total project)
- Other costs:
 - \$151 thousand A/E fees
 - \$150 thousand for contingency
 - \$103 thousand for owner costs
- Net Zero not included

Police Facility

Functions

- Offices for the police chief, a supervisor and administrative assistant
- A shared office for the patrol officers
- Men's and women's locker rooms
- Break room
- Two interview rooms: (victim and suspect)
- Secure garage protects patrol car and allows secure transfer of suspects
- Evidence processing and storage
- Archived storage of materials
- Departmental meeting/conference room/Emergency operations room

Floor Plan



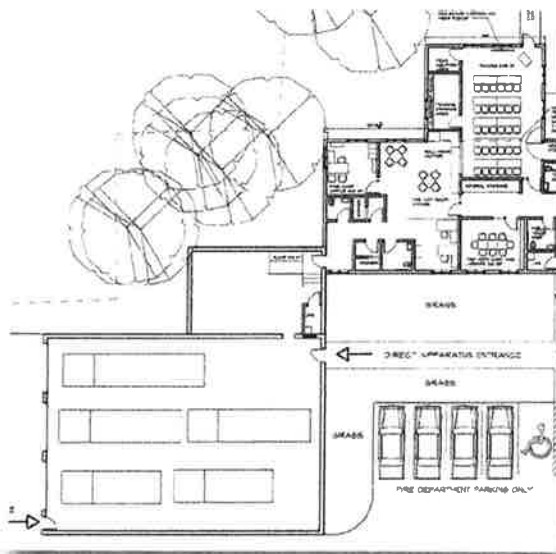
(Schematic, subject to change)

Fire Facility

Functions

- Fire Chief's office
- Office for general record keeping
- Men's and women's bathrooms with showers
- Shop/tool room and general storage
- Shared training room for 30 people
- Eat-in kitchen

Floor Plan



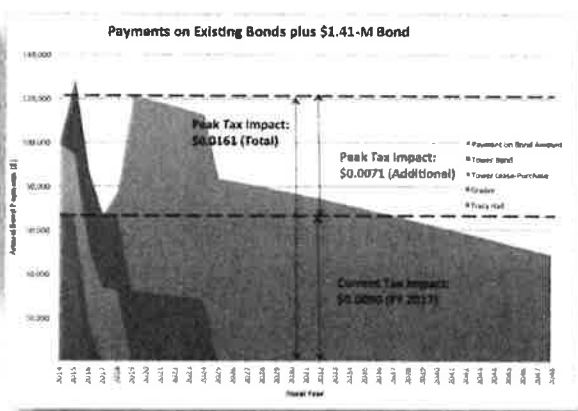
(Schematic, subject to change)

Bonding Profile

Bond Payment Schedule

FY	Tracy Hall	Grader	Tower Lease-Purchase	Tower Bond	Payment on Current Bonds	Tax Rate Impact
2014	49,297	19,042	30,071	2,190	100,600	0.0145
2015	46,436	19,042	29,429	33,904	128,812	0.0186
2016		19,042	33,632	33,632	86,307	0.0124
2017			33,256	33,256	66,511	0.0090
2018			32,775	32,775	65,549	0.0088
2019				32,189	32,189	0.0043
2020				31,505	31,505	0.0041
2021				30,738	30,738	0.0040
2022				29,894	29,894	0.0038
2023				28,978	28,978	0.0037
2024				28,000	28,000	0.0035

Tax Impact of New Bond



(Estimated)

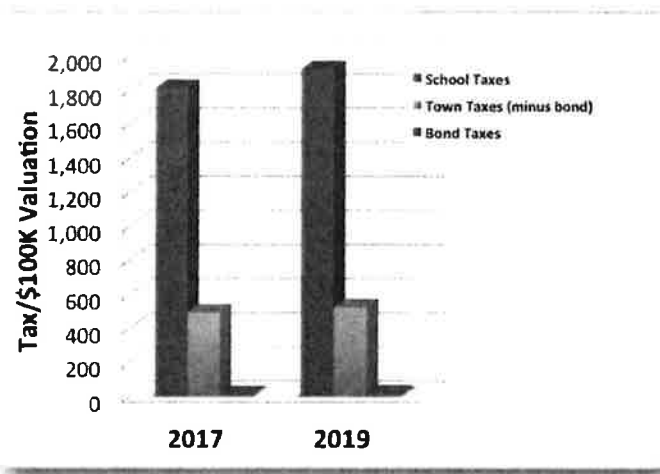
Forecast Bond Implications

\$1.41 Million Bond

- Duration: 30 years
- Low rate: 3.3% NIC
- Vermont Bond Bank
- Tax required/\$100K:
 - FY 2017: \$9.00
 - FY 2019: \$16.07
 - Difference: \$7.07
 - FY 2029: \$9.45
 - Difference: \$0.45
 - Average difference: \$3.79
- Interest: \$0.728 million

(Estimated)

Tax Comparison



(Estimated)

Bond lifetime

Near-Term Schedule

- Architect to prepare final design documents for the police/fire facility (Fall)
- Contract bids (Winter)
- Construction begins (Spring)
- Vermont Bond Bank sale (July)
- Construction complete (2017)

Long-Term Effects

- Time to pay equivalent of principal borrowed: 18 years
- New property purchasers share cost and benefits of facilities over 30 years
- 30-year bond has a present value about equal to its face value

In the Voting Booth

Estimated added tax for bonding

Property Value	FY 2019	FY 2029	Period Average
\$100K	\$7.07	\$0.46	\$4.20
\$400K	\$28.28	\$1.85	\$16.80
\$600K	\$42.42	\$2.77	\$25.20

Compare addition of \$7.07 to:
FY 17 Taxes/ \$100K of valuation
School: \$1,803
Town: \$498

Acting now

Financial benefits:

- Low-cost, durable facility
- Net-zero energy savings
- Favorable bond rates

Community benefits:

- Allows police department to use modern practices
- Supports volunteer fire department delivery of expected services

#6a.

OFFICE OF THE TOWN MANAGER

TO: NORWICH SELECTBOARD
FROM: DAVE ORMISTON, INTERIM TOWN MANAGER
SUBJECT: AGENDA ITEM #6
DATE: 9/23/2016

For the September 28th Meeting, Agenda Item #6, pertaining to the Pool Site Committee, Anne Goodrich will be on hand to ask the board guidance on how they are supposed to obtain approximate costs for site evaluations.

Sincerely,



David Ormiston
Interim Town Manager

/ndk

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

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, the Committee should consult with ANR on types of impoundments that would be permissible. Having identified potential

Committee to Identify Community Pool Options

Page 2 of 2

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 30, 2016.

Approved by the Selectboard April 13, 2016.

#8

09/20/16
04:31 pmTown of Norwich General Ledger
Expenditure Report - General
Current Year Period 2 AugPage 1 of 13
RRobinson

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 2 Aug
TOWN ADMIN. EXPENSE						
SELECTBOARD STIPEND	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
TOWN MANAGER WAGE	108,977.00	0.00	13,120.00	12.04%	95,857.00	9,600.00
TM BENEFITS	17,172.00	0.00	0.00	0.00%	17,172.00	0.00
TREASURER STIPEND	1,693.00	0.00	0.00	0.00%	1,693.00	0.00
ADMIN ASSIST WAGE	49,130.00	0.00	11,787.06	23.99%	37,342.94	9,732.26
ADMIN ASST OT	0.00	0.00	286.15	100.00%	-286.15	154.81
FICA TAX	11,127.00	0.00	1,552.69	13.95%	9,574.31	1,202.79
MEDI TAX	2,602.00	0.00	363.15	13.96%	2,238.85	281.31
HEALTH INSUR	13,209.00	0.00	4,892.09	37.04%	8,316.91	1,715.81
DISABILITY/LIFE INSUR	1,680.00	0.00	368.58	21.94%	1,311.42	312.32
DENTAL INSURANCE	419.00	0.00	156.23	37.29%	262.77	-11.09
VT RETIREMENT	9,167.00	0.00	701.06	7.65%	8,465.94	489.70
PROFESS SERV	35,000.00	0.00	93.40	0.27%	34,906.60	93.40
VLCT MEMBERSHIP	4,705.00	0.00	4,705.00	100.00%	0.00	0.00
TOWN REPORT	6,000.00	0.00	0.00	0.00%	6,000.00	0.00
ADMIN TELEPHONE	550.00	0.00	51.33	9.33%	498.67	51.33
T MNGR CELL PHONE	650.00	0.00	56.35	8.67%	593.65	56.35
POSTAGE	100.00	0.00	1.87	1.87%	98.13	1.40
ADVERTISING	450.00	0.00	721.55	160.34%	-271.55	721.55
MILEAGE	100.00	0.00	0.00	0.00%	100.00	0.00
OFFICE SUPPLIES	1,200.00	0.00	170.99	14.25%	1,029.01	170.99
OFFICE EQUIP	500.00	0.00	114.19	22.84%	385.81	114.19
DUES/MTS/EDUC	800.00	0.00	275.00	34.38%	525.00	250.00
COMMITTEE	500.00	0.00	0.00	0.00%	500.00	0.00
ENERGY COMMITTEE GRANT	0.00	0.00	100.00	100.00%	-100.00	100.00
ENERGY COMMITTEE	1,540.00	0.00	0.00	0.00%	1,540.00	0.00
EVCS GRANT	0.00	0.00	4,564.00	100.00%	-4,564.00	0.00
DES FUND-FACILITIES STUDY	17,000.00	0.00	0.00	0.00%	17,000.00	0.00
DESI FUND-CITIZEN ASSISTA	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
MISCELLANEOUS	750.00	0.00	477.60	63.68%	272.40	477.60
Total TOWN ADMIN. EXPENSE	288,521.00	0.00	44,558.29	15.44%	243,962.71	25,514.72
BCA/BOA EXPENDITURES						
JUSTICES WAGE	600.00	0.00	0.00	0.00%	600.00	0.00
POSTAGE	225.00	0.00	40.73	18.10%	184.27	0.00
DUES/MTGS/EDUC	300.00	0.00	0.00	0.00%	300.00	0.00
Total BCA/BOA EXPENDITURES	1,125.00	0.00	40.73	3.62%	1,084.27	0.00
STAT MTGS EXPENDITURES						
POLLWORKERS WAGE	325.00	0.00	0.00	0.00%	325.00	0.00
POSTAGE	200.00	0.00	69.04	34.52%	130.96	7.97
ADVERTISING	150.00	0.00	0.00	0.00%	150.00	0.00
PRINTING	1,850.00	0.00	0.00	0.00%	1,850.00	0.00
OFFICE SUPPLIES	125.00	0.00	0.00	0.00%	125.00	0.00
VOTING MACHINE	65.00	0.00	730.00	1,123.08%	-665.00	730.00
VOTING MACH MAINT AGRMT	300.00	0.00	0.00	0.00%	300.00	0.00
VTG MCHN PROGRAMG	4,200.00	0.00	0.00	0.00%	4,200.00	0.00

09/20/16
04:31 pm

Town of Norwich General Ledger
Expenditure Report - General
Current Year Period 2 Aug

Page 2 of 13
RRobinson

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 2 Aug
Total STAT MTGS EXPENDITURES	7,215.00	0.00	799.04	11.07%	6,415.96	737.97
TOWN CLERK EXPENDITURES						
TOWN CLERK WAGE	61,687.00	0.00	9,672.72	15.68%	52,014.28	7,118.73
ASST CLK WAGE	40,353.00	0.00	6,284.48	15.57%	34,068.52	4,598.40
FICA TAX	6,251.00	0.00	932.57	14.92%	5,318.43	693.22
MEDI TAX	1,462.00	0.00	218.11	14.92%	1,243.89	162.13
HEALTH INS	26,931.00	0.00	6,464.77	24.00%	20,466.23	2,286.99
DISABILITY/LIFE INS	1,300.00	0.00	342.78	26.37%	957.22	231.66
DENTAL INSURANCE	840.00	0.00	266.10	31.68%	573.90	68.54
VT RETIREMENT	5,545.00	0.00	1,072.73	19.35%	4,472.27	644.44
DOG/CAT LICENSE	450.00	0.00	0.00	0.00%	450.00	0.00
VITAL STATISTICS	40.00	0.00	0.00	0.00%	40.00	0.00
TELEPHONE	515.00	0.00	40.59	7.88%	474.41	41.09
OFFICE SUPPLIES	2,000.00	0.00	32.45	1.62%	1,967.55	0.00
OFFICE EQUIPMENT	150.00	0.00	0.00	0.00%	150.00	0.00
SOFTWARE	3,265.00	0.00	811.68	24.86%	2,453.32	570.68
DUES/MTGS/EDUC	200.00	0.00	0.00	0.00%	200.00	0.00
DES. FUND-RECORD RESTORAT	9,000.00	0.00	0.00	0.00%	9,000.00	0.00
Total TOWN CLERK EXPENDITURES	159,989.00	0.00	26,138.98	16.34%	133,850.02	16,415.88
FINANCE DEPARTMENT						
FINL ASSISTANT WAGE	27,921.00	0.00	4,335.76	15.53%	23,585.24	3,172.51
FINANCE OFFICER WAGE	66,235.00	0.00	10,299.24	15.55%	55,935.76	7,536.03
FICA TAX	5,838.00	0.00	873.52	14.96%	4,964.48	644.75
MEDI TAX	1,365.00	0.00	204.27	14.96%	1,160.73	150.78
HEALTH INS	8,127.00	0.00	1,900.06	23.38%	6,226.94	752.18
DISABILITY/LIFE INS	1,183.00	0.00	293.31	24.79%	889.69	196.59
DENTAL INSURANCE	681.00	0.00	246.37	36.18%	434.63	55.29
VT RETIREMENT	5,074.00	0.00	959.33	18.91%	4,114.67	522.88
INDEPENDENT AUDIT	9,600.00	0.00	2,400.00	25.00%	7,200.00	0.00
TELEPHONE	500.00	0.00	38.78	7.76%	461.22	38.78
ADVERTISING	175.00	0.00	0.00	0.00%	175.00	0.00
PRINTING	75.00	0.00	0.00	0.00%	75.00	0.00
OFFICE SUPPLIES	1,500.00	0.00	565.62	37.71%	934.38	131.68
OFFICE EQUIPMENT	250.00	0.00	0.00	0.00%	250.00	0.00
SOFTWARE	790.00	0.00	0.00	0.00%	790.00	0.00
DUES/MTGS/EDUC	250.00	0.00	25.00	10.00%	225.00	0.00
BANK	600.00	0.00	57.51	9.59%	542.49	43.60
Total FINANCE DEPARTMENT	130,164.00	0.00	22,198.77	17.05%	107,965.23	13,245.07
GEN ADMIN EXPENDITURES						
TELEPHONE	900.00	0.00	60.93	6.77%	839.07	60.93
POSTAGE METER RENTAL	685.00	0.00	0.00	0.00%	685.00	0.00
POSTAGE	2,700.00	0.00	1,071.97	39.70%	1,628.03	-71.97
OFFICE SUPPLIES	1,250.00	0.00	133.91	10.71%	1,116.09	111.96
PHOTOCOPIER	1,256.00	0.00	0.00	0.00%	1,256.00	0.00

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COMPUTER HARDWARE	900.00	0.00	0.00	0.00%	900.00	0.00
WEB SITE SUPPORT	900.00	0.00	0.00	0.00%	900.00	0.00
SERVER MAINTENANCE	4,400.00	0.00	1,224.90	27.84%	3,175.10	1,204.95
DESIGNATED FUND-EQUIP	5,500.00	0.00	0.00	0.00%	5,500.00	0.00
Total GEN ADMIN EXPENDITURES	18,491.00	0.00	2,491.71	13.48%	15,999.29	1,305.87
ASSESSOR/LISTER EXPENDITURE						
LISTER WAGE	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
OFFICE ASST WAGE	16,753.00	0.00	2,601.45	15.53%	14,151.55	1,903.50
FICA TAX	1,317.00	0.00	143.23	10.88%	1,173.77	107.64
MEDI TAX	308.00	0.00	33.49	10.87%	274.51	25.17
HEALTH INS	4,876.00	0.00	1,140.02	23.38%	3,735.98	451.30
DISABILITY/LIFE INSURANCE	230.00	0.00	58.86	25.59%	171.14	39.46
DENTAL INSURANCE	158.00	0.00	69.27	43.84%	88.73	13.25
VT RETIREMENT	859.00	0.00	162.18	18.88%	696.82	65.04
PROFESSIONAL SERVICES	74,000.00	0.00	5,500.00	7.43%	68,500.00	5,500.00
SOFTWARE MAINT/UPDATE	6,500.00	0.00	5,300.00	81.54%	1,200.00	0.00
TELEPHONE	600.00	0.00	43.61	7.27%	556.39	43.61
POSTAGE	750.00	0.00	12.98	1.73%	737.02	12.09
ADVERTISING	150.00	0.00	0.00	0.00%	150.00	0.00
PRINTING	150.00	0.00	0.00	0.00%	150.00	0.00
MILEAGE REIMB	50.00	0.00	0.00	0.00%	50.00	0.00
OFFICE SUPPLIES	250.00	0.00	6.29	2.52%	243.71	5.99
OFFICE EQUIPMENT	250.00	0.00	0.00	0.00%	250.00	0.00
DUES/MTGS/EDUC	500.00	0.00	50.00	10.00%	450.00	0.00
Total ASSESSOR/LISTER EXPENDITURE	112,201.00	0.00	15,121.38	13.48%	97,079.62	8,167.05
PLANNING DEPT EXPENDITURE						
PLAN ADMIN WAGE	65,633.00	0.00	10,299.24	15.69%	55,333.76	7,536.03
OFFICE ASST. WAGE	22,460.00	0.00	3,077.33	13.70%	19,382.67	2,146.73
FICA TAX	5,462.00	0.00	797.15	14.59%	4,664.85	584.33
MEDI TAX	1,277.00	0.00	186.43	14.60%	1,090.57	136.66
HEALTH INS	13,681.00	0.00	3,540.94	25.88%	10,140.06	1,113.84
DISABILITY/LIFE INS	714.00	0.00	188.58	26.41%	525.42	127.48
DENTAL INSURANCE	420.00	0.00	133.05	31.68%	286.95	34.27
VT RETIREMENT	3,610.00	0.00	689.02	19.09%	2,920.98	414.48
PLANNING SERVICES	3,000.00	0.00	60.00	2.00%	2,940.00	60.00
TWO RIVER PLANNING COMM.	4,677.00	0.00	4,677.00	100.00%	0.00	0.00
U.V. TRANSPORTATION MGMT	1,063.00	0.00	0.00	0.00%	1,063.00	0.00
MAPPING	2,200.00	0.00	0.00	0.00%	2,200.00	0.00
HISTORIC PRES COMM.	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
TELEPHONE	400.00	0.00	41.42	10.36%	358.58	41.42
POSTAGE	350.00	0.00	51.44	14.70%	298.56	41.65
ADVERTISING	500.00	0.00	0.00	0.00%	500.00	0.00
PRINTING	150.00	0.00	0.00	0.00%	150.00	0.00
MILEAGE REIMB	450.00	0.00	0.00	0.00%	450.00	0.00
OFFICE SUPPLIES	800.00	0.00	64.60	8.08%	735.40	42.51
OFFICE EQUIPMENT	250.00	0.00	0.00	0.00%	250.00	0.00

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DUES/MTGS/EDUC	750.00	0.00	0.00	0.00%	750.00	0.00
Total PLANNING DEPT EXPENDITURE	129,347.00	0.00	23,806.20	18.40%	105,540.80	12,279.40
RECREA DEPT EXPENDITURES						
ADMINISTRATION						
RECREATION DIR WAGE	66,788.00	0.00	10,505.40	15.73%	56,282.60	7,742.19
FICA TAX	4,141.00	0.00	651.34	15.73%	3,489.66	480.02
MEDI TAX	968.00	0.00	152.32	15.74%	815.68	112.26
HEALTH INS	7,747.00	0.00	1,817.01	23.45%	5,929.99	685.15
DISABILITY/LIFE INSUR	805.00	0.00	215.43	26.76%	589.57	145.37
DENTAL INSURANCE	419.00	0.00	102.81	24.54%	316.19	34.27
VT RETIREMENT	3,673.00	0.00	700.36	19.07%	2,972.64	425.82
TELEPHONE	550.00	0.00	40.46	7.36%	509.54	40.46
POSTAGE	150.00	0.00	14.42	9.61%	135.58	8.37
ADVERTISING	50.00	0.00	0.00	0.00%	50.00	0.00
PRINTING	100.00	0.00	0.00	0.00%	100.00	0.00
DUES/MTGS/EDUC	850.00	0.00	180.00	21.18%	670.00	180.00
OFFICE EQUIPMENT	100.00	0.00	0.00	0.00%	100.00	0.00
MILEAGE REIMBURSEMENT	450.00	0.00	133.00	29.56%	317.00	133.00
OFFICE SUPPLIES	250.00	0.00	0.00	0.00%	250.00	0.00
Total ADMINISTRATION	87,041.00	0.00	14,512.55	16.67%	72,528.45	9,986.91
PROGRAM						
INSTRUCTOR FEE	80,000.00	0.00	44,235.00	55.29%	35,765.00	1,311.00
COACHING MATERIALS	400.00	0.00	0.00	0.00%	400.00	0.00
TEE SHIRT/HAT	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
EQUIPMENT	3,800.00	0.00	50.00	1.32%	3,750.00	50.00
SUMMER PROG WAGE	14,000.00	0.00	10,380.25	74.14%	3,619.75	6,173.04
REFERREE/UMPIRE	2,200.00	0.00	0.00	0.00%	2,200.00	0.00
ENTRY FEE	1,120.00	0.00	0.00	0.00%	1,120.00	0.00
REGISTRATION FEES	7,200.00	0.00	3,356.08	46.61%	3,843.92	858.27
M.CROSS SCHOOL RENTAL FEE	13,500.00	0.00	0.00	0.00%	13,500.00	0.00
SPECIAL EVENTS /SUPPLIES	1,000.00	0.00	161.97	16.20%	838.03	-38.03
FICA TAX	868.00	0.00	621.75	71.63%	246.25	382.72
MEDI TAX	203.00	0.00	145.40	71.63%	57.60	89.51
UNIFORMS	300.00	0.00	0.00	0.00%	300.00	0.00
Total PROGRAM	129,091.00	0.00	58,950.45	45.67%	70,140.55	8,826.51
RECREATION FACILITIES						
REC FIELD CARE	10,000.00	0.00	441.00	4.41%	9,559.00	441.00
HNTLY LINE MARKING	3,200.00	0.00	987.00	30.84%	2,213.00	0.00
PORTABLE TOILET	650.00	0.00	155.00	23.85%	495.00	155.00
REPAIRS & MAINT	2,000.00	0.00	0.00	0.00%	2,000.00	0.00
WATER USAGE	350.00	0.00	122.00	34.86%	228.00	0.00
SITE WORK	250.00	0.00	0.00	0.00%	250.00	0.00
DESIGNATED FUND-T COURTS	4,500.00	0.00	0.00	0.00%	4,500.00	0.00
Total RECREATION FACILITIES	20,950.00	0.00	1,705.00	8.14%	19,245.00	596.00

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Total RECREA DEPT EXPENDITURES	237,082.00	0.00	75,168.00	31.71%	161,914.00	19,409.42
POLICE STATION EXPENDITURES						
UTILITIES						
WATER USAGE	200.00	0.00	71.00	35.50%	129.00	0.00
ELECTRICITY	3,250.00	0.00	407.26	12.53%	2,842.74	407.26
HEATING	2,250.00	0.00	0.00	0.00%	2,250.00	0.00
ADMIN TELEPHONE	4,500.00	0.00	278.66	6.19%	4,221.34	278.66
Total UTILITIES	10,200.00	0.00	756.92	7.42%	9,443.08	685.92
REPAIRS & MAINTENANCE						
SUPPLIES	250.00	0.00	0.00	0.00%	250.00	0.00
REPAIRS & MAINT	1,500.00	0.00	163.00	10.87%	1,337.00	163.00
ALARM MONITORING	210.00	0.00	0.00	0.00%	210.00	0.00
Total REPAIRS & MAINTENANCE	1,960.00	0.00	163.00	8.32%	1,797.00	163.00
CAPITAL EXPENDITURES						
DESIGNATED FUND-P STATN	3,500.00	0.00	0.00	0.00%	3,500.00	0.00
Total CAPITAL EXPENDITURES	3,500.00	0.00	0.00	0.00%	3,500.00	0.00
Total POLICE STATION EXPENDITURES	15,660.00	0.00	919.92	5.87%	14,740.08	848.92
POLICE DEPT EXPENDITURES						
WAGES & BENEFITS						
POLICE CHIEF WAGE	84,052.00	0.00	13,055.52	15.53%	70,996.48	9,552.84
POLICE OFFICER WAGE	159,600.00	0.00	25,820.53	16.18%	133,779.47	17,914.05
ON-CALL WAGES	4,680.00	0.00	841.08	17.97%	3,838.92	566.31
OVERTIME OFFICER WAGE	20,000.00	0.00	2,262.16	11.31%	17,737.84	1,487.50
ADMINISTRATIVE WAGE	43,850.00	0.00	6,802.72	15.51%	37,047.28	4,995.20
PARTTIME OFFICER WAGE	7,500.00	0.00	1,133.90	15.12%	6,366.10	1,133.90
CROSSING GUARD WAGE	12,500.00	0.00	0.00	0.00%	12,500.00	0.00
GOVERNOR'S HWY SAFETY GRA	0.00	0.00	250.08	100.00%	-250.08	250.08
FICA TAX	20,339.00	0.00	3,033.94	14.92%	17,305.06	2,184.52
MEDI TAX	4,757.00	0.00	709.54	14.92%	4,047.46	510.89
HEALTH INS	80,762.00	0.00	17,868.00	22.12%	62,894.00	6,276.78
DISABILITY/LIFE INS	3,500.00	0.00	930.84	26.60%	2,569.16	623.75
DELTA DENTAL	1,677.00	0.00	551.47	32.88%	1,125.53	137.07
VT RETIREMENT	21,133.00	0.00	4,071.16	19.26%	17,061.84	2,365.72
Total WAGES & BENEFITS	464,350.00	0.00	77,330.94	16.65%	387,019.06	47,998.61
COMMUNITY POLICING						
ANIMAL CONT/LEASH LAW	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
COMMUNITY RELATNS	1,000.00	0.00	246.20	24.62%	753.80	246.20
SPEED SIGNS	1,500.00	0.00	164.28	10.95%	1,335.72	164.28

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Total COMMUNITY POLICING	4,000.00	0.00	410.48	10.26%	3,589.52	410.48
EQUIPMENT & MAINTENANCE						
RADIO MAINTENANCE	800.00	0.00	315.00	39.38%	485.00	0.00
PETROLEUM PRODUCTS	8,500.00	0.00	1,028.44	12.10%	7,471.56	513.27
CRUISER VIDEO EQUIP	300.00	0.00	0.00	0.00%	300.00	0.00
CRUISER MAINT	6,500.00	0.00	26.00	0.40%	6,474.00	26.00
CRUISER SUPPLIES	700.00	0.00	0.00	0.00%	700.00	0.00
Total EQUIPMENT & MAINTENANCE	16,800.00	0.00	1,369.44	8.15%	15,430.56	539.27
GRANTS						
Total GRANTS	0.00	0.00	0.00	0.00%	0.00	0.00
SUPPORT						
ADMINISTRATION	4,300.00	0.00	1,021.64	23.76%	3,278.36	634.36
VIBRS	1,200.00	0.00	342.40	28.53%	857.60	0.00
DISPATCH SERVICES	48,750.00	0.00	12,241.25	25.11%	36,508.75	12,241.25
TRAINING	2,500.00	0.00	598.00	23.92%	1,902.00	598.00
TRAINING SUPPLIES	500.00	0.00	26.10	5.22%	473.90	26.10
MILEAGE REIMB	100.00	0.00	0.00	0.00%	100.00	0.00
DUES/MTGS/EDUC	500.00	0.00	375.00	75.00%	125.00	0.00
UNIFORMS	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
UNIFORMS CLEANING	1,500.00	0.00	84.00	5.60%	1,416.00	84.00
Total SUPPORT	61,850.00	0.00	14,688.39	23.75%	47,161.61	13,583.71
CAPITAL EXPENDITURES						
DESIGNATED FUND-SPEC EQUI	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
DESIGNATED FUND-CRUISER	10,000.00	0.00	0.00	0.00%	10,000.00	0.00
Total CAPITAL EXPENDITURES	12,500.00	0.00	0.00	0.00%	12,500.00	0.00
Total POLICE DEPT EXPENDITURES	559,500.00	0.00	93,799.25	16.76%	465,700.75	62,532.07
FIRE/FAST STATION						
CUSTODIAL WAGES						
Total CUSTODIAL WAGES	0.00	0.00	0.00	0.00%	0.00	0.00
UTILITIES						
WATER USAGE	700.00	0.00	0.00	0.00%	700.00	0.00
ELECTRICITY	1,800.00	0.00	219.28	12.18%	1,580.72	219.28
HEATING	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
TELEPHONE & INTERNET	1,975.00	0.00	199.32	10.09%	1,775.68	164.42
ALARM MONITORING	60.00	0.00	0.00	0.00%	60.00	0.00
Total UTILITIES	9,535.00	0.00	418.60	4.39%	9,116.40	383.70

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REPAIR & MAINTENANCE						
SUPPLIES	500.00	0.00	104.17	20.83%	395.83	104.17
REPAIR & MAINTENANCE EXPN	2,500.00	0.00	21.97	0.88%	2,478.03	21.97
Total REPAIR & MAINTENANCE	3,000.00	0.00	126.14	4.20%	2,873.86	126.14
Total FIRE/FAST STATION						
	12,535.00	0.00	544.74	4.35%	11,990.26	509.84
FIRE/FAST DEPT. EXPENSES						
FIRE WAGES						
FIRE CHIEF WAGES	63,381.00	0.00	9,850.93	15.54%	53,530.07	7,222.62
FIRE OFFICER STIPEND	1,479.00	0.00	0.00	0.00%	1,479.00	0.00
FIREFIGHTERS WAGE	27,500.00	0.00	0.00	0.00%	27,500.00	0.00
FF DRILLS/MTGS WAGE	4,000.00	0.00	0.00	0.00%	4,000.00	0.00
FICA TAX	5,975.00	0.00	740.94	12.40%	5,234.06	447.38
MEDI TAX	1,397.00	0.00	173.28	12.40%	1,223.72	104.64
HEALTH INSURANCE	938.00	0.00	0.00	0.00%	938.00	0.00
DISABILITY/LIFE INSURANCE	850.00	0.00	206.73	24.32%	643.27	138.57
VT RETIREMENT	3,169.00	0.00	630.39	19.89%	2,538.61	247.71
DENTAL INSURANCE	420.00	0.00	102.81	24.48%	317.19	34.27
Total FIRE WAGES	109,109.00	0.00	11,705.08	10.73%	97,403.92	8,195.19
EMS WAGES						
EMS WAGE	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
EMS DRILL WAGE	2,100.00	0.00	0.00	0.00%	2,100.00	0.00
EMS FICA TAX	440.00	0.00	0.00	0.00%	440.00	0.00
EMS MEDI TAX	103.00	0.00	0.00	0.00%	103.00	0.00
Total EMS WAGES	7,643.00	0.00	0.00	0.00%	7,643.00	0.00
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
EMS EDUC/TRNG	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
FIRE DUES/MTGS/EDUC	1,200.00	0.00	0.00	0.00%	1,200.00	0.00
Total EDUCATION & TRAINING	3,700.00	0.00	0.00	0.00%	3,700.00	0.00
TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	5,000.00	0.00	310.89	6.22%	4,689.11	310.89
EMS TOOLS/ EQUIP	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
RADIO PURCH/REPAIR	750.00	0.00	0.00	0.00%	750.00	0.00
Total TOOLS & EQUIPMENT	7,250.00	0.00	310.89	4.29%	6,939.11	310.89
MAINTENANCE						
FIRE TRK R & M	12,000.00	0.00	229.42	1.91%	11,770.58	0.00
EQUIPMENT MAINTENANCE	2,000.00	0.00	70.00	3.50%	1,930.00	70.00

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RADIO MAINTENANCE	900.00	0.00	515.07	57.23%	384.93	515.07
SOFTWARE MAINTENANCE	800.00	0.00	0.00	0.00%	800.00	0.00
COMPUTER MAINTENANCE	400.00	0.00	0.00	0.00%	400.00	0.00
PETROLEUM PRODUCTS	3,500.00	0.00	430.50	12.30%	3,069.50	193.41
Total MAINTENANCE	19,600.00	0.00	1,244.99	6.35%	18,355.01	778.48
SUPPORT						
RECRUITMENT	100.00	0.00	225.00	225.00%	-125.00	50.00
POSTAGE	75.00	0.00	10.38	13.84%	64.62	0.00
FIRE PREV BOOKS & MATERIA	100.00	0.00	0.00	0.00%	100.00	0.00
FIREFIGHTERS CASUL INS	6,200.00	0.00	4,071.66	65.67%	2,128.34	0.00
OFFICE SUPPLIES	400.00	0.00	226.79	56.70%	173.21	63.49
DISPATCH SERVICE	8,554.00	0.00	390.00	4.56%	8,164.00	0.00
UNIFORM	225.00	0.00	152.25	67.67%	72.75	152.25
HYDRANT RENTAL	11,700.00	0.00	0.00	0.00%	11,700.00	0.00
DRY HYDRANT	400.00	0.00	0.00	0.00%	400.00	0.00
OSHA COMPLIANCE	750.00	0.00	121.00	16.13%	629.00	121.00
Total SUPPORT	28,504.00	0.00	5,197.08	18.23%	23,306.92	386.74
CAPITAL EXPENDITURES						
DESIGNATED FUND-FIRE STAT	4,000.00	0.00	0.00	0.00%	4,000.00	0.00
DESIGNATED FUND-APPARATUS	65,975.00	0.00	0.00	0.00%	65,975.00	0.00
DESIGNATED FUND-EQUIPMENT	4,000.00	0.00	0.00	0.00%	4,000.00	0.00
Total CAPITAL EXPENDITURES	73,975.00	0.00	0.00	0.00%	73,975.00	0.00
GRANT EXPENSE						
Total GRANT EXPENSE	0.00	0.00	0.00	0.00%	0.00	0.00
AMBULANCE SERVICES						
AMBULANCE CONTRACT	97,156.00	0.00	30,571.50	31.47%	66,584.50	30,571.50
AMBULANCE BILLS	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
Total AMBULANCE SERVICES	102,156.00	0.00	30,571.50	29.93%	71,584.50	30,571.50
Total FIRE/FAST DEPT. EXPENSES	351,937.00	0.00	49,029.54	13.93%	302,907.46	40,242.80
EMERGENCY MANAGEMENT						
DEBT SERVICE TOWER PRINCI	60,122.00	0.00	0.00	0.00%	60,122.00	0.00
TOWER POWER	600.00	0.00	56.72	9.45%	543.28	56.72
EMERG MAN ADMIN	100.00	0.00	0.00	0.00%	100.00	0.00
EMERG MNGMT SUPPLIES	100.00	0.00	52.45	52.45%	47.55	52.45
GENERATOR FUEL	300.00	0.00	5.00	1.67%	295.00	5.00
EMERG GEN MAINT	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
BASE RADIO MAINTENANCE	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
DESIGNATED FUND-GENERATOR	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
Total EMERGENCY MANAGEMENT	72,222.00	0.00	114.17	0.16%	72,107.83	114.17

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 2 Aug
CONSERVATION						
DUES/MTGS/EDUC	850.00	0.00	0.00	0.00%	850.00	0.00
SPKRS/PUBLIC INFO	300.00	0.00	0.00	0.00%	300.00	0.00
PUBLICITY	300.00	0.00	0.00	0.00%	300.00	0.00
TRAILS	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
WATER QUAL MONIT	500.00	0.00	0.00	0.00%	500.00	0.00
MILT FRYE NATURE AREA	900.00	0.00	0.00	0.00%	900.00	0.00
NATRL RESRCS INVEN	1,100.00	0.00	0.00	0.00%	1,100.00	0.00
Total CONSERVATION	6,950.00	0.00	0.00	0.00%	6,950.00	0.00
CEMETERY COMMISSION						
Total CEMETERY COMMISSION	0.00	0.00	0.00	0.00%	0.00	0.00
PUBLIC WORKS DEPT.						
HIGHWAY DIVISION						
HIGHWAY WAGES & BENEFITS						
DIRECTOR OF PUBLIC WORKS	87,259.00	0.00	18,552.07	21.26%	68,706.93	9,938.79
ROAD CREW WAGES	252,737.00	0.00	44,005.27	17.41%	208,731.73	32,229.60
ROAD CREW OVERTIME	28,750.00	0.00	825.45	2.87%	27,924.55	454.03
PAGER COMPENSATION	1,650.00	0.00	0.00	0.00%	1,650.00	0.00
FICA	22,965.00	0.00	3,940.48	17.16%	19,024.52	2,567.37
MEDICARE	5,370.00	0.00	921.58	17.16%	4,448.42	600.44
HEALTH INSUR	104,389.00	0.00	25,425.05	24.36%	78,963.95	8,933.11
DISABILITY/LIFE	4,822.00	0.00	1,119.42	23.21%	3,702.58	756.31
DENTAL INSURANCE	2,530.00	0.00	787.33	31.12%	1,742.67	205.61
RETIREMENT	20,372.00	0.00	3,756.50	18.44%	16,615.50	2,141.48
Total HIGHWAY WAGES & BENEFITS	530,844.00	0.00	99,333.15	18.71%	431,510.85	57,826.74
MATERIALS						
SALT & CHEMICALS	119,600.00	0.00	0.00	0.00%	119,600.00	0.00
SAND	61,600.00	0.00	0.00	0.00%	61,600.00	0.00
DUST CONTROL	20,000.00	0.00	10,796.80	53.98%	9,203.20	10,796.80
GRAVEL & STONE	50,000.00	0.00	4,920.82	9.84%	45,079.18	4,920.82
CULVERTS & ROAD SUPPLIES	12,000.00	0.00	1,495.20	12.46%	10,504.80	882.00
ASPHALT PRODUCTS	7,100.00	0.00	0.00	0.00%	7,100.00	0.00
BRIDGE REPAIR & MAINT.	2,000.00	0.00	0.00	0.00%	2,000.00	0.00
OTHER PROJECTS	5,000.00	0.00	59.96	1.20%	4,940.04	0.00
SIGNS	4,500.00	0.00	130.11	2.89%	4,369.89	0.00
Total MATERIALS	281,800.00	0.00	17,402.89	6.18%	264,397.11	16,599.62
CONTRACTED SERVICES						
FLOWING & SANDING	19,000.00	0.00	0.00	0.00%	19,000.00	0.00
ROAD SWEEPING	7,150.00	0.00	0.00	0.00%	7,150.00	0.00
LEAF REMOVAL	6,000.00	0.00	0.00	0.00%	6,000.00	0.00
STREETLIGHTS	10,000.00	0.00	973.07	9.73%	9,026.93	929.05

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TREE CUTTING & REMOVAL	12,000.00	0.00	3,240.00	27.00%	8,760.00	3,240.00
UNIFORMS	7,638.00	0.00	748.35	9.80%	6,889.65	748.35
PAVING	60,000.00	0.00	0.00	0.00%	60,000.00	0.00
OTHER PROJECTS	5,000.00	0.00	8,780.00	175.60%	-3,780.00	4,190.00
CRACK SEALING	31,250.00	0.00	34,550.00	110.56%	-3,300.00	34,550.00
PAVEMENT MARKING	20,000.00	0.00	7,450.00	37.25%	12,550.00	2,480.00
Total CONTRACTED SERVICES	178,038.00	0.00	55,741.42	31.31%	122,296.58	46,137.40
EQUIPMENT						
OUTSIDE REPAIRS	37,500.00	0.00	2,778.37	7.41%	34,721.63	2,778.37
PARTS & SUPPLIES	37,500.00	0.00	4,654.46	12.41%	32,845.54	4,348.49
PETROLEUM PRODUCTS	50,000.00	0.00	3,258.59	6.52%	46,741.41	3,101.87
Total EQUIPMENT	125,000.00	0.00	10,691.42	8.55%	114,308.58	10,228.73
HIGHWAY GARAGE						
ELECTRICITY	3,120.00	0.00	129.06	4.14%	2,990.94	129.06
PROPANE	9,000.00	0.00	0.00	0.00%	9,000.00	0.00
TELEPHONE	2,000.00	0.00	176.66	8.83%	1,823.34	176.66
SUPPLIES	1,500.00	0.00	28.00	1.87%	1,472.00	28.00
ALARM MONITORING	250.00	0.00	0.00	0.00%	250.00	0.00
REPAIRS & MAINTENANCE	5,150.00	0.00	835.05	16.21%	4,314.95	835.05
TOOLS	2,500.00	0.00	1,179.10	47.16%	1,320.90	1,179.10
ADMINISTRATION	6,850.00	0.00	765.65	11.18%	6,084.35	500.35
Total HIGHWAY GARAGE	30,370.00	0.00	3,113.52	10.25%	27,256.48	2,848.22
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	135,000.00	0.00	0.00	0.00%	135,000.00	0.00
DESIGNATED FUND-SIDEWALK	10,000.00	0.00	0.00	0.00%	10,000.00	0.00
DESIGNATED FUND-PAVING	275,000.00	0.00	0.00	0.00%	275,000.00	0.00
DESIGNATED FUND-BRIDGES	35,000.00	0.00	0.00	0.00%	35,000.00	0.00
DESIGNATED FUND-GARAGE	63,480.00	0.00	0.00	0.00%	63,480.00	0.00
Total CAPITAL EXPENDITURES	518,480.00	0.00	0.00	0.00%	518,480.00	0.00
GRANTS						
Total GRANTS	0.00	0.00	0.00	0.00%	0.00	0.00
Total HIGHWAY DIVISION	1,664,932.00	0.00	186,282.40	11.19%	1,478,249.60	133,640.71
BUILDINGS & GROUNDS DIVIS						
B & G WAGES & BENEFITS						
BUILDINGS & GROUNDS WAGES	78,459.00	0.00	12,090.08	15.41%	66,368.92	8,846.40
OT BLDGS & GROUNDS	6,000.00	0.00	140.10	2.34%	5,859.90	140.10
PAGER COMPENSATION	550.00	0.00	0.00	0.00%	550.00	0.00
FICA	5,271.00	0.00	758.26	14.39%	4,512.74	557.15
MEDICARE	1,232.00	0.00	177.35	14.40%	1,054.65	130.32

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 2 Aug
HEALTH INSURANCE	28,104.00	0.00	5,016.96	17.85%	23,087.04	1,823.36
DISABILITY/LIFE	1,067.00	0.00	274.59	25.73%	792.41	184.59
DENTAL INSURANCE	419.00	0.00	102.78	24.53%	316.22	34.26
RETIREMENT	4,675.00	0.00	835.36	17.87%	3,839.64	513.05
Total B & C WAGES & BENEFITS	125,777.00	0.00	19,395.48	15.42%	106,381.52	12,229.23
MATERIALS						
GARDEN SUPPLIES & PLANTS	1,700.00	0.00	27.39	1.61%	1,672.61	27.39
Total MATERIALS	1,700.00	0.00	27.39	1.61%	1,672.61	27.39
CONTRACTED SERVICES						
FOLEY PARK & MEDANS	4,750.00	0.00	553.91	11.66%	4,196.09	343.91
UNIFORMS	2,100.00	0.00	141.00	6.71%	1,959.00	141.00
Total CONTRACTED SERVICES	6,850.00	0.00	694.91	10.14%	6,155.09	484.91
EQUIPMENT						
OUTSIDE REPAIRS	1,300.00	0.00	157.95	12.15%	1,142.05	139.95
PARTS & SUPPLIES	1,800.00	0.00	1,098.73	61.04%	701.27	1,098.73
PETROLEUM PRODUCTS	2,800.00	0.00	590.94	21.11%	2,209.06	293.71
TOOLS	300.00	0.00	39.95	13.32%	260.05	39.95
Total EQUIPMENT	6,200.00	0.00	1,887.57	30.44%	4,312.43	1,572.34
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	15,000.00	0.00	0.00	0.00%	15,000.00	0.00
Total CAPITAL EXPENDITURES	15,000.00	0.00	0.00	0.00%	15,000.00	0.00
Total BUILDINGS & GROUNDS DIVIS	155,527.00	0.00	22,005.35	14.15%	133,521.65	14,313.87
SOLID WASTE DIVISION						
SW WAGES & BENEFITS						
TRNSF STATION WAGE	36,937.00	0.00	5,855.50	15.85%	31,081.50	4,007.86
FICA TAX	2,290.00	0.00	363.06	15.85%	1,926.94	248.50
MEDI TAX	536.00	0.00	84.93	15.85%	451.07	58.13
Total SW WAGES & BENEFITS	39,763.00	0.00	6,303.49	15.85%	33,459.51	4,314.49
CONTRACTED SERVICES						
GUVSMD ASSESSMENT	44,000.00	0.00	40,968.00	93.11%	3,032.00	0.00
MUNICIPAL SOLID WASTE	51,500.00	0.00	3,541.50	6.88%	47,958.50	3,541.50
RECYCLING	32,000.00	0.00	3,745.01	11.70%	28,254.99	3,745.01
HOUSEHOLD HAZARDOUS WASTE	5,000.00	0.00	0.00	0.00%	5,000.00	0.00
UNIFORMS	500.00	0.00	0.00	0.00%	500.00	0.00
Total CONTRACTED SERVICES	133,000.00	0.00	48,254.51	36.28%	84,745.49	7,286.51

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Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 2 Aug
EQUIPMENT						
PARTS & SUPPLIES	1,500.00	0.00	200.15	13.34%	1,299.85	34.93
REPAIRS & MAINTENANCE	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
SMALL EQUIPMENT	300.00	0.00	0.00	0.00%	300.00	0.00
Total EQUIPMENT	4,800.00	0.00	200.15	4.17%	4,599.85	34.93
TRANSFER STATION						
PURCHASED SERVICES	1,170.00	0.00	0.00	0.00%	1,170.00	0.00
ELECTRICITY	1,500.00	0.00	157.44	10.50%	1,342.56	157.44
PROPANE	750.00	0.00	0.00	0.00%	750.00	0.00
TELEPHONE	450.00	0.00	35.83	7.96%	414.17	35.83
ADMINISTRATION	2,500.00	0.00	65.67	2.63%	2,434.33	65.67
VERMONT FRANCHISE TAX	2,900.00	0.00	0.00	0.00%	2,900.00	0.00
Total TRANSFER STATION	9,270.00	0.00	258.94	2.79%	9,011.06	258.94
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	8,000.00	0.00	0.00	0.00%	8,000.00	0.00
Total CAPITAL EXPENDITURES	8,000.00	0.00	0.00	0.00%	8,000.00	0.00
Total SOLID WASTE DIVISION	194,833.00	0.00	55,017.09	28.24%	139,815.91	11,894.87
TRACY HALL						
BUILDING EXPENSES						
WATER USAGE	450.00	0.00	120.60	26.80%	329.40	0.00
ELECTRICITY	10,000.00	0.00	1,567.20	15.67%	8,432.80	1,567.20
HEATING	16,500.00	0.00	0.00	0.00%	16,500.00	0.00
ALARM MONITORING	250.00	0.00	0.00	0.00%	250.00	0.00
ELEVATOR MAINTENANCE	3,000.00	0.00	473.30	15.78%	2,526.70	236.65
BUILDING SUPPLIES	3,200.00	0.00	1,199.85	37.50%	2,000.15	121.83
REPAIRS & MAINTENANCE	10,000.00	0.00	116.95	1.17%	9,883.05	116.95
BANDSTAND & SIGN ELECTRIC	1,000.00	0.00	102.68	10.27%	897.32	102.68
Total BUILDING EXPENSES	44,400.00	0.00	3,580.58	8.06%	40,819.42	2,145.31
Total TRACY HALL	44,400.00	0.00	3,580.58	8.06%	40,819.42	2,145.31
Total PUBLIC WORKS DEPT.	2,059,292.00	0.00	266,885.42	12.96%	1,792,406.58	161,994.76
DEBT SERVICE EXPENDITURES						
Total DEBT SERVICE EXPENDITURES	0.00	0.00	0.00	0.00%	0.00	0.00
APPROPRIATION EXPENDITURES						
NORWICH PUBLIC LIBRARY	265,000.00	0.00	0.00	0.00%	265,000.00	0.00
NORWICH LIONS CLUB	3,000.00	0.00	3,000.00	100.00%	0.00	0.00
NORWICH AMERICAN LEGION	1,500.00	0.00	0.00	0.00%	1,500.00	0.00
NORWICH HISTORICAL SOC.	8,000.00	0.00	0.00	0.00%	8,000.00	0.00

Account	Budget	Outstanding Encumbrance	Expenditures	% Budget Expended	Unencumbered Balance	FY-16/17 MTD Pd 2 Aug
NORWICH CEMETERY ASSOCATN	15,000.00	0.00	0.00	0.00%	15,000.00	0.00
NORWICH CHILD CARE SCHOLA	4,348.00	0.00	0.00	0.00%	4,348.00	0.00
VSTNG NRS/HSP APPR	15,600.00	0.00	0.00	0.00%	15,600.00	0.00
THE FAMILY PLACE	6,000.00	0.00	0.00	0.00%	6,000.00	0.00
ADVANCE TRANSIT	12,860.00	0.00	0.00	0.00%	12,860.00	0.00
HEADREST	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
WINDSOR COUNTY PARTNERS	1,000.00	0.00	0.00	0.00%	1,000.00	0.00
WISE	2,500.00	0.00	0.00	0.00%	2,500.00	0.00
RSVP	500.00	0.00	0.00	0.00%	500.00	0.00
SEVCA	3,750.00	0.00	0.00	0.00%	3,750.00	0.00
YOUTH-IN-ACTION	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
WHT RIVR COUN ON AGING	5,300.00	0.00	0.00	0.00%	5,300.00	0.00
U.V. TRAILS ALLIANCE	2,000.00	0.00	0.00	0.00%	2,000.00	0.00
GOOD BEGINNINGS	3,000.00	0.00	0.00	0.00%	3,000.00	0.00
Total APPROPRIATION EXPENDITURES	354,858.00	0.00	3,000.00	0.85%	351,858.00	0.00
TAX EXPENDITURES						
TAX ABATEMENT/ADJUSTMENT	5,000.00	0.00	3,329.53	66.59%	1,670.47	0.53
Total TAX EXPENDITURES	5,000.00	0.00	3,329.53	66.59%	1,670.47	0.53
INSURANCE						
UNEMP INS RATE ASSMT	5,236.00	0.00	1,195.00	22.82%	4,041.00	0.00
PROP & CAS INSURANCE	82,500.00	0.00	43,194.00	52.36%	39,306.00	0.00
WORKER'S COMP INS	117,026.00	0.00	66,251.00	56.61%	50,775.00	0.00
Total INSURANCE	204,762.00	0.00	110,640.00	54.03%	94,122.00	0.00
Total General	4,726,851.00	0.00	738,585.67	15.63%	3,988,265.33	363,318.47
Total All Funds	4,726,851.00	0.00	738,585.67	15.63%	3,988,265.33	363,318.47

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Account	Estimated Revenue	Applied For	Received To Date	% Budget Received	Uncollected Balance	FY-16/17 MTD Pd 2 Aug
PROPERTY TAX REVENUES						
TOWN PROPERTY TAX	3,736,022.00	0.00	15,124,371.62	404.83%	-11,388,349.62	241.94
VT LAND USE TAX	184,407.00	0.00	0.00	0.00%	184,407.00	0.00
PROP TAX INTEREST	25,000.00	0.00	5,906.32	23.63%	19,093.68	3,906.49
PROP TAX COLL FEE	17,000.00	0.00	0.00	0.00%	17,000.00	0.00
Total PROPERTY TAX REVENUES	3,962,429.00	0.00	15,130,277.94	381.84%	-11,167,848.94	4,148.43
LICENSE & PERMIT						
LIQUOR LICENSE	400.00	0.00	0.00	0.00%	400.00	0.00
DOG LICENSE	2,550.00	0.00	50.00	1.96%	2,500.00	26.00
HUNT & FISH LICENSE	285.00	0.00	17.50	6.14%	267.50	10.00
PEDDLER LICENSE	50.00	0.00	0.00	0.00%	50.00	0.00
BLDG/DEVEL PERMIT	9,000.00	0.00	1,603.20	17.81%	7,396.80	886.40
LAND POSTING PERMIT	200.00	0.00	35.00	17.50%	165.00	30.00
Total LICENSE & PERMIT	12,485.00	0.00	1,705.70	13.66%	10,779.30	952.40
INTERGOVERNMENTAL						
VT HIWAY GAS TAX	153,000.00	0.00	38,217.27	24.98%	114,782.73	0.00
VT ACT 60	14,900.00	0.00	0.00	0.00%	14,900.00	0.00
ST. OF VT. LISTER TRAININ	400.00	0.00	0.00	0.00%	400.00	0.00
PILOT	24,000.00	0.00	0.00	0.00%	24,000.00	0.00
VT NATURAL RESRCS	3,874.00	0.00	0.00	0.00%	3,874.00	0.00
EDUC TAX RETAINER .225 o	24,000.00	0.00	0.00	0.00%	24,000.00	0.00
LATE FEES-REVISED BILLS	250.00	0.00	0.00	0.00%	250.00	0.00
Total INTERGOVERNMENTAL	220,424.00	0.00	38,217.27	17.34%	182,206.73	0.00
SERVICE FEE						
RECORDING FEE	30,000.00	0.00	5,133.00	17.11%	24,867.00	2,028.00
DOCUMENT COPY FEE	2,100.00	0.00	411.20	19.58%	1,688.80	221.20
USE OF RECRDS FEE	300.00	0.00	53.50	17.83%	246.50	26.50
VITAL STATISTIC FEE	1,300.00	0.00	190.00	14.62%	1,110.00	110.00
MTR VEH REG RNWL FEE	190.00	0.00	48.00	25.26%	142.00	15.00
PHOTOCOPYING FEE	10.00	0.00	0.15	1.50%	9.85	0.00
TRACY HALL RNTL FEE	7,000.00	0.00	200.00	2.86%	6,800.00	200.00
POLICE RPT FEE	600.00	0.00	48.00	8.00%	552.00	0.00
POLICE ALRM RESP FEE	700.00	0.00	0.00	0.00%	700.00	0.00
RECREATION FEES	173,000.00	0.00	91,720.00	53.02%	81,280.00	13,341.00
TRNSFR STATION STICKERS	24,500.00	0.00	17,740.00	72.41%	6,760.00	2,735.00
MISC SOLID WASTE	1,800.00	0.00	285.00	15.83%	1,515.00	116.00
E-WASTE	4,700.00	0.00	226.00	4.81%	4,474.00	65.00
TRASH COUPON	84,194.00	0.00	18,984.00	22.55%	65,210.00	8,417.00
RECYCLING REBATES	7,000.00	0.00	819.16	11.70%	6,180.84	819.16
Total SERVICE FEE	337,394.00	0.00	135,858.01	40.27%	201,535.99	28,093.86
GRANT REVENUE						
Total GRANT REVENUE	0.00	0.00	0.00	0.00%	0.00	0.00

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Town of Norwich General Ledger
Revenue Report - General
Current Year Period 2 Aug

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RRobinson

Account	Estimated Revenue	Applied For	Received To Date	% Budget Received	Uncollected Balance	FY-16/17 MTD Pd 2 Aug
OTHER TOWN REVENUES						
TOWN REPORT	1,400.00	0.00	0.00	0.00%	1,400.00	0.00
BANK INTEREST	5,500.00	0.00	1,425.12	25.91%	4,074.88	1,116.75
FIELD RENTAL	30,600.00	0.00	1,660.00	5.42%	28,940.00	675.00
Total OTHER TOWN REVENUES	37,500.00	0.00	3,085.12	8.23%	34,414.88	1,791.75
PUBLIC SAFETY REVENUES						
POLICE FINE	12,750.00	0.00	1,658.50	13.01%	11,091.50	1,658.50
PARKING FINE	300.00	0.00	5.00	1.67%	295.00	0.00
DOG FINE	175.00	0.00	0.00	0.00%	175.00	0.00
Total PUBLIC SAFETY REVENUES	13,225.00	0.00	1,663.50	12.58%	11,561.50	1,658.50
MISCELLANEOUS REVENUE						
DAILY OVER/SHORT	0.00	0.00	62.87	100.00%	-62.87	-0.02
DONATIONS	0.00	0.00	1,500.00	100.00%	-1,500.00	0.00
TOWN CLRK MISCEL	0.00	0.00	23.50	100.00%	-23.50	10.00
TREAS DEPT MISCEL	0.00	0.00	3.01	100.00%	-3.01	0.00
MISCELLANEOUS	8,000.00	0.00	0.00	0.00%	8,000.00	0.00
Total MISCELLANEOUS REVENUE	8,000.00	0.00	1,589.38	19.87%	6,410.62	9.98
Total General	4,591,457.00	0.00	15,312,396.92	333.50%	-10,720,939.92	36,654.92
Total All Funds	4,591,457.00	0.00	15,312,396.92	333.50%	-10,720,939.92	36,654.92

Vermont League of Cities and Towns Municipal Policy Guiding Principles 2017

VLCT supports:

- a robust ongoing partnership between state and local governments;
- decision-making at the local level, including allowing the adoption of local fees and taxes; full implementation of municipal charter provisions following adoption by local voters; and a home rule amendment to the Vermont constitution;
- including local officials and personnel in discussions regarding changes governing local response to emergency situations;
- enabling implementation of local planning decisions and encouraging collaboration between the state and municipalities to support policies that best meet the needs of cities and towns;
- substantial deference to municipal planning, zoning, and siting decisions when state entities make permitting decisions;
- allowing maximum flexibility in decision-making regarding how cities and towns respond to state regulatory and statutory requirements; and
- allowing local flexibility in pursuing economic development activity.

State Mandates. VLCT opposes all unfunded mandated programs, pre-emption of municipal programs, or shifts in costs to local government. We support full reimbursement of costs for any mandated programs and the preparation of fiscal impact statements that show any potential shift in cost to inform any action that is taken legislatively or administratively.

State Funding Policy. VLCT supports using state funding efficiently, effectively, and fairly for the specific purposes for which it is appropriated. We oppose diverting those funds to other programs or functions.

VLCT supports funding and incentives for:

- an Open Meeting Law educational program;
- PILOT payments based on fair market value;
- all municipal highway programs;
- programs to spur economic development at the local level;
- expeditious construction and repair of municipal sidewalks and recreation paths;
- required stormwater management infrastructure;
- Department of Corrections programs that return offenders to the community;
- sufficient beds to serve those with long- and short-term mental health or addiction needs;
- support services and mobile crisis units;
- municipal recovery of costs incurred in providing services to individuals lodged in state-owned or funded facilities and costs to comply with their federal, state, or court-ordered licensing, registration, or testing;
- housing and transportation of persons who present a danger to themselves or the public;
- public safety answering points (PSAPs), the Community Drug Interdiction Program and state drug task force, and the Vermont Fire Academy certified training programs; and
- reimbursement of costs of training law enforcement officers who are hired by the state.

1.0 FINANCE, ADMINISTRATION AND INTERGOVERNMENTAL RELATIONS (FAIR)

1.01 EDUCATION FUNDING

Policy.

1. Municipal and school officials, state administration, and the legislature should begin ~~immediately~~ as equal partners to analyze the issues within Acts 60, 68, ~~(including ways in which they do not meet the Brigham decision) and now Act 46,~~ and create a new education finance system that reduces and reforms the property tax burden.
2. The legislature should assess whether Act 46 has resulted in cost reductions in school district budgets and per pupil expenditures. The legislature should develop a tangible definition of success. Act 46's success in curbing the rate at which education property taxes increase and establish the target rate of increase that will define the legislation's success.
3. ~~Until then, e~~Education Fund monies should *only* be used for pre-K--12 education functions listed in 16 V.S.A. § 4025(b), and billing Billing and collection of the state education property tax should remain at the local level.

Explanation.

Vermont's education funding system has significantly diminished the capacity for municipalities to use property tax dollars for non-education expenditures, making it difficult for municipalities to craft and secure voter approval for municipal budgets, particularly when seeking funding for expensive but essential municipal projects. Act 46 (H.361) of 2015 did not ease the education property tax burden.

Many aspects of education finance are controlled by the State, which continually raids the Education Fund, fails to restrict the Education Fund to uses specified in Act 60, and fails to fully fund General Fund support of education as specified in Act 68. Local officials and others spend far too much time trying to understand and implement the increasing complexities of the education finance system.

1.02 VERMONT TAX STRUCTURE OVERHAUL

Policy.

VLCT supports:

1. legislation to reform Vermont's income, sales, and property taxes; and
2. providing sufficient revenue for local government initiatives and reimbursing municipalities for all state-mandated property tax exemptions or providing local voters with the authority to impose municipal service fees on such properties; and

VLCT opposes any new state property taxes until a reformed tax structure is adopted.

Explanation.

The legislature should require that income, sales, and property taxes are thoroughly analyzed and reformed to ensure simplicity, sustainability, equity, and balance. The Blue Ribbon Tax Commission last analyzed state tax sources in 2010. That analysis should be updated. Vermont's reformed tax structure should include sufficient revenues for initiatives that local governments need but cannot afford.

1.03 OPEN MEETING LAW CHANGES

Policy.

VLCT supports:

1. applying the Open Meeting Law to the legislative and executive branches of state government as well as local government; and

2. making the following changes to the law during the 2017 legislative session to facilitate its use by municipal government:

- increasing the five-day requirement for posting minutes to ten business days;
- limiting mandatory application of the 2014 amendment's posting and penalty requirements to statutory- and charter-required public bodies;
- making other municipal public bodies, including committees and subcommittees of public bodies, comply with the law as it existed before July 1, 2014; and;
- providing sustainable funding for an educational program to acquaint municipal officials with the Open Meeting Law's requirements.

1.043 STATE PAYMENTS IN LIEU OF TAXES (PILOT) PROGRAMS

Policy.

VLCT supports full funding of all state Payments In Lieu of Taxes (PILOTs) using fair market value for all state buildings and state lands and expanding PILOTs to include all state owned lands.

Proceeds from local options taxes should fund only PILOTS for those state-owned buildings specified in 32 V.S.A. 3701(1)(A) as of 2016. All dollars raised by local option taxes should be retained in the buildings PILOT and used only to increase PILOT payments for those state owned buildings specified in 32 V.S.A. 3701(1)(A) as of the year 2016.

Explanation.

The General Fund must fund any remaining balance and all other PILOT payments until proceeds from local option taxes fully fund the state buildings PILOT. Otherwise, specific municipal taxpayers fund the loss of revenue related to lands and buildings that benefit all Vermont taxpayers.

1.054 LOCAL OPTION TAXES

Policy.

VLCT supports allowing all cities, towns, and villages to adopt consumption taxes.

Explanation.

Eighteen municipalities have approved local option taxes (sales, meals and rooms or alcohol). That authority should be extended to all municipalities.

1.067 PROTECTING AND ENHANCING MUNICIPAL FINANCES

- ~~A. Require the House Ways and Means and Senate Finance committees to review and adjust all local fees set in statute on a three-year cycle. Include significant local input.~~
- ~~B. Ensure that the legislature increases existing or imposes new state agency fees assessed against municipalities only when the agency can show a comparable increase in the costs, quality, or quantity of the services provided.~~
- ~~C. Provide ways for the state to help municipalities get the highest interest income on their investments while continuing to ensure low risk of loss.~~
- ~~D. Clearly communicate the state economic development strategy to municipalities and regional entities and engage them in a partnership to implement that strategy on the local, regional, and state levels.~~
- ~~E. Require the state to pay its portion of costs associated with defending the grand list and property tax collections, including appeals and abatements. The \$150,000 appropriation to defend appeals from reappraisals of TransCanada Hydro Northeast, Inc. properties along the Connecticut and Deerfield Rivers is a good start in that direction. The state should also pay the taxpayer directly for any education property taxes and interest required to be reimbursed due to a property valuation adjustment resulting from an appeal beyond the board of civil authority.~~

- ~~F. The state should reimburse municipalities for any local costs for implementation of any state election law changes or reapportionment (including voter and election official education), as well as subsequent administrative or technological costs. The implementation of any election law changes must also satisfy the requirements of local election officials to have an election system that functions smoothly and effectively on Election Day.~~
- ~~G. Make statutory changes that enable cities and towns to better manage end-stage blighted properties and tax sale transactions.~~

Policy.

VLCT supports:

1. adjusting all local fees set in statute on a minimum three-year cycle, with significant local input;
2. creating a partnership with municipalities and regional entities to implement a clearly communicated state economic development strategy at all levels of government;
3. enabling cities and towns to more effectively manage blighted properties and tax sale transactions;
4. state payment of its portion of costs associated with defending the grand list and property tax collections, including appeals and abatements; and
5. paying taxpayers directly for education property taxes and interest required to be reimbursed when a property value is adjusted as a result of an appeal beyond the board of civil authority.

VLCT opposes any new or increased state agency fees assessed against municipalities unless the agency shows a comparable increase in costs, quality, or quantity of the services provided.

Explanation.

Municipal fees established in statute have not been increased in many years. Those fees should be reviewed and amended on the same cycle as are state agency fees for permits and licenses.

A municipality must be authorized to sell an entire property at tax sale and not only that portion sufficient to cover the amount of delinquent taxes. The law appropriately provides that any revenue derived from a tax sale that exceeds the amount owed on taxes goes to the delinquent property tax payer. The window for lodging an appeal of a tax sale should be limited to 30 days following the date of issuance of the tax collector's deed.

1.07 8-MUNICIPAL AUTHORITY

Policy.

VLCT supports:

1. properly adopted municipal charters and amendments taking effect on the July 1 following voter approval without a vote by the legislature, unless both houses of the legislature vote by majority to take up the municipal charter or amendment for consideration. Upon enactment of this provision, the legislature could vote to take up the charter or amendment only if it contained provisions never previously approved by the legislature; and
2. continuation of authority for municipalities to adopt conflict of interest policies or ordinances locally, either by local legislative body action or by voter petition.

VLCT opposes municipal conflict of interest policies being overseen by a state imposed process or law.

Explanation.

Municipalities adopt conflict of interest policies and ordinances at the municipal level. The state needs to adopt and enforce conflict of interest policies at the state executive and legislative branches of government.

1.08 9 PUBLIC RECORDS IMPACT ON MUNICIPALITIES

Policy.

VLCT supports:

1. subjecting non-profit organizations that receive government financial support, except those exempted based on a constitutionally-protected religious purpose, to the Open Meeting and Public Records laws;
2. clarifying that the Public Records Law allows municipalities to charge for and collect the actual cost of staff time associated with complying with a request to inspect or copy public records and allows a public agency to require pre-payment for the cost of that staff time;
3. making property tax bills with homestead property tax adjustments public documents; and
4. amending the Public Records Law to allow individuals the right to request the same materials no more than twice during a 12-month period.

1.09 OTHER PRIORITIES

Policy.

VLCT supports:

1. requiring municipal ratification of the county budget including any costs incurred as a result of a sheriff providing dispatch services;
2. allowing local voters to decide all delinquent property tax collection issues, including whether or not to assess delinquent property tax penalties on each late installment;
3. requiring that all state rules, regulations, criteria, and other administrative actions affecting local government operations be implemented only 30 days after a publicly noticed hearing;
4. eliminating the mandate that local governments take over any non-municipal cemeteries;
5. continuing to implement mechanisms prohibiting resident property owners with high unearned income or assets from receiving a property tax adjustment;
6. restoring the current use program to an agricultural and silvicultural preservation program;
7. encouraging cooperative municipal activities to achieve cost savings and efficiencies and eliminate any statute or rule that prohibits or hinders cooperation;
8. holding the Department of Taxes responsible for any changes to education tax property parcel classification or homestead property tax adjustment amounts made after June 30;
9. requiring the Department of Taxes to deal directly with the taxpayer; and
10. giving town voters the authority to choose to appoint or elect town clerks and treasurers.

2.0 TRANSPORTATION

2.01 PRIORITY ISSUES FOR IMPLEMENTATION

Policy.

VLCT supports:

1. substantially increasing funding to all highway programs affecting local government, now that the Agency of Transportation (VTrans) has stable funding from the federal government for five years under the Fixing America's Surface Transportation Act of 2015, and a FY17 budget of \$618 million;
2. fully funding any new transportation programs, including the municipal roads permit;
3. ensuring communication among all state agencies and their divisions so that redundant and contradictory oversight of municipal projects is eliminated, the permitting process is expedited, and project review is tailored to the size and impact of a project;
4. increasing the gas tax and dedicating those new revenues to meeting municipal stormwater obligations;
5. implementing additional recommendations of the 2013 Vermont Transportation Funding Options Section 40 Report;

6. creating a streamlined and efficient process for the Local Transportation Facilities (LTF) program to use funding most efficiently and funding it with state money;
7. applying efficiencies from the Accelerated Bridge Construction (ABC) and design-bid-build processes to other programs and; ensuring that the processes are applied to all bridge projects unless there is a compelling reason not to use it.

VLCT opposes:

1. municipal roads permit fees - both establishment of one fee regardless of municipality size or number of road miles, and charging fees at all for roads permits which the law requires every municipality to obtain;
2. using any money from the Transportation Fund for non-transportation purposes.

Explanation.

Increasing Town Highway Aid programs, Class 1 Local Highways, Class 2 Paving and Town Highway Structures grant programs, and the Town Highway Bridge Program is critical to enable municipalities to comply with water quality improvement and protection project mandates. Funding new transportation programs, particularly those related to stormwater management requirements, is critical, as is ensuring that VTTrans and other state agencies pay their fair share of local stormwater fees. Implementing additional recommendations of the 2013 Vermont Transportation Funding Options Section 40 Report can be used to sustain future Transportation Fund revenues. LTF projects should be managed by local governments with responsibility to see the project through to completion.

2.02 ADDITIONAL FUNDING PRIORITIES

Policy.

VLCT supports:

1. ensuring that funding for the Town Highway Emergency Fund is sufficient to cover municipal costs resulting from natural or manmade disasters, whether or not a federal disaster has been declared;
2. streamlining Municipal Assistance Bureau programs and processes, and establishing performance standards that must be met within the agency;
3. expanding funding to the Municipal Assistance Bureau and Better Roads Program for training and assistance to municipalities;
4. reimbursing any project using federal dollars at the federally allowed rate if it includes undergrounding of utilities or moving water, sewer, and similar infrastructure;
5. fully funding upgrades to municipal post-disaster recovery projects mandated by state agencies but not eligible for funding from the Federal Emergency Management Agency or other federal sources; and
6. ensuring that town highways and bridges are adequately engineered to mitigate the impacts of any future weather-related disaster.

Explanation.

If VTTrans mandates moving water and sewer infrastructure for transportation projects, the agency must reimburse municipalities for those costs.

2.03 STATE AND LOCAL COOPERATION

Policy.

VLCT supports:

1. restoring District Transportation Administrators' flexibility and authority to work with local governments;
2. eliminating Act 250 review and nullifying existing Act 250 permits of town highway maintenance and reconstruction projects;
3. revising existing road design and traffic standards to better define village areas and respect the traffic and infrastructure needs of Vermont's villages and downtowns;

4. expanding the state's line painting operations to include painting lines on all Class 2 highway each year;
5. modifying the billboard law to allow municipalities to hang temporary banners within the state highway right-of-way advertising events and activities;
6. exempting municipalities from signing management or maintenance agreements as co-applicants or accepting responsibility for the state's stormwater infrastructure on state projects; and-
7. providing incentives to municipalities to take over state highways that function as main streets.

Explanation.

The purpose for expanding existing District Transportation Administrators' flexibility and authority to work with local governments is to ensure effective technical assistance and efficiency in implementing transportation projects. When VTrans partners with municipalities and other agencies, it enhances the asset management/project priority program to ensure the importance of local and regional priorities and the participation of local officials in selecting projects.

2.04 COMMERCIAL VEHICLES

Policy.

VLCT supports:

1. urging the institution of a statewide process for permitting overweight or oversized vehicles on local roads and authorizing municipalities to fine owners of permitted vehicles violating or not obtaining such permit; and
2. requiring commercial and agricultural custom service vehicles to comply with all motor vehicle laws when operating on state and local highways.

2.05 MULTI-MODAL TRANSPORTATION

Policy.

VLCT supports:

1. establishing a state funding source for construction and repair of sidewalks and recreation paths;
2. fully funding the "Complete Streets" program, and providing state money to fund portions of paving and rehabilitation projects in combination with other funding sources;
3. encouraging state coordination with municipalities on state-managed projects regarding appropriate siting of transportation infrastructure and ensuring funding is available to pay for required stormwater management infrastructure at the time projects are constructed or re-constructed.

2.06 RAIL

Policy.

VLCT supports:

1. -requiring all railroad-related projects to comply with environmental regulations, especially water quality;
2. -requiring rail companies to notify municipalities of hazardous materials they are transporting through or storing within a municipality's borders;
3. restricting funds allocated for rail or related projects to those specific projects;
4. -working with railroad companies to prohibit speeding trains in downtown areas; and-
5. extending passenger rail service to Burlington on the western side of the state by 2020.

3.0 PUBLIC SAFETY

3.01 PRIORITY ISSUES FOR IMPLEMENTATION

Policy.

VLCT supports:

1. the recommendations of the President's Task Force on 21st Century Policing with sufficient funding to implement them successfully;
2. providing public safety officials the authority, information, and funding to combat drug-related crimes throughout the state;
3. funding Department of Corrections' (DOC's) programs and initiatives rooted in evidence-based outcomes to avoid adverse local government impacts resulting from criminal justice system decisions;
4. assessing the number of beds required to accommodate the need for short- and long-term mental health and addiction care, and providing sufficient funding to pay for all beds related to long- and short-term mental health needs; and
5. including host municipality officials in decisions about where to provide temporary housing and respecting local zoning bylaws and plans in those decisions.

VLCT opposes the legalization of marijuana or the expansion of current exemptions to Act 76.

Explanation.

All activity designed to combat Vermont's growing drug culture should be accomplished in a coordinated fashion and state-sponsored initiatives to address opiate addiction should be supported by evidence based models. It is vital to determine the specific need for beds for individuals with both long-term and short-term mental health needs. Those with short-term needs should not be kept in hospital emergency rooms or similar places. Public safety and human resources officials should be part of the decisions regarding the location of temporary housing and municipal zoning should be respected in those decisions, especially as it pertains to the potential for co-location with individuals under the supervision of the Department of Corrections. The state should use public databases, to screen and appropriately place potential housing voucher recipients.

3.02 CORRECTIONS COMMUNITY

Policy.

VLCT supports:

1. requiring 30 days' notice to local officials of changes in the status of offenders in their municipalities, particularly those at risk to re-offend, and collaborating with those officials in any decision about where to place a released person;
2. ensuring that offenders housed in community settings receive reasonable DOC supervision and access to support services that ensures the safety of the community;
3. additional personnel to provide support services for individuals with mental illness or addictions and additional mobile crisis units to support law enforcement and emergency services in crisis situations;
4. adherence to municipal zoning in approving housing for offenders and locating adequate supervision and wrap-around support services where offenders are lodged in close proximity to one another and the general population;
5. clarifying in Title 24 Chapter 117 that temporary housing for offenders does not meet the definition of a "group home";
6. coordination between DOC and municipal law enforcement to monitor the release of offenders to avoid undue adverse burden on any individual municipality;
7. authority for corrections officers to serve citations and domestic abuse orders to offenders in a correctional facility in lieu of municipal police serving the paperwork there.
8. re-convening the Community Safety and Corrections Taskforce of 2010, which was discussing the adequacy of corrections facilities, and whose work was interrupted by Tropical Storm Irene.

Explanation.

DOC must inform local officials, particularly the chief law enforcement officer and local legislative body, of the circumstances of an incarcerated individual's release and any risk to the municipality it may create.

Support services for individuals with mental illness or addictions are critical before they become a threat to themselves or others. Mobile crisis units are vital to address emergency situations.

3.03 PUBLIC SAFETY FUNDING

Policy.

VLCT supports:

1. authorizing local emergency service agencies to recover all costs associated with complying with any federal, state, or court-ordered licensing, registration, or testing requirement;
2. a moratorium on unfunded training requirements;
3. identifying and funding housing and transportation needs of persons who present a danger to themselves or to the public;
4. reimbursing municipalities for uninsured costs of providing emergency medical services for all persons lodged in state-owned or -funded facilities;
5. restoring adequate funding for the Community Drug Interdiction Program and the state drug task force::
6. providing funding to municipalities to undertake drug investigations at the local level.

Explanation.

Drug enforcement must have a robust local component. State police cannot be everywhere. Distribution of funding must support municipal enforcement efforts.

3.04 PUBLIC SAFETY TRAINING

Policy.

VLCT supports:

1. providing adequate funding and resources to the Vermont Fire Academy for certified training programs and activities for all full-time, part-time, and volunteer firefighters addressing the particular needs and constraints of volunteer firefighters and emergency services personnel;
2. the Law Enforcement Advisory Board assessing statutorily mandated training and determining if it should still be required;;
3. regionalizing and diversifying the delivery system for the continuing education of public safety personnel;
4. providing tuition credits to municipalities that send students to the Criminal Justice Training Academy if those municipalities also contribute instructors or training assistants; and
5. including all users of the Criminal Justice Training Academy in discussions to reorganize the structure and funding for local first responder and emergency services provider training.

Explanation.

Many years' accumulation of unfunded training requirements for law enforcement, fire safety, and emergency services personnel has significantly increased both the cost and time commitment required to meet certification requirements. -Current mandated training needs to be re-evaluated to determine whether or not it remains relevant and outdated training mandates need to be deleted.

3.05 PUBLIC SAFETY EMERGENCY RESPONSE

Policy.

VLCT supports:

1. including local personnel in discussions about changes in laws or regulations governing how local public safety and emergency management personnel respond to emergency incidents, particularly hazardous materials incidents; and
2. providing incentives or seed funding for regional public safety services programs run locally.

VLCT opposes mandating a response time for fire departments or EMTs.

Explanation.

Imposing a mandatory response time may endanger the traveling public, reduce ability of volunteers to meet requirements of the job and diminish the value of Vermont's volunteer fire departments or emergency services providers.

3.06 SAFE DRIVING INITIATIVES

Policy.

VLCT supports:

1. enacting primary enforcement of the seat belt law;
2. providing that sanctions levied upon a driver under 18 charged with a motor vehicle violation, continue past the driver's 18th birthday until the case is adjudicated; and
3. the state's initiatives to address highway safety, particularly with respect to bicyclists, pedestrians, and workers in the highway right of way.

3.07 LAW ENFORCEMENT ISSUES

Policy.

VLCT supports:

1. allowing a Vermont law enforcement officer to make an arrest based on a warrant from another state;
2. indemnifying any law enforcement agency providing field training to a constable;
3. enacting state law that mirrors federal law regarding forfeiture of property, particularly when property is used in commission of a crime; and
4. prosecuting as a listed crime possession of bath salts and designer drugs above a specified quantity;
5. in any discussion of marijuana legalization, identifying the effects on cities, towns, and villages, including those on school populations, municipal first responders, municipal ordinances, and municipal budgets;
6. maintaining the independent status and function of the E-911 and Vermont Communications boards.

4.0 QUALITY OF LIFE AND ENVIRONMENT

4.01 HOUSING

Policy.

VLCT supports:

1. directing incentives and programs to designated downtowns, village centers, new town centers, growth centers, and other areas designated in the adopted municipal plan for growth and development near jobs, services, and amenities;
2. where regional and municipal plans agree, accommodating development in prioritized areas and implementing Act 250 incentives for housing; and
3. allocating property transfer tax funds to the Housing and Conservation Trust Fund at the rate established in Act 200.

Explanation.

All Vermonters need access to safe, quality, ADA-compliant, and affordable housing. Incentives and programs should encourage housing designed and built to minimize impacts on natural resources, that takes advantage of public investments in infrastructure, Act250 incentives for housing, and technology to support sustainable growth and economic development.

4.02 ACT 250 AND STATE PERMITS

Policy.

VLCT supports:

1. further consolidating, coordinating, and expediting all required state permit processes for all projects;
2. delegating responsibility for Act 250 to municipalities demonstrating the professional capacity and willingness to assume responsibility for administration;
3. defining "local impact" and "regional impact" for development projects in Act 250 and comprehensively evaluating Act 250 jurisdiction over projects with local and regional impacts, including recommendations for jurisdictional thresholds and levels of review commensurate with the potential impact of a project.
4. once recommendations are in place, eliminating Act 250 review of projects with local impact in municipalities that have in place duly adopted municipal plans approved by the regional commission and zoning and subdivision regulations, if the local legislative body votes to eliminate such review.
5. assigning to district commissions review of projects with impacts that would affect regional interests.

VLCT opposes revisiting permitting decisions in a second forum such as Act 250 if a local or state permit decision has been made subsequent to appropriate hearing and review. Regional plans should be considered in concert with municipal plans and may not be used to trump duly adopted municipal plans.

Explanation.

Vermont municipalities support reforms that recognize priorities in duly adopted municipal plans, and that make the overall permitting process more efficient and less redundant.

4.03 GROWTH AND LOCAL LAND USE

Policy.

VLCT supports:

1. allocating property transfer tax revenue to cities and towns for municipal planning purposes at the rate established in Act 200;
2. providing additional incentives to spur development in locally planned growth centers as well as designated downtowns, new town centers, or village centers;
3. enabling municipalities to regulate the zoning of agricultural and; diversified agripreneurial and silvicultural facilities through zoning bylaws;
4. compliance by a federal or state governmental entity that owns or leases any facility with the municipal approved plan and zoning bylaws;
5. enabling municipalities to establish incentives and requirements to develop housing and encourage economic development that entices people to stay in Vermont;
6. continuing the Tax Increment Financing (TIF) program and providing incentives to municipalities and funding municipal infrastructure necessary to support economic development; and
7. authorizing municipalities to enact ordinances that hold property owners responsible for the maintenance and appearance of their properties and structures; and;
8. recognizing that an adopted regional plan is not a regulation but a guidance document to assist municipalities implement duly adopted plans.

Explanation.

The State must provide local governments authority to manage growth and land use in their municipalities. Development that revitalizes traditional downtowns, promotes smart growth, and mitigates damage caused by natural or manmade disasters must be facilitated. When a federal or state governmental entity proposes a change to a facility, it must advise the municipality of any change before it's made and must provide a master management plan for all structures it owns or leases. Regional plans should not be used to take governance and planning authority from the local government level.

4.04 WATER QUALITY AND WASTE MANAGEMENT AND WASTEWATER

Policy.

VLCT supports:

1. stable funding and expanded governance of the Clean Water Fund to achieve the goals of the Vermont Clean Water Act and Total Maximum Daily Loads (TMDLs).
2. holding municipalities harmless from liability for any hazardous material incident at any facility that conforms with all state and federal permits and regulations;
3. enabling local governments to determine the most appropriate collection, storage, disposal, and treatment methods for sewage, solid waste, wastewater, their process byproducts, and recyclables;
4. regulating complete treatment processes for materials such as wastewater, solid waste, and recyclables through single permits that address the entire treatment cycle at a facility, and issuing permits for facilities based on the useful life or capacity of the facility;
5. requiring the departments of Health and Environmental Conservation to coordinate regulations and create unified treatment standards for safe management and disposal of products determined to be hazardous;
6. providing municipalities with maximum flexibility to implement the 2012 universal recycling law;
7. providing for relocation of lightly contaminated urban soil so as to protect the public and the environment; and
8. facilitating needed investment in downtowns, new town centers, villages, and areas in which state and local policies encourage economic development.

VLCT opposes requiring certificate or permit holders to reduce any analyte or TMDL below background levels found in the environment.

Explanation.

The Clean Water Fund Board should be expanded to include representation from municipalities and other affected parties outside the administration.

Enforcing State-mandated variable rate pricing and separating recyclable materials from the waste stream should be a condition of a Department of Environmental Conservation permit for haulers. The legislature should establish urban soil management practices for soils disturbed in the process of preparing a site for development that distinguish between naturally occurring background contaminants and contaminants that are at higher concentrations than surrounding undisturbed soil due to pollution.

4.05 AIR QUALITY, ENERGY AND TELECOMMUNICATIONS

Policy.

VLCT supports:

1. reducing the consumption of fossil fuels;
2. ensuring the reliability of Vermont's energy supply and restoring balance between the transition to renewable energy and the protection of land use priorities established in municipal plans and State land use goals;
3. encouraging the use of solar panels and renewable or energy efficiency measures on all buildings where appropriate, installing them without detracting from a building's structural or design integrity, and ensuring that such measures are subject to existing local building and electrical codes and standards;
4. establishing State mechanisms to ensure statewide compliance with the Vermont energy efficient building codes without imposing further mandates on municipalities; and
5. including all local decisions concerning a renewable energy generation project within the Public Service Board docket, providing substantial deference to those local decisions and municipal plans, formulating

areas of inquiry based on concerns raised in the local hearing process, and specifically addressing local concerns raised in local determinations and adopted municipal plans.

Explanation.

S.260 is a small step in the direction of providing deference to municipal plans in the CPG process. PSD guidance and standards for renewable energy plan components must be clear, achievable and developed in collaboration with municipalities. Renewable energy projects must be approved consistent with municipal plans and siting standards established pursuant to that guidance. Municipalities, service areas and utilities should collaborate on planning for Vermont's renewable energy future.

4.06 HEALTH CARE

Policy.

VLCT supports:

1. the whole population health care model, which aims to engage partners across many sectors to improve the individual experience of care, reduce the per capita cost of care, and improve the health of populations;
2. effectively managing health care and health insurance costs and rates; and improving the health care system;
3. pursuing the goal of universal health care coverage;
4. Reducing cost shifts such as from Medicaid;
5. establishing health care mandates as public health issues with public funding and accessibility for all;
6. requiring medical providers to rigorously adhere to medical community-developed, evidence-based protocols and best practices for prescription of opioids;
7. continuing and expanding health promotion and wellness activities that offer an opportunity to promote healthy lifestyles and appropriate use of medical care; and;
8. the universal availability of opioid addiction treatment on demand.

Explanation.

The health insurance landscape in Vermont continues to evolve. Health insurance rates continue to increase faster than the general rate of inflation. Out of pocket health care costs continue to increase.

There must be a balance between the funding necessary to provide high quality health insurance and establishing affordable rates. Whole population health objectives will address health care costs in clinical and other settings to change behavior and provide health care along with other services to reduce the need for in-hospital health care.

Much progress has been made in establishing medical protocols and best practices for prescription opioids for both short term and chronic pain relief. This work must continue. Alternative approaches to managing chronic pain should be considered. Workers' compensation insurers need more effective tools to help manage opioid usage for chronic pain by their claimants.

5.0 WATER RESOURCES

5.01 TOTAL MAXIMUM DAILY LOADS (TMDLs)

Policy.

VLCT supports:

1. financial and technical support to municipalities to fully implement mandates included in the Clean Water Act and its associated Total Maximum Daily Loads (TMDLs), and Act 64;
2. the fair, effective, and efficient spending of state and federal dollars to achieve TMDL goals; and to mitigate phosphorus and other TMDL-regulated discharges;

3. subjecting potential mitigation efforts to a cost-effective analysis, with implementation based on that analysis;
4. directing the Agency of Natural Resources (ANR) to work closely with the U.S. Environmental Protection Agency (EPA) to implement reasonable TMDLs for Lake Champlain and other Vermont waters;
5. reducing runoff from non-point sources of pollution by state and local governments, developers, farmers, and other stakeholders; and;
6. requiring ANR to automatically re-issue permits for a five-year term if they have been expired without renewal for more than three years.
7. assuring wastewater facility discharge limits are based upon permitted waste load allocations.

VLCT opposes:

1. requiring municipalities to construct treatment plants to meet the highest available technical standards for discharges to impaired waters, regardless of cost;
2. re-opening facility permits in order to amend them before their five-year terms expire;
3. imposing water quality mandates without funding to achieve compliance; and
4. adjusting wastewater treatment facility permit discharge limits to reflect historical WWTP performance.

Explanation.

The state's financial and technical support should occur through locally appropriate watershed plans and water management provisions that promote the health of the economy and the environment. A reasonable TMDL standard should lead to a cleaner lake, a more vibrant landscape, and a healthy economy. ANR permits must address non-point pollution discharges as part of the overall implementation plan for reducing nitrogen contributions to the Long Island Sound TMDL. Permit limits must be based upon waste load allocations and not upon actual discharge results; the consequence of holding WWTPs to past performance levels will be to incent significant increases in discharge volumes to protect plant reserve capacity.

5.02 POTABLE WATER AND WASTEWATER SYSTEM PERMITTING

Policy.

VLCT supports:

1. ANR enforcing the provisions of the Wastewater System and Potable Water Supply Program, including requirements to repair or replace failed on-site septic systems; and;
2. funding and improving public health protection by ensuring high quality potable water supplies.

5.03 PRIORITIZE IMPLEMENTATION OF ENVIRONMENTAL PROJECTS

Policy.

VLCT supports:

1. ANR and EPA implementing the Integrated Planning Approach Framework so municipalities can prioritize and schedule, notwithstanding statutory limits, municipal Clean Water Act responsibilities and investments in compliance activities according to greatest need;
2. requiring ANR to use a system similar to the Integrated Planning Approach Framework that allows municipalities to prioritize and schedule, notwithstanding statutory limits, municipal investments in compliance, based on financial ability; and;
3. limiting rights of third parties to appeal approved integrated planning and implementation schedules. Those appeals only further delay the time when municipalities can begin to implement measures to improve water quality.

Explanation.

Municipalities must have discretion to work with ANR and EPA to make infrastructure improvements on a schedule that accommodates their financial capacity. Municipalities should not be penalized for achieving exemplary phosphorus levels at wastewater treatment facilities by having those levels made the limits of discharge permits.

5.04 STORMWATER AND MUNICIPAL ROADS

Policy.

VLCT supports:

1. on-site collaboration and technical assistance from ANR and VTrans to municipalities that conduct road inventories so that prioritized projects complying with the Municipal Roads permit are economically feasible at the municipal level; and
2. promoting the improvement of town highways and bridges through all means available so they are properly engineered to mitigate the impacts of weather-related disasters.

Explanation.

The mandated municipal roads permit must recognize the limitations of financial and human resources capacity to implement improvements and assure that the most significant portions of the municipal transportation network are addressed first.

5.05 VERMONT CLEAN WATER ACT FUNDING AND IMPLEMENTATION

Policy

VLCT supports:

1. ~~A~~accounting for the capacity of potential funding sources to pay for priorities related to the Vermont Clean Water Act; in conjunction with programs to which that funding source is already dedicated; and;
2. ~~D~~developing standards for the Combined Sewer Overflow rule that recognizes the benefits of combined sewers.

#10

Norwich Board of Listers
Post Office Box 376
Norwich Vermont 05055-0376

To: The Norwich Selectboard
From: The Norwich Board of Listers
Date: September 22, 2016
Subject: Errors and Omissions

The Norwich Board of Listers has determined that the following is in need of revision on the 2016 Grand List. Changes cannot at this date be made to the 2016 Grand List without prior approval from the Selectboard. Accordingly, the Listers request approval for correcting the following errors.

Owner: Tseng, Dunn & Smith; Elbow Condominium
Location: 140 Ladeau Road
Parcel ID: 05-123-000
2016 Assessed Value: \$98,100

Reason: The State's Current Use Program administrator sent the Town the revised current use calculation for the above referenced parcel. The revised document eliminates the agricultural land classification and places all acreage under forest management.

The Current Use program values agricultural land at \$306 per acre and forest land at \$135 per acre. The revision of the acreage classification from part agriculture and part forest to forest only decreases the overall taxable value.

2016 Grand List Revised Value Request

The fair market value of the property does not change. This request is for permission to apply the State calculated current use deduction to the property.

Current Valuation

Total Fair Market Value	98,100
Current Use deduction	-75,200
Current Grand List Total	22,900

Proposed Valuation

Total Fair Market Value	98,100
Current Use deduction	-76,200
Revised Grand List Total	21,900

Total adjustment is minus \$1,000.

The Listers request permission to apply a 76,200 deduction for Current Use to the Tseng, Dunn & Smith property adjusting the taxable value to 21,900.

The Norwich Board of Listers

Liz Blum
Cheryl A. Lindberg
Lee Michaelides

Excerpt from Draft Minutes of Lister Meeting of 22 September 2016:

Blum **moved** (2nd Michaelides) to approve the Errors & Omissions request for Parcel 05-123.000 and send it to the Selectboard. Motion **passed 3-0**.

DRAFT Minutes of the Selectboard Meeting of Wednesday, September 14, 2016 at 6:30 pm

Members present: Linda Cook, Chair; Christopher Ashley; Stephen Flanders; Dan Goulet; Mary Layton, Vice-Chair; Dave Ormiston, Interim Town Manager; Miranda Bergmeier, Assistant to the Town Manager; Jonathan Bynum, Scribe.

There were about 15 people in the audience.

Also participating: Steve Benoit, Claudette Brochu, John Carroll, Kris Clement, Darius Faudie, Fred Faudie, Abby Friedman, Anne Goodrich, Michael Goodrich, Jim Harlow, Steve Leinoff, Cheryl Lindberg, Suzanne Lupien, Elizabeth McKinstry, Bonnie Munday, Lynn Patyk, Doug Robinson, Ann Shriver Sargent, Demo Sofronas, Jonathan Vincent

Cook opened the meeting at 6:30 pm.

2. Approval of Agenda (Action Item). After discussion, it was agreed to switch around items 1 and 2, and 4(b) and 4(c).

1. Continuation of Public Hearing on Changing the Boundaries of the Fire District by Removal of the Property Located at 74 Four Wheel Drive from the Norwich Fire District (Open and Close Public Hearing). Ashley **moved** (2nd Flanders) to open a continued public hearing on changing the boundaries of the Fire District by removal of the property located at 74 Four Wheel Drive from the Norwich Fire District. **Motion passed.** This hearing was continued from the February 10th, 2016 Selectboard meeting. Flanders **moved** (2nd Goulet) to receive exhibit 4 submitted by Hugh and Cheryl Rostad deciding not to pursue their request to be removed from the Fire District at this time. **Motion passed.** Ashley then **moved** (2nd Flanders) to close the public hearing on changing the boundaries of the Fire District by removal of the property located at 74 Four Wheel Drive from the Norwich Fire District. **Motion passed.**

3. Public Comments (Discussion). Suzanne Lupien commented on the recent frequent grading of Norford Lake Road and against the politicization of the Hopson Road speed table issue. Darius and Fred Faudie thanked the Interim Town Manager for his decision to move ahead with the speed tables.

a) American Legion update on new monument. American Legion Monument Committee member Jim Harlow spoke on behalf of Commander Lyle Favreau, who was unable to attend. The estimated total project cost is about \$15,000, and the monument will likely have about 80 names. Harlow introduced Steve Benoit, Studio Manager of Rock of Ages Studio, Barre, VT. Benoit showed samples and a drawing of the proposed monument. For symmetry, the Legion would like to see it sited where the Tracy Hall flagpole currently sits. The Selectboard was supportive of the project, but asked for more information on the cost of moving the flagpole.

4. Town Manager Search (Discussion/Action Item).

a) Interview Potential Committee Members for Advisory Town Manager Search Committee and Appoint Committee. The following candidates were interviewed: John Carroll, Elizabeth McKinstry, Michael Goodrich, Anne Goodrich, Bonnie Munday (applying as a resident, rather than as a Department Head), Ann Shriver Sargent, and Steve Leinoff (applying as a Department Head). Candidate John Langhus was unable to appear in person due to another commitment. There was one more candidate than position available on the Committee, according to the Committee's charge. After discussion, Flanders suggested expanding the Committee by one member to accommodate all applicants. Ashley **moved** (2nd Goulet) to appoint John Carroll, Anne

Goodrich, Elizabeth McKinstry, Bonnie Munday, John Langhus, Ann Shriver Sargent, Michael Goodrich and Stephen Leinoff to the Advisory Town Manager Search Committee. After discussion, **motion passed 4 to 1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook).

c) Abby Friedman of the VLCT was present. There are 55 applications for the Town Manager position. There was discussion of the respective roles of the VLCT, the Selectboard and the Advisory Town Manager Search Committee in the process and the process timeline. The adopted timeline seemed excessively tight. Friedman described some of the background checks on candidates that the VLCT will perform. Flanders **moved** (2nd Goulet) that the Selectboard Chair or Vice-Chair be present at the Organizational Meeting of the Advisory Town Manager Search Committee. **Motion passed**. There was discussion of how the Committee will liaise with the Selectboard, and what issues were suitable for discussion in Executive Session.

At this point, Cook **moved** (2nd Layton) to find that premature general public knowledge of the Town Manager Search would clearly place the municipality at a substantial disadvantage because the Selectboard risks disclosing its interviewing strategy if it discusses the proposed interview questions in public, and to invite members of the Advisory Town Manager Search Committee and Abby Friedman of the VLCT to join the Selectboard in Executive Session. After further discussion, Cook **withdrew her motion**, and Layton withdrew her second. Ashley then **moved** (2nd Layton) to find that premature general public knowledge of the confidential information included in the applicants' packets for the Town Manager Search would clearly place the municipality at a substantial disadvantage, because the Selectboard risks disclosing its interviewing issues, and to invite Committee members and Abby Friedman of the VLCT into the Executive Session. **Motion passed 4 to 1** (yes—Ashley, Cook, Goulet, Layton; no—Flanders). Layton then **moved** (2nd Goulet) pursuant to 1 VSA §313(a)(3) to enter Executive Session for purpose of discussing the Town Manager search, having found that premature general public knowledge would clearly place the Selectboard at a substantial disadvantage. **Motion passed 4 to 1** (yes—Ashley, Cook, Goulet, Layton; no—Flanders). The Selectboard entered Executive Session at 8:10 pm.

Flanders **moved** (2nd Ashley) to return to Public Session. **Motion passed**. The Selectboard returned to public session at 8:38 pm.

c) It was agreed to postpone discussion of interview questions until the next meeting.

5. Finance—Board to Sign Accounts Payable Warrants (Action Item). Flanders **moved** (2nd Ashley) to approve Check Warrant Report #17-6 for General Fund in the amount of \$34,495.28, for Conservation Commission Fund in the amount of \$2,780.00, for Police Cruiser Fund in the amount of \$28,725.00, for Land Management Council Fund in the amount of \$400.50, for Long Term Facility Study Fund in the amount of \$6,384.55, and for DPW-Paving Fund in the amount of \$350,980.00 for the period from 8/30/16 to 9/14/16. After discussion of a question, **motion passed 4 to 1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook).

6. Interim Town Manager's Report (Discussion Item). Ormiston introduced Miranda Bergmeier, the newly hired Assistant to the Town Manager. He asked that a request to expend \$11,100 from the Designated Fund for Tracy Hall for refinishing of the gym floor be put on the next Selectboard agenda. This work is ongoing. In response to questions, Ormiston said that there was no significant update on the FEMA Alternative Projects, and that work on Bridge 48 on Bragg Hill should be completed by the end of fall.

7. Public Safety Building (Discussion/Action Item).

a) Bonding and estimated costs. A mathematical error had been made at the prior meeting, and the Selectboard was given a new, corrected cost sheet in the packet with a total project cost of \$1,483,802. This leaves a shortfall in the proposed bonded funding of \$73,802. Ormiston presented a number of possible options for making up this shortfall. There was discussion of the 15% contingency applied, the architectural and engineering fees, the size and cost of the parking lot and its potential for creating run-off issues for neighboring properties, the training hydrant, and the suitability of the parking lot design for Fire Department training. Bonnie Munday pointed out that the ballot including the bond article is two-sided, and that voters will need to turn the ballot over to find the bond article.

b) Public Hearing Schedule. There was to be a pre-voting informational meeting at 7:00 pm in the Tracy Hall Gym on Thursday, 11/3/16. There was tentative agreement to have additional public hearings on 10/5/16 and 10/19/16. Ormiston stressed the desirability of having a settled plan prior to these meetings. After discussion, it was agreed to invite Jay White and Jeff Goodrich to the 9/28 Selectboard meeting to help clarify the following issues:

(i) water issues with the site and neighboring properties, pervious versus impervious pavement, location and function of training hydrant;

(ii) location of car parking, consequent tree/vegetation removal, and potential impact on adjoining Senior Housing.

Due to the lateness of the hour, it was agreed to change the order of the agenda.

9. Traffic Calming Measures (Discussion/Possible Action Item). Lynn Patyk spoke in favor of Hopson Road speed control measures. Ormiston in his capacity as Road Commissioner has the authority to make the decision to install speed tables on Hopson Road, and after consultation with relevant Department Heads has already made the decision to go ahead. Kris Clement was critical of the process. There was general discussion of the broader problem of speeding in Norwich.

10. Treasurer's Quarterly Investments Report (Discussion/Possible Action Item). Cheryl Lindberg presented her 6/30/16 report.

a) Discussion of new account. Lindberg requested that the Selectboard give permission for her to move some Town money from Ledyard Bank to Mascoma Bank so as to receive a higher interest rate than Ledyard was prepared to offer. Lindberg said that there was precedent to moves of this sort, and that she was following the investment policy as she understood it. Some Selectboard members expressed concern that this was not consistent with the Town's 3 year contract with Ledyard, and whether the RFP for banking services addressed this situation. Ashley asked whether Lindberg has a conflict of interest on this issue. Lindberg responded that there was no conflict of interest as she was a salaried employee of Mascoma Bank, and did not stand to benefit personally from the potential transaction. There was no motion on Lindberg's request. Cook suggested that future RFPs for banking services be written so as explicitly allow this sort of transfer.

8. FY18 Budget Guidelines from Selectboard Members (Discussion). There was general discussion of how to proceed with the budgeting process, reviewing the prior year's budget to monitor costs, the grade & step plan, and whether unspent dollars from a prior year indicated that the budget could be cut in those areas.

11. Selectboard Liaison to Committees (Discussion/Possible Action Item). It was agreed to skip this item due to the extreme lateness of the hour.

12. Norwich Representative to VLCT Town Fair (Discussion/Action Item). Flanders **moved** (2nd

Ashley) to designate Interim Town Manager Dave Ormiston as representative to the VLCT Town Fair. After discussion of whether this would confer voting privileges, **motion passed 4 to 1** (yes—Ashley, Flanders, Goulet, Layton; no—Cook).

13. Correspondence (Discussion/Possible Action Item).

- a) Letter from Claudette Brochu re: Budget talks
- b) Letter from Upper Valley Land Trust re: Norwich Farmland Conservation—Statutory Notice
- c) E-mail from Jim Gold re: Question to the Selectboard about Pool Committee

Ashley **moved** (2nd Flanders) to receive the letter from Claudette Brochu re: Budget talks, the letter from the Upper Valley Land Trust re: Norwich Farmland Conservation—Statutory Notice, and the e-mail from Jim Gold re: Question to Selectboard about Pool Committee. **Motion passed.** In response to Gold's question, Layton remarked that she was looking to the Pool Committee to provide accurate information about possible options, so as to rule out those that are impossible, unsafe, inaccessible or cost-prohibitive.

14. Selectboard

a) Approval of the Minutes of the 7/11/16 and 8/24/16 Selectboard Meetings (Action Item). Flanders had suggested changes to the 7/11/16 minutes, and Ashley had a suggested change for the 8/24/16 Minutes. Flanders **moved** (2nd Goulet) to approve both sets of Minutes with amendments put forward. **Motion passed.**

b) Review of Next Agendas (Discussion/Possible Action Item). Items on the agenda for September 28th will include:

- Report back from Advisory Town Manager Search Committee (no interviews as previously discussed)
- Interview Questions
- Review Applications (Executive Session may be required)
- Presentation on Fire/Police Station from Jay White and Jeff Goodrich
- Bond/shortfall question

At this point, Goulet **moved** (2nd Ashley) to adjourn. **Motion passed.** Meeting adjourned at 11:40 pm.

Approved by the Selectboard on _____.

By Jonathan Bynum
Scribe

Linda Cook
Selectboard Chair

Next Regular Meeting – September 28, 2016 at 6:30 PM

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