

Agenda for the Selectboard meeting Wednesday, February 8, 2017 at 6:30 PM
(Times Are Approximate)

- 1) Approval of Agenda (Action Item) 2 minutes
- 2) Public Comments (Discussion Item) 5 minutes
- 3) Request to Stage a 10-minute Play During Town Meeting or Informational Meeting – Elisabeth Gordon (Discussion/Action Item) 10 minutes
- 4) Finance
 - a) Short-term Line of Credit Documents (Discussion/Action Item) 5 minutes
 - b) Vermont Municipal Bond Bank Certificate of Completion – Communications Tower (Discussion/Action Item) 5 minutes
 - c) Vermont Municipal Bond Bank Term Sheets for Public Safety Building (Discussion/Action Item) 5 minutes
- 5) Town Service Officer Clarification (Discussion/Action Item) 10 minutes
- 6) Interim Town Manager Report (Discussion Item) 5 minutes
- 7) Correspondence
 - a) Policy Research Shop at Dartmouth (Discussion/Action Item) 2 minutes
 - b) Nancy McNulty (Discussion/Action Item) 2 minutes
 - c) John Farrell (Discussion/Action Item) 2 minutes
- 8) EOC Equipment Discussion (Discussion/Action Item) 10 minutes
- 9) Pool Committee Charge (Discussion/Action Item) 10 minutes
- 10) Town Meeting Presentation Discussion (Discussion/Action Item) 20 minutes
- 11) Selectboard
 - a) Board to sign accounts payable/warrants (Discussion/Action Item) 5 minutes
 - b) Approval of the minutes of the 1/25/2017 Selectboard meeting (Action Item) 5 minutes
 - c) Review of Next Agendas (Discussion/ Action Item) 5 minutes
- 12) Town Manager Search Update– executive session may be needed
 - a) Town Manager’s Contract (Discussion/Action Item) 10 minutes

Next Meeting – February 22, 2017 at 6:30 PM

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

Monday, January 30, 2017

MEMORANDUM

To: The Members of the Norwich Selectboard
From: Elisabeth Gordon, part-time resident of Norwich, 862 Union Village Road
Re: Presentation of *The Dogwalker*, a ten-minute play at Town Meeting

I am writing to request that *The Dogwalker* be included as part of this year's Town Meeting, which I believe is scheduled for Tuesday, March 7th. *The Dogwalker* is a ten-minute play that I wrote based on the list serve of a small town in Vermont. It is a lighthearted commentary on the politics and democratic process that occurs in small towns across our country. It was one of 50 plays chosen to be presented two years ago at The 10-Minute Theater festival in Boston and was well-received.

I believe that the Norwich Town Meeting would be the ideal venue for this play. *The Dogwalker* would provide a moment of levity and reflection as the town goes about its business of governing.

The staging required is minimal and we would provide the actors and a few prop. A copy of the script is attached for your review.

Thank you for your consideration. I look forward to discussing this more with you in person at your meeting on February 8th.

The Dogwalker

SYNOPSIS

Reading between the lines of a town's list serve (a subscription-based on-line forum for buying and selling items, advertising events of local interest and discussing the politics of the day) can reveal the whole life of the town.

In this play, Phil, a mild-mannered man from "away" has just moved to a typical Vermont small town to assume the job of town safety officer. His first initiative—to change from the normal deicer the town uses to a blue deicer—is met with skepticism by Irene, a loud spoken breeder of Bernese Mountain dogs who herself was at some point from "away," and Dave, a fourth-generation salt-of-the-earth Vermonter. An overwhelmed Leslie, a meek and sweet woman who was recently jilted at the altar, and Ariana, a New Age psychic who speaks to dogs, come to his defense, but it is soon clear that his practices are too controversial for this small town.

In the end, Phil must give up on his idea of the blue deicer, but manages to win at love, and Irene meets her "downfall" when she slips on the ice.

CAST OF CHARACTERS

Narrator: man or woman

Leslie: young to middle-aged woman, sweet

Phil: young to middle-aged man, mild

Dave: middle to older-aged man, gruff

Irene: middle to older-aged woman, irritating

Ariana: woman, airy

Setting: darkened stage. Each actor sits on a stool. Spotlight highlights each character when they speak.

Time: the present

The Dogwalker

NARRATOR

Join the town list serve where you can post local events and items of interest, advertize your business, and share information of mutual interest with the town. Please sign your messages, limit commercial postings, and keep your tone civil and respectful.

LESLIE

Leslie.r@gmail.com. For sale. One off-white, chapel length wedding dress, and matching lace veil. Size 6. Custom made. Asking \$1,5000. Never worn.

PHIL

Phil.p.g@gmail.com. Just moved to town. Quiet, non-smoking, man looking for a one-room furnished apartment to rent in the area. Interested in supplementing income with light chores, gardening, or dog walking.

IRENE

For sale to a good home: 3 adorable Bernese mountain dog puppies. 10 weeks old, first round of shots, de-wormed. Will make great companions **when** properly trained. Contact: Irene's Bernese.com.

LESLIE (holding small dog collar and leash)

Looking for small dog crate, stairway gate, and a puppy playpen. Gently used preferred.

IRENE

Can someone explain the hideous blue de-icer that is now being used by the town? As long as I've lived here we have always used regular salt and I was appalled to see blue paths all over downtown. Not only is it unsightly, I suspect that it may be more damaging to my Bernese mountain dogs' paws than the regular salt.

PHIL

In response to the inquiry about the new blue de-icer, I would like to say that in my capacity as the new town safety officer, I suggested this switch as we used it successfully in the town I moved from. We found that it was **more** effective than normal de-icer and because of it's being blue, one can see where one is spreading it! We did not receive any complaints from dogs. (beat) Or their owners.

LESLIE (slightly desperate)

Looking for a LARGE dog crate, choke collar, and recommendations for a good dog trainer.

The Dogwalker

IRENE

In response to the gentleman who wrote in response to my inquiry about the de-icer, I would like to respond that I have googled this new de-icer and find that it contains chemicals that I am not familiar with. I feel that as a responsible community we must be informed about this potentially toxic substance before we go further.

PHIL

I can assure the woman who wrote regarding her concerns that the new blue de-icer has been thoroughly researched and found to be non-toxic to animals in reasonable amounts.

DAVE (enthusiastic)

Come get the best bar-b-que north of the Mason Dixon line! Pork and chicken available on weekends until sugaring season, when we'll be making the best maple syrup north of the Mason Dixon line. Follow the signs we posted in town.

IRENE

I would like to know, from our new town safety officer, what defines a "reasonable amount?"

PHIL

As the town safety officer, I need to remind local businesses that they are prohibited from displaying signs along our roadways. They can potentially cause distraction to drivers, and are also banned by the state of Vermont.

LESLIE (pulling white fluff from hair and clothing)

Searching for recommendations for a good upholsterer.

ARIANA

Greetings, list service. I am an Animal Communicator. I speak with animals who have left their physical bodies as well as those who are still embodied. If you are missing your deceased pet or have issues with your embodied one, please email me directly or contact me through my website, Ariana&friends.com. Remember, animals are people, too.

IRENE

To the person who claims to be an animal "communicator" I would like say, I have no trouble "communicating" with my "embodied" Bernese mountain dogs on my own and as to the "disembodied" ones, I'm not sure they have much new to say.

LESLIE (desperate)

To the woman who recently posted about her ability to speak to animals, I would really like to speak with you. Unfortunately, I have lost your address, or rather, my puppy seems to have ingested it.

The Dogwalker

IRENE

In view of the fact that the blue de-icer **continues** to be applied on sidewalks while there has been much displeasure voiced, I would like to call for a special town vote to decide once and for all the issue of new blue de-icer being implemented in town.

LESLIE (standing among accumulated props)

Just took a new job at the yarn shop. Need recommendations for a good dog walker for my rather boisterous Bernese mountain dog puppy.

ARIANA

To the person looking for a good dog walker, I recommend Phil, our new town safety officer. He rents a garage apartment from me and he's gifted with my dogs—two wolf-huskie mixes. He seems to know just what to say to them...and he's just a really nice guy.

PHIL

My thanks to the person who recommended my dog walking skills. And as a reminder to all home culinary industries, you have until March 31 to register your business for a health inspection with the town. Please contact the town hall and ask for Phil. (looks at Dave.)

DAVE (looking back at Phil)

I have to agree with the call for a special vote. I've lived here a long time and there's things happening that have never happened before. But one thing that has remained the same: Dave's BAR-B-Q. Remember us for all your party needs. (holds up road sign advertising Dave's BAR-B-Q)

NARRATOR (walks across stage like town crier)

Warning. Special vote scheduled by the town safety officer to approve or reject the use of the new blue de-icer on town roads and walkways. Tuesday, February 11th. All day at town hall.

IRENE

While I am very happy that we will finally scheduled a town vote on the subject of the noxious de-icer, I find it alarming that it would have been scheduled when most of our town will be away with their kids on winter break.

PHIL (exasperated)

I can assure you that the timing of the vote was based solely on wanting the town to resolve this issue in a timely manner so that the town may either switch to another method of de-icing or resume using the blue de-icer before the winter is over.

The Dogwalker

LESLIE (looking at Phil)

I'm not usually one to comment on these sites but I do have to say, that, as a town, we elected our town safety officer and I think that we should stop second guessing him and accept what he has to say about this new de-icer.

PHIL (looking at Leslie)

I would like to thank —Leslie—for embracing the blue de-icer. I do appreciate the support.

ARIANA

I agree with the Leslie. Plus, I think the new deicer is pretty.

IRENE

We may have, in fact (although I cannot now recall how I cast my vote) elected the town safety officer but I would like to inquire at this point about his qualifications to be able to render an expert assessment on the chemical in question.

LESLIE (moving closer to Phil)

While I personally cannot speak to the qualifications of our town safety officer, I can vouch for his excellence as a dog walker. He is punctual and reliable. And he really seems to care.

ARIANA

In this debate, there is one voice that we have neglected to hear clearly. That is of our four-legged friends. I would really like to hear from them.

IRENE (rolling eyes)

I think I can speak for our four-footed friends when I say: I have new evidence that blue de-icer can interfere with the aesthetic appeal of our community and erode property values, not to mention our pets' paws, and I encourage all our townspeople interested in preserving our town's integrity to vote NO!

DAVE (Looking at Irene)

There was a time when this town was much different. A time when we didn't have people telling us what new kind of deicer to use, or how many signs we could, or could NOT put up on our roads. When people could make an honest living making maple syrup or barbeque and not have officials snooping around their property to tell them that they weren't doing some thing according to "code." (looking at Phil) I vote NO on the deicer, not just because it's blue but out of principal. (holds up BAR-B-Q sign)

LESLIE (walking across the stage towards Phil)

I am ashamed, no appalled, at our community for the lack of respect shown our newly-elected town safety officer. Why have officials at all if we are just going to question their every decision? He has come to our town with the best intentions and we are repaying his concern with skepticism and incriminations. Surely, we can do better!! I implore you to reconsider and vote...

The Dogwalker

IRENE

NO!

DAVE (waving road sign)

NO!

LESLIE (taking Phil's hand and looking into his eyes)

YES!

ARIANA

I think we need to hear more voices on the subject...

Several beats...then...

PHIL (resigned)

For sale: 10 tons of blue de-icer. Best reasonable offer.

ARIANA

For rent: one room furnished apartment. Single adult preferred. Must love dogs.

LESLIE (arms linked with Phil's)

In search of: one off-white wedding dress, chapel-length preferred, but not required.

IRENE

Slipped on the ice on Main Street. Looking for crutches to use on a temporary basis. Please email me at address below. Also, can anyone recommend a good dog walker?

-THE END-

4/a

Town of Norwich
RESOLUTION
GRANT ANTICIPATION BORROWING

WHEREAS, the Select Board is authorized and empowered to borrow money on the credit of the Town of Norwich in anticipation of receipt of grants-in-aid for the construction of certain capital improvements authorized voted at the meeting held on February 8, 2017; and

WHEREAS, the said Select Board finds it expedient and in the best interests of the Town of Norwich to borrow the sum of \$459,500.00 in anticipation of the said grants-in-aid; and

WHEREAS, grants-in-aid in anticipation of which this borrowing is undertaken have been awarded and authorized by appropriate federal and/or state agencies; and

WHEREAS, the Select Board has been and is now proceeding to construct the improvements authorized at said meeting and funds are needed to defray the cost thereof; and

WHEREAS, in order to have funds available to defray the cost of making said improvements as aforesaid, the Select Board has arranged to borrow \$459,500.00 from MERCHANTS BANK, with such borrowing evidenced by a single promissory Grant Anticipation Note (the "Note"), which Note does not refund and replace any obligation previously issued for the same purpose.

THEREFORE, BE IT RESOLVED, that the Select Board and the Treasurer proceed forthwith to complete said transaction and issue said evidence of indebtedness to cover the same; and

BE IT FURTHER RESOLVED, that the Note, when issued and delivered pursuant to this Resolution, shall be a valid and binding general obligation of the Town of Norwich, payable according to the terms and tenor thereof from unlimited ad valorem taxes duly assessed on the grand list of taxable property in said Town of Norwich, as established by law; and

BE IT FURTHER RESOLVED, that all acts and things heretofore done by the lawfully constituted officers of the Town of Norwich and its Select Board in, about, or concerning the expenditure of proceeds of the Note evidencing the borrowing and the issuance thereof are hereby ratified and confirmed; and

BE IT FURTHER RESOLVED, that to the extent proceeds of the Note will be used to reimburse the Town of Norwich for capital expenditures for the improvements described herein, this Resolution shall serve as a declaration of official intent under Section 1.150-2 of the Treasury Regulations (or a republication of any previously made declaration of official intent) to effect a reimbursement in an amount not to exceed the total of all previous capital improvement advances; and

We, the undersigned Select Board and Treasurer, hereby certify that we as such officers have signed the Note, numbered 1, dated February 10, 2017 and due February 9, 2018 with an interest rate of 1.55%, payable as therein set forth and further certify that the Note is issued under and pursuant to this Resolution adopted at February 8, 2017.

We, the said Select Board and Treasurer of the Town of Norwich, hereby certify that we are the duly chosen, qualified and acting officers as undersigned, that the Note is issued pursuant to authority, that no proceeding relating thereto has been taken other than as shown in the foregoing recital, that no such authority or action has been amended or repealed, and that there is no litigation threatened or pending in any state or federal court of competent jurisdiction seeking to enjoin either the issuance of the

Note or the expenditures being financed by the proceeds of the same.

We also certify that there has been full and timely compliance with all public procurement, solicitation and bidding laws, ordinances and regulations with respect to each of the transactions embodied in this Resolution.

We certify also that no litigation is pending or threatened affecting the validity of the Note or the apportionment and assessment of taxes, if necessary, to pay the same when due, that neither the corporate existence nor the boundaries of the Town of Norwich, nor the title of any of us to our respective offices, is being questioned or contested.

Further, we hereby certify to and covenant with MERCHANTS BANK, its successors and assigns, including specifically the transferees, assigns, holders and owners of the Note that:

1. No proceeds of the Note (including investment proceeds thereof) will be used (directly or indirectly) in any trade or business carried on by any person other than the Town of Norwich nor used to make or finance loans to any person.

2. During the current calendar year, the Town of Norwich will not issue debt of any sort aggregating \$10,000,000.00 or more.

3. The Town of Norwich will file when and as required with the Treasury Department or Internal Revenue Service information returns relating to the issuance of the Note and all other obligations of the Town of Norwich.

4. The Town of Norwich will comply with, perform, maintain and keep each and every covenant, representation, certification and undertaking in the accompanying Tax Certificate, execution and delivery of which is hereby authorized.

Town of Norwich

By: _____

Treasurer

Select Board Or a Majority Thereof



Note No. 1 of 1

\$459,500.00

Town of Norwich
GRANT ANTICIPATION NOTE
1160126666

Town of Norwich, Vermont

February 10, 2017

On the February 9, 2018 for value received, the Town of Norwich promises to pay to
MERCHANTS BANK, or order, the principal sum of:

FOUR HUNDRED FIFTY-NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS
(\$459,500.00)

with interest at the rate of 1.55% per annum, calculated on the basis of an actual 365 day year from the date of original delivery of this note, with principal and interest payable in lawful money of the United States at the Main Office of Merchants Bank, in the City of South Burlington, Vermont. Principal and interest may be prepaid in whole or in part prior to the above maturity date.

This Note evidences a straight line of credit. Once the total amount of principal has been advanced, Borrower is not entitled to further loan advances. Advances under this Note may be requested either orally or in writing by Borrower or as provided in this paragraph. Lender may, but need not, require that all oral requests be confirmed in writing. All communications, instructions, or directions by telephone or otherwise to Lender are to be directed to Lender's office shown above. The following person or persons are authorized to request advances and authorize payments under the line of credit until Lender receives from Borrower, at Lender's address shown above, written notice of revocation of such authority: _____ . Borrower agrees to be liable for all sums either: (A) advanced in accordance with the instructions of an authorized person or (B) credited to any of Borrower's accounts with Lender. The unpaid principal balance owing on this Note at any time may be evidenced by endorsements on this Note or by Lender's internal records, including daily computer print-outs. Lender will have no obligation to advance funds under this Note if: (A) Borrower is in default under the terms of this Note or any agreement that Borrower has with Lender, including any agreement made in connection with the signing of this Note; (B) Borrower ceases doing business or is insolvent; (C) Borrower has applied funds provided pursuant to this Note for purposes other than those authorized by Lender.

This note issued in anticipation of receipts of grants-in aid for the purpose of financing certain capital improvements authorized by vote of the Town of Norwich at a meeting thereof duly noticed, called and held on February 8, 2017 and pursuant to a resolution adopted by the Select Board of said Town of Norwich at a meeting thereof duly noticed, called and held on February 8, 2017. This note shall be paid from such grants-in-aid, upon receipt thereof.

It is hereby certified and recited that all acts, conditions and things required to be done precedent to and in the issuance of this note have been done, have happened and have been performed in regular and due form as required by law and that the full faith and credit of the said Town of Norwich are hereby irrevocably pledged for the payment of this note.

Town of Norwich

By: _____

Treasurer

Select Board Or a Majority Thereof

4c.

Town of Norwich
TAX CERTIFICATE
GRANT ANTICIPATION BORROWING

We, the Treasurer and at least a majority of the Select Board of the Town of Norwich, Vermont (the "Issuer"), hereby certify and represent as follows with respect to the \$459,500.00 Note numbered 1 of the Issuer (the "Note"), which Note is dated February 10, 2017 and is payable as therein set forth:

1. The Issuer is issuing and delivering the Note simultaneously with the delivery of the Certificate.
2. We are the officers of the Issuer charged by law with the responsibility for issuing the Note.
3. The Note is being issued for the purpose of financing, capital improvements approved by the Issuer at a duly held meeting thereof on February 8, 2017.
4. The entire amount borrowed by the issuance of the Note, together with all of such, if any, amounts previously raised or borrowed for the same purpose, does not exceed the total costs of the improvement less all other funds available for the purpose, and all of the proceeds of the Note have been or are expected to be needed and expended for the improvements within three (3) years from the date of the first borrowing for these expenses.
5. Substantial binding obligations to commence the improvements being financed by the Note have been made, consisting of at least a binding obligation by the Issuer to expend more than five percent of the total cost of said improvements. Work on the improvements being financed by the Note is expected to proceed hereafter with due diligence.
6. The Note is not being issued to refund any obligation previously issued for the same purpose described in paragraph (3).
7. Any real and personal property, acquisition of which has been financed by the Note has not been and is not expected during the life of the Note to be sold or otherwise disposed of for consideration.
8. It is expected that any earnings or net profit derived from investment or deposit of the proceeds of the Note, including transferred proceeds, any accrued interest received upon sale of the Note and any premium received on the delivery thereof, will be expended for the improvements within the period stated in paragraph (4) above to the extent such funds are not commingled for accounting purposes in the general funds of the Issuer with tax and other substantial operating revenues.
9. The Issuer has not created and does not expect to create or establish any debt service fund, bond payment reserve, sinking fund, or other similar fund pledged to the payment of the Note or from which it is expected that payment of the Note would be made.

4a.

10. To the best of our knowledge, information and belief, the above expectations are reasonable.

11. The Issuer has not been notified of any action by the Commissioner of Internal Revenue to disqualify it as an issuer whose arbitrage certificates may be relied upon.

12. No part of the proceeds derived from the issuance and sale of the Note nor the expenditures financed by the proceeds of the Note shall be:

- a. Used, loaned or otherwise made available to any person or other entity, other than the Issuer or a governmental body, so as to cause the Note to be classified as private activity bonds or arbitrage bonds, as those terms are defined under the Internal Revenue Code of 1986, as amended by the Regulations promulgated thereunder by the U.S. Treasury (collectively the "Code").
- b. Used directly or indirectly in a trade or business by any person other than the Issuer or another municipal entity;
- c. Loaned to any person directly or indirectly other than the Issuer;
- d. The subject of any contract, lease or agreement of any sort having a term of one year or more and calling for the payment by the Issuer of consideration other than a flat fee;
- e. Expended to finance the construction, alteration or renovation of any improvement the use, occupancy, availability or beneficial enjoyment of which shall be restricted among public users thereof or for which preferential, different or unique fees, rates, assessments or charges shall be levied;
- f. Invested in such a manner or for such a period or at a yield to result in the rebate of interest earnings thereon to the United States under any public law now or hereafter in effect;

13. The Issuer shall furnish to the United States, or any agency, department or instrumentality thereof, in a timely fashion, such information as may be required by law with respect to all evidences of debt now or hereafter issued by the Issuer, including IRS Form 8038-G relating specifically to the Note, a copy of which is appended hereto as Exhibit A.

14. Neither the proceeds of the Note, nor any earnings derived from the investment thereof, shall be expended for the purpose of paying any costs associated with the issuance of the Note.

15. The Note will not be refunded or otherwise paid, defeased or secured by the proceeds of any form of debt issued by the Issuer, if the manner of such payment, refunding or security, results in the Note being classified as a "private activity bond" or an "arbitrage bond" within the meaning of Sections 103, 141 and 148 of the Code.

16. The proceeds of the Note will not be used in a manner that will cause the Note to be a "private activity bond" or an "arbitrage bond" within the meaning of Sections 103(c), 141 and 148 of the Code.

17. In addition to the record-retention requirements of Section 6011 of the code, the Issuer hereby adopts and commits to implement the procedures set forth in Exhibit B which are intended to provide the following:

- (a) Assignment of tax-exempt and tax credit bond, if applicable, compliance responsibilities to appropriate departments, officers, or employees.
- (b) Establishment and maintenance of books and records for each issue of obligations of the Issuer.
- (c) Code Section 148 compliant procedures for the investment of gross proceeds of each issue of the Issuer's obligations.
- (d) Maintenance of records relating to all allocations of expenditures of proceeds of each issue of the Issuer's obligations.
- (e) Periodic monitoring of use of proceeds of each issue of the Issuer's obligations, the investment and reinvestment of proceeds from the temporary investments thereof and the use of property acquired or financed by the proceeds of such obligations.
- (f) Verification of the foregoing.

18. The Note is declared to be a "qualified obligation" under Section 265(b) of the Internal Revenue Code.

This Certificate is executed and is being delivered pursuant to Section 1.148(b)(2)(i) of the Regulations promulgated under Section 148 of the Code.

February 10, 2017

Town of Norwich

Treasurer

Select Board
or a Majority Thereof

Information Return for Tax-Exempt Governmental Obligations

► Under Internal Revenue Code section 149(e)
 ► See separate instructions.

OMB No. 1545-0720

Caution: If the issue price is under \$100,000, use Form 8038-GC.

Part I Reporting Authority

If Amended Return, check here

1 Issuer's name Town of Norwich		2 Issuer's employer identification number (EIN)
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) P.O. Box 376	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Norwich, VT 05055-0376		7 Date of issue 02-07-17
8 Name of issue 2017 Series A Grant Anticipation Note		9 CUSIP number None
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Cheryl A. Lindberg, Town Treasurer		10b Telephone number of officer or other employee shown on 10a 802-649-1419

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.

11	Education	
12	Health and hospital	
13	Transportation	
14	Public safety	
15	Environment (including sewage bonds)	
16	Housing	
17	Utilities	
18	Other. Describe ► Recreation	459,500
19	If obligations are TANs or RANs, check only box 19a	<input type="checkbox"/>
	If obligations are BANs, check only box 19b	<input type="checkbox"/>
20	If obligations are in the form of a lease or installment sale, check box	<input type="checkbox"/>

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.

	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	02-08-18	\$ 459,500	\$ 459,500	0.5 years	1.55 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)

22	Proceeds used for accrued interest		22	-0-
23	Issue price of entire issue (enter amount from line 21, column (b))		23	459,500
24	Proceeds used for bond issuance costs (including underwriters' discount)	24	-0-	
25	Proceeds used for credit enhancement	25	-0-	
26	Proceeds allocated to reasonably required reserve or replacement fund	26	-0-	
27	Proceeds used to currently refund prior issues	27	-0-	
28	Proceeds used to advance refund prior issues	28	-0-	
29	Total (add lines 24 through 28)		29	-0-
30	Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)		30	459,500

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.

31	Enter the remaining weighted average maturity of the bonds to be currently refunded	►	N/A	years
32	Enter the remaining weighted average maturity of the bonds to be advance refunded	►	N/A	years
33	Enter the last date on which the refunded bonds will be called (MM/DD/YYYY)	►	N/A	
34	Enter the date(s) the refunded bonds were issued (MM/DD/YYYY)	►	N/A	

For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 9-2011)

Part VI Miscellaneous

35	Enter the amount of the state volume cap allocated to the issue under section 141(b)(5)	35	N/A
36a	Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)	36a	-0-
b	Enter the final maturity date of the GIC		
c	Enter the name of the GIC provider		
37	Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units	37	
38a	If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input type="checkbox"/> and enter the following information:		
b	Enter the date of the master pool obligation		
c	Enter the EIN of the issuer of the master pool obligation		
d	Enter the name of the issuer of the master pool obligation		
39	If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box		<input checked="" type="checkbox"/>
40	If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box		<input type="checkbox"/>
41a	If the issuer has identified a hedge, check here <input type="checkbox"/> and enter the following information:		
b	Name of hedge provider		
c	Type of hedge		
d	Term of hedge		
42	If the issuer has superintegrated the hedge, check box		<input type="checkbox"/>
43	If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box		<input checked="" type="checkbox"/>
44	If the issuer has established written procedures to monitor the requirements of section 148, check box		<input checked="" type="checkbox"/>
45a	If some portion of the proceeds was used to reimburse expenditures, check here <input type="checkbox"/> and enter the amount of reimbursement		
b	Enter the date the official intent was adopted		

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.			
	Signature of issuer's authorized representative		Date	
Paid Preparer Use Only	Print/Type preparer's name		Date	
	Preparer's signature		Check <input type="checkbox"/> if self-employed	
	Firm's name		Firm's EIN	
	Firm's address		Phone no.	



Certificate of Project Completion

VMBB Bond Series: Year 2013 Series # 1

This Certificate shall be evidence signed by the borrower, delivered to the trustee/disbursing agent and the Bond Bank. That the (name of borrower) Town of Norwich, Vermont
Project, (describe here) CONSTRUCTION OF A COMMUNICATIONS TOWER

has been substantially completed so as to permit efficient use in operations of the borrower and setting forth any Project Costs remaining to be paid from the Project Fund established with the trustee/disbursing agent.

IN WITNESS WHEREOF, we have hereunto set our hands on behalf of the Borrower this _____ day of _____, 20_____.

Name of Borrower: Town of Norwich, VT

By: _____

All or a Majority of its Board

And By: _____, Its Treasurer



MEMORANDUM

To: Dave Ormiston, Interim Town Manager
Norwich Town

From: Robert W. Giroux, Executive Director

Date: February 8, 2017

Re: 2017 Series 2 Loan –Loan Commitment Memo

The Vermont Municipal Bond Bank Board ("Bond Bank") met on February 7, 2017 and considered Norwich Town's request for a \$1,410,000 loan. Norwich Town's loan request was approved with the following terms:

- **Financed Project** Construction Of Town Safety Bldg. to Include Police & Fire Department.
- **Loan Amount** \$1,410,000;
- **Estimated Date of Closing** March 15, 2017;
- **Interest Rates** Tax-exempt interest rates for the loan will be set at pricing, scheduled on February 23, 2017;
- **Repayment** \$47,000 annual principal payments;
- **Principal Payments** Every November 1, beginning on November 1, 2018, until loan is paid in full;
- **Interest Payments** Semi-annual payments on May 1 and November 1, beginning on November 1, 2017;
- **Loan Term Length** 30 Years;
- **Loan Pledge** General Obligation Pledge;
- **Loan Covenants** None;

Dave Ormiston, Interim Town Manager
Norwich Town
February 8, 2017
Page 2

- Loan Security None;
- Bond Proceeds Proceeds deposited with the trustee and available through requisition filed with the same; and
- Documentation Documentation provided by local bond counsel – Bond, Legal Opinion, Resolution and Certificate, Loan Agreement, Tax Certificate, IRC Section 148 Certification and IRS Form 8038.

I am pleased that the VMBB will be able to assist the Norwich Town with the financing of its Norwich Town's Safety Building Projects. Please do not hesitate to contact me if you have any questions or need additional information. Thank you.

If there are changes to the loan amount, loan term length or principal repayment start date that the Norwich Town would like to make, please mark up this memo for the changes. While acceptance of these changes will not be unreasonably withheld, the Bond Bank reserves the right to reject any and all changes.

Commitment Acceptance: To accept this commitment memo, please sign and return a copy of the memo including changes, if any, by **February 13, 2017**; otherwise, this commitment will be null and void.

DRAFT

VERMONT MUNICIPAL BOND BANK

By: _____
Robert W. Giroux
Executive Director

EXAMINED, APPROVED AND ACCEPTED:

Norwich Town

By: _____

Title: _____

Date: _____

NORWICH TOWN SERVICE OFFICER JOB DESCRIPTION

Background: The town service officer was formerly an individual in the town charged with assisting individuals in need of emergency food, fuel, or shelter on behalf of the State Department of Children and Families (DCF). New legislation has eliminated the state designated position effective July 1, 2016. Selectboards will have the discretionary authority to appoint a town service officer under 24 V.S.A. § 871(5). It is up to the selectboard to decide what, if any, responsibilities and duties to confer on the town service officer.

Town Service Officer

Appointment and Term: The Town Service Officer is a town resident ("from among the legally qualified voters")* appointed by the Selectboard for a one year term May 1 to April 30. The term will automatically extend until the Selectboard re-appoints the Town Service Officer to a new term, appoints another resident to the position, or the current Town Service Officer resigns.

Responsibilities: Assist Norwich residents in need of emergency food, fuel or shelter.

Funding: The Town Service Officer may request the Town Manager to provide emergency funds for assistance to a resident in need from the Citizen Assistance Fund. Payments shall be made directly to vendors or those providing assistance. Funds may be released without Selectboard approval but shall be included in the next warrant with name of the payee but not the name of the individual receiving assistance.

Adopted by Norwich Selectboard

Date _____

Notes:

* After Act 71 goes into effect, selectboards will have the discretionary authority to appoint a town service officer under 24 V.S.A. § 871(5). That statute declares that the selectboard "may thereupon appoint from among the legally qualified voters the following officers who shall serve until their successors are appointed and qualified, and shall certify such appointments to the town clerk who shall record the same ... one town service officer."

14 V.S.A. § 2306. That statute provides a town service officer with the seldom-used authority to petition a probate court to appoint a trustee for the estate of an absent person.

OFFICE OF THE TOWN MANAGER

TO: SELECTBOARD, TOWN OF NORWICH
FROM: DAVE ORMISTON, INTERIM TOWN MANAGER
SUBJECT: JANUARY, 2017 MONTHLY REPORT
DATE: FEBRUARY 3, 2017

This is the Town Manager's Report for January, 2017. Department specific monthly reports are attached.

General

- FY2016 Town Report – Staff continued to work towards submitting the Town Report material to Doug Lufkin, who is responsible for the layout of our report. The staff was working towards a Wednesday, February 1st date to have the pertinent materials to Doug. A special thank you goes out to Jean Lawe and Miranda along with Carol Edwards and Jamie Teague who are both with the School District for their hard work on this project. Roberta and Bonnie also provided a lot of support in pulling this report together.
- FY2016 Audit Report – In time for the Town Report, we received our audit report for Fiscal Year 2016 on January 27th. One of the recommendations of the audit report is for the Town to have a written document outlining the policies and procedures of the accounting cycle. Such a document would be used to outline the internal controls that are in place to manage material misstatements.
- Public Safety Building – Steve Leinoff and Doug Robinson have been researching the E.O.C equipment that they feel is necessary to outfit the new Public Safety Building. They have met with representatives from both Hanover and Hartford Dispatch to discuss the needs of Norwich. They have also been collaborating with Radio North out of South Burlington and Jay White our Architect. Meanwhile, Pathways Consulting has been preparing a site plan to submit to the Town's Zoning Administrator.
- FEMA Alternative Projects – Andy Hodgedon and myself will be meeting with Wright Construction on Thursday, February 9th to discuss the addition to the Public Works Garage. A letter requesting an extension for the FEMA Alternative Projects has been submitted to Mary Andes, Vermont Division of Emergency Management and Homeland Security.

Assessor

- The Lister’s met and denied an appeal of a penalty for late-filing of a 2016 homestead declaration, based on the fact that the appeal had not been filed with the Lister’s in a timely fashion.

Finance Office

- On January 27th the administrative offices received an electronic copy of the Audit Report. The Town is set to receive printed copies of the report which is due to us at any time.

Fire Department

- Annual blood borne pathogen training was provided to fire and FAST members. We used a program developed by the Vermont League of Cities and Towns Properties and Casualty Intermunicipal Fund (VLCT-PACIF).

Planning & Zoning

- The Town Plan Update continues. The Commission reviewed Land Use sections to support potential Route 5 South and River Road MU Districts and coordination with the Regional Plan; Flood Resiliency; and the Energy Section.
- The Norwich Historic Preservation Commission was notified that all three grant applications to the Vermont Historic Preservation Division submitted on December 19th will be funded.

Police Department

- Norwich Officers continue to investigate an “Armed Robbery” which occurred at Dan & Whit’s store on January 18, 2017. Officers have followed up on several leads all of which up to know have been found to be unrelated to the Robbery. Officers’ assisted Hartford Police with a search warrant and arrest of two individuals for Robberies in Hartford but further investigation found that they were unrelated to the Norwich Robbery. The investigation is ongoing.

Public Works

- The Department of Public Works has had a busy Winter Season. Activity such as callouts, plowing, sanding, etc., has been upwards to 2 to 4 times greater than last season. Although not all the winter activity has been big snow storms it has been consistent week in and week out.

Recreation

- On-line registration for our two sessions of Summer Circus Camp 2017 opened on December 1st with both sessions already well over half full.
- Our December & January Recreation Council meetings were productive and included discussions on Mountain Biking facility/program ideas, Youth Sports Philosophy, the Pool Options Committee final report and upcoming Youth Mud Season activities to offer.

Please see the following full reports from each department for many more updates!

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

Monthly Report – January 2017

- (1) The Listers met and denied an appeal of a penalty for late-filing of a 2016 homestead declaration, based on the fact that the appeal had not been filed with the Listers in a timely fashion.
- (2) The Office filed the final 411 for 2016 with the State of Vermont. The 411 shows 1,562 listed real estate parcels with a final 2016 Municipal Grand List of \$739,121,800 and a final 2016 Education Grand List of \$742,836,700 (comprised of \$505,882,249 homestead property and \$236,954,451 non-residential property).

Respectfully submitted,

Jonathan Bynum
Assessing Clerk

On behalf of

William Krajeski
Assessor
Town of Norwich

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TOWN OF NORWICH
FINANCE OFFICE
PO BOX 376
NORWICH, VERMONT 05055-0376
rrobinson@norwich.vt.us

February 1, 2017

TO: Dave Ormiston, Interim Town Manager

FROM: Roberta Robinson, Finance Director

RE: Monthly Report for January 2017

- Delinquent Tax Collections through January were \$ 8,286 making delinquent taxes due at the end of January, \$ 98,896. Penalty collected was \$ 663 and interest \$ 1,501. for delinquent and current year taxes. Last year at this time delinquent taxes due were \$ 65,387.
- Current year tax payments made during January were \$ 1,603,147 leaving \$5,413,664 still to be collected.
- The Outside Audit was received.
- Distributed 41-Form 1099's totaling \$ 428,891 to all qualifying sub-contractors and 87-W 2's to all Town of Norwich employees for total FICA wages of \$ 1,389,249.



Norwich Fire Department

11 Firehouse Lane

P.O. Box 376

Norwich, VT 05055-0376

Phone: 802-649-1133

sleinoff@norwich.vt.us Fax: 802-649-1775

Chief: Stephen Leinoff

To: Dave Ormiston, Interim Town Manager
 From: Stephen Leinoff, Chief
 Subject: Fire Department and Emergency Management Monthly Reports
 Date: February 1, 2017

Fire and FAST Department

The Marion Cross School obtained an automatic external defibrillators (AED). One of our members will be providing training for MCS personnel.

Vermont Emergency Medical Services provided us with free doses of naloxone. Naloxone counters the effects of opiate overdoses. This is one step the State is taking to combat the opiate abuse crisis.

Dingee Machine repaired a broken pipe on Engine One's pump.



Pump Training and Dry Hydrant Testing on Abigail RD

Incidents

A fire alarm system alerted us to a fire on Route 132. The occupants extinguished a small fire prior to our arrival.

Training

Annual blood borne pathogen training was provided to fire and FAST members. We used a program developed by the Vermont League of Cities and Town Properties and Casualty Intermunicipal Fund (VLCT-PACIF). They created an "online university" that our members can use individually or in a group setting. Fire Department training included radio

Call Types	Month	Year to Date	Prior Year to Date
Structure Fires	1	1	3
Auto Fires	0	0	0
Wildland Fire	0	0	0
Other Fires	0	0	0
Medical	4	4	7
Vehicle Crashes	1	1	4
Hazardous Conditions no fire	1	1	2
Service Calls	2	2	3
Good Intent Calls	4	4	2
False Alarms	3	3	1
Other	0	0	0
Total	16	16	22

communications and operations, Carbon Monoxide emergencies and incident documentation.

Emergency Management

Chief Robinson and I met with representatives from the Hanover and Hartford Dispatch Centers and a radio equipment provider to discuss options for equipping the new building with radios for normal and emergency operations center communications. I attended a two-day class for public information officer skills provided by VT Emergency Management.

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TOWN OF NORWICH ZONING & PLANNING

January 31, 2017

January 2017 Monthly Report – Director of Planning & Zoning

1. Planning Commission

- Town Plan Update - Commission Reviewed:
 - Land Use sections to support potential Route 5 South and River Road MU Districts and coordinate with Regional Plan
 - Flood Resiliency – Updated flood, fluvial erosion, and mitigation plans
 - Energy – Add data on sources and costs
- Zoning Regulation Update
 - Continued preparing for public presentation/workshop on proposed Route 5 South and River Road MU Districts scheduled for January 24th. Postponed to February 2nd due to weather
 - Increased public attendance at regular meetings provided helpful comments and questions

2. Development Review Board (DRB)

- The Planned Unit Development application for 100 acre property off of Tucker Hill Road has been withdrawn.
- Application for Conditional Use/Adaptive Re-use for using an historic barn for limited events was approved.
- The DRB is looking for another Alternate DRB Member. Please contact any DRB member or the Planning Director for more information.

3. Zoning Administrator – Activities included:

- Meetings with landowners on future development plans, permits, and hearings.
- Site visits and office visits regarding permit applications, permit research for properties to be sold, and inspections of possible violations.

4. Historic Preservation Commission

The Norwich Historic Preservation Commission was notified that all three grant applications to the Vermont Historic Preservation Division submitted on December 19th will be funded. Two are for preparing nominations to the National Register, a Brigham Hill Historic District and Maple Hill Farm. The third is for a Preliminary Archeological Assessment for the Pattersonville and Pompanoosuc areas

Phil Dechert



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
DOUGLAS A. ROBINSON

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

Dave Ormiston
Interim Town Manager
Tracy Hall // 300 Main St.
Norwich, Vermont 05055

February 1, 2017

RE: January 2017 Monthly Report

Dave;

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

Norwich Officers continue to investigate an "Armed Robbery" which occurred at Dan & Whits store on January 18, 2017. Officers have followed up on several leads all of which up to know have been found to be unrelated to the Robbery. Officers' assisted Hartford Police with the search warrant and arrest of two individuals for Robberies in Hartford but further investigation found that they were unrelated to the Norwich Robbery. The investigation is ongoing.

I would like to commend David Seigne who was the cashier at the time of the robbery. David remained calm in a very stressful event. By remaining calm and doing nothing to excite the robber any more then he was, most likely prevented the incident from escalating to a point where someone could have gotten hurt. Good Job David.

Officers attended a Legislative Luncheon in Montpelier and had lunch with our representatives. The luncheon was sponsored by the Vermont Association of Chiefs of Police to get law enforcement together with our representatives to discuss important issues facing law enforcement today. The conversations ranged from unfunded mandates on Police Agencies to Body Cameras to Legalizing Marijuana to the Opiate Crisis as well as other topics. It was a chance to get police officers and legislators together to discuss pro's and con's of each issue.

There are still several weeks left of winter driving. The Norwich Police would like to remind drivers to slow down during inclement weather and allow extra time to get to your destination. Also, Norwich police continue to write tickets for Cell Phone use (Distracted Driving). A ticket for distracted driving not only carries a \$162 fine but is dangerous and is the cause of many accidents.

6.



Respectfully;

D.A.R.

Douglas A. Robinson
Chief of Police



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

To: David Ormiston, Interim Town Manager
From: Andy Hodgdon, Public Works Director
Subject: Public Works Monthly Report
Date: January 29, 2017

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

Winter Maintenance:

Activity	This Month	This Season, so far	Last Season, as of January 31, 2016
Callouts	10	22	7
Plowing	5	15	8
Treating the Pavement	11	28	7
Sanding	11	29	5
Sidewalks	8	27	7
Snow Removal	1	2	2

From the daily log:

- Mon., Jan 2: Holiday. Hartford Dispatch called at 3:00 pm to say that there were slippery spots on the Beaver Meadow Road. I called Gary in to treat the pavement.
- Tues., Jan 3: Because of sleet, everyone treated the pavement, except Sonny. After that, they sanded every road in town. Mike T. did the sidewalks. They finished at 2:00, then washed all of the trucks and equipment.
- Wed., Jan. 4: Because of freezing rain, I called everyone in at 2:30 am. We plowed and treated all of the paved roads this morning. After that we sanded all of the gravel roads. Mike T. did the sidewalks. Everyone finished at noon.
- Thurs., Jan. 5: Everyone was in today. Because of warm temperatures yesterday, everyone checked their sand routes and applied sand as necessary. After that, everyone cleaned their trucks and equipment. Mike T. checked the sidewalks, treating as necessary, then went back to work at Tracy Hall.
- Fri., Jan. 6: Because of light snow overnight, everyone treated the pavement. After that they checked all of the gravel roads, sanding where necessary.
- Wed., Jan. 11: Because of freezing rain, I called everyone except Mike T. in at 2:30 am. The pavement was okay at that time, so we started sanding the gravel roads. Toward daybreak it cleared up and the pavement froze. We had to stop sanding and start treating

the pavement. After that we went back to sanding the rest of the gravel roads. Everyone finished and cleaned up their trucks and equipment after lunch. We all left at 2:30 pm.

- Tues., Jan. 17: Because of snow covering the roads, I called everyone in at 6:30 pm to treat the pavement. 3 hour callout.
- Wed., Jan. 18: Everyone came back in at 4:00 am. We plowed everything, retreated the pavement, and sanded the gravel roads. We finished at 1:30 pm. Mike T. did his designated route and the sidewalks.
- Thurs., Jan. 19: Gary was on Truck #4. He checked every paved road in town, treating the pavement as necessary, until 11:00.
- Fri., Jan. 20: Gary took Truck #5 and got a load of manufactured sand to go on Bragg Hill-7.85 tons.
- Tues., Jan. 24: Because of sleet and freezing rain, I called everyone in at 3:30 am. We plowed all of the paved and gravel roads three times. Everyone finished at 3:30 pm, except Mike T. He plowed, then cleared the sidewalks twice.
- Wed., Jan. 25: Because of yesterday's storm, everyone was in at 3:00 am. We lightly treated the pavement and then sanded the gravel roads. Mike T. came in at 5:00 am to do the sidewalks.
- Thurs., Jan. 26: Gary was on Truck #4. He checked all of the gravel roads, sanding as necessary.
Hartford Dispatch called at 9:59 pm to say that the pavement was starting to ice over. I called Gary and Colton. They treated all of the pavement. Neal came in at 11:00 pm. Bob came in at 1:00 am. They removed snow in the downtown area. When Colton finished treating the pavement, he joined them for snow removal. Neal, Colton, and Bob left at 5:42 am.
- Fri., Jan. 27: Because of some light snow overnight, Gary took Truck #4 and checked every gravel road in town, sanding where necessary.
- Sat., Jan. 28: Hartford Dispatch called at 8:13 am to say that there was a fuel delivery truck slid into the ditch on Dutton Hill East. They requested that we go in and sand it so the wrecker could pull it out. I called Gary in to take care of it.
Norwich Police called at 2:30 pm to say that Kerwin Hill and Pattrell Road had some icy spots. I called Colton Grant in to sand.

Grant Projects:

- Hook Construction still needs to finish the cleanup associated with finishing the Bridge 48 project.

FEMA Alternate Projects:

- We have received the initial approval from FEMA for the three alternate projects.

Personnel:

- As of December 27th, Mike Koloski is out on medical leave following surgery. Colton Grant is taking his place.

Police Department Vehicles:

- We serviced and performed Vermont State Inspection on all of the Police Department's vehicles this month.

Transfer Station:

- Jan. 6: Public Works employees chipped Christmas trees at the Transfer Station.
- The recycling rate for December was 51% of all materials collected at the Transfer Station.

Other Completed Projects:

- I verified the Certificate of Highway Mileage to be submitted to the State.
- I updated the road weight restrictions on the VT DMV website for mud season, a yearly requirement. This is done in order to enforce road posting in the spring.

Pending Projects:

- Brush removal in various areas.
- The start of a C&D recycling program at the Transfer Station.
- I will need to complete the Hazardous Materials Reporting for the Department of Public Safety Division of the Fire Safety Community Right-to-Know Program for the State of Vermont by March 1st.

NORWICH RECREATION DEPARTMENT

Jill Kearney Niles - Director

649-1419; Ext. 5

Recreation@norwich.vt.us

*December 2016 & January 2017 Report

*Due to a holiday trip to visit my son, my Dec. & Jan. reports are combined as follows:

Recreation Program Update: Updated final Basketball game schedules were sent out and posted. The winter brochure was assembled and printed prior to the December vacation break, as well as being posted on-line. The following programs were set up for on-line registration: Valentine Gift-making Workshop, Fencing, Adult Fitness, Body in Balance, Yoga and Snowshoeing/Winter Hiking.

Facilities were booked for these as well as other adult programs with on-site registration. A special thank-you to Miranda for her patience posting updates and booking all the Tracy Hall spaces for programs. On-line registration for our two sessions of Summer Circus Camp 2017 opened on Dec. 1st with both sessions already well over half full. Games for 3rd - 6th Grade Youth Basketball ran through both months. Officials were lined up for our 39 home games. The game schedule was updated on an ongoing basis with multiple re-scheduling due to snow days. First & Second Grade Basketball began Dec. 1st with 23 excited participants now learning the basics of the sport.

One of our fifth grade male basketball players went down during the Lyme Holiday tournament. There was an EMT and a number of other medical professionals on hand who responded immediately, and gratefully saved his life using the AED at the Lyme School. Many thanks to the ambulance crew and all those involved at the incident who did an outstanding job, handling everything with lightning speed and professionalism.

In an effort to keep everyone prepared for such emergencies I have recently lined up two Coaches' AED Training sessions which will be offered in March by two wonderful volunteer philanthropists in town.

Facilities: Our "Hoser" volunteers, headed up by Kristin Brown Close, as well as the Norwich Fire & Public Works Departments were right on top of things and set up the skating rink in early December, just before the cold weather hit. Our beautiful new commercial grade rink liner, compliments of a 'Norwich Women's Club' grant helped give us the best start to the skating season in many years. A huge thank-you goes out to all!

Meetings: Our December & January Recreation Council meetings were productive and included discussions on Mountain Biking facility / program ideas, Youth Sports Philosophy, the Pool Options Committee final report and upcoming Youth Mud Season activities to offer. I attended a few Select Board meetings, as well as our monthly Department Head meetings.

Events: Our Dec. 15th annual post-Pageant Carol Sing at the 'Norwich Inn' was well attended. The Inn provided hot chocolate and homemade cookies which were enjoyed by all. In collaboration with the Marion Cross School PTO, our Community Skating Party has been set for late afternoon on Friday, Feb. 3th, 2017.

Miscellaneous: Thank-you for supporting the proposed FY '18 Recreation Budget, as well as our request to use the Recreation Facilities Improvement Fund for the purchase of a much needed re-furbished snowmobile to ensure smooth cross-country ski grooming at Huntley for years to come.

Respectfully submitted by,

Jill Kearney Niles

Town of Norwich, Vermont

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

June 30, 2016

Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

TOWN OF NORWICH, VERMONT

JUNE 30, 2016

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Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

www.rlbc.com
accting@rlbc.com

41 Bates Street
Portland, Maine 04103

Tel: (207) 775-1717
Fax: (207) 775-7103

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 polices 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

6.

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

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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

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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	<u>9,734,807</u>	<u>9,739,096</u>	<u>(4,289)</u>
Deferred outflow-Pension	206,286	57,557	148,729
Other liabilities	312,923	332,467	(19,544)
Long term liabilities	<u>534,317</u>	<u>493,885</u>	<u>40,432</u>
Total liabilities	<u>847,240</u>	<u>826,352</u>	<u>20,888</u>
Unearned revenue	<u>98,900</u>	<u>203,988</u>	<u>(105,088)</u>
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	<u>\$ 8,994,953</u>	<u>\$ 8,710,787</u>	<u>\$ 284,166</u>

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.

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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
REVENUES			
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	<u>4,747,009</u>	<u>4,598,489</u>	<u>148,520</u>
PROGRAM EXPENSES			
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	<u>4,462,843</u>	<u>4,556,213</u>	<u>(93,370)</u>
Increase in net position	<u>\$ 284,166</u>	<u>\$ 42,276</u>	<u>\$ 241,890</u>

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	\$ 4,462,843	\$ 3,870,997		\$ 4,556,213	\$ 3,810,965

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.

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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 or 802-649-1419 ext. 105.

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STATEMENT A

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

	<u>Governmental Activities</u>
ASSETS	
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>
TOTAL ASSETS	<u>9,734,807</u>
DEFERRED OUTFLOW OF RESOURCES	
Deferred outflows - pension	206,286
TOTAL DEFERRED OUTFLOW OF RESOURCES	<u>206,286</u>
LIABILITIES	
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>
TOTAL LIABILITIES	<u>847,240</u>
DEFERRED INFLOW OF RESOURCES	
Unavailable revenue - property taxes	-
Taxes and fees collected in advance	98,900
TOTAL DEFERRED INFLOW OF RESOURCES	<u>98,900</u>
NET POSITION	
Net investment in capital assets	5,844,989
Restricted	1,637,354
Unrestricted	1,512,610
TOTAL NET POSITION	<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)
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Changes in Net Position
					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:
					Taxes
					Intergovernmental
					Penalties and interest
					Licenses and permits
					Fines and forfeitures
					Investment income
					Miscellaneous revenues
					<u>3,815,115</u>
					<u>222,723</u>
					<u>55,338</u>
					<u>10,947</u>
					<u>7,702</u>
					<u>7,620</u>
					<u>35,718</u>
					<u>4,155,163</u>
					<u>284,166</u>
					<u>8,765,333</u>
					<u>(54,546)</u>
					<u>8,710,787</u>
					<u>\$ 8,994,953</u>

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

STATEMENT C

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

	Major	Non-Major	Total
	General	Other governmental funds	
ASSETS			
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
TOTAL ASSETS	\$ 3,358,299	\$ 1,643,684	\$ 5,001,983
LIABILITIES			
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
TOTAL LIABILITIES	1,523,345	6,330	1,529,675
DEFERRED INFLOW OF RESOURCES			
Unavailable revenue - property taxes	128,909	-	128,909
Taxes and fees collected in advance	98,900	-	98,900
TOTAL DEFERRED INFLOW OF RESOURCES	227,809	-	227,809
FUND BALANCES			
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
TOTAL FUND BALANCES	1,607,145	1,637,354	3,244,499
TOTAL LIABILITIES AND FUND BALANCES	\$ 3,358,299	\$ 1,643,684	\$ 5,001,983

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

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.

STATEMENT E

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	
REVENUES			
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
TOTAL REVENUES	4,535,281	220,080	4,755,361
EXPENDITURES			
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
TOTAL EXPENDITURES	3,775,253	470,452	4,245,705

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.

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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.

6.

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 9th, 2015 based on the assessed valuation April 1st, 2015. Taxes were due in full or in installments on August 14th, 2015 and February 12th, 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:

6.

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.

6.

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.

6.

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.

6.

**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	\$ -

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**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	(2,372,152)	(372,651)	-	(2,744,803)
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	372,651
	<u>\$ 597,927</u>

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**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

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	\$ 493,885	\$ 278,902	\$ 71,485	\$ 701,302	\$ 53,159

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
	\$ 220,000	\$ 27,332	\$ 247,332

6.

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.

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

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	737,274	-	(256,500)	480,774
Less accumulated depreciation				
Equipment	(15,212)	(9,615)	-	(24,826)
Mobile Equipment	(62,700)	(17,100)	79,800	-
Total accumulated depreciation	(77,912)	(26,715)	79,800	(24,826)
Net capital assets	\$ 659,362	\$ (26,715)	\$ (176,700)	\$ 455,948

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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
		\$ 1,383,698

Interfund balances represent amounts for pooled cash.

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

Transfers In:			
Transfers Out:	General	Other Governmental Funds	Amount
General	\$ -	\$ 570,044	\$ 570,044
Other Governmental Funds	148	-	148
Total	\$ 148	\$ 570,044	\$ 570,192

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.

6.

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
Governmental Funds				
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	-	-
Total	\$ 41,826	\$ 169,574	\$ 1,467,780	\$ 334,199

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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

6.

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.

6.

**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:

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
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.

6.

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)
REVENUES				
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	-
TOTAL REVENUES	4,441,279	4,510,955	4,512,594	1,639
EXPENDITURES				
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)
TOTAL EXPENDITURES	4,021,659	4,014,493	3,711,191	303,302
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES BEFORE OTHER FINANCING SOURCES (USES)				
	419,620	496,462	801,403	304,941
OTHER FINANCING SOURCES (USES)				
Prior year surplus utilization	150,000	88,660	-	(88,660)
Operating transfers in	-	-	-	-
Operating transfers out	(569,620)	(585,122)	(585,122)	-
TOTAL OTHER FINANCING SOURCES (USES)	(419,620)	(496,462)	(585,122)	(88,660)
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES AFTER OTHER FINANCING SOURCES (USES)				
	\$ -	\$ -	\$ 216,281	\$ 216,281

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

SCHEDULE B

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.

**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)	\$ -	\$ -	\$ -	*	*
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)	*	*	*	*	*
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.

6.

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

Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

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

We have audited, in accordance with the 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, the 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 of Norwich, Vermont's basic financial statements, and have issued our report thereon dated January 06, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Norwich, Vermont's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Norwich, Vermont's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Norwich, Vermont's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses to be material weaknesses. [2016-001, 2016-002, 2016-003, 2016-004, 2016-005]

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompany schedule of findings and responses to be significant deficiencies. [2016-006]

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Norwich, Vermont's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Town of Norwich, Vermont's Response to Findings

Town of Norwich, Vermont's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. Town of Norwich, Vermont's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Norwich, Vermont's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Norwich, Vermont's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Ron L. Beaulieu & Co.

Portland, Maine
VT Registration #192.0083411
January 06, 2017

6.

TOWN OF NORWICH, VERMONT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2016

MATERIAL WEAKNESS

2016-001 Internal Control Document

Condition: The Town did not have an internal control document that addresses the reporting objectives, control components (control environment, control activities, risk assessment, information and communication, and monitoring activities), principles, and policies and procedures.

Criteria: The *Internal Control - Integrated Framework*, published by Committee of Sponsoring Organizations of the Treadway Commission (COSO), requires internal control communication of reporting objectives, control components, principles, and policies and procedures.

Cause: Management has not developed, and as a result, the Board has not approved, an internal control document that addresses internal control communication of reporting objectives, control components, principles, and policies and procedures.

Effect: This condition creates higher risk of material misstatements, fraud, and non compliance of provisions of laws, regulations, contracts, and grant agreements.

Recommendation: Management should develop an internal control document that addresses internal control communication of reporting objectives, control components, principles, and policies and procedures; and obtain Board Approval for it.

Response: Management agrees.

Action Taken: Management will work toward preparing the internal control document that addresses communication, control, principles, policies and procedures. Management will also obtain Board approval on the document.

2016-002 Special Revenue funds

Condition: 7 funds were setup in the accounting system as separate Special Revenue Funds. These funds do not meet the definition of Special Revenue Funds under GASB 54 - Fund Balance Reporting and Governmental Fund Type Definitions.

Criteria: Government Auditing Standards require the entity's reported financial information to be presented in accordance with an applicable financial reporting framework (GAAP).

Cause: The activities of the internal funds were accounted for as separate Special Revenue Funds in the accounting system.

Effect: This condition creates a reasonable possibility that material misstatements of the General Fund General Ledger and Other Governmental Funds General Ledger.

6.

TOWN OF NORWICH, VERMONT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2016

2016-002 Special Revenue funds (continued)

Recommendation: Procedures should be in place to identify internal funds and account for them in the General Fund General Ledger.

Response: Management feels that further investigation into the definition and classification of these funds is needed as prior auditors have classified them this way.

Action Taken: Management will work toward including these funds within the General Fund.

2016-003 Communications Construction Cash

Condition: Cash account was missing from the General Ledger for the Communications Construction Fund.

Criteria: Government Auditing Standards require the entity's reported financial information to be presented in accordance with an applicable financial reporting framework (GAAP).

Cause: There were no policies in place to require that the cash account be recorded on the General Ledger.

Effect: This creates a reasonable possibility that a material misstatement of the cash balance and fund balance accounts in the General Ledger.

Recommendation: Policies should be in place to require that the cash account be accounted for on the General Ledger.

Response: Management agrees that the cash account should be recorded in the General Ledger.

Action Taken: The unspent bond funds will be recorded in the General Ledger.

2016-004 Perpetual Care Fund and Sale of Cemetery Lots Fund

Condition: Perpetual Care and Sale of Cemetery Lots Funds were missing from the General Ledger.

Criteria: Government Auditing Standards require the entity's reported financial information to be presented in accordance with an applicable financial reporting framework (GAAP).

Cause: There were no policies in place to require that all funds be recorded on the General Ledger.

Effect: The missing funds creates a reasonable possibility that a material misstatement of the cash account and fund balance accounts.

6.

TOWN OF NORWICH, VERMONT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2016

2016-004 Perpetual Care Fund and Sale of Cemetery Lots Fund (continued)

Recommendation: Procedures should be in place to require that all funds are included in the General Ledger.

Response: Management recognizes that the Perpetual Care and Sale of Cemetery Lots Funds perhaps should be included in the General Ledger. However, historically they have been under the purview of the Trustees of Public Funds at the direction of elected cemetery commissioners. This has been in place since the 1930's and 1940's.

Action Taken: None

2016-005 FEMA receivable

Condition: Reversal of FEMA receivable was posted to beginning fund balance.

Criteria: Government Auditing Standards require the entity's reported financial information to be presented in accordance with an applicable financial reporting framework (GAAP).

Cause: There were no policies to prohibit the posting of activities to the fund balance accounts.

Effect: This condition creates a reasonable possibility that revenue or expense accounts will be misstated.

Recommendation: Policies should be in place to prevent the posting of transactions to fund balance accounts.

Response: Management agrees that posting of transactions should not be made to fund balance accounts. However, the former auditor's were contacted and advised us to post it this way.

Action Taken: We don't post to Fund Balance and the correction was made through journal entries provided by you.

SIGNIFICANT DEFICIENCIES

2016-006 Deferred Property Taxes

Condition: The Town did not post required changes in deferred property taxes on its general ledger.

Criteria: Government Auditing Standards require the entity's reported financial information to be presented in accordance with an applicable financial reporting framework (GAAP).

Cause: There are no policies in place to require that accounting transactions are recorded in accordance with GAAP.

Effect: These missing posts may result in an overstatement of revenues and an understatement of liabilities on the General Ledger.

TOWN OF NORWICH, VERMONT
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED JUNE 30, 2016

2016-006 Deferred Property Taxes (continued)

Recommendation: Policies should be in place to require that accounting transactions are recorded in accordance with GAAP.

Response: Management understands that the change in deferred property taxes should be posted to the liability account. This number has always been provided by the outside auditors during the audit process.

Action Taken: Deferred property taxes have been posted by a journal entry provided by the outside auditors, with the understanding that with a new set of auditors the process has changed.

Miranda Bergmeier

From: Policy Research Shop <Policy.Research.Shop@dartmouth.edu>
Sent: Monday, January 23, 2017 8:09 PM
To: Miranda Bergmeier
Subject: Norwich Community Leaders

Dear Selectmen,

My name is Jeeihn Lee, and I am a research assistant for the Class of 1964 Policy Research Shop (PRS) of the Nelson A. Rockefeller Center for Public Policy and the Social Sciences at Dartmouth College. The Policy Research Shop seeks to provide original, non-partisan research for state legislative committees, statewide commissions, executive agencies, county and local governments and nonprofit organizations in New Hampshire and Vermont. The PRS is staffed by students and mentored by faculty advisors.

We are currently working on a project with Vital Communities, a large non-profit organization in the Upper Valley. The project has tasked us with assessing the level of community relationships and social capital within and between towns in the Upper Valley. The goal is to assess the strength and interconnectedness of social and civic organizations within each town of the Upper Valley to determine places where Vital Communities should attempt to play a facilitative role. We are in the process of putting together a survey of community leaders, which we will be sending to a diverse group of elected, appointed, and nonprofit leaders within each town of the Upper Valley.

By virtue of being the Selectmen for Norwich, we were hoping you could help us build a list of community leaders from your respective town. When you have a free moment, could you **please respond to this email with the name and addresses of community leaders in your town from a diverse set of organizations (both public and private)? If you could think of three to five community leaders, that would be very helpful for us. Also, addresses of select board members would be helpful as well!**

We will be sending out a survey in mid-January in order to collect our data. However, we are currently hoping to increase our sample size beyond public officials from each town in the Upper Valley.

Thank you so much for the help!
Jeeihn

David Ormiston

From: Nancy McNulty <mcforbush@me.com>
Sent: Friday, February 03, 2017 8:12 AM
To: Miranda Bergmeier; David Ormiston
Subject: support for Norwich swimming hole

Dear Norwich leadership,

I am writing to voice my support for replacing the "Old Norwich Pool" with a new stream side pond/swimming hole. Our children miss the old pool and the camaraderie they shared with other Norwich children there. I miss having a central place for leisure and recreation that was shared and enjoyed by a diverse group of town members.

The positive aspects of having a swimming hole far outweigh the negatives, and it is one of the few areas where Norwich falls short of the surrounding towns.

I would be happy to volunteer in any way to help plan or implement it.

Sincerely,
Nancy McNulty
216 Norford Lake Rd
Norwich

7c.



January 30, 2017

To: Norwich Select Board

From: John M Farrell

Subject: Norwich Pool

Although I could not attend the presentation of The Norwich Pool Options Committee I would like to make some comments regarding the attempt to create another pool.

First, I would like to point out that a new Norwich pool is a WANT not a NEED. At a time when we have just approved a bond issue for over \$1,000,000 with another \$70,000 added to it after the fact a pool costing \$500,000 is just not acceptable IF the money for such a project comes from the taxpayers or from any monies from town coffers.

The Norwich Pool Options Committee has stated in its Final Report dated December 20, 2016 page #2, item #4 and I paraphrase here; "that the Committee seek **alternative sources of public funding.**" I believe this is the correct way to fund such a project.

Second, Future maintenance costs, porta potti rentals or purchase, should be borne by the users or by the committee.

Third, I would question how this would affect Norwich's liability insurance since the pool will be on town owned property.

Finally, it is my belief that the pool will be used by only a very small percentage of the population and for a very short 2-3 months of the entire year.

Please consider this correspondence a part of the public record.

Respectfully,

John M Farrell – Turnpike Road

A handwritten signature in blue ink, appearing to read "John M Farrell", written over the typed name.



"People Serving People Since 1920"

"Commitment to the Community"



To: Dave Ormiston, Interim Town Manager
From: Stephen Leinoff, Fire Chief and Doug Robinson, Police Chief
Subject: Public Safety Building Radio Communications
Date: February 2, 2017

Communications Needs

Police Department "Day to Day"

Police communications are done on UHF frequency using a repeater system. There is a mobile radio in the building with an external antenna and 12 volt DC power supply. This is functioning efficiently and this equipment can be reused in the new building.

Fire Department "Day to Day"

Fire communications are done on VHF frequency using a repeater system. There is a mobile radio in the firehouse office with an external antenna and 12 volt DC power supply. This is functioning efficiently and can probably remain "as is" in the existing building.

Department of Public Works (DPW) Interoperability

Public Works communications are done on VHF frequency using a repeater system. This system receives radio signals at the communications tower at DPW and retransmits them. The Fire and Police Departments can communicate on this frequency. The Police Department uses a separate VHF radio for this function. The radio in the firehouse is multiple channels and can switch to the DPW frequency.

Emergency Operations Center (EOC)

The EOC needs communications capabilities on UHF and VHF frequencies. Our Emergency Operations Plan (EOP) communications plan calls for us to use the DPW frequency since this is a repeater frequency that all Norwich agencies can use. The EOC also needs to communicate on the police and fire primary frequency. The EOC would need two VHF radios so the DPW and Fire frequency can be used simultaneously and one UHF radio for the police frequency.

Equipment Needs

The EOC would need three radios with power supplies and antennae at an approximate cost of \$2,200. We would propose to use similar equipment to the equipment currently in use.

Each radio in the new building will need an antenna outside of the building. We have considered several options including free-standing tower, mast mounts on the building sides and roof-mounted antennae.

The building mounted antennae would be about 20 feet above grade plus the length of the antennae. The free-standing tower would be 35 feet tall. It is significant to note that doubling the antennae height only improves radio signal coverage by 15 percent. Since we are using a repeater system signal coverage is not critical since we only have to reach the radio tower(s). Jay White has some design issues with the sidewall mounted antennae since they would have to be offset 24 inches due to overhang. His comments were;

Thanks for the information. Remember that the new building has a 24" roof overhang for a variety of reasons, so it will be awkward to use a wall mount on the new building. It could work as a wall mount on the apparatus building, which does not have a large overhang, but there I would be concerned about the nearby trees in that area, more awkward blocking and that that portion might get rebuilt further east in the future.

It may work best as 5 roof ridge mounts on the new building where they can be anchored through the roof to the sides of the roof trusses. Guy wires could also be built there and attached to the roof sheathing ridge and top cords of the trusses through the self-sealing membrane under the asphalt shingles. Mounting on the ridge will also reduce the total height of the antenna, which will reduce total cost. Weight of the antenna can be carried down through the attic to the walls directly below the ridge. There will need to be a lightning rod cables carried into the ground from all of the antenna, regardless of where they are.

All of these options will be cheaper and look better than a tower, which would add the cost of the tower and its foundation, plus painting and maintenance of the tower.”¹

We are still working on actual details but the concept would be to have roof mounted antennae for the normal operations on the roof of the new building. This would probably be up to three antennae. An additional antenna can be mounted on the rear of the firehouse similar to the one that is currently there. This would be taller than the others and would have slightly better signal propagation. This could be beneficial in the event the DPW repeater system is not functional due to equipment break down.

Cost Estimates

The three radios with power supply and antennae would be about \$2,200. We would need five antennae with associated wiring, lightening protection etc. These would be a combination of roof mounted tripods with “short” antennae (eliminates the need for guy wires) and a longer mast mounted antennae on the existing firehouse. Radio North Group is preparing estimates; the tripods, masts and antennae are not very expensive. The installation costs depend on many variables. The antennae cable size must be increased depending on the length of cable used. Burlington Communications estimated cable costs at \$5.00/foot. The cables must penetrate the roof and walls and be watertight. Reinforcing and weatherproofing may be required. It may be possible to install more than one antenna on each tripod or mast.

¹ E-mail from Jay White January 21, 2017

System Redundancy

The Fire and Police radio systems use multiple towers so failure of both of those systems is extremely remote. The DPW system is dependent on the transmitter on the Norwich Tower. If that were to fail we would lose the repeater system benefits. In that case communications could be done on the old DPW system. Since this is not a repeater system vehicle to vehicle communications could be difficult since the coverage area would be limited to the range of the antennae at DPW and at the Public Safety building. We have permission to use the Hanover Public Works frequency. This is a repeater system at all of our radios have capability to access. There could be issues if both agencies are busy on that frequency.

Pictured below are the existing antennae.



Fire Department VHF Antenna



Police Department UHF and VHF Antennae

a.

Charge for Committee to Develop a Community Pool Town of Norwich

1. Introduction

On August 28, 2011, Tropical Storm Irene removed a section of the town dam that created a seasonal community pool on Charles Brown Brook near the intersection of Beaver Meadow Road and Brigham Hill Road. After holding a variety of public forums on engineering options, the town applied to the Vermont Agency of Natural Resources (ANR) for a permit to replace the pool on August 25, 2015. During the application process, 600 petitioners asked the selectboard to support restoration of the pool. ANR denied the permit on October 25, 2015. The FEMA funds that had been held in reserve to replace the pool were then redirected to other projects because the Selectboard determined that an appeal of the ANR decision was not likely to be affordable or successful before the FEMA funds expired. The former Charles Brown Brook swimming site is slated for restoration to natural flow in the summer of 2017.

2. Prior Committee

In April 2016 the selectboard established the Committee to Identify Community Pool Options.¹ In January 2017 the committee delivered its final report.² It recommended that:

- A new pool be established adjacent to the prior one.
- The new pool be a “stream-side” design.
- The pool be built with a minimum of taxpayer funding, using grants and volunteer input.
- That the concept be incorporated and coordinated with other corridor enhancements.

The final report did not include the following items, requested by the selectboard:

- An assessment of potential for approval by ANR.
- An estimate of potential cost.

3. Statement of Purpose

The role of the Committee is to make recommendations to the selectboard regarding the feasibility of building a stream-side pool at the Charles Brook site that are based on favorable indications from officials from the Vermont Agency of Natural Resources (ANR), demonstrated engineering feasibility, and the prospect for the project to be largely accomplished with private funding and volunteer labor under the direction of the town manager. If approved by both the selectboard and ANR, the committee will raise the needed private funding, recruit the needed volunteer labor and assist the town manager in coordinating implementation of the project.

4. Public Participation and Involvement

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

¹<http://norwich.vt.us/wp-content/uploads/2012/06/Norwich-Community-Pool-Committee-2016-04-14.pdf>

²<http://norwich.vt.us/wp-content/uploads/2017/01/Final-Report-Draft-3-2.pdf>

Committee to Develop a Community Pool

Page 2 of 3

5. Membership

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

6. Meetings

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

7. Committee Review and Analysis

The Committee should take a series of steps to determine the feasibility of the concept, *each of which must be satisfied to make the next step*. Recommended steps include:

- a. Sketch the proposed impoundment on a detailed site plan with elevations. Draw cross-sections. Compute the proposed volume of the impoundment.
- b. Identify options that take the possible removal of the upstream dam into consideration in coordination with the prudential committee.
- c. Meet with a Vermont Fish and Wildlife (VF&W) stream alteration representative to identify a potential water intake and water discharge for such an impoundment. *Memorialize the understanding arrived at in an e-mail to the officials involved with a copy to the town manager and selectboard, together with any replies.*
- d. Hold an initial **public forum** on the preliminary concept and the prospects for its success, as indicated by VF&W, and shows other examples of Vermont stream-side pools.
- e. Obtain a knowledgeable opinion about the stability of the adjacent slope.
- f. Obtain an understanding of the minimum throughput rate of the impoundment required to maintain water quality.
- g. Identify whether the mean, minimum stream flow will support that throughput rate with the permissible amount of water that may be diverted through the impoundment to maintain standards for the brook's stream flow, dissolved oxygen level, temperature, and sediment levels and to achieve stream continuity for fish and aquatic invertebrates.
- h. Identify the consequences of a high-water event, pertaining to the integrity of any proposed pool structure and other factors.
- i. Draft a concept with the above information to meet again with VF&W to determine what types of information would have to be included in a permit application. *Memorialize the understanding arrived at in an e-mail to the officials involved with a copy to the town manager and selectboard, together with any replies.*

Committee to Develop a Community Pool

Page 3 of 3

- 9.
- j. Develop an informal estimate of labor, machine time and materials required to construct the impoundment. Include considerations of a retaining wall for separating the impoundment from the stream, a liner to prevent seepage, and inlets and outlets that connect the impoundment to the brook.
 - k. Hold a **public forum** on the committee's interim findings.
 - l. Report to the selectboard with the committee's interim findings.
 - m. If the selectboard authorizes further steps, provide advice to the engineering consultants that would be required to develop a concept for permitting with ANR.
 - n. As a concept becomes ready for permitting, hold a **final forum** on the plan, costs, and funding proposal.
 - o. If a permit is obtained, commence fundraising from grants and voluntary contributions and the alignment of volunteer input.
 - p. When sufficient funds and volunteer input are in place, help coordinate the implementation of the project *under the supervision of the town manager*.

8. Reports and implementation

The committee shall draft a report for presentation to the public on or before June 1, 2017 that describes preliminary findings for the feasibility of the project, including steps d-h.

The committee shall host forums at various stages, as described above.

Once the necessary funding and permits in place the committee will raise the necessary funding and coordinate volunteer inputs to the construction of the pool under the direction of the town manager.

David Ormiston

From: Stephen Flanders <stephen.n.flanders@gmail.com>
Sent: Tuesday, January 31, 2017 8:09 PM
To: David Ormiston
Subject: Fwd: Pool Sub-Committee

From: Dan Goulet <dangoulet53@gmail.com>
Date: January 30, 2017 at 8:57:49 PM EST
To: stephen.n.flanders@gmail.com
Subject: Pool Sub-Committee

Steve,

Here are some suggested charges for the pool sub-committee. The Sub-Committee must address the following:

- 1) Obtain the support of the Prudential Committee, in order to link the pool project with the *potential* dam removal upstream.
- 2) Find two other sites in Vermont that have a streamside pool, so that the Select Board can see other examples.
- 3) Meet with Jeff Crocker and Rich Kirn, Vermont Department of Fish and Wildlife, for guidance on permit requirements, regulatory criteria, and other information.
- 4) Explain how the proposed pool will maintain its current streamflow, dissolved oxygen level, temperature, and sediment levels etc.
- 5) Explain how the proposed pool will maintain stream continuity for fish and aquatic invertebrates.
- 6) Stake out the area for the proposed pool and explain how the pool will maintain its integrity during a high water event. Is there enough room on the active floodplain for a pool? Will there be a retaining wall between pool and stream? Why wont the pool be breached during a storm?

--

Dan Goulet
Norwich Selectboard

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

Town of Norwich
Warrant Articles
Supported by the
Norwich Selectboard

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

1/16/2017

Article 8

Article 8. Shall the voters of the Town of Norwich approve a gross spending General Town Budget of **\$4,462,378** plus state and federal grants and gifts consistent with budgeted programs for the period July 1 ,2017 to June 30,2018?

- **Supported by three SB members**
- **Funds the town in FY 2017**
- **Budget details to follow**

1/16/2017

Article 9

Article 9. Shall the voters of the Town of Norwich approve the borrowing of up to \$70,000 to be used for contingency funding, if needed, for the Norwich Public Safety Building project?

- **Supported by four SB members**
- **In case unforeseen costs arise.**

1/30/2017

SB members

- **Opportunity for individual SB members to speak.**

1/30/2017

Questions?

Article 8
Town of Norwich
Selectboard–Proposed
Budget for FY 2017-18

Norwich Selectboard:

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

Norwich Town Manager:

Dave Ormiston, Interim

Process

Town manager development

- August:
 - SB discussion of guidelines
- September-November:
 - Discussions with department heads
 - Assumed current level of service
 - Developed budget binder

Selectboard deliberations

- November-January:
 - Overview
 - Departmental budgets
 - Tax impacts
- Decisions:
 - Contribute to Tracy Hall reserve fund
 - Increase trash sticker fee
- Topic of Discussion:
 - Can services be provided for less?

1/29/17

Budgetary background

Wages: 47% of budget, budgeted to increase by:

- 1.1% based on the grade and step schedule
- 1.0% based on increase in CPI

Health Insurance: 7% of budget.

- 8% projected increase

2/28/17

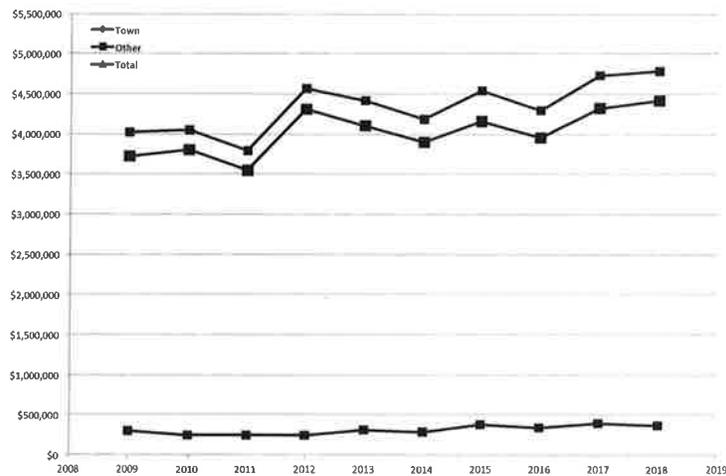
Budget Summary

	FY16 Budget	FY 16 Actual	FY17 Budget	FY18 Budget	FY17/FY16 % Change
TOWN ADMINISTRATION	\$ 284,990	\$ 234,921	\$ 271,521	\$ 265,551	-2.20%
BCA/BOA	2,032	761	1,125	1,025	-8.89%
STATUTORY MEETINGS	4,607	3,781	7,215	4,655	-35.48%
TOWN CLERK	160,810	158,720	159,989	164,556	2.85%
FINANCE	140,628	132,828	130,164	133,333	2.43%
GENERAL ADMINISTRATION	21,300	20,493	18,491	19,400	4.92%
ASSESSOR/LISTER	117,168	115,372	112,201	107,871	-3.86%
PLANNING	132,101	124,041	129,347	132,099	2.13%
RECREATION	222,754	245,415	237,082	252,442	6.48%
POLICE	558,379	541,358	575,160	583,965	1.53%
FIRE/FAST	355,951	353,434	364,471	408,632	12.12%
EMERGENCY MGMT.	73,569	74,728	72,222	44,762	-38.02%
CONSERVATION COMMISSION	21,566	22,610	6,950	7,950	14.39%
PUBLIC WORKS	1,975,619	1,721,118	2,032,292	2,062,838	1.50%
LONG TERM DEBT	-	-	-	45,000	
TAXES	5,000	3,745	5,000	5,000	0.00%
INSURANCES	169,436	197,631	204,762	223,300	9.05%
TOWN TOTAL	\$ 4,245,911	\$ 3,950,955	\$ 4,327,993	\$ 4,462,378	3.11%
TOWN VOTED APPROPRIATIONS			\$ 44,000		
OUTSIDE APPROPRIATIONS	\$ 345,358	\$ 345,358	\$ 354,858	\$ 364,761	2.79%
TOTAL	\$ 4,591,269	\$ 4,296,313	\$ 4,726,851	\$ 4,827,139	2.12%

Town Expenditures

- Total Town Expenditures w/o Articles
 - FY 17 - \$4,327,993
 - **FY 18 - \$4,462,378**
- Increase of \$134,385 or 3.11%

Town Expenditure History



12/16/2015

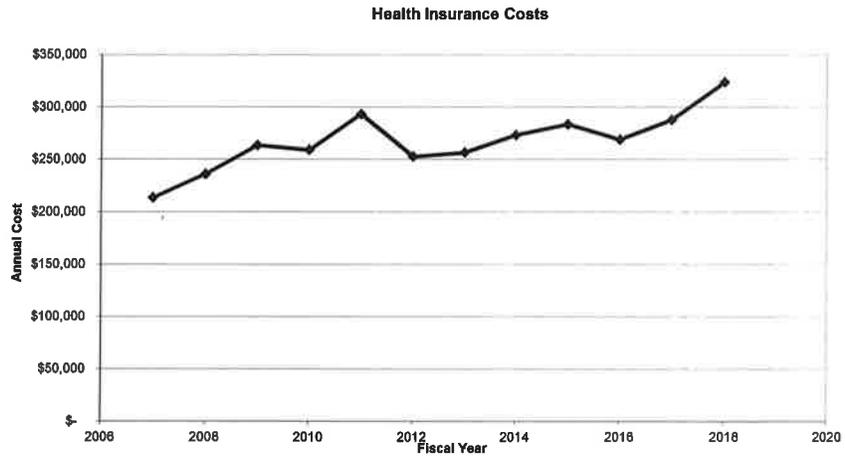
Non Property Tax Revenues

Does not include payment from reduction in fund balance

- FY15 Actual \$638,185
- FY16 Actual \$630,365
- FY17 Estimate \$629,028
- FY18 Estimate \$680,619

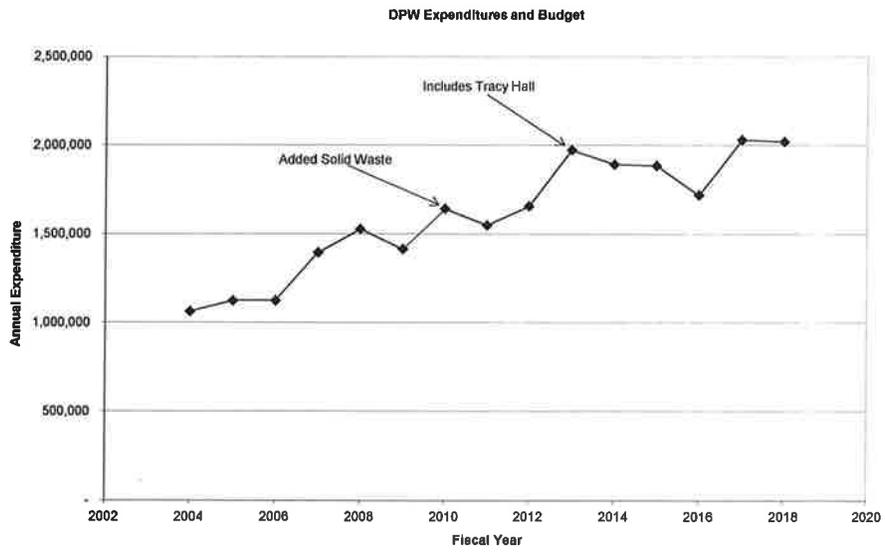
12/16/2015

Health Insurance Costs

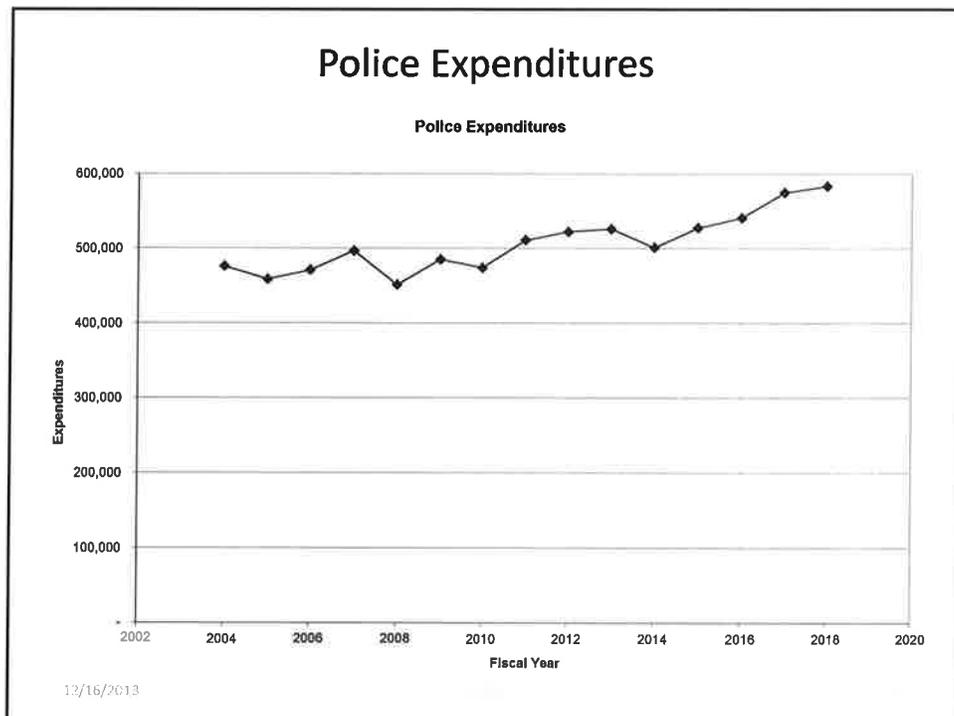
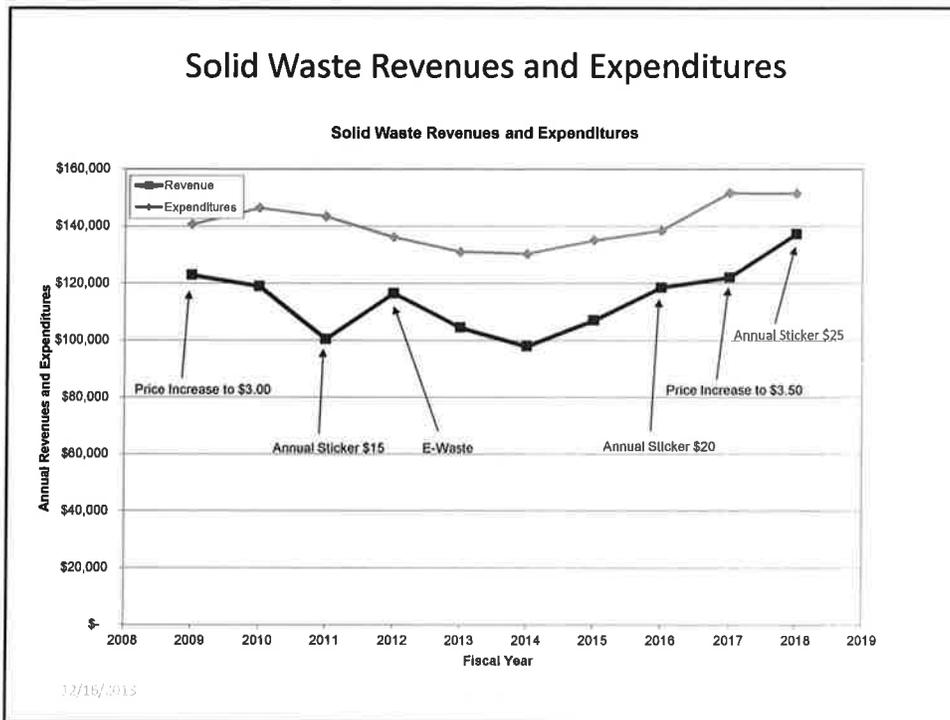


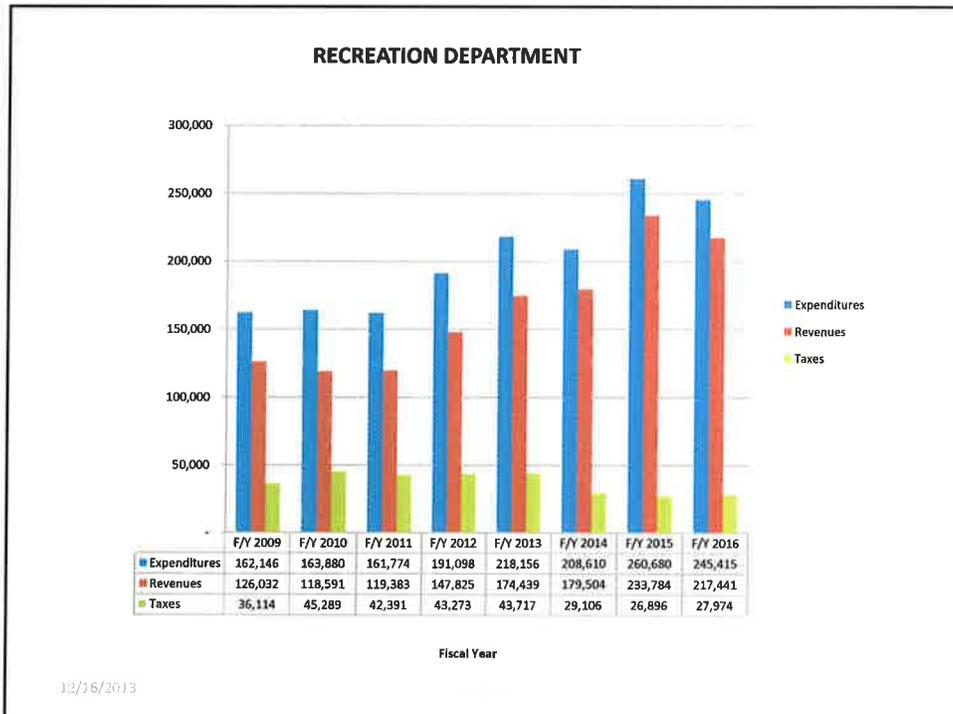
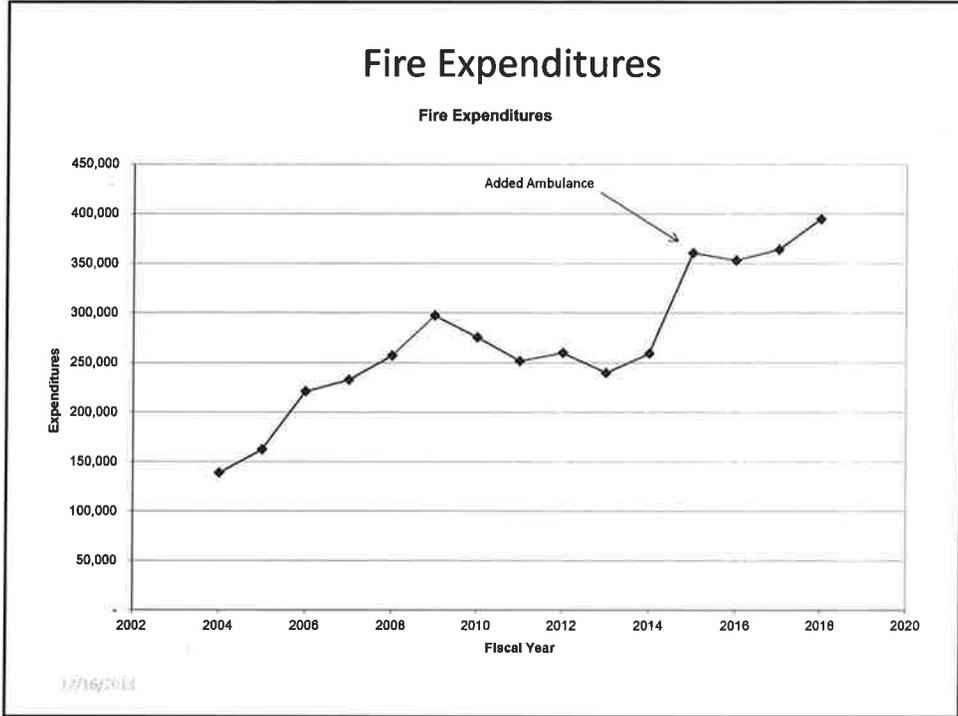
12/16/2016

Public Works Expenditures



12/16/2016





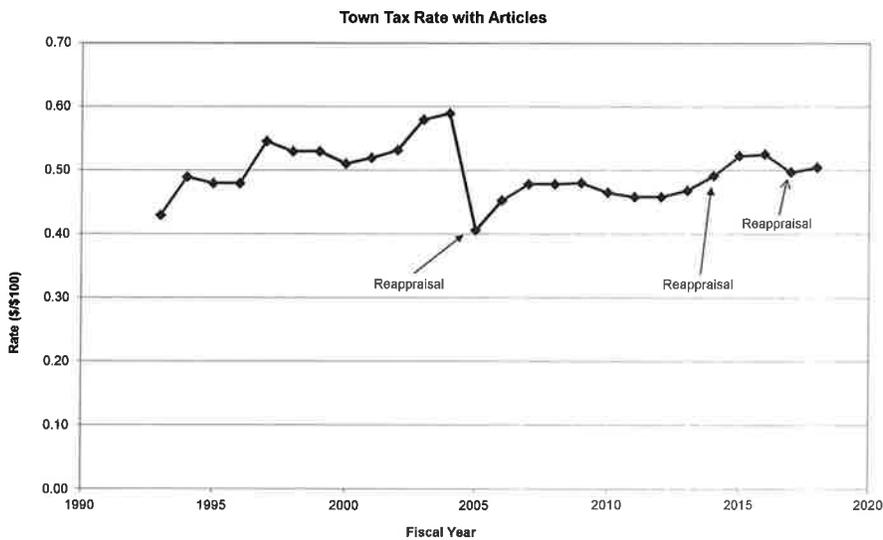
Projected Tax Rate

- FY18 Based on undesignated fund balance of 16% of budget.

Fiscal Year	Town	Articles	Local Agreement	Total	Diff. from Previous Year
2008	0.4387	0.0323	0.0018	0.4728	
2009	0.4201	0.0571	0.0038	0.4810	0.0082
2010	0.4261	0.0349	0.0048	0.4658	-0.0152
2011	0.4188	0.0348	0.0052	0.4588	-0.0070
2012	0.4125	0.0410	0.0053	0.4588	0.0000
2013	0.4094	0.0542	0.0053	0.4689	0.0101
2014	0.4413	0.0454	0.0051	0.4918	0.0229
2015	0.4623	0.0542	0.0051	0.5231	0.0313
2016	0.4701	0.0557	0.0056	0.5258	0.0027
2017	0.4387	0.0539	0.0051	0.4977	-0.0281
2018	0.4539	0.0490	0.0051	0.5080	0.0103

1/16/2017

Actual and Projected Town Tax Rates



1/16/2017

Final Budget

- The Selectboard voted to recommend to the voters a budget for Town operations of \$4,462,378 by a 3-2 vote.
 - Voting yes
 - Ashley
 - Flanders
 - Layton
 - Voting no
 - Cook
 - Goulet

1/29/2017

SB members

- Opportunity for individual SB members to speak.

1/29/2017

Questions?

1/30/2017