

10/04/19
12:23 pm

Town of Norwich Accounts Payable
Check Warrant Report # 20-08 Current Prior Next FY Invoices For Fund (HIGHWAY GARAGE FUND)
All Invoices For Check Acct 03(General) 10/02/19 To 10/09/19

Page 1 of 1
CStoddard

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WRIGHTCON WRIGHT CONSTRUCTION CO.,	01/04/19	FEMA-ALT PROJECT 2017076-12	2017-076 08-5-702692.00 FEMA ALTERNATIVE PROJECTS	7000.00	-----	--/--/--
Report Total				7000.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****7,000.00
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR _____

~~Donna Elise~~
Robert Robinson, Jr

TOWN MANAGER: _____


Herb Durfee Town Manager

SELECTBOARD:

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

10/04/19

Town of Norwich Accounts Payable

12:23 pm

Check Warrant Report # 20-08 Current Prior Next FY Invoices For Fund (LAND MANAGEMENT COUNCIL F)

CStoddard

All Invoices For Check Acct 03(General) 10/02/19 To 10/09/19

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
FOGGS	FOGG'S HARDWARE AND BUILD	06/11/19	LM - WOMENS'S CLUB GRANT 856599	24-5-580170.00 Women's Club Grant Expens	46.91	8137	10/09/19
FOGGS	FOGG'S HARDWARE AND BUILD	08/09/19	LM - WOMEN'S CLUB GRANT 861778	24-5-580170.00 Women's Club Grant Expens	345.47	8137	10/09/19
FOGGS	FOGG'S HARDWARE AND BUILD	09/06/19	LM - WOMEN'S CLUB GRANT 864108	24-5-580170.00 Women's Club Grant Expens	506.16	8137	10/09/19
Report Total					898.54		

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 \$ *****898.54
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR _____

Donna Flies

*Rebecca Robinson,
LaKerion*

SELECTBOARD:

TOWN MANAGER: _____

Herb Durfee
Herb Durfee Town Manager

John Langhus

Roger Arnold

Claudette Brochu

John Pepper, Chair

Mary Layton

10/04/19
12:23 pm

Town of Norwich Accounts Payable
Check Warrant Report # 20-08 Current Prior Next FY Invoices For Fund (General)
All Invoices For Check Acct 03(General) 10/02/19 To 10/09/19

Page 1 of 5
CStoddard

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
ANYTIME	ANYTIME CARPET CARE & CLE	09/14/19	PS - SEPT 7 & 14 CLEANING 964825	01-5-485304.00 CLEANING	360.00	8129	10/09/19
ATYOUR	AT YOUR HOUSE APPARATUS S	09/15/19	FD-LIGHTS ENGINE 1 222	01-5-555528.00 FIRE TRK R & M	975.75	8130	10/09/19
AVCC	ASSOCIATION OF VT CONSERV	09/16/19	CONCOM YR FEE 7/19 - 6/20 9/16/19 - YR	01-5-650615.00 DUES/MTGS/EDUC	50.00	8131	10/09/19
BURLCOMM	BURLINGTON COMMUNICATIONS	06/28/18	DPW-PM1500 IN F550 BCS01003	01-5-703401.00 OUTSIDE REPAIRS	418.00	-----	--/--/--
BURLCOMM	BURLINGTON COMMUNICATIONS	08/15/18	DPW-F550 RADIO BCS1332	01-5-703401.00 OUTSIDE REPAIRS	225.00	-----	--/--/--
BURLCOMM	BURLINGTON COMMUNICATIONS	03/05/19	DPW-DODGE 3500 RADIO BCS2618	01-5-703401.00 OUTSIDE REPAIRS	674.50	-----	--/--/--
BURLCOMM	BURLINGTON COMMUNICATIONS	03/10/19	DPW-FREIGHTLINER RADIO BCS2635	01-5-703401.00 OUTSIDE REPAIRS	437.00	-----	--/--/--
BURLCOMM	BURLINGTON COMMUNICATIONS	08/30/19	DPW-PA SYSTEM GARAGE BCS3881	01-5-703511.00 REPAIRS & MAINTENANCE	1102.40	-----	--/--/--
CHADWICK	CHADWICK-BAROSS INC	09/23/19	DPW-2001 Holder repair C52454	01-5-703403.00 PARTS & SUPPLIES	63.24	8132	10/09/19
CHILDCARE	CHILD CARE CENTER IN NORW	09/25/19	CCC - FINAL 18-19 APPR 18-19 APPR	01-2-001160.00 ACCOUNTS PAY. YEAR END	2174.00	-----	--/--/--
CHILDSUPP	OFFICE OF CHILD SUPPORT	10/02/19	PENDING 10-5-19 PPE 10-5-19	01-2-001115.00 CHILD SUPPORT PAYABLE	244.92	8133	10/09/19
COMCAST	COMCAST	09/20/19	DPW - SEPT 2019 PHONE 9/20/19 DPW	01-5-703505.00 TELEPHONE	107.43	8134	10/09/19
CRYSTAL	CRYSTAL ROCK, LLC	09/17/19	DPW & TS - WATER 177360659171	01-5-703507.00 SUPPLIES	40.50	-----	--/--/--
CRYSTAL	CRYSTAL ROCK, LLC	09/17/19	DPW & TS - WATER 177360659171	01-5-705500.00 PURCHASED SERVICES	25.25	-----	--/--/--
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-425125.00 DENTAL INSURANCE	123.75	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-005125.00 DENTAL INSURANCE	123.75	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-555126.00 DENTAL INSURANCE	70.01	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-200125.00 DENTAL INSURANCE	123.75	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-704125.00 DENTAL INSURANCE	107.20	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-800506.00 COBRA	70.01	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-350125.00 DENTAL INSURANCE	37.19	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-703125.00 DENTAL INSURANCE	321.60	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-100125.00 DENTAL INSURANCE	140.02	8135	10/09/19
DELTA DEN	DELTA DENTAL	10/01/19	DENTAL INS OCT 2019 OCT 2019	01-5-500125.00 DELTA DENTAL	284.41	8135	10/09/19
EVANSMOTO	EVANS GROUP, INC.	09/18/19	DPW - 300gal diesel 2790	01-5-703405.00 PETROLEUM PRODUCTS	683.34	-----	--/--/--

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FERGUSON	07/22/19	DPW - PAY IN FULL 899692	01-5-703209.00 CULVERTS & ROAD SUPPLIES	80.00	-----	--/--/--
FIRESTORE	09/19/19	FD - FIRE VULCAN LED 1974012	01-5-555422.00 FIRE TOOLS & EQUIPMENT	194.57	-----	--/--/--
FIRSTLIGH	09/15/19	AUG - SEPT 2019 PH BILL 5924748	01-5-350531.00 TELEPHONE	21.33	8136	10/09/19
FIRSTLIGH	09/15/19	AUG - SEPT 2019 PH BILL 5924748	01-5-425127.00 TELEPHONE	2.96	8136	10/09/19
FIRSTLIGH	09/15/19	AUG - SEPT 2019 PH BILL 5924748	01-5-705505.00 TELEPHONE	0.61	8136	10/09/19
FIRSTLIGH	09/15/19	AUG - SEPT 2019 PH BILL 5924748	01-5-300531.00 TELEPHONE	0.07	8136	10/09/19
FIRSTLIGH	09/15/19	AUG - SEPT 2019 PH BILL 5924748	01-5-275531.00 TELEPHONE	0.08	8136	10/09/19
FIRSTLIGH	09/15/19	AUG - SEPT 2019 PH BILL 5924748	01-5-005531.00 ADMIN TELEPHONE	44.08	8136	10/09/19
FIRSTLIGH	09/15/19	AUG - SEPT 2019 PH BILL 5924748	01-5-100531.00 TELEPHONE	2.06	8136	10/09/19
FIRSTLIGH	09/15/19	AUG - SEPT 2019 PH BILL 5924748	01-5-200531.00 TELEPHONE	3.23	8136	10/09/19
FOGGS	09/04/19	TH - LIGHT IN MEN'S RM 863832	01-5-706113.00 REPAIRS & MAINTENANCE	26.99	8137	10/09/19
FOGGS	09/11/19	PD - VELCRO 864416	01-5-500501.00 ADMINISTRATION	4.99	8137	10/09/19
FOGGS	09/16/19	DPW - RESTOCK SIGN BOX 864836	01-5-703209.00 CULVERTS & ROAD SUPPLIES	39.52	8137	10/09/19
FOGGS	09/17/19	PS - DOOR REPAIRS 864907	01-5-485302.00 REPAIRS & MAINTENANCE	8.66	8137	10/09/19
FOGGS	09/18/19	DPW - KEY & PAINT 864994	01-5-703507.00 SUPPLIES	12.76	8137	10/09/19
FOGGS	09/18/19	TH -FAUCET 865086	01-5-706113.00 REPAIRS & MAINTENANCE	2.97	8137	10/09/19
FOGGS	09/20/19	DPW-DIG SAFE MARKING 865218	01-5-703507.00 SUPPLIES	79.08	8137	10/09/19
FOGGS	09/25/19	B & G - CONCRETE PAD 865604	01-5-704403.00 PARTS & SUPPLIES	96.31	8137	10/09/19
FOGGS	09/26/19	B & G - CONCRETE - BIKES 865736	01-5-704403.00 PARTS & SUPPLIES	16.99	8137	10/09/19
FREIGHTNH	09/13/19	DPW-2014 TRK 9 SENSORS LP295905	01-5-703403.00 PARTS & SUPPLIES	80.00	8138	10/09/19
FREIGHTNH	09/16/19	DPW - 2015 TRUCK 5 REPAIR LR39466	01-5-703401.00 OUTSIDE REPAIRS	77.00	8138	10/09/19
GATEKEEP	09/18/19	DPW - TOWN HALL KEYS SO-33136	01-5-703507.00 SUPPLIES	8.00	8139	10/09/19
GMEDC	09/25/19	GEMDC- FINAL 18 - 19 APPR 18-19 APPR	01-2-001160.00 ACCOUNTS PAY. YEAR END	1693.00	8140	10/09/19
GMPC	09/27/19	DPW - STREET LIGHTS 24926SEPT19"	01-5-703307.00 STREETLIGHTS	933.56	8141	10/09/19
GMPC	10/02/19	TH - 8/23 - 9/23/19 45726SEPT19	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	23.58	8141	10/09/19

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GMPC	09/17/19	GREEN MOUNTAIN POWER CORP DPW - ACADEMY RD LIGHTS 51192SEPT19	01-5-703307.00 STREETLIGHTS	1.90	8141	10/09/19
GRAYLIN	09/19/19	LINDA GRAY TAOM - STAPLES - BANNERS STAPLES 9-19	01-5-005701.20 ENERGY COMMITTEE	17.97	-----	--/--/--
GREAT	09/15/19	GREATER GOOD MEDIA TAOM - NT CIVIC HALF NT19-335	01-5-005301.00 PROF SERVICES-DAM LITIGAT	250.00	8142	10/09/19
HANIMPROV	09/30/19	SPRA REC - 2019 CAMPER 9/30/19	01-5-425216.00 ENTRY FEE	1625.00	8143	10/09/19
HANOVERRE	10/01/19	TOWN OF HANOVER REC-34TH 3&4G SOC JAM 34TH -SOC JA	01-5-425216.00 ENTRY FEE	90.00	8144	10/09/19
HANOVERRE	10/01/19	TOWN OF HANOVER REC - 34TH 3&4G SOC JAM 34TH SOCCERJ	01-5-425216.00 ENTRY FEE	60.00	8144	10/09/19
HANOVERTO	09/16/19	TOWN OF HANOVER FD - DISPATCH JULY - DEC 00040	01-5-555632.00 DISPATCH SERVICE	10492.50	-----	--/--/--
HARTFORD	09/19/19	TOWN OF HARTFORD PD - DISPATCH JULY - SEPT 10413	01-5-500536.00 DISPATCH SERVICES	15418.14	-----	--/--/--
HEADREST	09/25/19	HEADREST HEADREST FINAL 18-19 APPR 18-19 APPR	01-2-001160.00 ACCOUNTS PAY. YEAR END	2500.00	-----	--/--/--
HOMEDEPOT	09/19/19	HOME DEPOT CREDIT SERVICE FD-FILTER SHOP VAC 1622614	01-5-555530.00 EQUIPMENT MAINTENANCE	18.97	8145	10/09/19
HOMEDEPOT	09/05/19	HOME DEPOT CREDIT SERVICE FD-LITHIUM BATTERIES 5620823	01-5-555424.00 EMS TOOLS/ EQUIP	59.96	8145	10/09/19
L&D SAFE	08/30/19	L & D SAFETY MARKING DPW-LINE PAINTING 05455-11556.	01-5-703319.00 PAVEMENT MARKING	6968.00	8146	10/09/19
L&M	09/03/19	L&M SERVICE CONTRACTORS, FD - DRY HYDRANT KENDALL 9/3/19	01-5-555830.00 DRY HYDRANT GRANT	2585.00	8147	10/09/19
LEBFORD	09/26/19	LEBANON FORD DPW - 01'F550 B & G BUSH 76753	01-5-703403.00 PARTS & SUPPLIES	32.12	8148	10/09/19
MASTERSON	08/28/19	THOMAS L. MASTERSON REC-MOUNTAIN BIKING 8/28/2019	01-5-425200.00 INSTRUCTOR FEE	252.00	8149	10/09/19
MAYER	10/02/19	MAYER & MAYER SEPT 2019 JUDGEMENT ORDER DOC 14-1-08	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	50.00	8150	10/09/19
MIS 1	09/30/19	NORWOOD H. DAVIS III DPW-DOUGLAS ROAD 9/30/2019	01-5-703207.00 GRAVEL & STONE	6825.00	8151	10/09/19
MIS 2	09/27/19	NICK FABRIKANT TADMIN-BROWN BRIDGE 9-20-19	01-5-005300.00 PROFESS SERV	450.00	8152	10/09/19
MIS 3	09/10/19	LANCER CHAMBERS REC-LEAGUE DUES 126	01-5-425218.00 REGISTRATION FEES	40.00	8153	10/09/19
NORLIBRAR	09/27/19	NORWICH PUBLIC LIBRARY AS NPL - FY20 #1 PMY FY20 #1 PMY	01-5-800302.00 NORWICH PUBLIC LIBRARY	141500.00	8154	10/09/19
NORNURSE	09/30/19	NORTHERN NURSERIES REC - GRASS M50622000290	01-5-425322.00 REC FIELD CARE	164.00	8155	10/09/19
NORNURSE	10/02/19	NORTHERN NURSERIES REC - PLANTS M50622000291	01-5-425322.00 REC FIELD CARE	216.00	8155	10/09/19
OSSIPEE	09/19/19	OSSIPEE MOUNTAIN ELECTRON PD - EQ 4 RADAR, SIREN 78564	01-5-500306.00 CRUISER MAINT	565.70	-----	--/--/--
PATHWAYS	08/31/19	PATHWAYS CONSULTING, LLC FEMA - PROJE# 10727 - AUG 22046	01-5-703703.00 FEMA GRANT	525.00	8156	10/09/19
PBA	10/02/19	NEW ENGLAND PBA, INC SEPT 2019 UNION DUES SEPT 2019	01-2-001117.00 UNION DUES PAYABLE	414.00	-----	--/--/--

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PETTY CASH	10/01/19	TRACY HALL PETTY CASH 10/1/19 TH	01-5-555422.00 FIRE TOOLS & EQUIPMENT	9.25	8157	10/09/19
PETTY CASH	10/01/19	TRACY HALL PETTY CASH 10/1/19 TH	01-5-300538.00 POSTAGE	13.05	8157	10/09/19
PETTY CASH	10/01/19	TRACY HALL PETTY CASH 10/1/19 TH	01-5-275538.00 POSTAGE	76.97	8157	10/09/19
PETTY CASH	09/23/19	PD-PETTY CASH PD 9/23/19	01-5-500501.00 ADMINISTRATION	100.00	8158	10/09/19
PIKE PIKE INDUSTRIES INC	09/27/19	DPW - 34.79TON GRAVEL 1051496	01-5-703207.00 GRAVEL & STONE	313.11	-----	--/--/--
PIKE PIKE INDUSTRIES INC	09/30/19	DPW- 17.93TON GRAVEL 1051905	01-5-703207.00 GRAVEL & STONE	161.37	-----	--/--/--
PIONEERMA PIONEER MANUFACTURING CO	08/19/19	REC-CORD/REEL INV731858	01-5-425324.00 HNTLY LINE MARKING	125.00	-----	--/--/--
POWELLJUD JUDITH POWELL	09/23/19	PD - ADMINISTRATION 9/23/19	01-5-500501.00 ADMINISTRATION	11.46	-----	--/--/--
POWESP SPENCER POWERS, LLC	09/16/19	CEM COMM MOWING 9/16/19	01-5-675500.00 PURCHASED SERVICE	1666.66	8159	10/09/19
POWESP SPENCER POWERS, LLC	09/30/19	CEM COMM MOWING 9/30/19	01-5-675500.00 PURCHASED SERVICE	1666.66	8159	10/09/19
PUTTERMAN PUTTERMAN ATHLETICS, LLC	09/26/19	TH- GYM FLOOR TAPE 216479	01-5-706109.00 BUILDING SUPPLIES	160.00	-----	--/--/--
ROBINSONR ROBERTA ROBINSON	09/29/19	FIN-CONTRACT SERVICES #1	01-5-200112.00 FINL ASSISTANT WAGE	1950.00	8160	10/09/19
ROBINSONR ROBERTA ROBINSON	09/29/19	FIN-CONTRACT SERVICES #2	01-5-200112.00 FINL ASSISTANT WAGE	2756.25	8160	10/09/19
SABIL SABIL & SONS INC	09/27/19	DPW-REPAIRS 2006 DODGERAM 85837	01-5-703401.00 OUTSIDE REPAIRS	1901.65	8161	10/09/19
STAPLES. STAPLES	08/06/19	FD - OFFICE SUPPLIES 76279	01-5-555630.00 OFFICE SUPPLIES	100.54	8162	10/09/19
STAPLES. STAPLES	09/10/19	FD - OFFICE SUPPLIES 83402	01-5-555630.00 OFFICE SUPPLIES	31.46	8162	10/09/19
TSSAND TWIN STATE SAND & GRAVEL	09/15/19	DPW - 29887.1TON SAND 91013	01-5-703203.00 SAND	43628.30	8163	10/09/19
UVFENCE UPPER VALLEY FENCING CLUB	10/01/19	REC-UPPER VALLEY FENCING 10/1/2019	01-5-425200.00 INSTRUCTOR FEE	858.90	-----	--/--/--
UVFENCE UPPER VALLEY FENCING CLUB	10/01/19	REC-18-19 FENCING 18-19	01-2-001160.00 ACCOUNTS PAY. YEAR END	1118.60	-----	--/--/--
VLCT VERMONT LEAGUE OF CITIES	09/19/19	PD - DURFEE & FRANK 2019-20932	01-5-005615.00 DUES/MTS/EDUC	100.00	8164	10/09/19
VLCT VERMONT LEAGUE OF CITIES	09/19/19	PD - DURFEE & FRANK 2019-20932	01-5-500581.00 DUES/MTGS/EDUC	65.00	8164	10/09/19
VMERS VMERS DB	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-500126.00 VT RETIREMENT	1729.28	8165	10/09/19
VMERS VMERS DB	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-2-001113.00 VEMRS GRP C PAYABLE	2363.36	8165	10/09/19
VMERS VMERS DB	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-350126.00 VT RETIREMENT	307.41	8165	10/09/19
VMERS VMERS DB	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-425126.00 VT RETIREMENT	287.38	8165	10/09/19

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VMERS	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-100126.00 VT RETIREMENT	500.51	8165	10/09/19
VMERS	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-200126.00 VT RETIREMENT	287.38	8165	10/09/19
VMERS	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-500126.00 VT RETIREMENT	211.44	8165	10/09/19
VMERS	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-005126.00 VT RETIREMENT	628.89	8165	10/09/19
VMERS	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-703126.00 RETIREMENT	1497.83	8165	10/09/19
VMERS	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-555125.00 VT RETIREMENT	290.63	8165	10/09/19
VMERS	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-2-001111.00 VEMRS GRP B PAYABLE	3914.40	8165	10/09/19
VMERS	10/02/19	SEPT 2019 RETIREMENT SEPT 2019	01-5-704126.00 RETIREMENT	380.26	8165	10/09/19
VNA	09/25/19	VNA - FINAL 18-19 APPR 18-19 APPR	01-2-001160.00 ACCOUNTS PAY. YEAR END	7800.00	-----	--/--/--
VRPA	10/04/19	REC - 76th VT REC CONF 01182	01-5-425160.00 DUES/MTGS/EDUC	215.00	8166	10/09/19
VTREASUR	10/02/19	TC-MARRIAGE LICENSES 09/30/18	01-2-001124.00 DUE TO VT-VITAL RECORDS	750.00	8167	10/09/19
VTREASUR	10/02/19	TC - 1ST QTR MARRIAGE 1ST QTR 2020	01-2-001124.00 DUE TO VT-VITAL RECORDS	250.00	8167	10/09/19
VTREASUR	10/03/19	TC-MARRIAGE LICENSES 2ND QTR 2018	01-2-001124.00 DUE TO VT-VITAL RECORDS	300.00	8167	10/09/19
VTREASUR	10/03/19	TC- ANIMAL LICENSES MAY/AUG 19	01-2-001121.00 VT ANIMAL RETURN	560.00	8168	10/09/19
YOUTH	09/25/19	YOUTH - FINAL 18-19 APPR 18-19 APPR	01-2-001160.00 ACCOUNTS PAY. YEAR END	3000.00	-----	--/--/--
Report Total				285644.68		

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 \$ ***285,644.68
Let this be your order for the payments of these amounts.

FINANCE DIRECTOR 
Donna Eltes

TOWN MANAGER: 
Herb Durfee Town Manager

SELECTBOARD:

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

**DRAFT Minutes of the Selectboard Special Meeting of
Wednesday, October 2, 2019 at 6:30 pm**

Members present: John Pepper, Chair; Claudette Brochu, Vice Chair; Roger Arnold; John Langhus; Mary Layton

There were approximately 10 other persons attending the meeting. (CATV recorded this meeting.)

1. **Approval of Agenda.** At 6:33 pm, John Pepper called the meeting to order. Board members agreed to proceed with the agenda as drafted.
2. **Public Comment.** No public comment was offered.
3. **Discussion about Possible Root Cause Analysis of Financial Scam.** Brochu updated the board that she reached out to VLCT about services related to helping conduct a root cause analysis (RCA). She indicated that VLCT could help with providing such analysis and they would do it at no additional cost (i.e., it would be considered part of their regular membership services). She also described a RCA, and that sometimes it's anecdotally is referred to as a "Swiss cheese" process. Brochu indicated that Wade Masure, Risk Manager, would be available to discuss a RCA and its process during the board's 10/9/19 regular meeting, if other board members agreed. By consensus, the board agreed to at least have Masure call in to the meeting on 10/9/19 to discuss such analysis and what it would entail.
4. **Ongoing Discussion re: Financial Scam & Status of Investigation.** At 6:46 pm, John Langhus moved (Mary Layton 2nd) that the Selectboard makes a specific finding that premature public knowledge of the matter being discussed would clearly place the Town of Norwich at a substantial disadvantage under 1 VSA §313(a)(1)(E). The motion passed 5-0-0. At 6:46 pm, Langhus moved (Layton 2nd) that the Selectboard enter executive session to discuss a confidential Town financial matter, and to possibly invite the Town Manager (Herb Durfee), the Police Chief (Jennifer Frank), the Town Treasurer (Cheryl Lindberg), and the Town Attorney (Susan Gilfillan – by conference call). The motion passed 5-0-0.

At 9:05 pm, Layton moved (Roger Arnold 2nd) to enter public session. The motion passed 5-0-0. On behalf of the board, Langhus read the following public statement:

*FOR IMMEDIATE RELEASE
October 3, 2019*

The following is a statement of the Town of Norwich Selectboard, adopted at a special meeting held October 2, 2019. Questions should be addressed to the Selectboard at its next scheduled meeting on October 9, 2019.

**Minutes of the Selectboard Special Meeting
10/02/19 – DRAFT**

On August 28, 2019, during an Executive Session of the Norwich Selectboard during a regularly scheduled meeting, the Selectboard learned that certain Automated Clearing House (ACH) transfers had been initiated by the Town without prior authorization from the Selectboard, in violation of written Town and Selectboard financial policies. The Town Treasurer and certain individual members of the Selectboard had previously been aware of certain details of these transfers, which occasioned the Executive Session.

Further investigation has revealed that Town internal financial controls were violated multiple times in the past several months and that those violations fell into two broad categories. First, a series of ACH transfers were made without Selectboard approval. Available information suggests that this was as a result of a failure to include them in the periodic payment warrants prepared by the Town Finance Dept. for approval by the Selectboard. At this time, the investigation of these payments is ongoing, but there is no evidence that would suggest that any of these payments were made fraudulently or to recipients who were not entitled to the payments they received.

The second category concerns four specific ACH transfers made between August 6 and August 23. Those four transfers were made in response to requests for payment sent to a Town officer in emails constituting a “Business Email Compromise scam”. In this case, the sender’s email purported and appeared to have come from Town Manager Herb Durfee, but did not. These payments were each made with no authority from the Selectboard and, as such, were made in violation of written Town policies. These payments total \$249,720.

During the intervening period, the Town has initiated two different investigations of these events. The first is an internal investigation of the processes and procedures of the Town to determine whether changes are warranted to protect against such attacks in the future. The second investigation is criminal in nature and was initially led by Norwich Police Chief Jennifer Frank, in cooperation with Vermont State and Federal law enforcement. That investigation has been fully assumed by the Vermont US Attorney’s office and is focused externally on the person or persons who perpetrated this email fraud. Any questions regarding the criminal investigation should be referred to the US Attorney for the State of Vermont.

The Selectboard intends to receive in the next week the preliminary results of the internal investigation. Our priorities at this point are, in order, to recover any funds, if possible, from the person or people who have taken these funds. Second, to ensure that the citizens of Norwich are fully informed of how this happened, what the investigation has revealed, and what the Selectboard intends to do in response to these events. Third, to provide the employees of the Town with the resources and support necessary to ensure that they are able to work to the utmost of their considerable talents and commitment to Norwich.

**Minutes of the Selectboard Special Meeting
10/02/19 – DRAFT**

We will continue to make public statements on these matters as and when further information comes to light. We cannot overstate the Selectboard anger and sadness we feel about this loss for our Town. We will provide time during our next regular Selectboard meeting on October 9 to field questions about these matters.

Thank you.

Town of Norwich Selectboard

John Pepper, Chair

Claudette Brochu, Vice Chair

Mary Layton

Roger Arnold

John Langhus

Thereafter, Langhus moved (Brochu 2nd) that the public statement be adopted by the Selectboard and to be disseminated through the Town Manager's Office. The motion passed 5-0-0.

5. **Adjournment.** At 9:11 pm, Layton moved (Langhus 2nd) to adjourn. The motion passed 5-0-0.

Respectfully submitted,
Herbert A. Durfee, III

Approved by the Selectboard on _____, 2019

John Pepper, Chair

Next Meeting:

October 9, 2019 – Regular Meeting at 6:30 pm

October 23, 2019 – Regular Meeting at 6:30 pm

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