

**Agenda for the Special Selectboard Meeting Wednesday, August 29, 2018 6:30 PM**

- 1) Approval of Agenda (Action)
- 2) Public Comments (Discussion) *strict 3-minute limit per speaker*
- 3) Review Accounts Payable/Warrants (Action)
- 4) Town Policies (Discussion/Action)
  - a) Personnel
  - b) Fraud Prevention
  - c) Index of Policies
- 5) Review of Next Agendas (Discussion/Action)
- 6) End of Meeting Debrief (Discussion)
- 7) Adjourn

**Next Meeting – September 12, 2018 at 6:30 PM**

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

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ANYTIME	08/16/18	ANYTIME CARPET CARE & CLE TH - CARPET CLEANING 235699	01-5-706113.00 REPAIRS & MAINTENANCE	1367.00	6688	08/29/18
BENS	08/03/18	BEN'S UNIFORMS FD- RED SOFTSHELL JACKET 79416	01-5-555633.00 UNIFORM	159.00	-----	--/--/--
BERGCLOTH	08/07/18	BERGERON PROTECTIVE CLOTH FD - PULL ON BOOTS 213182	01-5-555422.00 FIRE TOOLS & EQUIPMENT	423.00	-----	--/--/--
BLAKTOP	08/03/18	BLAKTOP INC DPW - HAZEN ST. PAVING 24562	01-5-703313.00 PAVING	6059.56	-----	--/--/--
BOUNDTREE	08/10/18	BOUND TREE MEDICAL LLC FD-MEDICAL SUPPLIES 82951359	01-5-555424.00 EMS TOOLS/ EQUIP	340.28	6689	08/29/18
CASELLA	08/01/18	CASELLA WASTE SERVICES TS-JULY ZERO SORT/OCC 0425762	01-5-705305.00 RECYCLING	2725.74	-----	--/--/--
CASELLA	08/01/18	CASELLA WASTE SERVICES TS-JULY ZERO SORT/OCC 0425762	01-5-705308.00 FOOD WASTE DISPOSAL	225.16	-----	--/--/--
CASELLA	08/01/18	CASELLA WASTE SERVICES TS-JULY TRASH 0425763	01-5-705303.00 MUNICIPAL SOLID WASTE	3533.44	-----	--/--/--
CASELLA	08/01/18	CASELLA WASTE SERVICES TS-JULY TRASH 0425763	01-5-705306.00 C & D WASTE DISPOSAL	602.93	-----	--/--/--
CHILDSUPP	08/25/18	OFFICE OF CHILD SUPPORT CHILD SUPP-PPE 8-25-18 PPE 8-25-18	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	6690	08/29/18
COMCAST	08/01/18	COMCAST FD & PD-PHONE/INTERNET AUG 2018	01-5-500501.00 ADMINISTRATION	195.27	6691	08/29/18
COMCAST	08/01/18	COMCAST FD & PD-PHONE/INTERNET AUG 2018	01-5-550235.00 TELEPHONE & INTERNET	122.45	6691	08/29/18
COMCAST	08/06/18	COMCAST GEN ADMIN-FIXED IP JULY 18	01-5-275632.00 SERVER MAINTENANCE	19.95	6691	08/29/18
COTT	08/20/18	COTT SYSTEMS INC TC-HOSTED SOLUTIONS 123762	01-5-100613.00 SOFTWARE	241.00	-----	--/--/--
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-005125.00 DENTAL INSURANCE	119.69	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-100125.00 DENTAL INSURANCE	135.42	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-200125.00 DENTAL INSURANCE	67.71	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-350125.00 DENTAL INSURANCE	35.97	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-425125.00 DENTAL INSURANCE	35.97	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-555126.00 DENTAL INSURANCE	306.81	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-555126.00 DENTAL INSURANCE	67.71	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-704125.00 DENTAL INSURANCE	35.97	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-703125.00 DENTAL INSURANCE	426.50	6692	08/29/18
DELTA DEN	08/22/18	DELTA DENTAL DENTAL INSURANCE SEPT 2018	01-5-555126.00 DENTAL INSURANCE	35.97	6692	08/29/18
DINGEE	08/14/18	DINGEE MACHINE COMPANY FD-OIL CHANGE/GENERATOR 8347	01-5-555528.00 FIRE TRK R & M	1674.94	6693	08/29/18

Town of Norwich Accounts Payable  
Check Warrant Report # 19-05 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 08/23/18 To 08/29/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-005531.00 ADMIN TELEPHONE	38.73	6694	08/29/18
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-100531.00 TELEPHONE	38.73	6694	08/29/18
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-200531.00 TELEPHONE	38.73	6694	08/29/18
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-275531.00 TELEPHONE	72.07	6694	08/29/18
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-300531.00 TELEPHONE	38.73	6694	08/29/18
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-350531.00 TELEPHONE	38.73	6694	08/29/18
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-425127.00 TELEPHONE	38.73	6694	08/29/18
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-705505.00 TELEPHONE	33.05	6694	08/29/18
EARTHLINK	08/24/18	EARTHLINK BUSINESS AUG 2018 TELEPHONE AUG 18	01-5-703505.00 TELEPHONE	40.43	6694	08/29/18
EYEMED	07/21/18	COMBINED INSURANCE CO OF EYE MED - AUG 2018 AUG 2018	01-2-001126.00 VISION SERV PLAN-PAYROLL	178.15	6695	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-005531.00 ADMIN TELEPHONE	21.18	6696	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-100531.00 TELEPHONE	2.05	6696	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-200531.00 TELEPHONE	0.77	6696	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-275531.00 TELEPHONE	0.27	6696	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-300531.00 TELEPHONE	1.25	6696	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-350531.00 TELEPHONE	1.03	6696	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-425127.00 TELEPHONE	0.96	6696	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-705505.00 TELEPHONE	0.22	6696	08/29/18
FIRSTLIGH	08/15/18	FIRSTLIGHT FIBER LONG DISTANCE CALLS 4321761	01-5-703505.00 TELEPHONE	10.60	6696	08/29/18
FRANK	08/14/18	JENNIFER FRANK REC-BABY SITTING COURSE BSC JULY 18	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	100.00	-----	--/--/--
GMPC	08/17/18	GREEN MOUNTAIN POWER CORP DPW-STREETLIGHTS 051182-7/18	01-5-703307.00 STREETLIGHTS	32.74	6697	08/29/18
GMPC	08/01/18	GREEN MOUNTAIN POWER CORP TH-EVCHARGING STATION 921503-7/18	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	54.02	6697	08/29/18
HAMMCO	08/23/18	COLLEEN HAMMOND LIST-REIMB. FOR MILEAGE 8/21-8/22/18	01-5-300580.00 MILEAGE REIMB	71.07	6698	08/29/18
HAMPSHIRE	07/18/18	HAMPSHIRE FIRE PROTECTION FD-CO2 HYDRO TEST (6) 176374	01-5-555530.00 EQUIPMENT MAINTENANCE	150.00	-----	--/--/--
HANOVER	08/07/18	HANOVER NH AMBULANCE SERV FD - AMBULANCE H17-1176	01-5-555903.00 AMBULANCE BILLS	357.25	6699	08/29/18

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
HANOVER	08/09/18	FD -AMBULANCE H17-1455	01-5-555903.00 AMBULANCE BILLS	1054.00	6699	08/29/18
HANOVER	08/09/18	FD - AMBULANCE H17-976	01-5-555903.00 AMBULANCE BILLS	1044.00	6699	08/29/18
HANOVER	08/09/18	FD - AMBULANCE H18-39	01-5-555903.00 AMBULANCE BILLS	986.00	6699	08/29/18
HANOVER	07/27/18	FD -AMBULANCE H18-610	01-5-555903.00 AMBULANCE BILLS	85.81	6699	08/29/18
HANOVER	07/27/18	FD -AMBULANCE H18-614	01-5-555903.00 AMBULANCE BILLS	80.66	6699	08/29/18
HANOVER TO	07/31/18	FD-DISPATCH JULY-SEPT 18 5440	01-5-555901.00 AMBULANCE CONTRACT	30606.51	-----	--/--/--
INNOVATIV	08/09/18	HWY--4299 GAL DUST CNTRL INV450206	01-5-703205.00 DUST CONTROL	3439.20	-----	--/--/--
KNIGHTB	08/12/18	PL- MEETING HOUSE FARM 0039	01-5-350416.00 HIST PRES GRANT	840.00	6700	08/29/18
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-005124.00 DISABILITY/LIFE INSUR	140.21	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-100124.00 DISABILITY/LIFE INS	114.26	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-200124.00 DISABILITY/LIFE INS	97.28	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-300124.00 DISABILITY/LIFE INSURANCE	19.75	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-350124.00 DISABILITY/LIFE INS	73.14	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-425124.00 DISABILITY/LIFE INSUR	71.81	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-704124.00 DISABILITY/LIFE	94.99	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-500124.00 DISABILITY/LIFE INS	309.03	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-555124.00 DISABILITY/LIFE INSURANCE	68.05	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-703124.00 DISABILITY/LIFE	285.86	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-703124.00 DISABILITY/LIFE	-315.90	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-200124.00 DISABILITY/LIFE INS	259.85	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-350124.00 DISABILITY/LIFE INS	73.14	-----	--/--/--
LINCOLN	08/21/18	SEPT 2018 LIFE INSURANCE SEPT 2018	01-5-555124.00 DISABILITY/LIFE INSURANCE	116.41	-----	--/--/--
MASCOMA	08/13/18	TAX OVERPAYMENTS PAUL DERKSON	01-2-001148.00 TAX OVERPAYMENTS	2793.32	6701	08/29/18
MCNEIL	07/31/18	TADMIN-LEGAL 30930	01-5-005300.00 PROFESS SERV	1857.00	6702	08/29/18
MIS 1	08/23/18	OVERPAYMENT - TAXES 08/03/2018	01-2-001148.00 TAX OVERPAYMENTS	3344.38	6703	08/29/18

08/24/18  
02:01 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 19-05 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 08/23/18 To 08/29/18

Vendor	Invoice Date	Invoice Description	Invoice Number	Account	Amount Paid	Check Number	Check Date
MISC1	08/22/18	BARNEY DWYER	REFUND OF STATE PAYMENT	01-2-001149.00	3941.47	6704	08/29/18
	8/22/18		TAX CLEARING ACCOUNT				
MISC2	08/22/18	ADAM PEARCE	TAX OVERPAYMENT RETURNED	01-2-001149.00	720.00	6705	08/29/18
	08/22/18		TAX CLEARING ACCOUNT				
MSTRAS	08/16/18	MISTRAS GROUP INC	FD-AERIAL INSPECTION	01-5-555528.00	750.00	-----	--/--/--
			CD10944571	FIRE TRK R & M			
NORSCHOOL	08/24/18	NORWICH SCHOOL DISTRICT	18-19 SCHOOL TAX	01-2-001123.00	2000000.00	6706	08/29/18
			#2 18-19 TAX	SCHOOL DISTRICT TAX			
NORWPOCAD	08/13/18	NORWICH POLICE CADETS	REC-BABYSITTING COURSE	01-5-425200.00	810.00	6707	08/29/18
	8/13/18			INSTRUCTOR FEE			
PATHWAYS	07/31/18	PATHWAYS CONSULTING, LLC	FEMA--ENGINEERING SERVICE	01-5-703703.00	16769.63	6708	08/29/18
			21005	FEMA GRANT			
PETTY	08/23/18	CASH	PETTY CASH-TRACY HALL	01-5-300538.00	37.98	6709	08/29/18
	8/23/2018			POSTAGE			
PETTY	08/23/18	CASH	PETTY CASH-TRACY HALL	01-5-275538.00	4.74	6709	08/29/18
	8/23/2018			POSTAGE			
PETTY	08/23/18	CASH	PETTY CASH-TRACY HALL	01-4-009001.00	20.63	6709	08/29/18
	8/23/2018			DAILY OVER/SHORT			
POWESP	08/05/18	SPENCER POWERS, LLC	CEM COMM-MOW & TRIM	01-5-675500.00	1666.66	6710	08/29/18
	07/22-8/5/18			PURCHASED SERVICE			
POWESP	08/21/18	SPENCER POWERS, LLC	CEM COMM-MOW & TRIM	01-5-675500.00	1666.66	6710	08/29/18
	8/5-8/19/18			PURCHASED SERVICE			
RADIO	08/14/18	THE RADIO NORTH GROUP INC	FD-MIC	01-5-555532.00	80.00	6711	08/29/18
			19424	RADIO MAINTENANCE			
SOLAFLECT	08/16/18	SOLAFLECT SOLAR PARK I, L	TH & DPW-ELECTRIC	01-5-706101.00	783.60	-----	--/--/--
			AUG 2018	ELECTRICITY			
SOLAFLECT	08/16/18	SOLAFLECT SOLAR PARK I, L	TH & DPW-ELECTRIC	01-5-703501.00	64.53	-----	--/--/--
			AUG 2018	ELECTRICITY			
SOUTHWORT	07/23/18	SOUTHWORTH-MILTON, INC.	HWY-A/C BACKHOE	01-5-703401.00	2714.96	6712	08/29/18
			SCINV335331	OUTSIDE REPAIRS			
TSSAND	07/31/18	TWIN STATE SAND & GRAVEL	DPW-30.89 TON-3/4 "TWIN P	01-5-703207.00	345.97	6713	08/29/18
			85525	GRAVEL & STONE			
VDOL	08/22/18	VERMONT DEPT. OF LABOR	VOSHA VIOLATION FIREHOUSE	01-5-005300.00	900.00	6714	08/29/18
			1300991	PROFESS SERV			
VMCTA	08/22/18	VT MUNICIPAL CLERKS & TRE	TC/TREAS - ANNUAL FEE	01-5-100615.00	40.00	6715	08/29/18
	8/22/18			DUES/MTGS/EDUC			
VMCTA	08/22/18	VT MUNICIPAL CLERKS & TRE	TC/TREAS - ANNUAL FEE	01-5-005615.00	35.00	6715	08/29/18
	8/22/18			DUES/MTS/EDUC			
VOWP	08/20/18	VERMONT OFFENDER WORK PRO	PLAN-ENVELOPES	01-5-350610.00	35.80	6716	08/29/18
			PR6372	OFFICE SUPPLIES			
VT-UST	08/15/18	STATE OF VERMONT	DPW-CLEANUP FUND ASSESS	01-5-703515.00	50.00	6717	08/29/18
			DPW 8/15/18	ADMINISTRATION			
VT-UST	08/15/18	STATE OF VERMONT	TH-CLEANUP FUND ASSESS	01-5-706113.00	50.00	6717	08/29/18
			TH 08/15/18	REPAIRS & MAINTENANCE			

08/24/18  
02:01 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 19-05 Current Prior Next FY Invoices For Fund (General)  
All Invoices For Check Acct 03(General) 08/23/18 To 08/29/18

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				2099588.24		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*2,099,588.24  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER:   
Herb Durfee, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus      Linda Cook      Claudette Brochu      John Pepper, Chair      Mary Layton

08/24/18  
02:01 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 19-05 Current Prior Next FY Invoices For Fund (HIGHWAY GARAGE FUND)  
All Invoices For Check Acct 03(General) 08/23/18 To 08/29/18

Page 1 of 1  
RRobinson

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WRIGHTCON WRIGHT CONSTRUCTION CO.,	08/13/18	TOWN GARAGE ADDITION 2017076-10	08-5-702692.00 FEMA ALTERNATIVE PROJECTS	51480.04	6718	08/29/18
Report Total				51480.04		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*51,480.04  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR   
Roberta Robinson

TOWN MANAGER:   
Herb Durfee, Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus                  Linda Cook                  Claudette Brochu                  John Pepper, Chair                  Mary Layton

TOWN OF NORWICH

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~~ORDINANCES, BYLAWS AND~~ POLICIES IN EFFECT AS OF OCTOBER 31, 1994 to present

Document #	Description	Date Adopted or Amended
# 1	Hiring Procedure	Adopted: January 21, 1991
# 2	Time Clock (Tracy Hall)	Adopted: April 8, 1991
# 3	Time Clock (Town Garage)	Adopted: April 8, 1991
# 4	Communicable Diseases	Adopted: May 10, 1993
# 5	Policy of Non-Discrimination	Adopted: June 21, 1993
# 6	Policy of Sexual Harassment	Adopted: August 9, 1993
# 7	Policy on Interim Regulation for Outside consumption of Alcoholic Beverages @ Licensed Establishments	Adopted: April 18, 1994
# 8	Street Naming, Numbering & Addressing	Adopted: March 15, 1993 Revised: January 10, 1994
# 9	Collection of Delinquent Taxes	Adopted: October 31, 1994
# 10	Rules for use of Tracy Hall <i>Gym</i>	Adopted: March 27, 1995
# 11	Release of Computer Based Data	Adopted: May 8, 1995
# 12	Memo (Disposal of Surplus Town Property	Adopted: May 23, 1995
# 13	Financial Policies	Adopted: July 24, 1995
# 14	Financial Policies	Modified: November 27, 1995
# 15	Street Naming, Numbering & Addressing	Adopted: March 15, 1993 Revised August 28, 1995
# 16	Collection of Delinquent Taxes	Adopted: May 13, 1996
# 17	Personnel Policy-Hourly Employees	Adopted: May 2, 1994 Revised: August 29, 1996
# 18	Letter to Selectboard by Jaqueline Waston	September 17, 1996
# 19	Personnel Records	Adopted: October 24, 1997
# 20	Personnel Policy-Hourly Employees	Adopted: December 8, 1998
# 21	Police Dept. Rules & Regulations	Adopted: June 1, 1998



TOWN OF NORWICH

ORDINANCES, BYLAWS AND POLICIES IN EFFECT AS OF OCTOBER 31, 1994

Document #	Description	Date Adopted or Amended
# 22	Secretary to the Selectboard	Adopted: June 8, 1998
# 23	Index to Financial Policies	Adopted: December 1, 1998
# 24	Norwich Police Department Operations Order	Adopted: December 7, 1998
# 25	Norwich Police Department Operations Order	Adopted: March 1999
# 26	Policy on Personnel Records	Adopted: June 21, 1999
#27	Policy for Transportation, Construction and Improvements	Adopted: June 13, 2000
# 28	Policy on Sexual Harassment	Adopted: January 22, 2002
# 29	Tax Collection Policy	Adopted May 19, 2003
# 30	Policy on Class Four Highways	Adopted: July 28, 2004
# 31	Capital Assets Accounting Policy	Adopted: April 13, 2005
# 32	Policy for use of Banners on Public Highways	Adopted: February 28, 2007
# 33	Interim Flood Hazard Regulations	Adopted: November 14, 2007 Expires: November 13, 2009
# 34	Procedure for Receipt of Correspondence	Adopted: November 27, 2007
# 35	Policy and Procedures Norwich Conservation Trust Fund	Adopted: in 1982 Amended: November 19, 1996
# 36	Debt Management Policy	Amended: September 26, 2007
#37	Debt Management Policy	Amended: May 14, 2008
# 38	Open Meeting Policy for Committees, Boards and Commissions	Adopted: September 12, 2009
# 39	Financial Policy #1, Budget Management	Adopted: August 25, 2005 Revised: September 23, 2009 Revised: March 19, 2010

TOWN OF NORWICH

ORDINANCES, BYLAWS AND POLICIES IN EFFECT AS OF OCTOBER 31, 1994

Document #	Description	Date Adopted or Amended
# 40	Financial Policy # 3, Grants, Gifts and Special Funds	Adopted: March 10, 2010
# 41	Current Tax Collection Policy	Adopted: April 15, 2010
# 42	Conflict of Interest Policy	Adopted: April 28, 2010
# 43	Annex to Selectboard Financial Policies And Defining Fund Types	Adopted: May 12, 2010
# 44	Code of Ethics Policy	Adopted: May 26, 2010
# 45	Town Email Policy	Adopted: April 27, 2005 Revised: March 22, 2006 Revised: May 26, 2010
# 46	Capital Budget Policy	Adopted: June 27, 2007 Received: June 3, 2010
# 47	Conflict of Interest Policy	Revised: June 23, 2010
# 48	Financial Policy # 2 Undesignated Fund Balance	Amended: January 26, 2011
# 49	Policy on the authority of the Zoning Administrator in relation to the acting Zoning Administrator	Adopted: March 4, 2008
# 50	Annex to Selectboard Financial Policies Defining fund types	Adopted: May 11, 2011
# 51	Conflict of Interest Policy	Revised: July 27, 2011
# 52	Selectboard Appropriation Request And Disbursement Policy	Adopted: October 12, 2011
# 53	Capital Budget Policy	Revised: June 22, 2011
# 54	Vehicle Acquisition and Replacement Policy	Adopted: October 26, 2011
# 55	Selectboard Appropriation Request And Disbursement Policy	Adopted: October 12, 2011

TOWN OF NORWICH

ORDINANCES, BYLAWS AND POLICIES IN EFFECT AS OF OCTOBER 31, 1994

Document #	Description	Date Adopted or Amended
# 56	Selectboard Appropriation Request And Disbursement Policy	Revised: August 22, 2012
# 57	Policy for valuation of parcels that are Subdivided or merged	Adopted: September 11, 2013
# 58	Policy for valuation of parcels that are Subdivided or merged	Adopted: September 11, 2013
# 59	Investment Policy	Adopted: October 8, 2014
# 60	Transfer Station Use and Sticker Policy	Revised Effective: July 1, <sup>2017</sup> <del>2015</del>
# 61	Investment Policy	Adopted: June 21, 2017
# 62	Conflict of Interest Policy	updated: 8/23/2017
# 63	Town Road and Bridge standards	readopted: 9/27/2017
# 64	Rules For Conduct of Reg. & Spec. Mtgs.	Adopted: 11/8/2017
# 65	Town Service Officer Policy	Adopted: 5/25/16
# 66	Conflict of Interest Policy	revised 5/23/2018
# 67	Policy Governing Reporting of Cmtees [etc.] Appointed by the Selectboard	Adopted: 5/23/2018

from VLCT model financial policies & procedures

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