

09/10/19  
01:19 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 20-06 Current Prior Next FY Invoices  
For checks For Check Acct 03(General) 09/12/19 To 09/12/19

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
EARTHLINK WINDSTREAM	71610683	August 2019 Telephone	308.51	0.00	308.51	8067	09/12/19
EARTHLINK WINDSTREAM	7174283	SEPTEMBER 19 TELEPHONE	312.75	0.00	312.75	8067	09/12/19
Report Total			621.26	0.00	621.26		

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 \$ \*\*\*\*\*621.26  
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR *Donna Flies*  
Donna Flies

TOWN MANAGER: *Herb Durfee*  
Herb Durfee Town Manager

SELECTBOARD:

\_\_\_\_\_  
John Langhus                  Roger Arnold                  Claudette Brochu                  John Pepper, Chair                  Mary Layton

## Herb Durfee

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**From:** Herb Durfee  
**Sent:** Monday, September 09, 2019 12:59 PM  
**To:** Claudette Brochu; John Langhus; John Pepper; Mary Layton; Roger Arnold  
**Cc:** Miranda Bergmeier; Roberta Robinson  
**Subject:** Town Phones

**Importance:** High

Board Members,

It just came to my attention that the Town's phone bill (not long distance) has not been paid for two months, which could result in disconnection. As such, I've authorized Roberta to pay the balance (\$926.52 = \$305.26 Jul past due + \$308.51 Aug past due + \$312.75 Sept current) with the Town credit card. Your next AP Warrant will show the recording of it (e.g., Vendor will be "Business – Business Card" and the Invoice Descrip. will be "Windstream Enterprises" with the amount \$926.52, or listed separately according to each month's invoice).

FYI, in the near future (could be as early as this Wednesday during your meeting) we need to address the use of the credit card and ACH payments as part of the internal financial control policies/procedures you're currently working on. To me, there is not enough "procedure" accounting for the use of the credit card, and the current/proposed policy on payments only speaks to "checks" (i.e., it doesn't identify other forms of payment such as ACH's). If I can draft modified language to your draft policies before Wednesday, I will.

P.S. Windstream will not take a partial payment to discontinue the disconnection process. Also, the disconnection would occur before your Sept 25 meeting (i.e., the next AP Warrant) unless paid. So, with the priority of keeping the Town phones connected, I'm paying the bill via credit card.

Herb  
Herbert A. Durfee, III  
Town Manager  
Town of Norwich  
PO Box 376  
Norwich, VT 05055  
802-649-1419 ext. 102  
802-698-3000 (cell)  
802-649-0123 (fax)

INSTEAD OF ABOVE,  
AN ADDED WARRANT  
AND CHECK WERE DRAFTED  
FOR YOUR MEETING (9/11/A)


# WINDSTREAM ENTERPRISE

PO Box 25084  
Lehigh Valley, PA 18002



2985000051 PRESORT PBPS001 <>



 TOWN OF NORWICH  
300 MAIN ST  
NORWICH VT, 05055

09/04/2019

## IMPORTANT NOTICE: POTENTIAL SERVICE INTERRUPTION

Account Number: 205793046  
Total Amount Due: \$926.52  
Undisputed Past Due Amount: \$613.77  
Disconnect Date: 09/16/2019

Dear Accounts Payable:

This notice is to advise you that your account is in past due status and at risk of interruption. Kindly remit immediate payment for the past due amount indicated above. If Windstream does not receive the undisputed past due amount within ten (10) days of the date of this letter, your service will be interrupted on the disconnect date referenced above. A SERVICE INTERRUPTION COULD RESULT IN AN INTERRUPTION TO 9-1-1 ACCESS. A partial payment will not stop the interruption of the service. You may disregard this notice if payment for the account balance has been made.

If services are temporarily disconnected, the full past due amount must be paid to restore services. Restoration can take up to 48 hours and a restore fee up to \$175 per location will be charged to your account.

To prevent these actions, please make immediate payment using any of the following options:

- Overnight Mail  
Windstream Payment Assurance  
4001 N Rodney Parham Rd  
Little Rock, AR 72212
- One time or monthly recurring electronic payment on the internet - access your account online at <https://we.windstream.com>
- Electronic Payment by Phone - call 1-877-340-2550

If services have not been restored within ten (10) days of interruption, Windstream will begin the process of permanently disconnecting your account. Once disconnect is completed, Windstream cannot restore services or guarantee that you will retain your current telephone number(s). You will then be billed for the remaining charges, including any applicable early termination fees outlined in your service agreement. Unpaid balances may then be reported to the credit card bureaus, which could affect your future credit needs.

Thank you for your immediate attention to this matter and for choosing Windstream as your communications provider.

Sincerely,

Windstream Financial Services  
1.877.235.8552 Toll Free   
Windstream.Financial.Services@windstream.com | windstreamenterprise.com



Town of Norwich Accounts Payable  
Vendor History Report EARTHLINK: WINDSTREAM  
Void Unpaid Paid Invoices for by status/check date

Invoice	Description	Inv Date	Due Date	Amount	Status/Type	Check Date	Check #
Account Number	Description						
71497992	JUNE TELEPHONE SERVICE	08/22/19	08/24/19	305.03	Paid	08/28/19	8020
01-5-005531.00	ADMIN TELEPHONE			34.29			
01-5-100531.00	TELEPHONE			33.19			
01-5-200531.00	TELEPHONE			32.24			
01-5-275531.00	TELEPHONE			65.01			
01-5-300531.00	TELEPHONE			34.64			
01-5-350531.00	TELEPHONE			41.19			
01-5-425127.00	TELEPHONE			32.20			
01-5-705505.00	TELEPHONE			32.27			
<i>July was July bill ack VAI #30526 shall paid .739</i>							
71387160	MAY TELEPHONE SERVICE	06/01/19	06/19/19	285.26	Paid	06/19/19	7733
01-5-005531.00	ADMIN TELEPHONE			32.24			
01-5-100531.00	TELEPHONE			32.24			
01-5-200531.00	TELEPHONE			32.24			
01-5-275531.00	TELEPHONE			60.69			
01-5-300531.00	TELEPHONE			32.23			
01-5-350531.00	TELEPHONE			32.23			
01-5-425127.00	TELEPHONE			32.23			
01-5-705505.00	TELEPHONE			31.16			
71275548	MAY TELEPHONES	05/01/19	05/22/19	350.43	Paid	05/22/19	7637
01-5-005531.00	ADMIN TELEPHONE			34.85			
01-5-100531.00	TELEPHONE			34.85			
01-5-200531.00	TELEPHONE			34.85			
01-5-275531.00	TELEPHONE			65.10			
01-5-300531.00	TELEPHONE			34.85			
01-5-350531.00	TELEPHONE			34.85			
01-5-425127.00	TELEPHONE			34.85			
01-5-705505.00	TELEPHONE			35.17			
01-5-703505.00	TELEPHONE			41.06			
71163314	TELEPHONE SERVICE APRIL	04/01/19	04/24/19	348.39	Paid	04/24/19	7555
01-5-005531.00	ADMIN TELEPHONE			34.42			
01-5-100531.00	TELEPHONE			34.42			
01-5-200531.00	TELEPHONE			34.42			
01-5-275531.00	TELEPHONE			63.45			
01-5-300531.00	TELEPHONE			34.42			
01-5-350531.00	TELEPHONE			34.42			
01-5-425127.00	TELEPHONE			34.41			
01-5-705505.00	TELEPHONE			35.25			
01-5-703505.00	TELEPHONE			43.18			
136786100301	TELEPHONE SERVICE	03/01/19	03/27/19	380.27	Paid	03/27/19	7463
01-5-005531.00	ADMIN TELEPHONE			38.18			
01-5-100531.00	TELEPHONE			38.16			
01-5-200531.00	TELEPHONE			38.16			