

**Independent Auditor's Report**

**Town of Norwich, Vermont**

**Independent Auditors' Report  
and  
Management's Financial Statements**

**June 30, 2016**

**Ron L. Beaulieu & Company**  

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**CERTIFIED PUBLIC ACCOUNTANTS**

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TOWN OF NORWICH, VERMONT

JUNE 30, 2016

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# Ron L. Beaulieu & Company

## CERTIFIED PUBLIC ACCOUNTANTS

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### INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen of  
Town of Norwich, Vermont  
Norwich, VT

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Norwich, Vermont, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents, and the related notes to the financial statements.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of each major governmental fund and the aggregate remaining fund information of the Town of Norwich, Vermont, as of June 30, 2016, and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion, analysis and budgetary comparison information, and pension schedules on pages 3.1 through 3.8 and 26 through 29 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have issued our report dated January 06, 2017 on our consideration of the Town of Norwich, Vermont's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Norwich, Vermont's internal control over financial reporting and compliance.

*Ron L. Beaulieu & Co.*

Portland, Maine  
VT Registration #192.0083411  
January 06, 2017



TOWN OF NORWICH, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED, June 30, 2016

Our discussion and analysis of the Town of Norwich, Vermont's financial performance provides an overview of the Town's financial activities for the fiscal year ended June 30, 2016. Please read it in conjunction with the Town's financial statements.

### **Financial Highlights**

Government Wide Financials: Audit Statements A & B:

- The Town's total net position increased by \$284,166 from last year primarily due to increases in restricted and unrestricted assets (Table 1).
- The net investment in capital assets decreased by \$255,724 or 3.43 % due to bond debt and depreciation and a prior year adjustment. (Table 1)
- Restricted net position increased by \$192,947 or 13.36%. The increase is due to funds for capital projects (Table 1).
- Unrestricted net position increased by \$291,417 or 23.86% (Table 1).
- The cost of all of the Town's programs was \$4,462,843, a 2.09% decrease over 14-15 (Table 2).
- The revenue for all town programs was \$4,747,009, an increase of \$148,520 or 3.23% from 14-15. (Table 2).
- Table 3 shows how government expenses, after revenues for grants, fees and donations are deducted, are supported by taxes as shown by percentages.

Fund Financials: Audit Statements C through F:

- In the Major/General Fund column, revenues and expenditures now include the General Fund and what was formerly classified as Special Revenue Funds. This change is the result of the Government Accounting Standards Board Statement 54 which was implemented in 2010.
- In Statement C, the Assigned Fund Balance of \$ 334,199 represents the fund balance of the Special Revenue Funds and the Unassigned \$1,231,120 represents the fund balance of the General Fund. This unassigned fund balance is an increase of 19.58% over 14-15.
- A decrease in fund balance was anticipated at the time of setting the tax rate of \$180,536. (The use of fund balance reduces the amount of taxes raised) As a result of operations, fund balance was increased by \$ 216,281 (Schedule A).
- The Non major Funds report an increase in fund balance 13.36% or \$192,947 increasing the fund balance to \$1,637,354 (Statement E).

### **Using This Annual Report**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (Statements A and B) provide information about the activities of the Town as a whole and present a longer-term view of the Town's finances. Fund financial statements start with Statement C. For governmental funds, these statements tell how these services were financed in the short-term as well as what remains for future spending. Fund financial

TOWN OF NORWICH, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED, June 30, 2016

Statements, also report the Town's operations in more detail than the government-wide statements by providing information about the Town's most significant funds.

*Reporting the Town as a Whole*

The government-wide financial statements are on Statements A and B. One of the most important questions asked about the Town's finances is, "Is the Town as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the Town as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. Revenues are recognized when transactions occur and expenses are recognized when liabilities are incurred. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Town's net position and changes in it. You can think of the Town's net position – the difference between assets and liabilities – as one way to measure the Town's financial health, or financial position. Over time, increases or decreases in the Town's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Town's property tax base and the condition of the Town's roads, to assess the overall health of the Town.

In the Statement of Net Position and the Statement of Activities, we report the Town's governmental activities:

- Governmental activities – Most of the Town's basic services are reported here, including the public safety, highway and streets, solid waste, cemetery, recreation, and general administration. Property taxes and state and federal grants finance most of these activities.

*Reporting the Town's Most Significant Funds*

The fund financial statements C through F provide detailed information about the most significant funds – not the Town as a whole. Some funds are required to be established by Vermont law and by bond covenants. However, the Town Selectboard establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. The Town has governmental funds which use the following accounting approach.

- Governmental funds – The Town's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash, or when revenue is measurable and available

[3.2]

TOWN OF NORWICH, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED, June 30, 2016

and expenditures when the liability is incurred. The governmental fund statements provide a detailed short-term view of the Town's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Town's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in Statements D and F that are included in the financial statements.

**The Town as a Whole**

The Town's combined net position increased by \$284,166 (Statement B) from a year ago. The analysis below, focuses on the net position (Table 1) and change in net position (Table 2) of the Town's governmental activities.

**Table 1  
Net Position**

	Governmental Activities		
	2016	2015	Net Change
Current and other assets	\$ 3,618,285	\$ 3,295,325	\$ 322,960
Capital assets	6,116,522	6,443,771	(327,249)
Total assets	9,734,807	9,739,096	(4,289)
Deferred outflow-Pension	206,286	57,557	148,729
Other liabilities	312,923	332,467	(19,544)
Long term liabilities	534,317	493,885	40,432
Total liabilities	847,240	826,352	20,888
Unearned revenue	98,900	203,988	(105,088)
Net position:			
Net investment in capital assets	5,844,989	6,100,713	(255,724)
Restricted	1,637,354	1,444,407	192,947
Unrestricted	1,512,610	1,221,193	291,417
Prior Year adjustment to capital assets		(55,526)	55,526
Total net position	\$ 8,994,953	\$ 8,710,787	\$ 284,166

The unrestricted net position, the part of net position that can be used to finance day-to-day operations without constraints, changed from \$ 1,221,193 as of June 30, 2015 to \$ 1,512,610 an increase of \$ 291,417.

TOWN OF NORWICH, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED, June 30, 2016

**Table 2**  
**Change in Net Position**

	Governmental Activities		
	2016	2015	Net Change
<b>REVENUES</b>			
Program revenues:			
Charges for services	\$ 376,676	\$ 387,182	\$ (10,506)
Operating grants and contributions	215,170	358,066	(142,896)
General revenues:			-
Property taxes	3,815,115	3,785,421	29,694
Intergovernmental	222,723	-	222,723
Penalty and interest on delinquent taxes	55,338	41,065	14,273
Licenses & Permits	10,947	-	10,947
Fines & Forfeitures	7,702	-	7,702
Earnings from investments-unrestricted	-	1,246	(1,246)
Earnings from investments-restricted	7,620	8,434	(814)
Miscellaneous	35,718	24,475	11,243
Donations	-	1,600	(1,600)
Gain (loss) on disposal of equipment	-	(9,000)	9,000
Total revenues	4,747,009	4,598,489	148,520
<b>PROGRAM EXPENSES</b>			
General government	1,543,196	1,390,995	152,201
Public Works	1,345,615	1,957,897	(612,282)
Public Safety	840,711	930,012	(89,301)
Recreation	263,587	235,327	28,260
Capital outlay	461,698	-	461,698
Cemetery	-	28,341	(28,341)
FEMA	-	5,098	(5,098)
Interest on long-term debt	8,036	8,543	(507)
Total program expenses	4,462,843	4,556,213	(93,370)
Increase in net position	\$ 284,166	\$ 42,276	\$ 241,890

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TOWN OF NORWICH, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED, June 30, 2016

**Governmental Activities**

The increase in net position for governmental activities was \$284,166 in 2016. This amount is how much revenues exceeded expense. Compared to 2015, revenues increased by \$148,520. Expenses decreased by \$93,370. (Table 2- Change in Net Position) and Statement B. (Please note that our auditing firm has changed and their account groupings are organized differently than our former firm.)

The cost of all governmental activities this year was \$4,462,843. (Table 2 and Statement B) However, as shown in the Statement of Activities, Statement B, the amount that Town taxpayers ultimately financed for the activities through Town taxes was \$3,870,997 because some of the costs were paid by those who directly benefitted from the programs (\$376,676) or by other governments and organizations that subsidized certain programs with grants and contributions (\$215,170).

Table 3 presents the cost of each of the Town's programs – general government, public works, public safety, recreation, capital outlays and interest on debt– as well as each program's net cost (total cost less revenue generated by the activities). The net cost shows the financial burden that was placed on the Town's taxpayers by each of these functions.

**Table 3**  
**Governmental Activities**

	2016			2015	
	Total Cost of Services	Net Cost of Services	2016% Support From Taxes	Total Cost of Services	Net Cost of Services
General Government	\$ 1,543,196	\$ 1,481,596	96.01%	\$ 1,390,995	\$ 1,237,214
Public Works	1,345,615	1,011,834	75.19%	1,957,897	1,690,362
Public Safety	840,711	831,103	98.86%	930,012	851,803
Recreation	263,587	76,730	29.11%	235,327	(4,329)
Capital Outlay	461,698	461,698	100.00%	0	0
Cemetery	-	-	0.00%	28,341	22,274
FEMA	-	-	0.00%	5,098	5,098
Interest on debt	8,036	8,036	100.00%	8,543	8,543
Totals	<u>\$ 4,462,843</u>	<u>\$ 3,870,997</u>		<u>\$ 4,556,213</u>	<u>\$ 3,810,965</u>

**The Town's Funds**

As the Town completed the year, its governmental funds (as presented in the Balance Sheet on Statement C) reported a combined fund balance of \$3,244,499 an increase of \$507,817 from last year's total of \$2,736,682. It should be noted that the General Fund and Special Revenue Funds are now combined in the first column as Major/General and removed from the Non-Major funds. This change is the result of the Government Accounting Standards Board Statement 54 which was implemented in 2010.



TOWN OF NORWICH, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED, June 30, 2016

Schedule A compares actual to budget for the General Fund. Actual revenues exceeded actual expenditures (including transfers to capital funds) by \$216,281.

The most significant variances of actual to budget were as follows:

	Final Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
FEMA Grant Revenues	\$ -	\$ (32,084)	\$ (32,084)
Charges for Services	299,860	376,677	76,817
Expenditures:			
Public Works	1,523,921	1,261,797	262,124
General Government	1,361,046	1,323,714	37,332

The revenue budget to actual had a favorable balance of \$1,639. Charges for Services were \$ 76,817 more than budgeted due to an increase in transfer station and recreation fees. The FEMA Grant Revenues of (\$32,084) represent revenue that was anticipated from FEMA for reimbursement of expenses on engineering and consulting on the town pond/dam. It was determined that this project would not be completed therefore the anticipated revenue would not be received. Authorized expenditures were under spent by \$303,302.. Public Works was underspent by \$262,124 because of a mild winter, and the consequent reduction in the purchase of materials, reduced overtime and personnel. General Government was underspent by \$37,322. This is generally the net result of a savings in Town Administration of \$ 56,919 and over spending on insurances of \$28,195. The difference of \$ 8,598 is made up by underspending in several departments.

### Capital Asset and Debt Administration

#### *Capital Assets*

As found in audit Note 4 and Table 4 below, the June 30, 2016 net capital assets are \$6,116,522. This represents a broad range of capital assets, including public works, police and fire equipment, buildings, and infrastructure, net of accumulated depreciation. This amount represents a net decrease (including additions, deletions, fixed asset retirements and depreciation) of \$327,249 over last year.

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TOWN OF NORWICH, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED, June 30, 2016

**Table 4**  
**Capital Assets at Year-End**  
**(Net of Accumulated Depreciation)**

	Governmental Activities	
	2016	2015
Land	\$ 653,559	\$ 653,559
Art	11,140	11,140
Vehicles	1,738,875	1,691,762
Mobile equipment	1,057,085	1,082,702
Infrastructure	5,322,093	5,041,133
Buildings and improvements	1,928,183	1,962,665
Equipment	1,001,422	1,017,628
Less: Accumulated depreciation	<u>(5,595,835)</u>	<u>(5,016,818)</u>
Totals	<u>\$ 6,116,522</u>	<u>\$ 6,443,771</u>

Additions to capital assets were \$ 325,223. This year's major additions included:

Paving	\$ 243,100
Bridge 42	<u>50,490</u>
Totals	<u>\$ 293,590</u>

#### *Debt*

The Town bonded with the VMBB for \$275,000 with a net interest cost of 2.823% during F/Y 2014 for the construction of a communications system including the tower. At June 30, 2016, the Town had \$271,573 in bonds (Tower) and leases outstanding, versus \$343,058 on June 30, 2015 – a decrease of \$71,485 – as shown in Table 5.

#### *Lease Purchase*

The town entered into a lease purchase agreement with Tax Exempt Leasing Corp. for \$125,000 for equipment upgrades for the communication system. This had been assigned first to Sovereign Leasing and then to Santander. This agreement is for 5 years and total interest costs will be \$9,432. Payments made during the year were \$24,982 in principal and \$1,904 in interest.

TOWN OF NORWICH, VERMONT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
YEAR ENDED, June 30, 2016

**Table 5**  
**Outstanding Debt at Year-End**

	Governmental Activities	
	2016	2015
General obligation bonds-Tower	\$ 220,000	\$ 247,500
Capital Leases- Grader & Communications	51,573	95,558
Totals	<u>\$ 271,573</u>	<u>\$ 343,058</u>
Decrease	\$ 71,485	

### **Economic Factors and Fiscal Year 2017 Budget**

The FY 17 voter approved expenditure budget is \$4,726,851. The Selectboard at the time of setting the municipal tax rate (\$0.4977) estimated the use of \$267,680 of undesignated fund balance to offset taxes and additional tax funds in the amount of \$40,000 were added into the projected tax revenue to offset for tax adjustments due to BCA hearings, tax settlements, and State Board appeals.

The Town's General Fund unrestricted fund balance is expected to decrease from the current undesignated fund balance because of its use to reduce taxes.

### **Contacting the Town's Financial Management**

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Finance Office at Town of Norwich, PO Box 376, Norwich, Vermont, 05055 or [finance@norwich.vt.us](mailto:finance@norwich.vt.us) or 802-649-1419 ext. 105.

**TOWN OF NORWICH, VERMONT**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2016**

**STATEMENT A**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Current assets:	
Cash	\$ 3,304,478
Accounts receivable	12,940
Delinquent Tax receivable	137,912
Interest and penalties receivable, net	29,880
Due from other government	-
Grants receivable	91,249
Prepaid expenses	20,367
Interfund receivables	-
Inventories	21,459
Total current assets	<u>3,618,285</u>
Noncurrent assets:	
Capital assets (net)	6,116,522
Restricted cash	-
Total noncurrent assets	<u>6,116,522</u>
<b>TOTAL ASSETS</b>	<u>9,734,807</u>
<b>DEFERRED OUTFLOW OF RESOURCES</b>	
Deferred outflows - pension	206,286
<b>TOTAL DEFERRED OUTFLOW OF RESOURCES</b>	<u>206,286</u>
<b>LIABILITIES</b>	
Current liabilities:	
Accounts payable	84,007
Accrued expenses	-
Accrued wages	57,590
Accrued payroll taxes and benefits	4,244
Due to other funds	137
Line of credit	-
Bonds payable, current portion	27,500
Lease payable, current portion	25,659
Accrued compensated balances	113,786
Total current liabilities	<u>312,923</u>
Noncurrent liabilities:	
Bonds payable, less current portion	192,500
Lease payable, less current portion	25,874
Net pension liability	315,943
Total noncurrent liabilities	<u>534,317</u>
<b>TOTAL LIABILITIES</b>	<u>847,240</u>
<b>DEFERRED INFLOW OF RESOURCES</b>	
Unavailable revenue - property taxes	-
Taxes and fees collected in advance	98,900
<b>TOTAL DEFERRED INFLOW OF RESOURCES</b>	<u>98,900</u>
<b>NET POSITION</b>	
Net investment in capital assets	5,844,989
Restricted	1,637,354
Unrestricted	1,512,610
<b>TOTAL NET POSITION</b>	<u>\$ 8,994,953</u>

See accompanying independent auditors' report and management's notes to the financial statements.

## STATEMENT B

**TOWN OF NORWICH, VERMONT  
STATEMENT OF ACTIVITIES  
YEAR ENDED JUNE 30, 2016**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
					Governmental Activities
Governmental activities:					
General government	\$ 1,543,196	\$ 33,142	\$ 28,458	\$ -	\$ (1,481,596)
Public safety	840,711	610	8,998	-	(831,103)
Public works	1,345,615	125,478	208,303	-	(1,011,834)
Parks and recreation	263,587	217,446	(30,589)	-	(76,730)
Capital outlay	461,698	-	-	-	(461,698)
Economic development	-	-	-	-	-
Principal retirement	-	-	-	-	-
Interest	8,036	-	-	-	(8,036)
Total governmental activities	<u>\$ 4,462,843</u>	<u>\$ 376,676</u>	<u>\$ 215,170</u>	<u>\$ -</u>	<u>\$ (3,870,997)</u>
General revenues:					
					3,815,115
					222,723
					55,338
					10,947
					7,702
					7,620
					35,718
Total general revenues					<u>4,155,163</u>
Change in net position					<u>284,166</u>
Net position July 1 - original					<u>8,765,333</u>
Prior period adjustment					<u>(54,546)</u>
Net position July 1- revised					<u>8,710,787</u>
Net position - June 30					<u>\$ 8,994,953</u>

See accompanying independent auditors' report and management's notes to the financial statements.

**TOWN OF NORWICH, VERMONT**  
**BALANCE SHEET – GOVERNMENTAL FUNDS**  
**JUNE 30, 2016**

**STATEMENT C**

	Major	Non-Major	Total
	General	Other governmental funds	
<b>ASSETS</b>			
Cash	\$ 3,106,055	\$ 198,423	\$ 3,304,478
Accounts receivable	12,940	-	12,940
Delinquent Tax receivable	137,912	-	137,912
Interest and penalties receivable, net	29,880	-	29,880
Due from other government	-	-	-
Grants receivable	29,686	61,563	91,249
Prepaid expenses	20,367	-	20,367
Interfund receivables	-	1,383,698	1,383,698
Inventories	21,459	-	21,459
<b>TOTAL ASSETS</b>	<b>\$ 3,358,299</b>	<b>\$ 1,643,684</b>	<b>\$ 5,001,983</b>
<b>LIABILITIES</b>			
Accounts payable	77,676	6,330	84,006
Accrued payroll taxes and benefits	4,244	-	4,244
Accrued wages	57,590	-	57,590
Due to other funds	1,383,835	-	1,383,835
<b>TOTAL LIABILITIES</b>	<b>1,523,345</b>	<b>6,330</b>	<b>1,529,675</b>
<b>DEFERRED INFLOW OF RESOURCES</b>			
Unavailable revenue - property taxes	128,909	-	128,909
Taxes and fees collected in advance	98,900	-	98,900
<b>TOTAL DEFERRED INFLOW OF RESOURCES</b>	<b>227,809</b>	<b>-</b>	<b>227,809</b>
<b>FUND BALANCES</b>			
Nonspendable	41,826	-	41,826
Restricted	-	169,574	169,574
Committed	-	1,467,780	1,467,780
Assigned	334,199	-	334,199
Unassigned	1,231,120	-	1,231,120
<b>TOTAL FUND BALANCES</b>	<b>1,607,145</b>	<b>1,637,354</b>	<b>3,244,499</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 3,358,299</b>	<b>\$ 1,643,684</b>	<b>\$ 5,001,983</b>

See accompanying independent auditors' report and management's notes to the financial statements.

TOWN OF NORWICH, VERMONT  
RECONCILIATION OF THE BALANCE SHEET-  
GOVERNMENTAL FUNDS TO THE STATEMENT OF NET POSITION  
JUNE 30, 2016

STATEMENT D

Fund balances total governmental funds	\$ 3,244,499
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets	6,116,522
Unavailable revenue - property taxes	128,909
Long-term liabilities from governmental activities	(271,534)
Deferred outflow of resources	206,286
Accrued compensated absences	(113,786)
Net pension liability	(315,943)
Net position of governmental activities	<u>\$ 8,994,953</u>

See accompanying independent auditors' report and management's notes to the financial statements.



**TOWN OF NORWICH, VERMONT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCES - GOVERNMENTAL FUNDS**  
**YEAR ENDED JUNE 30, 2016**

	Major	Non-major	Total
	General	Other governmental funds	
<b>REVENUES</b>			
Property taxes	\$ 3,823,471	\$ -	\$ 3,823,471
Penalties and interest	51,945	3,393	55,338
Charges for services	376,677	-	376,677
Licenses and permits	10,947	-	10,947
Intergovernmental	222,723	-	222,723
FEMA grant revenues	(32,084)	-	(32,084)
Fines and forfeitures	7,702	-	7,702
Investment income	7,620	-	7,620
Miscellaneous	27,329	8,384	35,713
Grants	38,951	208,303	247,254
<b>TOTAL REVENUES</b>	<b>4,535,281</b>	<b>220,080</b>	<b>4,755,361</b>
<b>EXPENDITURES</b>			
General government	1,342,532	1,183	1,343,715
Capital outlays	45,779	415,918	461,697
Public safety	823,712	11,637	835,349
Public works	1,261,797	-	1,261,797
Recreation	240,915	22,672	263,587
Debt service:	-	-	-
Principal retirement	52,482	19,042	71,524
Interest expense	8,036	-	8,036
<b>TOTAL EXPENDITURES</b>	<b>3,775,253</b>	<b>470,452</b>	<b>4,245,705</b>

See accompanying independent auditors' report and management's notes to the financial statements.

## STATEMENT E (CONTINUED)

TOWN OF NORWICH, VERMONT  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
 IN FUND BALANCES - GOVERNMENTAL FUNDS  
 YEAR ENDED JUNE 30, 2016

	Major	Non-major	Total
	General	Other governmental funds	
EXCESS OF REVENUES OVER (UNDER)			
EXPENDITURES BEFORE OTHER			
FINANCING SOURCES (USES)	\$ 760,028	\$ (250,372)	\$ 509,656
OTHER FINANCING SOURCES (USES)			
Transfers in	148	570,044	570,192
Transfers out	(570,044)	(148)	(570,192)
TOTAL OTHER FINANCING SOURCES (USES)	(569,896)	569,896	-
EXCESS OF REVENUES OVER (UNDER)			
EXPENDITURES AFTER OTHER			
FINANCING SOURCES (USES)	190,132	319,524	509,656
FUND BALANCE - JULY 1 - ORIGINAL	1,056,668	1,678,175	2,734,843
PRIOR PERIOD ADJUSTMENT	360,345	(360,345)	-
FUND BALANCE - JULY 1 - REVISED	1,417,013	1,317,830	2,734,843
FUND BALANCE - JUNE 30	\$ 1,607,145	\$ 1,637,354	\$ 3,244,499

See accompanying independent auditors' report and management's notes to the financial statements.

TOWN OF NORWICH, VERMONT  
 RECONCILIATION OF THE STATEMENT OF REVENUES,  
 EXPENDITURES AND CHANGES IN FUND BALANCES OF  
 GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
 YEAR ENDED JUNE 30, 2016

Net change in fund balances - total government funds	\$ 509,656
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	
This is the amount of capital outlays.	325,223
This is the amount of contributed capital assets.	
This is the amount of depreciation expense.	(597,927)
Expenses for accrued interest do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	-
Proceeds from loans are revenues in the governmental funds, but the proceeds increase long-term liabilities in the statement of net position.	-
Payments of loans and capital leases are expenditures in the governmental funds, but are a reduction of long-term liabilities in the statement of net position.	43,985
Repayment of bond principle is an expenditure in the governmental funds, but the repayment reduces long term liabilities in the statement of net position.	27,500
Revenues that were deferred in the governmental fund statements, that do not provide current resources, are reported as revenues in the statement of activities.	(8,375)
Changes in net pension liability and related deferred outflows and inflows do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	<u>(15,896)</u>
Change in net position of governmental activities.	<u>\$ 284,166</u>

See accompanying independent auditors' report and management's notes to the financial statements.

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Town of Norwich, Vermont (the Town) is organized according to Vermont State Law. The Town operates under a 5 member Selectboard and Town Manager form of government and provides the following services: public safety, highways and streets, recreation, public improvements, solid waste, planning and zoning, and general administration.

Principles Determining Scope of Reporting Entity

The financial statements of the Town consist only of the funds and account groups of the Town. The Town has no oversight responsibility for any other governmental entity, since no other entities are considered to be controlled by or dependent on the Town. Control or dependence is determined on the basis of budget adoption, taxing authority, funding, and appointment of the respective governing board.

Part 1 - Government-Wide Financial Statements

The statement of net position and statement of activities focuses on the primary government of the Town of Norwich, Vermont as a whole. All governmental funds are included, but are presented using the accrual basis of accounting.

Measurement Focus and Basis of Accounting

The statement of net position and the statement of activities are prepared using the economic resources measurement focus and the accrual basis of accounting.

Program revenues include charges to taxpayers who purchase, use, or directly benefit from goods, services, or privileges provided by a given program; and operating or capital grants and contributions that are restricted to meeting the operational or capital requirement of a particular program.

Internal Activity

Amounts reported in the governmental funds as "due to other funds" and "due from other funds" have been eliminated in the statement of net position.

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Capitalization of Assets

Capital assets are valued at historical cost or estimated historical cost. Donated fixed assets are valued at their estimated fair value on the date of donation. Capital assets are capitalized as follows:

Vehicles	\$15,000
Mobile equipment	15,000
Infrastructure	50,000
Buildings	10,000
Equipment	5,000

Depreciation

Capital assets are depreciated over their useful lives using the straight-line method. The estimated useful lives are as follows:

Vehicles	3-20 years
Mobile equipment	5-15 years
Infrastructure	8-25 years
Buildings	10-75 years
Equipment	3-10 years

Property Taxes

Taxes were committed on July 9<sup>th</sup>, 2015 based on the assessed valuation April 1<sup>st</sup>, 2015. Taxes were due in full or in installments on August 14<sup>th</sup>, 2015 and February 12<sup>th</sup>, 2016. Taxes unpaid by the due dates are assessed interest. The town records a lien on the committed date. The tax lien maybe foreclosed, if the tax lien remains unpaid 24 months from the date the lien is recorded. Liens are in affect for 15 years.

Part 2 - Fund Financial Statements

Fund Accounting

The accounts of the Town are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into generic fund types and broad fund categories, as follows:

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Governmental Funds

General Fund - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

Other Governmental Funds - The Town has 33 nonmajor funds.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available (60 days after year end) as net current assets. Property taxes are recorded as revenue when levied even though a portion of the taxes may be collected in subsequent years. Miscellaneous revenues are recorded when received in cash because they are generally not measurable until actually received. Intergovernmental revenues and interest income are accrued when their receipt occurs soon enough after the end of the accounting period so as to be both measurable and available.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to the general rule include principal and interest on general long-term debt, which is recognized when due.

All trust and agency funds are accounted for using the accrual basis of accounting.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reporting amounts of assets and liabilities and disclosures. Accordingly, actual results could differ from those estimates.

None of the estimates used in preparing the financial statements are considered significant.



TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Budget

A. Budget Law and Practice

The Town Selectmen create an annual budget that is voted on, in March, by the residents of the Town. If the voters approve the budget, the Town adopts the annual budget for the current calendar year. Amended budgets are allowed for unexpected modifications to the estimated revenues and appropriations.

Budgets are prepared on the modified accrual basis of accounting. Unencumbered, non-special, appropriations lapse at year end. Capital projects funds are carried forward each year until the project is completed or when the bond issue proceeds are totally expended.

B. Budgetary Control

An all inclusive budget is prepared in gross on a line item basis. Revenues are budgeted by source. Expenditures are budgeted by department and object class. This constitutes the legal level of control. Expenditures may not exceed appropriations at this level.

Within these control levels, the Town Manager and Selectboard may transfer appropriations, but they may be required to be approved by the voters, if they exceed the original budget except for grants and gifts consistent with budgeted programs. Several revisions were made to the budget during the year for grants.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Allowances for uncollectible accounts are based on management's assessment of the periodic aging of accounts receivable.

Due From Other Governments

Due from other governments are stated at the amount management expects to collect from balances outstanding at year-end. Allowances for uncollectible accounts are based on management's assessment of the periodic aging of accounts due from other governments.

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Excess Funds

There is no documented policy on where to hold excess funds.

Interfund Receivables and Payables

Interfund activity is reported as either loans or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. All other interfund transactions are treated as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

Fund Balance

For governmental funds, the nonspendable fund balances represent amounts that will never convert to cash or will not convert to cash to affect the current period; the restricted fund balances represent the amounts that are restricted by external governments, contributors, or external laws; the committed fund balances represent self-imposed limitations by the Town that must be voted on to be established, modified, or rescinded; the assigned fund balances represent intended use of resources such as encumbrances by the Selectmen that the Selectmen feel are necessary to operate the Town; and the unassigned fund balances represent anything that does not fit into the above four classifications. The general fund is the only fund that can report a positive unassigned balance.

If expenditures can be applied to either restricted or unrestricted balances, the government's policy is to apply them to restricted balances. If expenditures can be applied to committed, assigned or unassigned, the government's policy is to apply them first to committed balances, then to assigned balances, and any remainder is to be applied to unassigned balances. The Selectboard has established a policy regarding a minimum unassigned fund balance of 16% of the Town budget. Any monies beyond that are used to reduce subsequent years taxes.

Revenues

Tax revenue and other major Town revenue sources are susceptible to accrual under the modified accrual basis of accounting.

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 2 - CASH AND INVESTMENTS**

The total amount of the Town's cash, consists of the following at June 30, 2016:

Cash	\$3,304,478
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The Treasurer is authorized to invest excess deposits and make investments in accordance with the Selectboard investment policy and provides quarterly reports to the Selectboard and is charged with maximizing the return on all invested funds while maintaining their security. By state statute, the Treasurer may invest in any security issued, insured, or guaranteed by the United States; highly related bonds; repurchase agreements and debt securities of any federally insured financial institution; shares of a registered investment company, or a unit investment trust, if such mutual investment fund has been in operation for at least ten years and has net assets of at least \$500,000,000; or deposits in federally insured financial institutions. The Selectboard's investment policy is more restrictive than the state statutes.

The total amount of the Town's deposits in financial institutions, per the bank statements, at June 30, 2016 was \$3,244,682, of which \$319,310, was covered by federal depository insurance. The remaining deposits were collateralized by an Insured Cash Sweep (ICS) and a Stand-by Letter of credit.

**NOTE 3 - ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS**

The allowance for uncollectible accounts receivable at June 30, 2016 is estimated to be:

General Fund	\$ -
Other Gov. Funds	-
Governmental Activities	\$ -

The allowance for uncollectible grants receivable at June 30, 2016 is estimated to be:

General Fund	\$ -
Other Gov. Funds	-
Governmental Activities	\$ -

**TOWN OF NORWICH, VERMONT**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2016**

**NOTE 4 – CAPITAL ASSETS**

The following is a summary of changes in capital assets:

**GOVERNMENTAL ACTIVITIES**

	Balance 07/01/15	Additions	Deletions	Balance 06/30/16
Capital assets (non-depreciable):				
Land	\$ 653,559	\$ -	\$ -	\$ 653,559
Art	11,140	-	-	11,140
Capital assets (depreciable):				
Buildings & Improvements	1,919,531	8,652	-	1,928,183
Vehicles	1,717,881	20,994	-	1,738,875
Equipment	999,435	1,987	-	1,001,422
Mobile Equipment	1,057,085	-	-	1,057,085
Infrastructure	5,084,265	293,590	(55,762)	5,322,093
Total capital assets	<u>11,442,896</u>	<u>325,223</u>	<u>(55,762)</u>	<u>11,712,357</u>
Less accumulated depreciation				
Buildings & Improvements	(891,995)	(47,635)	-	(939,630)
Vehicles	(828,854)	(99,732)	-	(928,586)
Equipment	(397,039)	(33,690)	-	(430,728)
Mobile Equipment	(507,869)	(44,219)	-	(552,088)
Infrastructure	<u>(2,372,152)</u>	<u>(372,651)</u>	<u>-</u>	<u>(2,744,803)</u>
Total accumulated depreciation	<u>(4,997,909)</u>	<u>(597,927)</u>	<u>-</u>	<u>(5,595,835)</u>
Net capital assets	<u>\$ 6,444,987</u>	<u>\$ (272,704)</u>	<u>\$ (55,762)</u>	<u>\$ 6,116,522</u>

Depreciation was charged to governmental functions as follows:

Buildings & Improvements	\$ 47,635
Vehicles	99,732
Equipment	33,690
Mobile Equipment	44,219
Infrastructure	<u>372,651</u>
	<u>\$ 597,927</u>

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 5 - LONG-TERM DEBT**

**GOVERNMENTAL ACTIVITIES**

The following is a summary of long-term debt at June 30, 2016:

\$275,000 - General Obligation Bond Payable, due in annual installments of \$27,500 through November 2023, including variable interest currently at 2.823%.

\$ 220,000

Total long-term debt	\$ 220,000
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The following is a summary of changes in long-term debt:

	Balance 07/01/15	Additions	Deletions	Balance 06/30/16	Current Portion
Capital leases	\$ 95,558	\$ -	\$ 43,985	\$ 51,573	\$ 25,659
Bonds Payable	247,500	-	27,500	220,000	27,500
Compensated absences	113,786	-	-	113,786	-
Net pension liability	37,041	278,902	-	315,943	-
Total Long-Term Debt	<u>\$ 493,885</u>	<u>\$ 278,902</u>	<u>\$ 71,485</u>	<u>\$ 701,302</u>	<u>\$ 53,159</u>

The annual principal and interest requirements to maturity are as follows:

	Principal	Interest	Total Debt Service
2017	\$ 27,500	\$ 5,756	\$ 33,256
2018	27,500	5,275	32,775
2019	27,500	4,689	32,189
2020	27,500	4,005	31,505
2021	27,500	3,238	30,738
2022-2026	82,500	4,369	86,869
	<u>\$ 220,000</u>	<u>\$ 27,332</u>	<u>\$ 247,332</u>

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 6 - CAPITAL LEASES**

The Town is the lessee of various equipment under capital leases expiring in 2018. The liabilities under the capital leases are recorded at the present value of the minimum lease payments.

2017	\$ 26,887
2018	26,886
2019	-
2020	-
2021	-
	<u>53,773</u>
Less interest	2,200
Present value	<u><u>\$ 51,573</u></u>

Amortization of assets held under capital leases is included with depreciation expense.

The following is an analysis of the leased assets included in Capital Assets.

	Balance 07/01/15	Additions	Deletions	Balance 06/30/16
Equipment	480,774	-	-	480,774
Mobile Equipment	256,500	-	(256,500)	-
Total capital assets	<u>737,274</u>	<u>-</u>	<u>(256,500)</u>	<u>480,774</u>
Less accumulated depreciation				
Equipment	(15,212)	(9,615)	-	(24,826)
Mobile Equipment	(62,700)	(17,100)	79,800	-
Total accumulated depreciation	<u>(77,912)</u>	<u>(26,715)</u>	<u>79,800</u>	<u>(24,826)</u>
Net capital assets	<u>\$ 659,362</u>	<u>\$ (26,715)</u>	<u>\$ (176,700)</u>	<u>\$ 455,948</u>



TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 7 - INTERFUND RECEIVABLES AND PAYABLES**

Interfund balances at June 30, 2016, consisted of the following individual fund receivables and payables:

Receivable Fund	Payable Fund	Amount
Other Governmental	General	\$ 1,383,698
		<u>\$ 1,383,698</u>

Interfund balances represent amounts for pooled cash.

Interfund transfers at June 30, 2016 consisted of the following:

<u>Transfers In:</u>			
	General	Other Governmental Funds	Amount
<b>Transfers Out:</b>			
General	\$ -	\$ 570,044	\$ 570,044
Other Governmental Funds	148	-	148
Total	<u>\$ 148</u>	<u>\$ 570,044</u>	<u>\$ 570,192</u>

Transfers are used to move revenues from the fund that the budget requires to collect them to the fund that the budget requires to expend them.

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 8 - FUND BALANCE COMPONENTS**

At June 30, 2016, the components of fund balance are as follows:

	Nonspendable	Restricted	Committed	Assigned
<b>Governmental Funds</b>				
General Fund				
Conservation Commission	\$ -	\$ -	\$ -	\$ 181,318
Recreation Facilities	-	-	-	32,962
Affordable Housing	-	-	-	45,286
Land Management Council	-	-	-	14,208
Citizen Assistance	-	-	-	2,344
Recreation Scholarship	-	-	-	2,590
Cemetery Fund	-	-	-	55,491
Inventory	21,459	-	-	-
Prepaid items	20,367	-	-	-
Capital Project Fund				
Fire Apparatus Fund	-	-	390,659	-
Highway Equipment Fund	-	-	338,365	-
Highway Garage Fund	-	-	18,556	-
Solid Waste Equipment Fund	-	-	37,996	-
Police Station Fund	-	-	3,985	-
Police Cruiser Fund	-	-	77,220	-
Tracy Hall Fund	-	-	25,993	-
General Administration Fund	-	-	22,038	-
Pool/Dam Fund	-	-	4,447	-
Tennis Court Fund	-	-	14,646	-
Police Special Equipment Fund	-	-	12,300	-
Fire Station Fund	-	-	16,828	-
Fire Equipment Fund	-	-	56,696	-
Sidewalk Fund	-	-	46,704	-
Facility Study Fund	-	-	12,592	-
Bandstand Fund	-	-	1	-
Communication Study Fund	-	-	28,212	-
DPW-Bridge Fund	-	-	152,730	-
DPW-Paving Fund	-	-	134,605	-
DPW-Buildings & Grounds Fund	-	-	11,759	-
Communications Construction Fund	-	-	31,469	-
Record Restoration Fund	-	-	24,972	-
Generator Fund	-	-	5,007	-
Permanent Funds				
WCTU Fund	-	1,075	-	-
Corridor Tree Fund	-	129	-	-
Alura Grant Fund	-	103	-	-
Main Street Flag Fund	-	1,304	-	-
Perpetual Care Funds/Sale of Cemetery Lots Funds	-	166,963	-	-
<b>Total</b>	<b>\$ 41,826</b>	<b>\$ 169,574</b>	<b>\$ 1,467,780</b>	<b>\$ 334,199</b>

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 9 - EMPLOYEE BENEFIT PLANS**

**VERMONT MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM**

**A. Plan Description**

Town employees contribute to the Vermont Municipal Employees Retirement System (VMERS), a cost-sharing multiple-employer contributory defined benefit public employee pension plan (The Plan) that acts as a common investment and administrator for its participants.

The VMERS provides retirement, annual cost-of-living adjustments, and death and disability benefits to members and beneficiaries. These benefit provisions and all other requirements are established by state statute. The VMERS issues a publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to Vermont Retirement System, 109 State Street, Montpelier, Vermont, 05609.

**B. Funding Policy**

The contribution requirements of plan members are established and may be amended by the state statute. This year, members contributed 2.5% - 11.25% (Group A-D) of gross earnings. The Town is required to contribute 4.0% - 9.75% (Group A-D) of gross earnings.

The Plan's fiduciary net position uses the same basis as the plan. The Plan uses the accrual basis of accounting, and benefits and refunds are recognized when due and payable. Plan investments are measured at fair value.

**Net Pension Liability assumptions:**

- 1) Investment rate of return 7.95%
- 2) Price inflation 3%
- 3) Salary increases 5%
- 4) Mortality source was the RP-2000 mortality table
- 5) Experience studies were from 2005-2010

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 9 - EMPLOYEE BENEFIT PLANS (CONTINUED)**

Discount rate assumptions:

- 1) Rate equals investment rate of return
- 2) Projected cash flows assume required contributions
- 3) Long-term expected rate of return equals investment rate of return and is applied to all periods
- 4) Asset allocation is as follows: 31.5% equity, 33% fixed income, 15.5% alternatives, and 20% multi-strategy.

Net Pension Liability Sensitivity:

- 1) Discount rate 1% higher: \$51,772
- 2) Discount rate 1% lower: \$631,075

The proportion of total liability was determined by taking the District's actual contributions divided by the Plan's actual contributions. The proportion increased by 0.00396% from the prior measurement date of June 30, 2014 to the current measurement date of June 30, 2015. The actuarial valuation date is June 30, 2014.

Pension expense recognized during June 30, 2016 was \$86,991.

The following is the composition of deferred outflows related to pension:

Difference Between Expected and Actual Experience	Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments	Changes of Assumptions	Changes in Proportion and Differences Between Employer Contributions and Share of Contributions	Contributions to Plan Subsequent to Measurement	Total Deferred Outflows Related to Pension
\$9,987	\$61,038	\$62,920	\$1,306	\$71,035	\$206,286
Differences Between Expected and Actual Experience	Net Difference Between Projected and Actual Investment Earnings on Pension Plan Investments		Changes in Proportion and Differences Between Employer Contributions and Share of Contributions	Total Deferred Inflows Related to Pension	
\$0	\$0		\$0	\$0	

\$71,035 of Deferred Outflows will reduce Net Pension Liability in future periods.

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 9 - EMPLOYEE BENEFIT PLANS (CONTINUED)**

The following is a 5 year schedule of changes in Deferred Outflows and Deferred Inflows related to pensions:

	2016	2017	2018	2019	2020
Deferred Outflows and (Inflows)	\$26,615	\$26,615	\$26,615	\$55,406	\$0

**NOTE 10 - RISK MANAGEMENT**

The Town is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, and injuries to employees. The Town maintains insurance coverage from the Vermont League of Cities and Towns Property and Casualty Inter-municipal Fund that covers each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. Settled claims have not exceeded this coverage in any of the past three fiscal years.

**NOTE 11 - COMMITMENTS AND CONTINGENCIES**

The Town participates in numerous State and Federal grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Town has not complied with rules and regulations governing the grants, refunds of any money received may be required and the collectability of any related receivable at June 30, 2016 may be impaired. In the opinion of the Town, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective agents; therefore, no provision has been recorded in the accompanying combined financial statements for such contingencies.

TOWN OF NORWICH, VERMONT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2016

**NOTE 12 - PRIOR PERIOD ADJUSTMENT**

Government Wide net position - beginning was decreased by \$54,546, to correct for an error in beginning balance of capital assets by \$17,693 and an error in beginning balance of accumulated depreciation error of \$18,909, and to remove infrastructure of \$55,762.

General Fund - Fund Balance beginning was increased by \$360,345, to add funds that were not special revenue funds as defined by GASB 54.

Other Governmental – Fund Balance beginning was decreased by \$(360,345), to remove funds that were not special revenue funds as defined by GASB 54.

**NOTE 13 - MANAGEMENT REVIEW**

Management has reviewed subsequent events as of January 06, 2017, the date the financial statements were available to be issued. At that time, there were no material subsequent events.

SCHEDULE A

TOWN OF NORWICH, VERMONT  
SCHEDULE OF REVENUES, EXPENDITURES  
BUDGET AND ACTUAL – GENERAL FUND  
YEAR ENDED JUNE 30, 2016

	Original Budget	Final Budget	Actual	Variance Positive (Negative)
<b>REVENUES</b>				
Property taxes	\$ 3,809,956	\$ 3,842,456	\$ 3,823,471	\$ (18,985)
Penalties and interest	42,000	42,000	51,943	9,943
Charges for services	299,860	299,860	345,597	45,737
Licenses and permits	12,515	12,515	10,947	(1,568)
Intergovernmental	218,798	218,798	222,723	3,925
FEMA grant revenues	-	-	(32,084)	(32,084)
Fines and forfeitures	16,150	15,000	7,702	(7,298)
Investment income	4,500	5,500	6,915	1,415
Miscellaneous	37,500	37,500	38,054	554
Grants	-	37,326	37,326	-
<b>TOTAL REVENUES</b>	<b>4,441,279</b>	<b>4,510,955</b>	<b>4,512,594</b>	<b>1,639</b>
<b>EXPENDITURES</b>				
Current:				
General government	1,372,673	1,361,046	1,323,714	37,332
Capital outlays	-	3,167	5,154	(1,987)
Public safety	867,592	846,091	823,712	22,379
Public works	1,502,621	1,523,921	1,257,178	266,743
Recreation	218,254	219,749	240,915	(21,166)
Principal retirement	60,519	60,519	52,482	8,037
Interest expense	-	-	8,036	(8,036)
<b>TOTAL EXPENDITURES</b>	<b>4,021,659</b>	<b>4,014,493</b>	<b>3,711,191</b>	<b>303,302</b>
<b>EXCESS OF REVENUES OVER (UNDER)</b>				
<b>EXPENDITURES BEFORE OTHER</b>				
<b>FINANCING SOURCES (USES)</b>	<b>419,620</b>	<b>496,462</b>	<b>801,403</b>	<b>304,941</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Prior year surplus utilization	150,000	88,660	-	(88,660)
Operating transfers in	-	-	-	-
Operating transfers out	(569,620)	(585,122)	(585,122)	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(419,620)</b>	<b>(496,462)</b>	<b>(585,122)</b>	<b>(88,660)</b>
<b>EXCESS OF REVENUES OVER (UNDER)</b>				
<b>EXPENDITURES AFTER OTHER</b>				
<b>FINANCING SOURCES (USES)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 216,281</b>	<b>\$ 216,281</b>

See accompanying independent auditors' report and management's notes to the required supplementary information.



**TOWN OF NORWICH, VERMONT  
SCHEDULE OF PROPORTIONATE SHARE  
OF NET PENSION LIABILITY  
YEAR ENDED JUNE 30, 2016**

	2016	2015	2014	2013	2012
Proportion of the net pension liability	0.4098%	0.4059%	0.4053%	*	*
Proportionate share of net pension liability	\$ 315,943	\$ 37,041	\$ 147,553	*	*
Covered-employee payroll	\$ 1,024,685	\$ 996,414	\$ 956,992	*	*
Proportionate share of the net pension liability as a percentage of covered-employee payroll	30.8%	3.7%	15.4%	*	*
Plan fiduciary net position as a percentage of the total pension liability	87.42%	98.32%	92.71%	*	*

  

	2011	2010	2009	2008	2007
Proportion of the net pension liability	*	*	*	*	*
Proportionate share of net pension liability	*	*	*	*	*
Covered-employee payroll	*	*	*	*	*
Proportionate share of the net pension liability as a percentage of covered-employee payroll	*	*	*	*	*
Plan fiduciary net position as a percentage of the total pension liability	*	*	*	*	*

\* - information not available.

See accompanying independent auditors' report and management's notes to the required supplementary information.

SCHEDULE C

TOWN OF NORWICH, VERMONT  
SCHEDULE OF CONTRIBUTIONS  
YEAR ENDED JUNE 30, 2016

	2016	2015	2014	2013	2012
Actuarially determined contribution	\$ 57,285	\$ 52,352	\$ 48,648	*	*
Contributions in relation to the actuarially determined contribution	(57,285)	(52,352)	(48,648)	*	*
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>*</u>	<u>*</u>
Covered-employee payroll	\$ 1,024,685	\$ 996,414	\$ 956,992	*	*
Contributions as a percentage of covered-employee payroll	5.6%	5.3%	5.1%	*	*

	2011	2010	2009	2008	2007
Actuarially determined contribution	*	*	*	*	*
Contributions in relation to the actuarially determined contribution	*	*	*	*	*
Contribution deficiency (excess)	<u>*</u>	<u>*</u>	<u>*</u>	<u>*</u>	<u>*</u>
Covered-employee payroll	*	*	*	*	*
Contributions as a percentage of covered-employee payroll	*	*	*	*	*

\* - information not available.

See accompanying independent auditors' report and management's notes to the required supplementary information.

TOWN OF NORWICH, VERMONT  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
YEAR ENDED JUNE 30, 2016

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

General

The Town is required to have a budget for the General Fund. The Town is not required to adopt an annual budget for its special revenue and capital project funds. Budgets for individual special revenue funds are utilized in accordance with the requirements for the grantor agencies.

Basis of Accounting

The modified accrual basis of accounting is used in preparing budgets except when non-cash items are involved. In that case, the non-cash items are omitted from the budget.

**NOTE 2 – ACTUAL (BUDGET BASIS) TO GAAP BASIS RECONCILIATION**

Revenues:

Actual amounts (budgetary basis) from the budgetary comparison schedule	\$ 4,512,594
---	--------------

Differences - budget to GAAP:

The revenues of internal reserve funds that do not meet the definition of special revenues funds, and that have no legal budget.	<u>22,687</u>
--	---------------

Total revenues as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	<u>\$ 4,535,281</u>
--	---------------------

Expenditures:

Actual amounts (budgetary basis) from the budgetary comparison schedule	3,711,191
---	-----------

Differences - budget to GAAP:

The expenditure of internal reserve funds that do not meet the definition of special revenue funds that have no legal budget.	64,062
---	--------

Accrued wages and related payroll taxes are not budgeted for and therefore are removed from the budgetary comparison schedule.	<u>-</u>
--	----------

Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	<u>\$ 3,775,253</u>
--	---------------------

**NOTE 3 – OVERSPENT APPROPRIATIONS**

There were no material overspent appropriations.



*Norwich Women's Club Citizen of the Year, 2016: Lucinda Walker being introduced by NWC President Sue Kaufman. Photo courtesy of the NWC.*



*"Back to School," an entry in the Norwich Library's annual Peeps diorama contest submitted by supporters of the Root Schoolhouse.*

# Part II

Town Boards, Commissions,  
Committees & Departments

## Selectboard

Tropical Storm Irene destroyed the Norwich Pool Dam in August of 2011. The Federal Emergency Management Agency (FEMA) estimated the cost of replacement on the structure at \$567,000, 95% of which would be paid with federal and state funds. The town manager and a design team were responsible for preparing a required Stream Alteration Permit application to be submitted to the Vermont Agency of Natural Resources (ANR). In November 2015, ANR denied the Stream Alteration Permit. After discussions between the selectboard, the public and our attorney the selectboard decided not to file an appeal on the Norwich Pool Dam permit denial.

In January 2016, the selectboard followed the FEMA Alternate Project guide to redirect the Pool Dam funds to replace a Route 132 culvert, Pool Dam reconstruction clean up and to construct an addition to the Department of Public Works (DPW) building. Upon learning that the Route 132 culvert was not an eligible project, the board substituted a front-end loader for DPW as an eligible alternative. As of June 2016, we were awaiting FEMA notification regarding the approval of the Pool Dam funds for these alternative projects.

The Norwich Farms property on Turnpike road was gifted to Vermont Technical College (VTC) to be used as an agricultural education program for its students. VTC planned to establish a cheese and dairy processing plant operation, commencing in the fall of 2016.

The Norwich Senior Action Council was established in the 1960s to provide programs that help our seniors. Their Meals on Wheels program was taken over by the Bugbee Senior Center. Council members Paula Harris, Dottie Cloud and Martha Drake retired after many years of service to our Town. The selectboard thanks them for their dedication and time assisting our seniors.

The Greater Upper Valley Solid Waste District (GUVSWD) board was working on a proposed 5mw photovoltaic array on the North Hartland Site. The expected completion date was December 2016. This has the potential to reduce the Town's debt service payments to GUVSWD by about half.

The Capital Facilities Public Safety Facility Building for the Fire and Police Departments project moved forward with a new architect, Jay White, after two bonds failed. White incorporated Net Zero features in the new design. The selectboard planned a new, reduced bond article for the November 8, 2016 ballot.

In February 2016, with the letter of resignation from Town Manager Neil Fulton, the board appointed Zoning Administrator, Phil Dechert, as acting interim town manager while the selectboard commenced the hiring of an interim town manager. The board then hired Dave Ormiston as interim town manager. Next, the board contracted with Vermont Leagues of Cities and Towns to assist with the hiring of a new town manager. We appointed a Town Manager Search Committee comprising community members, a department head, and Norwich business owners to work with us in the hiring process.

The Norwich Selectboard thanks retirees Neil Fulton and Nancy Kramer for their long and dedicated periods of service to the Town.

*Linda Cook, Chair; Mary Layton, Vice Chair;  
Christopher Ashley; Stephen Flanders; Dan Goulet*

## **Town Manager**

As the Interim Town Manager it has been a pleasure to work and interact with the Selectboard and residents of Norwich. The employees also worked hard and were extremely helpful in making the transition between Managers smooth and seamless. As a team, the Town moved forward on several fronts with some key decisions regarding the Public Safety Building, the Norwich Pool Dam and the addition to the Public Works Garage. Most, if not all, of this work had been implemented before my arrival and to be a part of the process that either drew it to completion or elevated it to the next level was extremely gratifying.

As I arrived in Norwich I immediately became intimate with what has simply become known as the Alt. Projects. Following word from the Vermont Agency of Natural Resources that the State would not grant a permit to Norwich for the rebuilding of the Pool Dam, the Selectboard made a decision to then apply for FEMA Alternative Project funding. In response, Andy Hodgdon and Phil Dechert, often working under tight deadlines, contributed greatly to the applications of the Alternative FEMA Projects as well as the necessary follow up needed to secure approval for the work. Approval will secure funding for Norwich to clean up the Old Pool Site, build an addition to the Highway Garage and to purchase a new Loader.

Closely behind the Alt. Projects was Linda Gray of the Norwich Energy Committee. The Norwich Energy Committee and the Town had applied for and received a grant to install an Electric Vehicle Charging Station at Dan & Whit's parking lot. The plan is for the Electric Vehicle Charging Station to also be powered by solar energy from a solar array attached to the side of Dan & Whit's Building.

In the early spring of 2016, just prior to my arrival, the Selectboard had signed a contract with Jay White, Architect, to reconfigure and simplify the design for the Public Safety Building. Under the direction of the Selectboard, Jay White has been working with the Fire Chief, Steve Leinoff, and Police Chief, Doug Robinson, to hone in on the details of the building design. A bond vote was scheduled for November 8th, 2016.

Also in the spring of 2016, the Town finished a 3-year reappraisal of property values. The work of our contracted assessors (New England Municipal Consultants) resulted in a Common Level of Appraisal (CLA) of 99.28%, a Coefficient of Dispersion (COD) of 6.4%, and a Satisfactory Review from the Vermont Department of Tax, Property Valuation and Review. All are benchmarks of consistency in our valuations.

Lastly, Nancy Kramer, the Assistant to the Town Manager who has been a part of the Norwich Town Offices since January, 2005, announced her retirement. Nancy politely introduced me to the various policies of the Norwich Selectboard while maintaining office structure. Although I worked with her for only a brief time, her dedication to the job and to Norwich was easily recognizable. She will be sorely missed by me and the entire staff.

With Nancy's departure, I am very happy to welcome Miranda Bergmeier as the new Assistant to the Town Manager. She has made it an easy, smooth transition. She fits in well with the staff and residents and most notably has helped to keep myself and the Selectboard on an even keel.

*David Ormiston, Interim Town Manager (649-1419, ext. 102)*



## Collector of Delinquent Taxes

As Town Manager, it is my responsibility to act as the Collector of Delinquent Taxes. Taxes become delinquent after the second payment is due in February if taxes remain unpaid. A Warrant is issued by the Treasurer authorizing the collection of delinquent taxes along with an 8% penalty and 1% interest per month for the first three months and 1.5% interest per month thereafter. A tax collection policy outlines the collection process, which includes payment applications, payment plans and tax sale procedures, if necessary.

*Dave Ormiston, Interim Town Manager (649-1419, ext. 102)*

### Tax Year Summary for 2015 – 2016

Final Taxes Billed: . . . . .	\$15,921,618
Taxes Collected during FY: . . . . .	<u>15,831,744</u>
Taxes outstanding at close of FY: . . . . .	\$89,874

### Delinquent Tax Report

6/30/2015 Delinquent Tax Balance: . . . . .	\$129,003
FY15-16 Delinquent Taxes: . . . . .	<u>89,875</u>
Subtotal: . . . . .	\$218,878
Less delinquent taxes collected: . . . . .	<u>80,966</u>
6/30/2016 Balance: . . . . .	\$137,912

Taxes delinquent for FY15/16 . . . . .	\$89,875
Taxes delinquent previous years:	
12-13 . . . . .	5,796
13-14 . . . . .	15,276
14-15 . . . . .	<u>\$26,965</u>
Total . . . . .	\$137,912

Delinquent taxes as of December 31, 2016. . . . . \$107,182

## Town Clerk

This year we have seen a decrease in the number of documents recorded in our office. We went from 3,521 pages recorded in the Land Records to 3,132 pages. This amounts to \$28,188 of revenue for the Town. We processed 43 motor vehicle registration renewals, licensed 653 dogs and sold 293 Fish and Game Licenses – an increase from last year. We collected \$235 in land posting fees and issued 28 Marriage Licenses. There were 14 deaths and no home births to report this year.

Judy has continued linking the indexes of the volumes that were scanned last winter and soon we will have linked all the images that were scanned to their indexes. This means that 68 of the 222 volumes of Land Records that reside in the vault are scanned and indexed. We plan on scanning and microfilming another 23,726 pages this winter. My ultimate goal is to have at least a minimum of 40 years scanned and indexed.

This year our office faced many changes in our Election Law and procedure, with more changes to come next year. Please bear with us as we try to figure out the best way to implement these changes. Some of the changes made this year include: the ability to register to vote and being able to request an absentee ballot online through the Secretary of State's website at <https://www.olvr.sec.state.vt.us>. A word of caution: be sure you read the information and fill out the forms in their entirety. If you leave anything blank you risk not being added to the checklist or not receiving your ballot request. Since you will not be on the phone or in front of us, we will not be able to catch a mistake or ask you a question; if we don't have a phone

number we cannot call you or if you do not follow through with the instructions your application could end up in cyberspace. If you have any questions you may contact me and I will help you to the best of my abilities. Also, this year, clerks in Vermont were mandated to use a new program the Secretary of State Office implemented for the voter checklist, absentee ballot requests and many other features. The program was very difficult in the beginning and took some time getting used to. Thankfully with each election I have more confidence in the program and my abilities with the program.

The Town Clerk’s Office is open Monday through Friday 8:30 am to 4:30 pm. During this time you may register to vote, purchase cards and stickers for the Norwich Transfer Station and the Hartford Landfill, renew your motor vehicle registration, obtain a burn permit or research the records in the vault.

Dog licenses will be available to purchase in January of 2017 and remember the April 1st deadline to register your dog. If you do not already have a rabies certificate on file with us, you will need to get a copy from your veterinarian.

If you have any questions or need help, please do not hesitate to stop in or call and we will do our best to help.

Bonnie J. Munday, Town Clerk (649-1419, ext. 103)  
Judy Trussell, Assistant

\*Please note that the vital statistics are based on a fiscal year and not the calendar year.

**Vital Records for 2016**

*As recorded by the Town Clerk’s Office July 1, 2015 to June 30, 2016*

**Marriages**

Rose, Julie Lynn	Nachlis, Herschel Seth
Elder, Heather Rose	Fisher, Tika Marie
Hopkins, Nicole Lynn	Tully, Douglas Gipson
Jenkins, Elizabeth Steele	Korpi, Ethan Jareb
Bernstein, Ode Marin	Wickner, Dana Gosling
Daly, Niamh Ann	Annand, John William
Griggs, Benjamin Graham	Giambruno, Rachel Marie
Schleicher, Laura Uihlein	Tormey, Eben James
Erickson, Stephanie Jeanne	Burrows, Phillippa Jean
McClure, Lindsay Peard	Miller, Scott Kellogg
Villarreal, Christina Lynn	Walker, Nicholas Sargent
Mahlab, Sarah Jodi	Kitzmilller, William Jackson
Gillrich, Jennifer Jean	Goulet, Daniel Mitchel
Richards, Laura Huber	Pasricha, Kunal
Pomeroy, Elizabeth Ann	Rexford, Jeffrey Paul
Richmond, Catherine	McCullough, David Inman
Odell, Amanda Kaye	Rowlands, Evan Nicholas
Thornburg, Abigail Marie	Schmucker, Nathaniel Danhart
Mahlab, Amie Lauren	Price, Samuel Pearsall
Gleason, Aurora Kathleen	Fullerton, Miranda Jo
Heimsath, Ernest Gustavo Jr	Jakubowski, Holly Ann
Fox, Judith Ann	Simmons, Michael Andrew
Kozlowski, Linda Jean	Greenwood, Susan E.
Bolduc, Matthew Stephen	Lawrence, Jennifer A.

Graves, George William . . . . .	Preciado, Angelly Alarcón
Kearney, Dennis Patrick James . . . . .	Muse, Ann Elizabeth
Schaner, Simone Gabrielle . . . . .	Farlow, Jared Nicholas
Matchem, Leane Caroline . . . . .	Gordon, Stuart Robert

There were no home births and fourteen deaths that occurred in the Town of Norwich.

### Board of Abatement and Board of Civil Authority

Fiscal year July 1, 2015 to June 30, 2016 had a light load for the Boards of Abatement and Civil Authority. In it, there were two appeals to the BCA. One was granted and one was denied. There was one request for abatement and it was granted. In the course of conducting elections, the BCA was led by the Town Clerk through some changes, so all went smoothly.

*Nancy H. Dean, Chairman*

### Cemetery Commission

The five-member Cemetery Commission is responsible for the care and upkeep and improvements of all 11 Norwich cemeteries. This includes the Union Village Cemetery.

In FY16, all seasonal maintenance was performed in a timely manner. This year, the Commission started to straighten and repair stones. Over 200 stones in Hillside, New Boston and Fairview Cemeteries were repaired. This will be an ongoing project as funds are available.

The financial details of our operations for FY16 are summarized below, based on information provided by the Finance Office and Treasurer:

#### Revenue:

Appropriation from town of Norwich . . . . .	\$15,000
Woodworth Unitrust. . . . .	5,604
Sale of Cemetery Markers . . . . .	410
Perpetual Care Fund – Interest . . . . .	148
Operating Account – Interest . . . . .	2
Donation. . . . .	<u>0</u>
<b>Total Revenue . . . . .</b>	<b>\$21,164</b>

#### Expenses:

Purchased Services. . . . .	\$ 7,035
Tree Trimming/Removal Costs . . . . .	0
Purchased Services subtotal . . . . .	7,035
Employee. . . . .	1,925
Repairs and Maintenance . . . . .	296
Supplies. . . . .	27
Water. . . . .	384
Postage. . . . .	0
Capital Improvements. . . . .	230
Stone Restoration . . . . .	1,122
Sexton Stipend . . . . .	<u>800</u>
<b>Total Expenses . . . . .</b>	<b>\$11,819</b>

*Fred Smith Jr., Chairman (649-1094)*

## **Conservation Commission**

The Conservation Commission endeavors to inventory, monitor, and conserve the natural heritage assets in Town. These assets include wildlife, wetlands, waterways, natural plant communities, and scenic resources. We share our findings with fellow citizens, Town commissions, and governing bodies. For the benefit of all Town residents, we

- Worked with the Upper Valley Land Trust to conserve the Sullivan Farm.
- Supported invasive plant control and education initiatives:
  - Published articles in the *Norwich Times* on invasive plants and native plant gardening.
  - Developed fact sheets to help residents recognize seven common invasive plant species.
  - Developed and posted on-line resources for native plant identification and gardening.
  - Hosted community discussion on invasive plants (led by Jon Bouton).
  - Hosted a hands-on field identification workshop (led by Jen Goulet).
- Worked with the Prudential Committee and the Connecticut River Watershed Council to investigate the feasibility of a potential dam removal on Charles Brown Brook.
- Co-sponsored *Return of Cougars to the East* (by Susan Morse), a wildlife education event.

*Jen Goulet, Chair (649-2039)*

## **Development Review Board**

The Development Review Board (DRB) consists of seven members appointed for three-year terms by the Selectboard. There are also three alternate members. Please consider serving on the Board and directly influencing the future shape of Norwich. The DRB meets in Tracy Hall on the first and third Thursdays of each month, when applications are before the Board. Hearings are posted and the plans are available for inspection.

We review boundary line adjustments when existing lots are reconfigured or when land is added to a lot or moved to an adjoining property. Providing that some simple criteria are met, the land transfer is simple to complete. However, in more complex situations the DRB may hold a subdivision hearing for a more detailed review.

The Norwich Zoning Regulations (NSR) place emphasis on both shoreline and stream bank protection, which are important natural resources. Applications must consider the NSR, State and Federal regulations, which govern floodways and wetlands.

Applications are heard “on the record.” This is important to understand, since appeal to the Environmental Division of any decision will be based solely on evidence provided to the DRB at the public hearing. Attending DRB meetings and being recorded as an abutter or “interested party” will protect your right to speak at an appeal. Everyone is welcome to attend hearings even if you are not directly involved in the application.

*John E. Lawe, Chair (649-1585)*

## **Emergency Management**

Emergency Management’s responsibility is to prepare for disasters and to coordinate responses to situations that may demand extraordinary action. Our approach is to use an “all hazards” management system. These plans are dynamic documents that require annual review and revisions. Floods, storms, fires, and hazardous materials releases have the highest probability of threatening our community.

A storm on July 23rd -24th created numerous incidents for the Fire, Police and Public Works Departments. Most of the work was downed trees and power lines, and traffic-related issues. Crews worked for three days cleaning up about 70 trees.

Hanover Dispatch is now providing **CodeRED emergency communication services** to Norwich. This is like 9-1-1 in reverse. For example, if there is a missing child in your part of town, or a severe weather warning, or chemical/gas leaks that may require you to evacuate, your emergency service providers will be able to reach you immediately by telephone (land-line, cell phone and TDD/TTY) with information you need. Register at [hanovernh.org/Pages/HanoverNH\\_WebDocs/codered](http://hanovernh.org/Pages/HanoverNH_WebDocs/codered).

**Vermont Alert**, [www.vtalert.gov/home.aspx](http://www.vtalert.gov/home.aspx), is the “Vermont All-Hazards Alert and Notification web-based portal. This website contains critical emergency-related information. The information posted here will include severe weather warnings, significant highway closures, hazardous materials spills, and many other emergency conditions. By signing up for VT-Alert, you can receive warnings and emergency information via the web, your cell phone, email and other technologies. Signing up for VT Alert is free. Your information is protected and never shared with anyone else.”

The Town Manager is, by statute, the Director of Emergency Management. The Fire Chief is the Deputy Director.

*Stephen Leinoff, Deputy Emergency Management Director*

## **Finance Department**

The Finance Department would like to extend its gratitude to former Town Manager, Neil Fulton, for his years of service to the community and his support of all Town employees.

The Finance Department is responsible for all accounting functions for the Town and all tax collection. Please review the audited financial statements and the proposed budget included in the Town Report for specific information.

The initial billing for school and Town tax for 2015-2016 was \$15,876,083 (\$336,480 more than 2014-2015). Revised tax bills for Current Use changes, BCA and State Board changes, and errors and omissions reduced taxes raised by \$3,805. Additions, due to HS-122 changes, increased taxes by \$43,024. The State of Vermont offered an early buyout for Current Use property owners, adding \$6,316. These changes resulted in the final tax amount raised of \$15,921,619 or a net increase from the initial billing of \$45,535. There was tax abatement in the amount of \$3,329. State payments (credits) were \$1,165,992 for the education tax and \$59,608 for municipal tax. Of the total taxes raised, \$12,196,850 was in support of education and \$3,668,463 in support of the town. Windsor County taxes are now assessed by a separate tax rate and the amount owed was \$56,305.

Please remember to annually file your HS-122 Homestead Declaration. Late filed homesteads will be assessed an 8% penalty on the education tax, as mandated by an adopted Selectboard policy. Please make sure that you file your Homestead Declaration by April 15, 2017 (no extensions allowed).

*Roberta Robinson, Finance Director (649-1419, ext. 105)  
Jonathan Bynum, Finance Assistant (649-1419, ext. 106)*

## Fire Department

Recruitment and retention of volunteers is one of the greatest challenges facing the volunteer fire service. We welcomed four new members in FY16 but had a larger number leave the department. Please consider joining the Fire Department. Visit <http://norwichfire.com/recruiting-qa/> for more information. We are about seven members short of an optimum number. The Fire Department responded to 236 incidents in FY16, 16 less than the prior year. Our rating from the Insurance Services Office results in significant savings on fire insurance premiums. You can follow us on twitter @NorwichFD or on Facebook facebook.com/norwichfiredepartment/.

Call Types	2015-2016
Structure Fires . . . . .	7
Vehicle Fires . . . . .	2
Wildland Fire . . . . .	4
Other Fires . . . . .	0
Medical . . . . .	75
Vehicle Crashes and Rescues . . . . .	25
Hazardous Conditions no fire . . . . .	27
Service Calls . . . . .	30
Good Intent Calls. . . . .	28
False Alarms . . . . .	38
Other . . . . .	0
Total . . . . .	236

The NFD Members presented their peers with awards for distinguished service at the Department's annual dinner. Steve Foltz, Firefighter received the "Jump Start Award", Bonnie Munday, EMT, received the "Behind the Scenes Award", and Mark Nickles, Firefighter-EMT "Member of the Year Award". Linda Cook was recognized for 35 years of service, and retired Deputy Chief Neil Fulton and retired Assistant Chief Sonny Tebbetts received their helmets in recognition of their service. Our formal public education programs reached over 120 adults and 1,100 children.

Norwich and Hanover firefighters participated in live fire training at a building donated by the Lamperti family on Upper Loveland Rd. The Hanover and Lebanon Fire Departments provided certified live fire training instructors.

We would like to thank the Norwich Women's Club for approving our Community Projects Fund Request. They funded the purchase of a cordless power tool kit, an instant shelter, a reflective road sign and an A-Frame sidewalk sign.

### Current Members

**Officers:** Chief Stephen Leinoff, Assistant Chief Matt Swett, Captain Asaf Wyszynski, Lieutenants, Pete Griggs, Aaron Lamperti, and Pete Schwab.

**Firefighter-Emergency Medical Technicians:** Matt Cohen-Price, Linda Cook, Matt Herbert, Mark Nickels, Ebben Whitehair, and Jon Wilkinson.

**Firefighters:** Tim Cronan, Michael Ducharme, Steve Foltz, Eric Friets, Chris Maeder, Jeff Pearson, Tim Webster, and David Yesman.

**EMTs:** John Kerr and Bonnie Munday.

**Support Team** (the team provides food and supplies to emergency responders at incident scenes and the station): Ashley Bennett, Kris Clement, Allora Craig, Annah Dupuis, Cheri Henry, Cheryl Lindberg, Kandy Foltz, Suzanne Lupien, Liz Russell, Sydney Smith, Laurie Welch, and Linda Cook, advisor.

*Stephen Leinoff, Fire Chief (649-1133; sleinoff@norwich.vt.us)*

## **Fire Warden**

Before wild fire threatens:

- Plan your water needs: have a garden hose that is long enough to reach any area of your home and other structures on the property.
- Install freeze-proof exterior water outlets on at least two sides of the home and near other structures on the property.
- Wear cotton or woolen clothing, jeans, sturdy shoes, long pants, long sleeved shirt, gloves and a handkerchief to protect your face.
- Take your Disaster Supplies Kit: First aid kit, blankets, flash light, extra batteries, 3 days supplies of food, medications, water for you and your pets. Also take credit cards, cash, glasses, extra car and house keys. Don't forget the cell phone and charger.
- Tell someone when you left and where you are going.
- Choose a route away from the fire, smoke and other hazards. Plan different ways to escape and practice.
- FEMA-FA-287.

Guidelines for burning;

- Pick up a Burn Permit from the Town Clerk's office Monday through Friday 8:30 to 4:30 or Fire Warden Linda Cook at 1-603-208-7847 or Chief Leinoff 1-802-649-1133, ext. 3
- When you light the fire, call Fire Warden Cook 1-603-208-7847 and Hanover Dispatch - 1-603-643-2222.
- When there is SNOW on the ground, call Fire Warden Cook and Hanover Dispatch. By making these calls the Norwich Fire Department will not be called out to investigate unreported fires.

*Linda Cook, Fire Warden  
Steve Leinoff, Assistant Fire Warden*

## **Health Officer**

The Town Health Officer and Deputy Health Officer (HOs) are appointed by the Vermont Commissioner of Health on the recommendation of the Selectboard. Their responsibility is to protect public health and to be the local representatives of the State Health Department.

The State of Vermont is now responsible for approving septic system design and installations and dealing with failed systems, but the Health Officers can advise if requested. We also administer the Rental Housing Code and conduct site visits when a tenant suspects a health hazard is present.

Recently there has been renewed emphasis on tackling lead poisoning. Better education and public health measures have significantly reduced blood lead levels in children, who are most vulnerable. Since lead is no longer added to gasoline the greatest environmental danger is from lead in paint manufactured before 1978. Scraping and sanding of older buildings can release lead into the environment and only specially trained and equipped contractors should remove old paint. There are rules which require landlords to carry out routine maintenance and certify their compliance. More information and detailed publications are available from the Vermont Department of Health.

Please keep your protective medical shots up to date. While Ebola may seem scarier, several infectious diseases including Influenza, Polio, Measles, Pneumococcal Pneumonia and Whooping Cough pose a more immediate threat to our health.

*John E. Lawe, Norwich Health Officer (649-1585)  
Bonnie Munday, Deputy Health Officer (649-1419)*



## **Land Management Council**

The Land Management Council manages the Norwich Fire District land, encompassing 917 acres contained in six parcels within the Charles Brown drainage. Our mission is to manage this land for forest resources, wildlife habitat and recreation.

*David Hubbard, Chair (649-3882), Sandy Haskell, Lee Michaelides*

## **Listers**

Since the Report of the 2011 Committee to Review Real Property Assessment Functions, the Board of Listers hears and adjudicates grievances, lodges the Grand List, participates in Board of Civil Authority hearings, sits on the Board of Abatement, and meets, usually monthly, to receive correspondence and attend to other matters. The Board of Listers also plays an important role in educating the public about the assessment process.

Everyday assessment functions, including cyclical and permit inspections, software management, and preparation of the Grand List are performed by the Contract Assessor, New England Municipal Consultants (NEMC), supervised by the Town Manager. The Lister/Assessor's Office is also staffed by a part-time Clerk. The role of NEMC and the Board of Listers is to produce a Grand List that equitably assesses every property in Town as close to fair market value as possible. NEMC and the Listers have no control over the tax rates.

Property record cards containing assessment data for every property in Town can be viewed and printed from <http://norwich.vt.us/listers/>. Detailed property record cards can be viewed and printed at the public access terminal located in the office or requested via e-mail from [assessing-clerk@norwich.vt.us](mailto:assessing-clerk@norwich.vt.us).

## **2016 Townwide Reappraisal**

Following the completion of a three-year cyclical reinspection process and an informal appeal/discussion period, NEMC submitted to the Listers a 2016 reappraised Preliminary Grand List showing a Total Listed Real Value of \$778,768,300. Change of Appraisal Notices were then mailed to all property owners of record, and as a result the Listers heard 76 grievances. The grievance process produced a 2016 reappraised Final Grand List with a Total Listed Real Value of \$777,566,800, an increase of 6.1% over the 2015 Grand List. The 2016 Grand List was approved by the Listers unanimously.

Six Lister grievance decisions were appealed to the Board of Civil Authority (BCA), and two of these BCA decisions have subsequently been appealed, one to the Vermont Department of Taxes and the other to Windsor County Superior Court. At the time of writing, these are the only appeals outstanding against any Norwich Grand List.

## **2017 Homestead Declaration**

The Listers would like to remind everyone that if you own and occupy your Vermont residence as your primary dwelling on April 1, 2017, you **MUST** file your Homestead Declaration, Form HS-122, with the Vermont Department of Taxes on or before April 15, 2017. There are **NO EXTENSIONS** given for this filing, even if you file for an extension on your income taxes. The penalty for late filing is 8% of the education tax. This filing may be completed on paper or online through the website of the Vermont Department of Taxes at <http://tax.vermont.gov/property-owners/homestead-declaration>. We anticipate that the State website will be open for 2017 Homestead Declaration filing at the beginning of February.

In the past, some Norwich taxpayers who have used tax-preparation software or an out-of-state tax preparer have experienced problems with Homestead Declarations not being filed, even though the taxpayer fully believed that they had been. This is especially true when the

taxpayer is either filing for an extension, or not required to file a tax return at all. The Listers recommend that all Norwich property owners required to file a Homestead Declaration do so themselves (preferably online) or obtain a printed confirmation of a successful filing from their tax preparer.

Moving Forward

In September 2016, NEMC began another three-year cyclic reinspection process designed to culminate in a 2019 Townwide reappraisal. Property owners are mailed letters requesting that they contact the office to set up a time for NEMC to perform an interior inspection of their property. Although this process may seem repetitive, interior inspections allow verification of data and contribute to a Grand List that is as fair and equitable as possible. NEMC will verify exterior dimensions of all buildings. The Listers thank all Norwich property owners for their cooperation and flexibility.

Cheryl A. Lindberg (Chair), Liz Blum and Lee Michaelides

2016 Grand List as of 10/27/16

<b>Breakdown of Grand List (number in category)</b>	
R-1 Residence with under 6A of Land (806)	\$345,592,400
R-2 Residence with 6A of land or more (489)	334,906,500
MH Mobile Home with or without land (15)	2,230,400
S Seasonal (17)	3,620,200
C Commercial Properties (46)	32,903,000
CA Commercial Apartments (7)	6,694,600
UE Utilities Electric (3)	7,910,200
F Farms (10)	9,247,100
O Other (27)	7,516,600
M Miscellaneous (142)	<u>26,504,900</u>
<b>Total Listed Real Property Value (1562)</b>	<b>\$777,125,900</b>

<b>Land Use Appraisal Program (147 parcels, 13,692 enrolled ac)</b>	
Exempt Value of Property Enrolled	35,397,900

<b>Exemptions by Vote or Agreement</b>	
Veterans (7) (\$30,000 per disabled Veteran by vote)	210,000
Norwich Fire District	40,000
Beaver Meadow Chapel Association (Beaver Meadow Schoolhouse)	133,900
Root District Game Club	208,700
Upper Valley Community Grange # 34	388,500
Charlotte Metcalf (alternate energy installation)	10,700
Timothy Brownell & Marjorie Waters (alternate energy installation)	19,800
Norah Lake & Christopher Polashenski (alternate energy installation)	5,100
Norwich Housing Corporation (payment made in lieu of property tax)	1,469,200
Comcast (Education Grand List only)	1,264,600

<b>Exemptions by Statute</b>	
Veterans (7) (\$10,000 per disabled Veteran by statute)	70,000
Child Care Center, Inc.	573,500
Montshire Museum of Science	6,883,500
Norwich Historical Society	770,500
Norwich Nursery School	221,500

The Family Place. . . . .	\$813,900
Norwich Public Library Association. . . . .	1,618,600
American Legion Post 8 . . . . .	271,200
Religious Organizations (6). . . . .	4,479,000
Town, Fire District, School, State, Federally Owned Parcels (38) .	20,433,700
<b>Total Municipal Grand List (x100) . . . . .</b>	<b>739,172,100</b>
<b>Total Education Grand List (x100) . . . . .</b>	<b>742,887,000</b>

### **Milton Frye Nature Area Committee (MFNAC)**

The Milton Frye Nature Area Committee promotes the care and public use of the 35.5-acre town property commonly known as the Nature Area. The Committee oversees maintenance of the walking trails in the area, sponsors educational programs, and is charged with stewardship of the property in accordance with the conservation easement jointly held by the Upper Valley Land Trust (UVLT) and town of Norwich. The MFNAC reports to the Norwich Conservation Commission.

Selected activities in 2015-16 include:

- Ongoing work performed by the Department of Public Works to manage invasive plants in the meadow; regularly scheduled mowing.
- UVLT Stewardship Training.
- Two Marion Cross School (MCS) Stewardship Days to remove invasive plants.
- Guided wildflower walk by Ti McLane.
- Work by MFNAC members towards invasive management project.
- Arranged for a forest management plan to be completed towards the goals of invasive plant management and recreation/education.
- Approval received for an educational structure in the area; fundraising and landscaping was completed.

The Area serves as an educational site for the Marion Cross Elementary School.

*MFNAC (649-1703 ext. 252)*

### **Norwich Energy Committee (NEC)**

The main FY16 projects of the NEC included promoting energy efficiency and solar installations to Town residents and installation of an electric-vehicle charging station. Energy efficiency outreach started in fall 2015 with a Town-wide mailing highlighting HEAT Squad audits at \$100, funded by a grant from the New England Grassroots Environment Fund. Overall, HEAT Squad has worked with 78 Norwich households. Another major outreach effort was an LED bulb exchange which distributed 414 high-efficiency bulbs through swaps at the Library and Marion Cross School and via door-to-door visits at Norwich Senior Housing. These led to 40+ sign-ups for “home energy visits” with an AmeriCorps member from the Windham-Windsor Housing Trust. A third weatherization project was funded by a \$2,200 grant from the Norwich Women’s Club, to support energy efficiency for low- and moderate-income residents: LED bulbs, distributed through Community College of Vermont, the SEVCA Good Buy Store and COVER; smart electrical strips; and energy audits for several Starlake Village homes.

The NEC promoted residential solar through a 5th Solarize campaign, with Norwich Technologies and Solaflect. The calendar-year 2015 campaign finished with 39 households

going solar; the 2016 campaign has another 40 households, as of fall 2016. In June 2016, the NEC organized a workshop on “comprehensive home energy” with HEAT Squad, Efficiency Vermont, Green Mountain Power and the solar installers.

In fall 2015, the NEC wrote a grant application for funding from the Vermont Department of Housing and Community Development to install a charging station for electric vehicles. The grant was awarded for a Level 2, dual-port station, networked with ChargePoint. The station and its two parking spaces are located along the south side of the Dan & Whit’s parking lot. The station electricity is offset by electricity from the solar awning installed on the south wall of the store through an in-kind contribution by Norwich Technologies. Solaflect Energy helped complete the Town match.

The NEC proposed to the Fire District Prudential Committee that it host a solar project on their land near Route 5; the District would receive either free electricity or a lease payment plus discounted electricity. They are reviewing a proposal as of fall 2016.

*Linda Gray (649-2032, [linda.c.gray@gmail.com](mailto:linda.c.gray@gmail.com))*

### **Planning Commission**

The Planning Commission is responsible for drafting a Town Plan containing historical perspective on the Town, a discussion of current conditions, and a vision for the future. In addition to a narrative, data, and maps, the Plan includes goals, objectives, and a proposed course of action. The role of the Planning Commission in implementing the plan is drafting land use regulations for zoning, subdivision, flood hazard, and development. The Commission also supports non-regulatory implementation initiatives such as affordable housing and natural resource preservation.

The Commission has continued preparing amendments to the Town’s Zoning Regulations. Proposed changes include mixed use districts along Route 5 South and River Road, flood hazard and river corridor regulations, and minor updates in other sections. The Commission is also updating some specific sections of the Town Plan, including wind and solar energy facility siting, land use on Route 5 South and River Road, and a new section on resiliency to major natural disasters.

The Commission has seven members appointed by the Selectboard to four-year staggered terms. Meetings are on the second and fourth Thursday of each month at 7 p.m., and are open to the public. Agendas, minutes, regulations, the Town Plan, and other documents are available on the Town website under Planning Commission and Affordable Housing.

*Jeff Goodrich, Chair*

## Planning Department

The Planning Department, staffed by the Director of Planning and the Planning Assistant, is responsible for administration and enforcement of the Zoning and Subdivision Regulations, advising landowners and their representatives on matters relating to Town and state development regulations, assisting in the preparation of permit and hearing applications, and providing staff support to the Development Review Board, Planning Commission, Historic Preservation Commission and Affordable Housing Subcommittee. The Department provides research and technical support to the Planning Commission in preparing the Town Plan and land use regulations, to the Historic Preservation Commission for grant administration, and maintains the Norwich Geographic Information System (GIS), the E911 Locatable Address System, and the Tracy Hall server network.

Permits were issued this year for two single-family homes, six fewer than last year. Permits for building additions were up while those for accessory structures were down slightly from last year. There continues to be little change in the annual number of permits taken out over the past five years. Three approved subdivision applications resulted in four new lots.

Specific information on zoning and subdivision requirements are listed on the inside back cover of this report. Regulations and permit applications are available at the Town website.

*Phil Dechert, Director of Planning (649-1419, ext. 4)*

*Pam Mullen, Planning Assistant*

### FY 2015-16 Zoning Permits

New Homes . . . . .	2
Building Additions . . . . .	29
Accessory Dwelling . . . . .	0
Accessory Structures . . . . .	13
Home Occupation . . . . .	0
Replacements: Bldg./Home . . . . .	3
Agricultural Review . . . . .	2
Apartment . . . . .	0

### Development Review Board

Subdivisions - Final Plan Review . . . . .	3
Conditional Use Review . . . . .	1
Boundary Line Adjustment . . . . .	3
Site Plan Review . . . . .	0
Development Envelope . . . . .	0
Variance . . . . .	0
Appeal . . . . .	0

## Police Department

2016 has been exciting for the policing profession, with the national policing debate consuming much of the year. Most of this conversation centered on police relationships with the communities they serve. In life and in policing all that we do starts and ends with relationships and Norwich Police Department (NPD) focuses our policing strategies with this firm concept in mind.

The national policing debate highlighted many other concerns about policing: areas such as use of force, vehicle pursuits, fair & impartial policing, encountering the mentally ill, police legitimacy, body cameras, and Constitutional policing. I am pleased to report the Norwich Police Department already exceeded, or had in place the vast majority of the national best practices identified by the U.S. Department of Justice (USDOJ) and the President's 21st

Century Report on Policing. As an example, NPD has employed cruiser cameras for many years, every Norwich officer receives training on encounters with the mentally ill, etc. The very few policies not already consistent with the USDOJ recommendations or the President’s report were or are being modified during the year, making NPD a model agency going forward. It’s important to note as well, that the organizational culture and practice of NPD matches our policies and procedures. In other words, we do what we say and say what we do.

Our partnership with the community and the residents we interact with has never been healthier. The members of NPD are committed to ensuring Norwich continues to be a highly desirable and safe community in which to live, work, and play. We truly appreciate the strong support we receive from our residents and guests, our elected officials, and Town staff. We embrace the concept of community-oriented policing that emphasizes “The Norwich Way”. We take very seriously our responsibilities to prevent and reduce crime, improve traffic safety, enhance emergency preparedness, and nurture community partnerships and use them to guide us in all that we do. I am proud to serve as your police chief.

*Douglas A. Robinson, Police Chief, Doug.Robinson@Vermont.Gov (649-1460);*

*Judith Powell, Administrative Secretary; Anna Ingraham, Police Officer;*

*Michael Scruggs, Police Officer; Charles Rataj, Police Officer (PT); Francis Schippert, Police Officer*

**Police Department Statistics FY16**

911 Hang Up.....	20	Juvenile Problem/Runaway .....	10
Abandoned Vehicle.....	3	Larceny/Theft.....	30
Accident .....	62	Leaving Scene of Accident .....	3
Agency Assistance .....	115	Littering .....	2
Alarm .....	92	Lost /Found/Recovered Property ....	25
AlcoholOffense/Intoxication .....	5	Missing Person .....	3
Animal Problem .....	104	Motorist Assist./Complaint .....	53
Arrest on Warrant.....	4	Noise Disturbance .....	15
Assault.....	2	Parking Problem.....	10
Attempted Suicide.....	5	Phone Problem.....	1
Background Investigation .....	7	Property Check*.....	68
Bad Check/Fraud .....	41	Public Speaking .....	7
Burglary.....	2	Residence/Vehicle Lockout .....	15
Citizen Assistance .....	77	Sex Offense/Offender Registry .....	6
Citizen Dispute .....	14	Stalking.....	2
Condition of Release Violation .....	1	Stolen Vehicle/OOC .....	0
Court Appearance.....	9	Suspicious.....	108
Dead Body.....	3	Threatening/Harassment .....	7
Directed Patrol .....	18	Training .....	17
Disorderly Conduct.....	3	Traffic Citations .....	305
Domestic Abuse Order .....	9	Traffic Hazard.....	28
Driving License Suspended.....	3	Traffic Warnings(written).....	228
Drugs.....	2	Trespassing .....	6
DUI.....	5	Unsecure Premises .....	3
Family Disturbance/Fight.....	6	Utility Problem.....	1
Fireworks.....	4	Vandalism.....	5
Fish and Game Offense .....	4	Vehicle Serial # Inspection.....	76
Foot Patrol/Business Checks .....	212	Welfare Check .....	23
		TOTAL.....	2161

*\*A total of 272 property checks were conducted on 68 days with an average of four per day.*

## Public Works Department

The Norwich Department of Public Works/Highway Division is responsible for the maintenance of our Town highways, bridges, sidewalks, and municipal parking areas. We also provide a significant support to other Town Departments, including the maintenance of all the Town's vehicles and equipment. We strive to accomplish these duties with the safety and convenience of the traveling public as a top priority while maintaining good rapport with our fellow citizens.

During FY16, two major projects were completed with Vermont Agency of Transportation grant funding. Segments 1 and 2 of Route 132 were paved with funds from a paving grant, and the complete rehab of Bridge 42 on Turnpike Road was funded by a structures grant. Because Bridge 42 came in significantly under budget, we were also able to fund the replacement of Bridge 48 on Bragg Hill using the leftover funds from the structures grant. As of this writing, construction on Bridge 48 is still ongoing.

The winter of 2015/2016 was one of the mildest on record. Our winter maintenance expenses came in significantly under budget, contributing to a surplus in the overall Public Works budget for the entire fiscal year. The following are the statistics for winter road maintenance:

Callouts: . . . . .	19 times
Plowing: . . . . .	10 times
Treating the pavement: . . . . .	21 times
Sanding: . . . . .	26 times
Sidewalk maintenance: . . . . .	19 times
Snow removal: . . . . .	2 times.

The Buildings and Grounds (B&G) division of Public Works is responsible for the maintenance of all Town buildings, properties, and recreation areas. During the winter of 2016/2016, the B&G Technician completed renovations to the back entry at Tracy Hall. Many other repairs and painting projects were completed with the help of the B&G Custodian.

The B&G division is kept very busy during summer months, making sure that all of the playing fields are maintained and ready for the many scheduled sports events. The B&G Custodian is responsible for readying Tracy Hall for all public events held in the building throughout the year. The refinishing of the gym and stage floors was completed recently at Tracy Hall. This made a remarkable difference in the appearance of the wood floor as well as protecting it. The gym is a valuable resource for residents as well as those who schedule events at Tracy Hall.

I would like to thank the Town Manager, Selectboard, other Town departments, and Norwich residents for their continued support of the Public Works Department. I would also like to commend the Public Works staff for their hard work and dedication.

*Andy Hodgdon, Public Works Director (649-2209, [ahodgdon@norwich.vt.us](mailto:ahodgdon@norwich.vt.us))*

*Public Works Staff: Neal Rich, Ben Trussell, Gary Durkee, Albert Lewellyn,  
Michael Koloski, Robert Barden, and Michael Tebbetts*



## **Recreation Department**

The Norwich Recreation Department consists of the Recreation Council who advises and guides the Recreation Director, all overseen by the Norwich Town Manager. The Council consists of eight to twelve residents, serving rotating three-year terms. Our mission is to offer a variety of recreational activities to Norwich area residents of all ages. The majority of our youth programs offered are for kindergarten through sixth grade students. In all of our youth sports we stress fun, first and foremost, but also maximum participation and development of skills. The goal of our youth offerings is to inspire a lifetime love of activity in an atmosphere of mutual player respect and support. We organize and run a number of seasonal, free community events to help foster and maintain spirit within the Town of Norwich. We oversee the recreation facilities in Town. Throughout the year we offer over one hundred varied program sessions. This past year we added seven new youth offerings, to encourage those with varied interests to be active. Close to 1,300 local families have accounts with the Recreation Department, of which approximately 500 participated in our offerings this past year.

We are incredibly fortunate to have dedicated, community-minded volunteers serving as Coaches and as members of the Recreation Council, and to have many local businesses and organizations willing to help sponsor the events we run. Their contributions, support, time and involvement are truly appreciated. We would also like to thank the Norwich Women's Club for awarding us a grant for a fabulous new commercial grade liner for the skating rink on the Green, as well as other needed rink materials.

Our exceptional Buildings and Grounds crew does an outstanding job caring for and improving all of our Town recreational areas, and we appreciate their hard work keeping our facilities in top shape for the community. A bicycle pump track was installed exclusively through monumental donations of time, labor, materials and machinery. Special thanks go out to Gered Dunne and Graham Webster, without whom it could never have happened. It is neatly tucked into the woods at Huntley Meadow and its immediate popularity served as a lovely reward to all who worked on the project.

Please check the Recreation Department portion of our town website for the latest programs, schedules and events @ [www.norwich.vt.us/Departments/Recreation](http://www.norwich.vt.us/Departments/Recreation), or if you would prefer to speak to someone directly, please contact me for more in depth information. Suggestions for improvement are always welcomed also.

We thank retiring members, Amy Downard, Karin Dwyer, Ben Forbush and Reese Madden for their involvement, time and incredible contributions to improving the Recreation Department's offerings, facilities and vision. We are always in need of more volunteers. Stop by the Recreation office upstairs in Tracy Hall or call the number listed below if you would like to get involved.

**Recreation Council:** Laura Duncan, President; Chris Clapp, Vice President; Amy Tuller, Secretary; Jill Collins; Gered Dunne; Kristin Fauci; Ryan Gardner; John Girard; Rebecca Matte; Page Tompkins.

*Jill Kearney Niles, Director (649-1419, ext. 109; [recreation@norwich.vt.us](mailto:recreation@norwich.vt.us))*

## **Transfer Station/Recycling Center**

The Transfer Station/Recycling Center is under the direction of the Public Works Director. William Sanborn is the Transfer Station Lead Attendant.

The objectives of the Transfer Station/Recycling Center are to:

- Provide a means of disposing of solid waste, including recycling, in the most efficient and cost effective manner.
- Encourage recycling of as many materials as possible in order to decrease the percentage of materials being disposed of at the landfill, thus reducing our carbon footprint.
- Dispose of waste at a minimum cost within industry guidelines.
- Ensure waste management practices are in compliance with local, state, and federal regulations.

With the passage of Act 148, the Universal Recycling Law, the State of Vermont took further steps in reducing the amount of material that ends up in the landfill. Our facility continues to prepare for the next phase of Act 148, which is food scrap collection, starting July 1, 2017. We are also now preparing for construction and demolition waste recycling as outlined in Vermont's Act 175.

Recycling rates at our facility averaged approximately 55% of all materials collected last year.

For more information about our facility, please visit the Town website at [www.norwich.vt.us](http://www.norwich.vt.us) under Public Works.

*Andy Hodgdon, Public Works Director (649-2209, [ahodgdon@norwich.vt.us](mailto:ahodgdon@norwich.vt.us))  
Transfer Station Staff: William Sanborn, Lead Attendant;  
Donald Eames, and Taylor Gray.*

## **Trustees of Public Funds**

According to Vermont Statutes, if a Town elects Cemetery Commissioners, then the Town also elects Trustees of Public Funds. The Trustees are elected on a rotating basis for a three-year term. The Trustees of Public Funds manage cemetery funds and other monies left to the Town in trust and accepted by the Selectboard.

During the Town's fiscal year, the Trustees invest cemetery monies not currently in use to maximize earnings for these funds. The Trustees meet regularly to monitor the funds. A decision was made to support area banks with investments in accordance with the Vermont Statutes, typically requesting investment rates at a minimum of six different banks in order to determine the best investment offer. The Cemetery Commissioners apprise us of their plans for working in the various cemeteries. Therefore, we invest to meet their needs. The interest is allocated between sale of lots and perpetual care funds.

*John Currier, Ann Harvey and Cheryl A. Lindberg, Trustees*



*AT Hikers*



*Canoeing on the Connecticut River*