

Norwich Selectboard
Special Meeting – June 21, 2023 – 6:30 p.m.
Participation: Hybrid Physical Location: Tracy Hall meeting room
ZOOM access information: <https://us02web.zoom.us/j/89116638939> Meeting ID: 891 1663 8939
US Toll-free: 888-475-4499 (Press *9 to raise hand; Press *6 to unmute after recognized by Chair)

1. Welcome
2. Agenda..... Motion required.

Correspondence, AP Warrant, Minutes – SB considers each category. Public comment possible.

3. Minutes – May 31 & June 7, 2023 meeting minutes..... Motion(s) required.
4. Correspondence..... Motion required.
5. AP Warrant(s) Motion required.

Informational Items – Important information for which there will be no immediate action.

- None

Reports Submitted -- Reports from appointed committees, departments, or other town-related entities submitted without comment or request for agenda time. The chair will identify such reports for the record, and the SB may or may not determine action is necessary.

- Finance Department
- Fire Department
- Interim Town Manager Update
- Police Department

Action Items for motions – Introduction by the chair on items being decided, any related correspondence, public comment, SB discussion, SB action.

6. Planning Commission Appointments – 2 vacancies.....Motions required
7. DPW Paving Bid Request.....Motion required
8. Three-month Extension of contract with TRORC for services of Kyle Katz, Planner
.....Motion(s) anticipated/possible.
9. Delinquent Dog Licenses.....Motion anticipated/possible.
10. Personnel Policy Revision Plan - to address multiple personnel issues including Personnel Policies, wage studies, and resources for the structure of Norwich’s Human Resources, etc.Motion(s) anticipated/possible.
11. Update on Katucki case, Executive Session may be required pursuant to 1 V.S.A. § 313(a)(1)(E) to receive information regarding pending civil litigation to which the public body is a party, after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage, and to invite legal counsel and the Interim Town Manager
.....Motion(s) anticipated/possible.
12. Interim Town Manager contract discussion, Executive Session may be required pursuant to 1 V.S.A. § 313(a)(1)(A), “after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage, and to invite the Interim Town Manager.....Motion(s) possible.
13. Solar Preferred Site Letter, Executive Session anticipated pursuant to 1 VSA §313(a)(1)(F) after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage relative to confidential attorney-client communication made for the purpose of providing professional legal services to the body.....Motions possible.

Discussion Items – Issues being framed for future action. – Order of process: an introduction by the chair, any related correspondence, public comment, SB discussion.

14. Tracy Hall Report from Living Buildings and Priscilla Vincent, and Any Available Quotes for Boiler work.....Motion(s) possible.
15. Continued discussion of Agenda planning for the remainder of 2023.....Motion(s) possible.
16. July meeting dates.....Motion(s) possible.

Future Agenda Items Possible

July 12 and 26, 2023

- Town Mgr. Search RFP

Unscheduled but to be addressed in future

- Sharon-Norwich Boundary Dispute
- Review of Committees, Commissions, Boards, and coordination of town work.

Adjournment

Norwich Selectboard Special Meeting

May 31, 2023

Time meeting convened: 6:41 pm

Active participants: Selectboard members Marcia Calloway, Roger Arnold, Pam Smith, Priscilla Vincent, Mary Layton; Interim Town Manager Brennan Duffy; Member of the public Linda Cook

Public Comments: None

1. Layton moved, second by Smith to approve the agenda. Vote: Yes-Unanimous
2. Vincent moved, second by Layton to find that premature public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A section 313(a)(1) Vote: Yes-Unanimous
3. Vincent moved, second by Layton to enter executive session pursuant to 1 V.S.A. section 313 (a)(1)(A) to discuss Interim Town Manager contract issues and to invite the Interim Town Manager. Vote: Yes-Arnold, Layton, Calloway. No-Smith, Vincent
4. Time executive session entered: 6:46 pm
5. Arnold moved, second by Layton to enter public session. Vote: Yes-Unanimous
6. Time public session entered: 8:27 pm
7. Vincent moved, second by Smith to adjourn. Vote: Yes-Unanimous
8. Time meeting adjourned: 8:28 pm

Minutes taken by Mary Layton

DRAFT Minutes of the Special Selectboard Meeting of
Wednesday, June 7, 2023, at 6:30 pm

This hybrid meeting was held in the Multipurpose Room in Tracy Hall.

Members present: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; Priscilla Vincent

Also participating: Brennan Duffy, Interim Town Manager; Cheryl Lindberg, Treasurer; Mary Gorman; Joel Stettenheim; Jim Merriam; Alexander Hoehn; Linda Cook; Keith Moran; Alexander Northern; Brion McMullen; Matthew Swett; Lindsey Putnam; Linda Gray; Aaron Lamperti.

1. Welcome. Meeting was called to order at 6:30 PM by Calloway.

2. Agenda Review. Layton moved, seconded by Smith, to approve the agenda.
Passed unanimously.

3. Minutes. Layton moved, seconded by Smith, to approve the minutes of **May 10**, including approved corrections. **Passed unanimously.**

Layton moved, seconded by Smith, to approve the minutes of **May 24**, including approved corrections to include that at that meeting Vincent moved, seconded by Arnold, to authorize the Town Treasurer to move \$2MM into a six-month-term certificate of deposit at Mascoma Savings Bank, which passed unanimously. The present motion also **passed unanimously.**

4. Correspondence. Layton moved, seconded by Vincent, to accept the correspondence. **Passed unanimously.**

Stettenheim, Gorman, Merriam, and Richards further commented on issues raised in the last meeting's discussion of Norwich Solar Technologies' application to develop solar arrays in Norwich.

Lindbergh reported that the 2023 Grand List abstract has been filed with the Town Clerk, with Smith adding that it is available now online as well.

5. AP Warrant(s). Layton moved, seconded by Smith, to approve AP Warrant number 1007. **Passed unanimously.**

6. Forest Fire Warden appointment. Deputy Fire Chief Swett spoke to the history of the position in Norwich. Layton mentioned that there have been reports of citizens being unable to get through by telephone to report a forest fire. With the position now being more extensively advertised, several candidates had applied. The Board heard first from Linda Cook, the 15-year incumbent. She was followed by Hoehn, who said he's been a resident of Norwich for twenty years and a professional firefighter in the Hartford, VT, department for four, while also serving in the Norwich department. Moran said he hadn't known anyone else was applying and is unfamiliar with many of the technical issues faced in modern firefighting, having greater experience with starting (controlled) fires than with putting them out. He withdrew his application.

Northern, the present Fire Chief, expressed the opinion that at some point the Warden role ought to be incorporated as part of the Chief's role, though he suggested that not take place until he is no longer Chief.

Griggs, a longtime member of the Norwich Department and resident of the Town since 1962, suggested that the Board appoint Hoehn as Warden with Chief Northern as Deputy Fire Warden for the time being as the position is upgraded with more presence at the Station.

Arnold moved, seconded by Vincent, to appoint Hoehn as Norwich Forest Fire Warden for a five-year term. **Motion Passed** 4-1, with Calloway No.

7. Conservation Commission appointment. Putnam, who was the only applicant, said she is willing to serve, though generally, she prefers work in the field. Layton moved, seconded by Smith, to appoint Lindsay Putnam to the Conservation Commission for a term expiring March 31, 2025. **Passed unanimously.**

8. DPW Request for equipment maintenance work. Layton moved, seconded by Smith, to approve the Department of Public Works' Request to approve funding to sandblast and paint two of the DPW Freightliner Trucks not to exceed the amount of \$11,600. This incorporated a friendly amendment from Smith to specify that the money will come from the Highway Equipment Designated Fund. **Passed unanimously.**

9. RFQ Draft for Town Manager search. Calloway said it should be considered the Board's homework for each member to review Arnold's draft, which was not yet ready for the present meeting.

Tabled.

10. ARPA fund/surplus planning for project details and public process.

Tabled.

Vincent proposed an ad hoc volunteer committee be formed to examine the many interrelated issues that will be involved in renovations to Tracy Hall. General agreement was reached to accept Vincent's offer to reach out to various Norwich citizens with expertise relevant to the various issues involved. Vincent said she will endeavor to deliver such a list at the Board's next meeting.

Duffy said the "Living Buildings" report still has not been received. Gray, of the Norwich Energy Committee, said she will nudge Jeff Grout to expedite its delivery, which should be in time to inform the work of a committee formed along the lines suggested by Vincent. Calloway said it would be best if the report were in hand by the next meeting, June 21.

Layton suggested a new boiler for Tracy be ordered now so people will not be cold there next winter.

Via Zoom, Lamperti reminded the Board there is already a proposal on the table from one vendor for meeting the Hall's energy needs.

The remainder of these minutes, following a break at 8:50 PM, are derived from notes of Calloway and Layton as shared by the Board Chair.

11. Possible Personnel Hire, Executive Session. Layton moved, seconded by Vincent, to enter Executive Session pursuant to 1 V.S.A. § 313(a)(3) to consider the appointment or employment of an employee. **Passed Unanimously.**

Entered Executive Session: 8:55 PM.

Layton moved, seconded by Arnold, to enter Public Session for the purpose of inviting the Town Manager to join the Executive Session. **Passed unanimously.**

Entered Public Session: 8:56 PM.

Layton moved, seconded by Vincent, to enter Executive Session pursuant to 1 V.S.A. § 313(a)(3) to consider the appointment or employment of an employee. **Passed unanimously.**

Entered Executive Session: 8:57 PM.

Vincent moved, seconded by Layton, to enter Public Session. **Passed unanimously.**

Entered Public Session: 10:00 PM.

Layton moved, seconded by Vincent, to authorize the Interim Town Manager to make a conditional offer of employment. **Motion Passed** 4-1, with Smith No.

12. Solar Preferred Site Letter. Layton moved, seconded by Smith, to enter Executive Session pursuant to 1 V.S.A. § 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body. **Passed Unanimously.**

Entered Executive Session: 10:03 PM.

Layton moved, seconded by Arnold, to enter Public Session for the purpose of inviting the town manager to join the Executive Session. **Passed unanimously.**

Entered Public Session: 10:03 PM.

Layton moved, seconded by Smith, to enter Executive Session pursuant to 1 V.S.A. § 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body. **Passed unanimously.**

Entered Executive Session: 10:05 PM.

Layton, seconded by Smith, moved to enter Public Session. Passed unanimously.

Entered Public Session: 11:07 PM.

Pursuant to advice of counsel, the Board took no further action at this time.

Arnold left the meeting at 11:08 PM.

13. Outline plan for selectboard meetings through the end of 2023.

The Board reviewed a memo and draft calendar prepared by Calloway, agreeing that each member will prepare a memo to the Board regarding their thoughts on work for the remainder of 2023.

Adjournment. Layton moved to adjourn, seconded by Smith. Layton, Smith, Vincent, Calloway, Yes. Arnold, not present. **Motion Passed.**

Meeting adjourned: 11:09 PM.

Respectfully submitted,

Ralph C. Hybels,

Minutes Taker

From: NRB.Act250Springfield@vermont.gov
To: jamieteague@hanovernorwichschools.org; jeff.goodrich@pathwaysconsult.com;
nrb.act250agenda@vermont.gov; [Select Board](#); jeff.goodrich@pathwaysconsult.com; lkay@trorc.org;
NRB.Act250Springfield@vermont.gov; anr.act250@vermont.gov; Peter.Kopsco@vermont.gov
Subject: 3W0941-1A Administrative Amendment for Dresden School District
Date: Monday, June 5, 2023 9:11:56 AM
Attachments: [AA Construct 3W0941-1A.pdf](#)
[000 Exhibit List.pdf](#)
[CACC 2019-Forward.pdf](#)

Please find the attached documents for the referenced application. Be advised that the attached electronic copies are the only copies that you will receive. On request, we would be happy to mail you a paper copy. Please feel free to contact the Act 250 Office with any questions.

Also, please note that you can fill out and submit the Act250 Survey online at <https://nrb.vermont.gov/documents/permit-survey>

Act 250 District Office - Springfield (Districts 2 & 3 Environmental Commissions)
100 Mineral Street, Suite # 305
Springfield , VT 05156-3168

Gina St. Sauveur *NRB Technician*
Tel.802-289-0603 | NRB.Act250Springfield@vermont.gov
<https://nrb.vermont.gov>

Exhibit List



**Natural Resources
Board**

Application #	3W0941-1A
Applicant(s)	Dresden School District
Landowner(s)	Dresden School District
Project Town(s)	Norwich

No.	Date Received (Office Use Only)	Document Name/Description	Submitted By (Office Use Only)
000		000 Exhibit List	
001	5/16/23	001 Act 250 Application; and cover letter (if provided)	Applicant
002	5/16/23	002 Authorization/Signature form	Applicant
003	5/16/23	003 August 19, 2022 Email from Terry Purcell	Applicant
004	5/16/23	004 October 21, 2022 Norwich DRB Conditional Use Review Notice of Decision	Applicant
005	5/16/23	005 January 25, 2023 Email from Ari Rockland-Miller	Applicant
006	5/16/23	006 February 15, 2023 Site Plans for HHS Baseball Field Cover Sheet	Applicant
007	5/16/23	007 February 15, 2023 General Project Notes for HHS Baseball Field, Sheet 1	Applicant
008	5/16/23	008 February 15, 2023 Existing Conditions & Demo Plan for HHS Baseball, Sheet 2	Applicant
009	5/16/23	009 February 15, 2023 Site & Grading Plan for HHS Baseball, Sheet 3	Applicant
010	5/16/23	010 February 15, 2023 Underdrain Plan for HHS Baseball, Sheet 4	Applicant
011	5/16/23	011 February 15, 2023 Drainage & Misc Details for HHS Baseball, Sheet 5	Applicant
012	5/16/23	012 February 15, 2023 Erosion Control Notes & Details for HHS Baseball, Sheet 6	Applicant
013	5/16/23	013 March 16, 2023 Bid Tabulations Showing Low Bidder Information	Applicant
014	5/16/23	014 Stormwater Permit CG 3-9020 (9585-9020)	Applicant
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LAND USE PERMIT ADMINISTRATIVE AMENDMENT

State of Vermont

Natural Resources Board

District 3 Environmental Commission

100 Mineral Street, Suite # 305

Springfield, VT 05156-3168

<https://nrb.vermont.gov/>

[phone] 802-289-0603

CASE NO: 3W0941-1A

Dresden School District

Attn: Jamie Teague

41 Lebanon Street

Hanover, NH 03755

LAW/REGULATIONS INVOLVED

10 V.S.A. §§ 6001 – 6111 (Act 250)

Act 250 Rule 34(D)

The District 3 Environmental Commission hereby issues Land Use Permit Administrative Amendment 3W0941-1A pursuant to the authority vested in it by 10 V.S.A., §§ 6001-6111. This permit amendment applies to the lands identified in Book 138, Page 719 and Book 138, Page 732 of the land records of the Town of Norwich, Vermont.

This permit specifically authorizes modifying the existing baseball field to make it smaller and to change field grades and install an underdrain system. The Project is located at 223 US Route 5 South in Norwich, Vermont.

Jurisdiction attaches because the Project constitutes a material change to a permitted development or subdivision, and thus requires a permit amendment pursuant to Act 250 Rule 34.

The Permittee, and its assigns and successors in interest, is obligated by this permit to complete, operate and maintain the project as approved by the District Commission (the "Commission") in accordance with the following conditions:

1. The project shall be completed, operated, and maintained in accordance with the conditions of this permit and the permit application, plans, and exhibits on file with the Commission and other material representations. In the event of any conflict, the terms and conditions of this permit shall supersede the approved plans and exhibits.

The approved plans are:

Sheet 1 - "Project General Notes," dated February 15, 2023 (Exhibit 007);

Sheet 2 - "Existing Condition & Demolition Plan," dated February 15, 2023 (Exhibit 008);

Sheet 3 - "Site & Grading Plan," dated February 15, 2023 (Exhibit 009);

Sheet 4 - "Underdrain Plan," dated February 15, 2023 (Exhibit 010);

- Sheet 5 - "Drainage & Miscellaneous Details," dated February 15, 2023 (Exhibit 011); and
Sheet 6 - "Erosion Control Notes & Details," dated February 15, 2023 (Exhibit 012).
2. All conditions of Land Use Permit 3W0941 and amendments are in full force and effect except as amended herein.
 3. The Permittees shall comply with all of the conditions of Agency of Natural Resources Permit Authorization of Notice of Intent permit 9589-9020 under Construction General Permit 3-9020 issued on March 16, 2023, by the ANR Watershed Management Division;
 4. Any nonmaterial changes to the permit listed in the preceding condition shall be automatically incorporated herein upon issuance by the Agency of Natural Resources.
 5. Representatives of the State of Vermont shall have access to the property covered by this permit at reasonable times, for the purpose of ascertaining compliance with Vermont environmental and health statutes and regulations and with this permit.
 6. A copy of this permit and plans shall be on the site at all times throughout the construction process.
 7. No change shall be made to the design, operation, or use of this project without a permit amendment issued by the District Commission or a jurisdictional opinion from the District Coordinator that a permit is not required.
 8. No further subdivision, alteration, and/or development on the tract/tracts of land approved herein shall be permitted without a permit amendment issued by the District Commission or a jurisdictional opinion from the District Coordinator that a permit is not required.
 9. Pursuant to 10 V.S.A. § 8005(c), the District Commission or the Natural Resources Board may at any time require that the permit holder file an affidavit certifying that the project is in compliance with the terms of this permit.
 10. The conditions of this permit and the land uses permitted herein shall run with the land and are binding upon and enforceable against the Permittees and its successors and assigns.
 11. Construction hours shall be limited to Monday through Saturday from 7:00AM to 5:00PM.
 12. The Permittee shall comply with Exhibits 0070-011 Sheets 1-6 for erosion control. The Permittees shall prevent the transport of any sediment beyond that area necessary for construction approved herein. All erosion control devices shall be periodically cleaned, replaced, and maintained until vegetation is permanently established on all slopes and disturbed areas.

13. All mulch, siltation dams, water bars and other temporary devices shall be installed immediately upon grading and shall be maintained until all roads are permanently surfaced and all permanent vegetation is established on all slopes and disturbed areas. Topsoil stockpiles shall have the exposed earth completely mulched and have siltation checks around the base.
14. All areas of disturbance must have temporary or permanent stabilization within 14 days of the initial disturbance. After this time, any disturbance in the area must be stabilized at the end of each workday. The following exceptions apply: i) Stabilization is not required if work is to continue in the area within the next 24 hours and there is no precipitation forecast for the next 24 hours. ii) Stabilization is not required if the work is occurring in a self-contained excavation (i.e., no outlet) with a depth of 2 feet or greater (e.g., house foundation excavation, utility trenches).
15. All disturbed areas of the site shall be stabilized, seeded, and mulched immediately upon completion of final grading. All disturbed areas not involved in winter construction shall be mulched and seeded before October 15. Between the periods of October 15 to April 15, all earth disturbing work shall conform with the "Winter Construction Requirements" standards and specifications of the Vermont Department of Environmental Conservation's *Low Risk Site Handbook for Erosion Prevention and Sediment Control* (February 2020).
16. In addition to conformance with all erosion prevention and sediment control conditions, the Permittees shall not cause, permit, or allow the discharge of waste material into any surface waters. Compliance with the requirements of this condition does not absolve the Permittees from compliance with 10 V.S.A. (§§ 1250-1284) Chapter 47, Vermont's Water Pollution Control Law.
17. Pursuant to 10 V.S.A. § 6090(b)(1), this permit amendment is hereby issued for an indefinite term, as long as there is compliance with the conditions herein. Notwithstanding any other provision herein, this permit shall expire three years from the date of issuance if the Permittee has not commenced construction and made substantial progress toward completion within the three-year period in accordance with 10 V.S.A. § 6091(b).
18. All site work and construction shall be completed in accordance with the approved plans by October 15, 2026, unless an extension of this date is approved in writing by the Commission. Such requests to extend must be filed prior to the deadline, and approval may be granted without public hearing.
19. The Permittees shall file a Certificate of Actual Construction Costs, on forms available from the Natural Resources Board, pursuant to 10 V.S.A. § 6083a(g) within one month after construction has been substantially completed. If actual construction costs exceed the original estimate, a supplemental fee based on actual construction costs must be paid

at the time of certification in accordance with the fee schedule in effect at the time of application. Upon request, the Permittees shall provide all documents or other information necessary to substantiate the certification. Pursuant to existing law, failure to file the certification or pay any supplemental fee due constitutes grounds for permit revocation. The Certificate of Actual Construction Costs and any supplemental fee (by check payable to the "State of Vermont") shall be mailed to: Natural Resources Board, 10 Baldwin Street, Montpelier, VT 05633-3201; Attention: Certification.

20. Failure to comply with all of the above conditions may be grounds for permit revocation pursuant to 10 V.S.A., § 6027(g).

Dated this June 5, 2023.

By: 

Peter Kopsco
District 3 Coordinator
100 Mineral Street, Suite # 305
Springfield, VT 05156-3168
802-261-1947
Peter.Kopsco@vermont.gov

This permit is issued pursuant to Act 250 Rule 34(D), Administrative Amendments, which authorizes a district coordinator, on behalf of the District Commission, to "amend a permit without notice or hearing when an amendment is necessary for record-keeping purposes or to provide authorization for minor revisions to permitted projects raising no likelihood of impacts under the criteria of the Act." The rule also provides that all parties of record and current adjoining landowners shall receive a copy of any administrative amendment.

Prior to any appeal of this Administrative Amendment to the Superior Court, Environmental Division, the applicant or a party must file a motion to alter with the District Commission within 15 days from the date of this Administrative Amendment, pursuant to Act 250 Rule 34(D)(2).

CERTIFICATE OF SERVICE

I hereby certify that I, Gina St. Sauveur, Natural Resources Board Technician, District 3 Environmental Commission, sent a copy of the foregoing **ACT 250 LAND USE PERMIT AMENDMENT 3W0941-1A** by U.S. Mail, postage prepaid, on this June 5, 2023 to the following individuals without email addresses and by electronic mail, to the following individuals with email addresses:

Note: Any recipient may change its preferred method of receiving notices and other documents by contacting the District Office staff at the mailing address or email below. If you have elected to receive notices and other documents by email, it is your responsibility to notify our office of any email address changes.

Dresden School District, Attn: Jamie Teague
41 Lebanon Street
Hanover, NH 03755
jamieteague@hanovernorwichschools.org

Pathways Consulting, LLC, Attn: Jeffrey Goodrich
240 Mechanic Street
Lebanon, NH 03766
jeff.goodrich@pathwaysconsult.com

Niem Properties, LLC
Attn: Christine Miller
PO Box 854
Norwich, VT 05055

Norwich Selectboard
John Pepper, Chair
PO Box 376
Norwich, VT 05055
selectboard@norwich.vt.us

Norwich Planning Commission
Jeff Goodrich, Chair
PO Box 376
Norwich, VT 05055
jeff.goodrich@pathwaysconsult.com

Two Rivers-Ottauquechee Regional
Commission
128 King Farm Road
Woodstock, VT 05091
lkay@trorc.org

Agency of Natural Resources
1 National Life Drive, Davis 2
Montpelier, VT 05620-3901
anr.act250@vermont.gov

FOR INFORMATION ONLY
District 3 Environmental Commission
100 Mineral Street, Suite 305
Springfield, VT 05156
NRB.Act250Springfield@vermont.gov
nrb.act250agenda@vermont.gov

ADJOINING LANDOWNERS
1781 Investment Co LLC
Post Office Box 61, Marsh Meadow Road
Bethel, VT 05032

Rayes Real Estate LLC
8 Acorn Hill Road
Lyme, NH 03768

Certificate of Service: Land Use Permit Administrative Amendment 3W0941-1A

Toby P. and Jennifer R. Kravitz
303 Route 5 South, Unit 4
Norwich, VT 05055

Cameron Real Estate, Inc.
400 Amherst Street, Unit 405
Nashua, NH 03063

Hanover Consumer Coop Society
Post Office Box 633
Hanover, NH 03755-0633

Charward, LLC
Post Office Box 1892
Wilder, VT 05088-1892

Dyke Rose Z Trust, C/O Judith Currier
15391 Montresor Road
Leesburg, VA 20176

Acorn to Sky Investments VT LLC
209 Dartmouth College Highway
Lebanon, NH 03766

/s/ Gina St Sauveur
Gina St. Sauveur
Natural Resources Board Technician
802-751-0120
NRB.Act250Springfield@vermont.gov

Niem Properties LLC
Post Office Box 854
Norwich, VT 05055

Bower Sally C Trustee
Post Office Box 317
Norwich, VT 05055-0317

King Arthur Flour Co. Inc.
58 Billings Farm Road
White River Junction, VT 05001

Daniel Carter
416 Hopson Road
Norwich, VT 05055

Dartmouth College, C/O Real Estate Office
Post Office Box 5188
Hanover, NH 03755

Second Wind Foundation, Inc.
200 Olcott Drive
White River Junction, VT 05001

Natural Resources Board

Act 250 Permit - Certification of Actual Construction Costs

Use this form for permit applications which were completed **on or after** November 1, 2019.

This form is submitted **AFTER** construction is completed, do not submit with the application.

The permittee(s) shall file this certificate of actual construction costs pursuant to 10 V.S.A. § 6083a(g) within one month after construction has been substantially completed or two years from the date of this permit, whichever shall occur first (Application for extension of time for good cause shown may be made to the District Commission). If actual construction costs exceed the original estimate, a supplemental fee based on actual construction costs must be paid at the time of certification. Upon request, the permittee(s) shall provide all documents or other information necessary to substantiate the certification. Pursuant to 10 V.S.A. § 6083a(g), failure to file the certification or pay any supplemental fee due are grounds for permit revocation.

Please check this box if the Schedule A associated with this Certification of Actual Construction Costs was for an amendment application.

Please check this box if the Schedule A associated with this Certification of Actual Construction Costs was for an **ADMINISTRATIVE** amendment application.

PERMITTEE	PERMIT NUMBER	DATE ISSUED
-----------	---------------	-------------

1) Number of lots being created # of Lots
 x \$125.00..... \$

2) Earth Extraction (Gravel/Sand Pits and Quarries) Total Extraction Proposed in yd³
 x \$0.02/yd³ for 1st million yd³ extraction proposed for life of the permit
 x \$0.01/yd³ for yd³ above 1st million proposed for life of the permit..... \$

3) Actual Construction Costs:*

	Building ft ²	Building \$/ft ²	
Buildings.....	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0.00"/>
Site preparation.....			\$ <input type="text"/>
Roads and parking.....			\$ <input type="text"/>
Utilities.....			\$ <input type="text"/>
Off-site improvements.....			\$ <input type="text"/>
Landscaping.....			\$ <input type="text"/>
Other.....			\$ <input type="text"/>

Describe Other

Construction Subtotal \$

Construction Cost <=\$15M \$ x 0.00665 \$

Construction Cost >\$15M \$ x 0.00312 \$

Master Plan Fee (if applicable) \$ x 0.00010 \$

NRB Fee Subtotal \$

ANR Fee (Construction Cost <=\$15M)** \$ x 0.00075 \$

Original Fee Submitted \$

Total Fee Due*** \$

- 4)
- 5)
- 6)
- 7)

I attest by my signature under 13 V.S.A. § 3016 (False Claim) that the above is true to the best of my knowledge.

SIGNATURE OF PERMITTEE

CLEARLY PRINT NAME

DATE

*For residential subdivisions, include the estimated construction cost of all improvements proposed to be constructed by the applicant or a related person or entity, including common facilities, infrastructure, dwellings, and other. For more information, see the definition of "person" at 10 V.S.A. § 6001(14), on the web at <https://legislature.vermont.gov/statutes/chapter/10/151>.

**As of July 1, 2015, the first \$15,000,000 of construction costs is subject to a base Natural Resources Board (NRB) fee of \$6.65 per \$1,000 of construction costs (0.00665) whereas construction costs exceeding \$15,000,000 are subject to a base NRB fee of \$3.21 per \$1,000 of construction costs (0.00321). An additional Agency of Natural Resources (ANR) fee of \$0.75 per \$1,000 of construction costs (0.00075) for the first \$15,000,000 of construction costs is collected to account for ANR's review of Act 250 applications. See 10 V.S.A. § 6083a, on the web at <https://nrb.vermont.gov/documents/act-250-statute-effective-july-1-2015>, for a complete schedule of fees.

***Submit one check for the total amount payable to "State of Vermont"

State and Municipal Projects are exempt from fees
Minimum fee of \$187.50 for new applications
Minimum fee of \$62.50 for amendment applications
Maximum total application fee is \$165,000.00

This certificate of actual construction costs and any supplemental fee (by check payable to the "State of Vermont") should be mailed to:
Natural Resources Board, 10 Baldwin Street, Montpelier, VT 05633-3201

From: [Stuart Richards](#)
To: [Brennan Duffy](#)
Cc: [Miranda Bergmeier](#)
Subject: FW: POLICE, DEPT. OF PUBLIC WORKS, UNION NEGOTIATION
Date: Wednesday, June 7, 2023 10:39:52 PM

Dear Selectboard Members,

Most people in Town think that our Norwich employees are important. Without them how do we get the roads plowed, make sure we are safe, have good recreational outlets for adults and kids and dispose of waste, to name just a few of the important functions that Town employees perform. So when it comes to how we compensate our employees to make sure we have moved with the changing times and the current job market you would think that our Selectboard would do a wage study. The last wage study that was done was more than 10 years ago. Instead what we seem to be relying on is a yearly Vermont League of Cities and Towns' (VLCT) study. The Town paid \$100 for this study. It would have been free had we participated in the study but the Selectboard chose not to participate. Given that the VLCT study covers the entire state wouldn't it make sense to have our own study to specifically target our needs?

There are things that really need to be addressed like why new hires are paid more than those who have worked in Norwich for years. Why also are union workers not getting a new contract that offers competitive wages with the surrounding towns? The Town negotiations which are at a standstill seem to be going nowhere and the last meeting of the Town with the Union was in March. The contract expires June 30. You would need to ask Selectboard members Roger Arnold and Mary Layton why there is no progress in the negotiations given that they are in charge of negotiations. When you ask some employees about their pay the response is I'm earning less this year than last year because I'm paying more for medical insurance. Is that the way we want to treat our employees?

Then of course you have the COLA (Cost of Living Adjustment) payments that Department of Public Works and Police and union employees should be getting. The Town's lawyer claims that the Union needs to "accept" these payments with whatever conditions the Town seeks to impose in order for the payments to be made. If that's true why was the first COLA payment made to Union members without that acceptance by the Union and subsequent payments denied?

The police have asked for a fifth officer. There's relevant information that describes the difficulty they have in providing 20/7 coverage and the hardships that not having a fifth officer is imposing. May 19 Officer Maxham worked 12.5 hours (regular shift of 10 hrs + 2.5 hrs OT.) and then went on call. Got called in 5 hrs later and worked 17 hrs (regular shift of 10 hrs + 7 hrs OT). Went on call for 10.5 hrs and worked 12.5 hrs (regular shift of 10 hrs. + 2.5 hrs OT)

and went on call for 3 hrs. For all intents and purposes, she worked 51 hours in 3 days. May 27 Officer Maxham worked 12 hours (regular shift of 10 + 2 hrs OT) and then went on-call. Got called in 3.5 hours later and worked 13 hours (regular shift of 10 + 3hrs OT) and then went on call for 7 hours. Another example is an upcoming day in June: 1 officer will be off for a family medical issue, 1 officer is on regular days off but is out of town, the Chief would like the day off to attend a graduation - that leaves 1 officer who will have no choice but to work both the day shift and the night shift. In August, our Level II officer is going to the full time academy. That's 16 weeks (640 hours) of shift coverage/overtime. Not to mention the money part of it, if divided equally between the 2 remaining officers it will mean approximately \$29,000 in overtime. It seems to me that there needs to be a work-life balance and that asking our police officers to work such difficult schedules is not good for them and it's not good for us. Why doesn't our Selectboard fix this now rather than putting it off for discussion in the Fall? Moreover, don't we want Norwich to be a great place to work?

Please put this letter in correspondence for the next Selectboard meeting.

Thank you.

Stuart Richards

From: [Pam Smith](#)
To: [Miranda Bergmeier](#)
Subject: Notes: HR 101 for Selectboards - VLCT Webinar
Date: Wednesday, June 14, 2023 10:37:04 AM

Please place this correspondence in the packet for June 21, 2023.

Thanks....Pam

from: **Pam Smith** <pamsmith.sb@gmail.com>
to: Marcia Calloway <msbcalloway@gmail.com>,
Mary Layton <marydlayton@gmail.com>,
Roger Arnold <rogerarnoldvt@gmail.com>,
Priscilla Vincent <priscillavincentvb@gmail.com>
cc: Brennan Duffy <bduffy@norwich.vt.us>,
Miranda Bergmeier <Mbergmeier@norwich.vt.us>

Hi all,

Just a reminder that I attended the HR101 workshop presented by VLCT. The presenter was Jill Muhr who indicated that she is willing to work with Towns to improve their Personnel Policies and Job Descriptions. As a member of VLCT and PACIF, I believe much of their assistance will be low cost, if not free. I would like us to utilize this resource to its greatest extent in order to minimize our legal fees.

I am attaching my notes from this workshop

--

Pam Smith, Selectboard

Please note that any reply or response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act..

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from: **Pam Smith** <pamsmith.sb@gmail.com>
to: Marcia Calloway <msbcalloway@gmail.com>,
Mary Layton <marydlayton@gmail.com>,
Roger Arnold <rogerarnoldvt@gmail.com>,
Priscilla Vincent <priscillavincentvb@gmail.com>
cc: Brennan Duffy <bduffy@norwich.vt.us>,
Miranda Bergmeier <Mbergmeier@norwich.vt.us>
date: Jun 8, 2023, 9:22 AM

subject: Notes: HR 101 for Selectboards - VLCT Webinar

Good morning,

I attended the HR 101 webinar hosted by VLCT yesterday. The presenter was Jill Muhr, Senior HR Consultant at VLCT. I have attached the slideshow and try to summarize the highlights of the webinar as I see the connection with our efforts in Norwich.

Personnel Policies

- Need to be updated regularly.
- VLCT or Town Attorney should review.
- Promotion Policy should be clearly stated.

Job Descriptions

- Strong Foundation for success
- Need to be accurate and up-to-date
- Need to be inclusive (e.g. "foreperson" vs. "foreman")
- Review annually
- Review when hiring/recruiting

Recruiting

- Don't impose unnecessary barriers
- Keep the process moving to avoid losing good candidates

Good Onboarding

- Better retention

Work From Home

- VLCT does not have a model policy because most Towns have returned to the office

Vermont Earned Paid Sick Leave Act

- 1 hour of paid leave for every 52 hours worked (2080 hrs worked = 40 hours sick leave)
- https://labor.vermont.gov/sites/labor/files/doc_library/Earned-Sick-Time-Rules.pdf

Vermont Parental & Family Leave Act

- https://labor.vermont.gov/sites/labor/files/doc_library/WH-14%20-2019-%20FAMILY%20LEAVE%20%281%29.pdf

Compensation

- Jill Muhr has a list of compensation consulting firms which could assist in our wage study

DPW Hiring

- Commercial Motor Vehicle (CMV) Manual is a good resource

John Lawe Scholarships

- No details given and website page is missing. Not sure what this is about.

There was a lot of material to cover in just one hour. Many topics, as noted by the presenter,

could be the topic of a 2-3 separate webinar. Much of this information could be helpful in our Personnel Policies rewrite along with other areas we have identified that need to be added or clarified in our present Personnel Policies.

Pam Smith, Selectboard

Please note that any reply or response to this email is subject to the disclosure provisions under the Vermont Open Meeting Law and Public Records Act..

From: [Paul D. Manganiello](#)
To: [Select Board](#); [Miranda Bergmeier](#)
Subject: Upper Loveland Solar array
Date: Wednesday, June 14, 2023 1:46:42 PM

Dear Members of the Select Board:

I was unable to attend last Wednesday's Select Board meeting, but I have read the minutes.

I am glad that the Board chose not to make a decision on this issue. From information I have received, and after reading the reports from the State, there doesn't seem to be a basis for concerns about the ongoing process. Apparently, the Town has been informed of the site adjustments; they have received the completed application for the project with the final map; and they could have participated in Public Utilities Commission process. Apparently from an esthetic standpoint, the State, again had no concerns.

This project has been carried out in a transparent fashion, and is addressing the energy needs of our town and State.

Thank you for considering my concerns.

Paul and Wendy Manganiello
226 Turnpike Rd.

06/16/23

Town of Norwich Accounts Payable

Page 1 of 1

02:21 pm

Check Warrant Report # 1008 Current Prior Next FY Invoices For Fund (HIGHWAY GARAGE FUND)

17812

For Check Acct 03(General) All check #s 06/21/23 To 06/21/23 & Fund 08

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
FPHTANK	06/07/23	DPW-GARAGE IMPROVEMENTS 9182	08-5-702690.00 HWY GARAGE BLDGS	27190.00	13265	06/21/23
Report Total				27190.00		

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 \$ ****27,190.00
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wolkler
Ashley Wolkler

Town Manager: Brennan Duffy (by MHB)
Brennan Duffy

SELECTBOARD:

- _____
Marcia Calloway
Chair
- _____
Mary Layton
Vice Chair
- _____
Priscilla Vincent
- _____
Roger Arnold
- _____
Pam Smith

06/16/23
02:22 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1009 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03 (General) All check #s 06/21/23 To 06/21/23 & Fund 01

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
LAMPAA	06/09/23	FD-AARON RADIOS 609EMPREIMB	01-5-555426.00 RADIO PURCH/REPAIR	1185.93	13243	06/21/23
ADVANCE	04/17/23	DPW-FUEL FILTER & PUMP 084310761497	01-5-703403.00 PARTS & SUPPLIES	110.98	13244	06/21/23
ADVANCE	04/23/23	PD-ANTUFREEZE & RAIN-X 084311332238	01-5-500306.00 CRUISER MAINT	55.37	13244	06/21/23
ATG	05/17/23	FD-REAR AXLE-SPRINGS REPL 701005431:01	01-5-555528.00 FIRE TRK R & M	4647.98	13245	06/21/23
ANYTIME	05/30/23	PD-STATION CLEANING 832011	01-5-485304.00 CLEANING	360.00	13246	06/21/23
ATLANTICT	05/19/23	PD-EMBROIDERED NAMETAG SI-10672183	01-5-500582.00 UNIFORMS	17.82	13247	06/21/23
BESTSEPT	06/01/23	DPW-TOILET RENTAL 40404	01-5-703511.00 REPAIRS & MAINTENANCE	130.00	13248	06/21/23
BETHELMIL	05/27/23	DPW-KEY & LUBE SPRAY 194398/6	01-5-705403.00 PARTS & SUPPLIES	19.95	13249	06/21/23
BETHELMIL	05/30/23	P&R-PADLOCK 194863/6	01-5-425330.00 REPAIRS & MAINT	25.99	13249	06/21/23
BETHELMIL	05/31/23	DPW-WIRE 195139/6	01-5-704403.00 PARTS & SUPPLIES	17.90	13249	06/21/23
BOUNDTREE	05/30/23	FD-MEDICAL SUPPLIES 84971836	01-5-555424.00 EMS TOOLS/ EQUIP	990.98	13250	06/21/23
SWENBR	06/13/23	P&R-SNACKS & SUPPLIES 613EMPREIMB	01-5-425211.00 EQUIPMENT	73.00	13251	06/21/23
SWENBR	06/13/23	P&R-SNACKS & SUPPLIES 613EMPREIMB	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	53.97	13251	06/21/23
BUSINESS	05/15/23	TH-PHONE CASE 1125860	01-5-005532.00 T MNGR CELL PHONE	16.98	13252	06/21/23
BUSINESS	05/10/23	DPW-ANNUAL ADOBE SUBSCRIP 2449256502	01-5-703507.00 SUPPLIES	29.62	13252	06/21/23
BUSINESS	05/10/23	DPW-ANNUAL ADOBE SUBSCRIP 2449256502	01-1-004102.00 PREPAID EXPENSES	148.12	13252	06/21/23
BUSINESS	05/08/23	P&R-ANTI SLIP TAPE 2496222	01-5-425330.00 REPAIRS & MAINT	39.75	13252	06/21/23
BUSINESS	05/16/23	DPW-DOG BAGS FOR PARK 3502603	01-5-704403.00 PARTS & SUPPLIES	113.64	13252	06/21/23
BUSINESS	05/31/23	LISTERS-TAPE 4085000A	01-5-300610.00 OFFICE SUPPLIES	23.99	13252	06/21/23
BUSINESS	05/31/23	TC-SECURITY MIRROR 4085000B	01-5-100611.00 OFFICE EQUIPMENT	32.99	13252	06/21/23
BUSINESS	05/26/23	TH-ALLEN WRENCH KEYS 4388266	01-5-706109.00 BUILDING SUPPLIES	13.98	13252	06/21/23
BUSINESS	05/26/23	DPW-BACKGROUND CHECK 4523114936-W	01-5-703515.00 ADMINISTRATION	30.00	13252	06/21/23
BUSINESS	05/23/23	TC-JUNE '23 WHITE PAGES 523WTPGS	01-5-100538.00 POSTAGE	20.99	13252	06/21/23
BUSINESS	05/08/23	P&R-STREET SIGN 6105806	01-5-425330.00 REPAIRS & MAINT	31.99	13252	06/21/23
BUSINESS	05/15/23	TH-AMERICAN FLAG 6335400	01-5-706109.00 BUILDING SUPPLIES	25.99	13252	06/21/23

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESS	BUSINESS CARD	05/08/23	P&R-STREET SIGN 6493833	01-5-425330.00 REPAIRS & MAINT	28.49	13252	06/21/23
BUSINESS	BUSINESS CARD	05/24/23	DPW-DRY ERASE MARKERS 6901007	01-5-703507.00 SUPPLIES	25.47	13252	06/21/23
BUSINESS	BUSINESS CARD	05/15/23	TH-SCREEN PROTECTOR 7257013	01-5-005532.00 T MNGR CELL PHONE	12.98	13252	06/21/23
BUSINESS	BUSINESS CARD	05/20/23	TH-JUNE 23 ZOOM SUBSCRIP INV202958167	01-5-275627.00 Remote Meeting Services	503.83	13252	06/21/23
CASELLA	CASELLA WASTE SERVICES	06/01/23	DPW-MAY '23 RECYCLE 0821275	01-5-705305.00 RECYCLING	3301.17	13254	06/21/23
CASELLA	CASELLA WASTE SERVICES	06/01/23	DPW-MAY '23 RECYCLE 0821275	01-5-705308.00 FOOD WASTE DISPOSAL	2054.52	13254	06/21/23
CASELLA	CASELLA WASTE SERVICES	06/01/23	DPW-MAY '23 TRASH 0821276	01-5-705303.00 MUNICIPAL SOLID WASTE	3626.67	13254	06/21/23
CASELLA	CASELLA WASTE SERVICES	06/01/23	DPW-MAY '23 TRASH 0821276	01-5-705306.00 C & D WASTE DISPOSAL	615.93	13254	06/21/23
CCI	CCI MANAGED SERVICES	06/01/23	TH-JUNE 23 TACH SUPPORT CW-56915	01-5-275632.00 SERVER MAINTENANCE	3114.82	13255	06/21/23
COMCAST	COMCAST	06/06/23	TH-JULY 23 INTERNET 606THINT	01-1-004102.00 PREPAID EXPENSES	12.48	13256	06/21/23
COMCAST	COMCAST	06/06/23	TH-JULY 23 INTERNET 606THINT	01-5-275632.00 SERVER MAINTENANCE	12.47	13256	06/21/23
COOP	COOP SERVICE CENTER	05/26/23	PD-BRAKES, ROTORS & OIL 17645	01-5-500306.00 CRUISER MAINT	1247.16	13257	06/21/23
COOP	COOP SERVICE CENTER	06/05/23	PD-OIL CHANGE AAM421 17921	01-5-500306.00 CRUISER MAINT	234.84	13257	06/21/23
COOP	COOP SERVICE CENTER	06/09/23	PD-TIRES & BEARINGS 17997	01-5-500306.00 CRUISER MAINT	2190.62	13257	06/21/23
COTT	COTT SYSTEMS INC	06/01/23	TC-MONTHLY RESOLUTION 3 153333	01-5-100613.00 SOFTWARE	290.00	13258	06/21/23
LAYNE	CRAIG LAYNE	06/12/23	NCC-CRAIG SUPPLIES 612EMPREIMB	01-5-650630.00 TRAILS	331.45	13259	06/21/23
LAYNE	CRAIG LAYNE	06/12/23	NCC-CRAIG SUPPLIES 612EMPREIMB	01-5-650635.00 MILT FRYE NATURE AREA	868.52	13259	06/21/23
CRYSTAL	CRYSTAL ROCK, LLC	05/23/23	DPW-JUNE '23 WATER 736065052323	01-5-703507.00 SUPPLIES	62.97	13260	06/21/23
D&W	DAN & WHIT'S GENERAL STOR	05/30/23	PD-GAS 530GAS	01-5-500302.00 PETROLEUM PRODUCTS	163.32	13261	06/21/23
EVANSMOTO	EVANS GROUP, INC.	06/01/23	DPW-650GL REG & 450GL DSL 0048710-IN	01-5-703405.00 PETROLEUM PRODUCTS	3331.61	13262	06/21/23
EYEMED	EYEMED/FIDELITY SECURITY	05/22/23	TH-JUNE 23 VISION INSURAN 165800882	01-2-001126.00 VISION SERV PLAN-PAYROLL	174.54	13263	06/21/23
LAFAYETTE	F.R. LAFAYETTE, INC.	05/31/23	DPW-BVRMDW GUARDRAIL REPR 34102	01-5-703215.00 OTHER PROJECTS	2836.88	13264	06/21/23
LAFAYETTE	F.R. LAFAYETTE, INC.	05/31/23	DPW-UNION VLG GRDRL REPR 34103	01-5-703215.00 OTHER PROJECTS	2680.00	13264	06/21/23
GNOMON	GNOMON COPY	06/02/23	LISTERS-BINDINGS 64213	01-5-300550.00 PRINTING	30.50	13266	06/21/23
GREAT	GREATER GOOD MEDIA	06/05/23	NCC-SUMMER 23 BANNER 2023-6150	01-5-650620.00 SPKRS/PUBLIC INFO	250.00	13267	06/21/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
GMPC	05/30/23	GREEN MOUNTAIN POWER CORP STRT LGHTS 2492600001 530STRTLTS	01-5-703307.00 STREETLIGHTS	1239.02	13268	06/21/23
GMPC	05/31/23	GREEN MOUNTAIN POWER CORP 319 MN ST SLR 48815990790 531MNSTSLR	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	25.17	13268	06/21/23
GMPC	05/31/23	GREEN MOUNTAIN POWER CORP 111 TRNPK RD 38951919299 531TRNPKRD	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	44.43	13268	06/21/23
INNOVATIV	05/30/23	INNOVATIVE MUNICIPAL PROD DPW-DUST CONTROL PS-INV000605	01-5-703205.00 DUST CONTROL	5457.63	13269	06/21/23
VANARMANJ	06/01/23	JAY & DEB VANARMAN DPW-12 BALES OF HAY 601HAY	01-5-703215.00 OTHER PROJECTS	72.00	13270	06/21/23
POWELLJUD	05/30/23	JUDITH POWELL PD-JUDY ASSORTED SUPPLIES 530EMPREIMB	01-5-500582.00 UNIFORMS	20.97	13271	06/21/23
POWELLJUD	05/30/23	JUDITH POWELL PD-JUDY ASSORTED SUPPLIES 530EMPREIMB	01-5-500202.00 COMMUNITY RELATNS	29.99	13271	06/21/23
POWELLJUD	05/30/23	JUDITH POWELL PD-JUDY ASSORTED SUPPLIES 530EMPREIMB	01-5-500202.00 COMMUNITY RELATNS	16.46	13271	06/21/23
POWELLJUD	06/07/23	JUDITH POWELL PD-JUDY TRAINING & SUPPL 607EMPREIMB	01-5-500538.00 TRAINING	135.00	13271	06/21/23
POWELLJUD	06/07/23	JUDITH POWELL PD-JUDY TRAINING & SUPPL 607EMPREIMB	01-5-500202.00 COMMUNITY RELATNS	17.07	13271	06/21/23
WATERMAN	05/31/23	KEITH WATERMAN DPW-KEITH CDL TANK 531EMPREIMB	01-5-703515.00 ADMINISTRATION	59.00	13272	06/21/23
L&D SAFE	05/31/23	L & D SAFETY MARKING DPW-ROAD PAVEMENT MARKNG 0951313085.2	01-5-703319.00 PAVEMENT MARKING	15519.70	13273	06/21/23
L&D SAFE	06/01/23	L & D SAFETY MARKING DPW-ROAD PAVEMENT MARKNG 0955013085.3	01-5-703319.00 PAVEMENT MARKING	4585.65	13273	06/21/23
LEAF	05/31/23	LEAF CAPITAL FUNDING, LLC PD-COPIER LEASE 14824040	01-5-500501.00 ADMINISTRATION	82.00	13274	06/21/23
MAYER	06/16/23	MAYER & MAYER Payroll Transfer PR-06/16/23	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	13275	06/21/23
MODERN	05/31/23	MODERN CLEANERS & TAILORS PD-UNIFORM CLEANING A701BE	01-5-500583.00 UNIFORMS CLEANING	63.50	13276	06/21/23
NRRA	08/03/22	NORTHEAST RESOURCE RECOVE DPW-RELEASE #695426 129089	01-5-705305.00 RECYCLING	191.20	13277	06/21/23
NORNURSE	05/24/23	NORTHERN NURSERIES B&G-SUPPLIES 139058	01-5-704201.00 GARDEN SUPPLIES & PLANTS	539.50	13278	06/21/23
NORNURSE	05/31/23	NORTHERN NURSERIES DPW-DITCH FILLER 140858	01-5-703215.00 OTHER PROJECTS	135.00	13278	06/21/23
NORNURSE	06/01/23	NORTHERN NURSERIES DPW-DITCH FILLER 141300	01-5-703215.00 OTHER PROJECTS	405.00	13278	06/21/23
OSSIPEE	06/07/23	OSSIPEE MOUNTAIN ELECTRON PD-RADIO PRGRM & ACCSRIES INV39086516	01-5-500301.00 RADIO MAINTENANCE	857.20	13279	06/21/23
OSSIPEE	06/08/23	OSSIPEE MOUNTAIN ELECTRON PD-RADIO PROGRAMMING INV39086520	01-5-500301.00 RADIO MAINTENANCE	245.00	13279	06/21/23
PITNEY	05/30/23	PITNEY BOWES TH-MAILING MACHINE LEASE 3317501492	01-5-275536.00 POSTAGE METER RENTAL	159.57	13280	06/21/23
POSTMASTE	06/06/23	POSTMASTER PD-ANNUAL PO BOX PDFY24POBOX	01-5-500501.00 ADMINISTRATION	226.00	13281	06/21/23
POSTMASTE	06/01/23	POSTMASTER TH-ANNUAL PO BOX THFY24POBOX	01-5-275538.00 POSTAGE	226.00	13281	06/21/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
R&R	05/25/23	PD-MICROPHONE 60167	01-5-500301.00 RADIO MAINTENANCE	105.50	13282	06/21/23
MISC	06/22/22	SEYMOUR TAX REFUND 062222SEYMOU	01-2-001148.00 TAX OVERPAYMENTS	141.03	13283	06/21/23
STANTEC	04/21/23	DPW-RT 132 CULVERT SUPPOR 2071090	01-5-703321.00 BRIDGES	2500.00	13284	06/21/23
STAPLES.	05/22/23	FD-TAPE 18160	01-5-555630.00 OFFICE SUPPLIES	17.48	13285	06/21/23
STATELINE	04/08/23	P&R-ASSRTPD GEAR 6530	01-5-425211.00 EQUIPMENT	356.50	13286	06/21/23
STATELINE	04/21/23	P&R-BASEBLLS & LCRSS GOAL 6561	01-5-425211.00 EQUIPMENT	236.00	13286	06/21/23
STITZEL	05/31/23	TH-APRIL 23 LEGAL SRVCS 74444	01-5-005305.00 LEGAL	8277.50	13287	06/21/23
HANOVERTO	06/05/23	PD-ANNUAL ALARM MONITORNG 01617A	01-5-485303.00 ALARM MONITORING	118.75	13288	06/21/23
HANOVERTO	06/05/23	LIBRARY-ANL ALARM MONITOR 01617B	01-1-003006.00 ACCTS REC-LIBRARY	118.75	13288	06/21/23
HANOVERTO	06/05/23	TH-ANNUAL ALARM MONITORNG 01617C	01-5-706105.00 ALARM MONITORING	118.75	13288	06/21/23
VTTREASUR	06/15/23	TH-FY23 VT EDUC PAYM #2 FY23EDUC#2	01-2-001123.00 SCHOOL DISTRICT TAX	12872.78	13289	06/21/23
TWORIVERS	06/09/23	P&Z-MAY '23 KYLE 23-157	01-5-350110.00 PLAN ADMIN WAGE	3111.14	13290	06/21/23
MISC	06/04/23	DPW-TYLER BOOTS & HDPHNES 604EMPREIMB	01-5-704311.00 UNIFORMS	194.92	13291	06/21/23
UNIFIRST	06/05/23	DPW-UNIFORM CLEANING 1070233963	01-5-703311.00 UNIFORMS	222.95	13292	06/21/23
UNIFIRST	06/05/23	DPW-UNIFORM CLEANING 1070233963	01-5-704311.00 UNIFORMS	50.00	13292	06/21/23
UNIFIRST	06/12/23	DPW-UNIFORM CLEANING 1070235815	01-5-703311.00 UNIFORMS	241.89	13292	06/21/23
UNIFIRST	06/12/23	DPW-UNIFORM CLEANING 1070235815	01-5-704311.00 UNIFORMS	60.00	13292	06/21/23
UNITEDREN	05/23/23	DPW-MINI EXCAVATOR 19651606-001	01-5-703213.00 BRIDGE REPAIR & MAINT.	1361.72	13293	06/21/23
IMAGING	05/31/23	TS-CAR STICKERS 21087	01-5-705500.00 PURCHASED SERVICES	825.00	13294	06/21/23
VALLEYTUR	06/08/23	P&R-HNTLY FLD SET-UP 1383	01-5-425200.00 Instructor/Contractor Fee	2200.00	13295	06/21/23
VERIZWIRE	06/04/23	TH-MAY '23 CELL PHONES 9936481547	01-5-005532.00 T MNGR CELL PHONE	40.27	13296	06/21/23
VERIZWIRE	06/04/23	TH-MAY '23 CELL PHONES 9936481547	01-5-500501.00 ADMINISTRATION	161.08	13296	06/21/23
VERIZWIRE	06/04/23	TH-MAY '23 CELL PHONES 9936481547	01-5-555625.00 TELEPHONE & INTERNET	40.01	13296	06/21/23
VDOL	04/10/23	TH-Q1 2023 BENEFITS 410BENEFITS	01-2-001109.00 VT W/H TAX PAYABLE	135.70	13297	06/21/23
VLCT	05/31/23	LISTERS-ERNIE & JON MTG 2023-0457A	01-5-300615.00 DUES/MTGS/EDUC	20.00	13298	06/21/23

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VLCT	05/31/23	VERMONT LEAGUE OF CITIES SB-PRISCILLA OPEN MTG 2023-0457B	01-5-005701.00 COMMITTEE	10.00	13298	06/21/23
VLCT	05/31/23	VERMONT LEAGUE OF CITIES TREASURER-TRAINING MAC2023-0472	01-5-005615.00 DUES/MTS/EDUC	20.00	13298	06/21/23
VTMUNI	06/01/23	VERMONT MUNICIPAL ASSESSO LISTERS-MAY '23 ASSESSOR 1406	01-5-300300.00 PROFESS SERVICES	3705.54	13299	06/21/23
VITAL	06/01/23	VITAL COMMUNITIES NEC-SUPPORT FOR E-BIKES 601EBIKE	01-5-005701.20 ENERGY COMMITTEE	300.00	13300	06/21/23
WBMASON	05/15/23	W.B. MASON CO., INC. FIN-ENVELOPEE&BINDERS 238434545	01-5-200610.00 OFFICE SUPPLIES	61.76	13301	06/21/23
WBMASON	05/17/23	W.B. MASON CO., INC. FIN-STAPLERS 238487601	01-5-200610.00 OFFICE SUPPLIES	38.84	13301	06/21/23
WBMASON	05/22/23	W.B. MASON CO., INC. TS-SHARPIES 238597190	01-5-703507.00 SUPPLIES	7.99	13301	06/21/23
WBMASON	05/24/23	W.B. MASON CO., INC. DPW-TP & POLY BAGS 238650761	01-5-706109.00 BUILDING SUPPLIES	643.35	13301	06/21/23
WBMASON	06/02/23	W.B. MASON CO., INC. FIN-PRINTER INK 238848574	01-5-200610.00 OFFICE SUPPLIES	68.99	13301	06/21/23
HEALTHEQ	06/02/23	WAGeworks, INC TH-MAY 23 COBRA ADMIN 0523TR112178	01-5-005123.00 HEALTH INSUR	40.00	13302	06/21/23
EARTHLINK	06/01/23	WINDSTREAM TH-JUNE '23 PHONE 75716246	01-5-425127.00 TELEPHONE	40.56	13303	06/21/23
EARTHLINK	06/01/23	WINDSTREAM TH-JUNE '23 PHONE 75716246	01-5-705505.00 TELEPHONE	35.39	13303	06/21/23
EARTHLINK	06/01/23	WINDSTREAM TH-JUNE '23 PHONE 75716246	01-5-200531.00 TELEPHONE	40.56	13303	06/21/23
EARTHLINK	06/01/23	WINDSTREAM TH-JUNE '23 PHONE 75716246	01-5-100531.00 TELEPHONE	40.56	13303	06/21/23
EARTHLINK	06/01/23	WINDSTREAM TH-JUNE '23 PHONE 75716246	01-5-005531.00 ADMIN TELEPHONE	40.56	13303	06/21/23
EARTHLINK	06/01/23	WINDSTREAM TH-JUNE '23 PHONE 75716246	01-5-275531.00 TELEPHONE	40.56	13303	06/21/23
EARTHLINK	06/01/23	WINDSTREAM TH-JUNE '23 PHONE 75716246	01-5-350531.00 TELEPHONE	40.56	13303	06/21/23
EARTHLINK	06/01/23	WINDSTREAM TH-JUNE '23 PHONE 75716246	01-5-300531.00 TELEPHONE	40.56	13303	06/21/23
WRIGHTS	06/02/23	WRIGHTS SAWMILL, INC DPW-MULCH 602MULCH	01-5-704201.00 GARDEN SUPPLIES & PLANTS	220.00	13304	06/21/23

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				105559.71		

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 \$ ***105,559.71
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler
Ashley Wohler

Town Manager: Brennan Duffy (by MHB)
Brennan Duffy

SELECTBOARD:

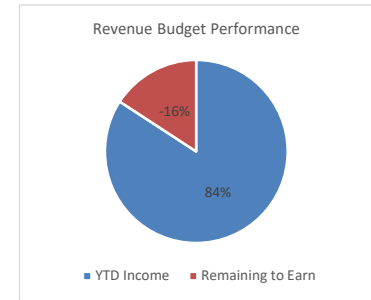
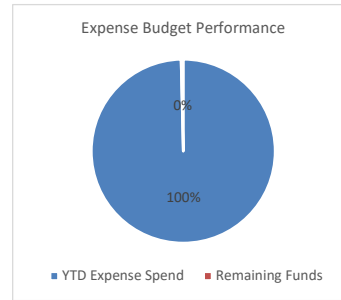
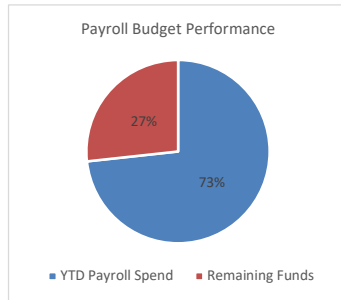
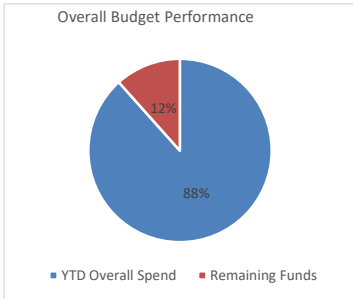
- Marcia Calloway
Chair
- Mary Layton
Vice Chair
- Priscilla Vincent
- Roger Arnold
- Pam Smith

Town of Norwich, Vermont



CHARTERED 1761

TOWN OF NORWICH FINANCIAL DASHBOARD
As of May 31, 2023

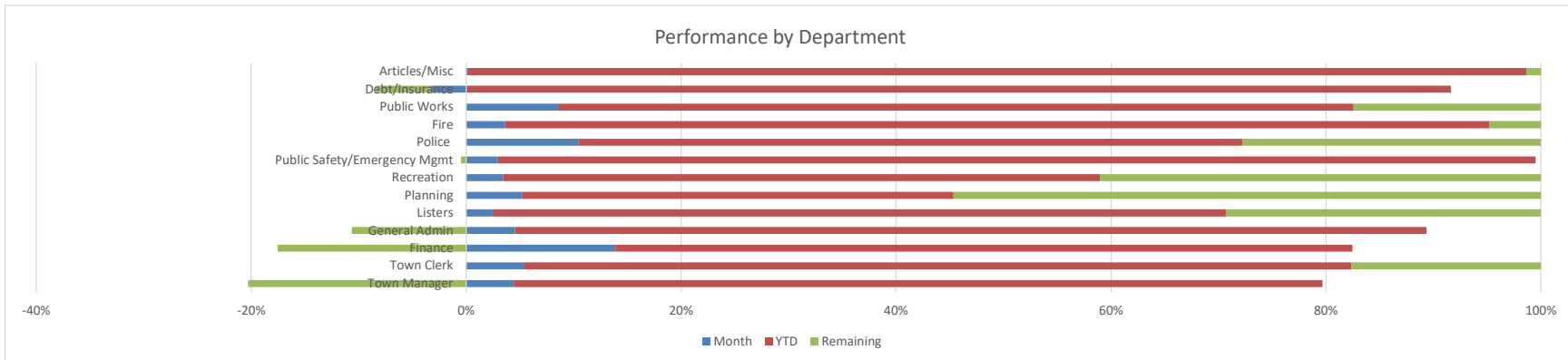


FY23 Overall Budget \$ 5,375,474
YTD Overall Spend \$ 4,750,637
Remaining Funds \$ 624,837
FY 23 Performance 88.38%

FY23 Payroll Budget \$ 2,382,238
YTD Payroll Spend \$ 1,746,223
Remaining Funds \$ 636,015
FY23 Performance 73.30%

FY23 Expense Budget \$ 2,993,236
YTD Expense Spend \$ 3,004,414
Remaining Funds \$ (11,178)
FY23 Performance 100.37%

FY23 Revenue Budget \$ 5,375,482
YTD Income \$ 6,614,519
Remaining to Earn \$ (1,239,037)
FY 23 Performance 123.05%



Town of Norwich Revenue Report

	FY 22 BUDGET	FY 22 ACTUAL	FY 23 REQUEST	FY 23 YTD	FY 23 31-May	FY 23 YTD PERF
PROPERTY TAX REVENUES						
TOWN PROPERTY TAX	\$ 3,888,583	\$ 3,894,161	\$ 4,098,806	\$ 4,258,239	\$ 45,779	103.89%
WINDSOR COUNTY TAX				\$ 58,829	\$ -	
PROPERTY TAX FOR OTHER MONETARY ARTICLES	\$ 395,268	\$ 395,268	\$ 425,938	\$ 406,654	\$ (19,285)	95.47%
VT LAND USE TAX (HOLD HARMLESS PAYMENT)	\$ 187,863	\$ 220,190	\$ 187,863	\$ 211,061	\$ -	112.35%
PROPERTY TAX INTEREST	\$ 30,000	\$ 15,939	\$ 30,000	\$ 20,250	\$ (6,523)	67.50%
PROPERTY TAX COLLECTION FEE	\$ 20,000	\$ 31,474	\$ 20,000	\$ 31,352	\$ (4,301)	156.76%
TOTAL PROPERTY TAX REVENUE	\$ 4,521,714	\$ 4,557,032	\$ 4,762,607	\$ 4,986,385	\$ 15,670	104.70%
LICENSE & PERMIT REVENUE						
LIQUOR LICENSE	\$ 670	\$ 555	\$ 600	\$ 600	\$ -	100.00%
DOG LICENSE	\$ 2,000	\$ 2,151	\$ 1,750	\$ 2,207	\$ 387	126.11%
HUNTING & FISHING LICENSES	\$ 200	\$ 80	\$ 200	\$ 75	\$ 6	37.50%
PEDDLER LICENSE	\$ -	\$ 25	\$ -	\$ 25	\$ -	0.00%
BUILDING/DEVELOPMENT PERMITS	\$ 4,000	\$ 10,156	\$ 8,000	\$ 7,218	\$ 330	90.23%
LAND POSTING PERMIT	\$ 200	\$ 200	\$ 200	\$ 205	\$ 5	102.50%
TOTAL LICENSE & PERMIT REVENUE	\$ 7,070	\$ 13,166	\$ 10,750	\$ 10,330	\$ 728	96.10%
INTERGOVERNMENTAL REVENUE						
VT HIWAY GAS TAX	\$ 156,000	\$ 177,012	\$ 160,000	\$ 163,688	\$ -	102.30%
VT ACT 60	\$ 15,300	\$ 15,409	\$ 13,750	\$ 15,495	\$ -	112.69%
PILOT PAYMENTS	\$ 10,000	\$ 16,216	\$ 10,000	\$ 9,677	\$ -	96.77%
VT NATURAL RESRCS	\$ 2,500	\$ 78	\$ 2,500	\$ -	\$ -	0.00%
LATE FEES-REVISED TAX BILLS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
EDUCATION TAX RETAINER	\$ 27,000	\$ 28,836	\$ 27,000	\$ -	\$ -	0.00%
TOTAL INTERGOVERNMENTAL REVENUE	\$ 210,800	\$ 237,551	\$ 213,250	\$ 188,859	\$ -	88.56%
SERVICE FEE REVENUE						
RECORDING FEE & RESTORATION	\$ 25,000	\$ 37,329	\$ 25,000	\$ 19,962	\$ 688	79.85%
RESTORATION	\$ -	\$ 88	\$ -	\$ -	\$ -	0.00%
DOCUMENT COPY FEE	\$ 3,000	\$ 3,065	\$ 2,100	\$ 3,430	\$ 214	163.35%
USE OF RECRD FEE	\$ 300	\$ 654	\$ 250	\$ 533	\$ 78	213.20%
VITAL STATISTIC FEE	\$ 800	\$ 340	\$ 800	\$ 1,470	\$ 40	183.75%
MOTOR VEHICLE RENEWAL FEE	\$ 50	\$ 21	\$ 50	\$ 30	\$ 3	60.00%
PHOTOCOPYING FEE	\$ 50	\$ -	\$ 50	\$ 2	\$ -	4.00%
EV CHARGING FEES	\$ 800	\$ 432	\$ -	\$ -	\$ -	0.00%
TRACY HALL RENTAL FEE	\$ 3,500	\$ 2,531	\$ 3,500	\$ 3,972	\$ 80	113.49%
POLICE REPORT FEE	\$ 500	\$ 265	\$ 500	\$ 236	\$ 24	47.20%
POLICE ALARM RESPONSE FEE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SPECIAL POLICE DUTY FEES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING DOC COPY FEE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING MAPS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RECREATION PROGRAM FEES	\$ 190,000	\$ 126,043	\$ 125,000	\$ 98,955	\$ 7,141	79.16%
TRANSFER STATION STICKERS	\$ 40,000	\$ 27,882	\$ 40,000	\$ 40,515	\$ 70	101.29%
RECYCLING SOLID WASTE FEES	\$ 3,000	\$ 7,425	\$ 3,500	\$ -	\$ -	0.00%
E-WASTE REVENUE	\$ 2,500	\$ 3,377	\$ 3,500	\$ 3,259	\$ 289	93.11%
RECYCLING REBATES	\$ 1,500	\$ 11,099	\$ 6,500	\$ 14,105	\$ 570	217.01%
C & D WASTE REVENUE	\$ 8,000	\$ 11,295	\$ 10,000	\$ 11,891	\$ 1,359	118.91%
TRASH COUPON	\$ 100,000	\$ 102,200	\$ 105,000	\$ 89,825	\$ 7,645	85.55%
TOTAL SERVICE FEE REVENUE	\$ 379,000	\$ 334,046	\$ 325,750	\$ 288,186	\$ 18,201	88.47%
GRANT REVENUE						
BETTER BACK ROADS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HIWAY PAVING GRANT		116,785		\$ -	\$ -	0.00%
HIWAYBRIDGE GRANT		19,081		\$ -	\$ -	0.00%
FEMA	\$ -	14,795	\$ -	\$ -	\$ -	0.00%
HISTORIC PRESERVATION GRANT	\$ -	\$ -	\$ -	\$ 9,000	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ -	\$ -	\$ 3,038	\$ -	0.00%
VLCT GRANT	\$ -	17,440	\$ -	\$ -	\$ -	0.00%
GRANTS IN AID PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BEAVER MEADOW SIDEWALK SCOPING GRANT	\$ -	5,400	\$ -	\$ -	\$ -	0.00%

Town of Norwich Revenue Report

	FY 22 BUDGET	FY 22 ACTUAL	FY 23 REQUEST	FY 23 YTD	FY 23 31-May	FY 23 YTD PERF
VLCT PACIF GRANT				\$ -	\$ -	0.00%
GOVERNORS HIGHWAY SAFETY GRANT	\$ -	719	\$ -	\$ 4,312	\$ -	0.00%
PLANNING GRANT		-	\$ -	\$ 7,835	\$ 7,835	0.00%
RECREATION DEPT GRANT		20,444		\$ -	\$ -	0.00%
MAHHC GRANT	\$ -	-	\$ -	\$ -	\$ -	0.00%
NORWICH WOMEN'S CLUB GRANTS	\$ -	727	\$ -	\$ 800	\$ -	0.00%
RECREATION RESTART GRANT	\$ -	-	\$ -	\$ -	\$ -	0.00%
VTRANS TAP GRANT	\$ -	10,539		\$ -	\$ -	0.00%
CONSERV COMM GRANT		671		\$ -	\$ -	0.00%
ENERGY COMMITTEE GRANT	\$ -	51	\$ -	\$ -	\$ -	0.00%
COVID 19 GRANT	\$ -	39,398	\$ -	\$ 25,663	\$ -	0.00%
VTRANS BIKE & PED GRANT	\$ -	-		\$ -	\$ -	0.00%
TOTAL GRANT REVENUE	\$ -	246,051	\$ -	\$ 50,648	\$ 7,835	0.00%
OTHER TOWN REVENUES						
TOWN REPORT	\$ 1,350	\$ -	\$ -	\$ -	\$ -	0.00%
BANK INTEREST	\$ 20,000	\$ 3,337	\$ 20,000	\$ 33,003	\$ 13,877	165.01%
TRX FROM SCHOLARSHIP FUND		\$ 4,005		\$ -	\$ -	#DIV/0!
INSURANCE CLAIMS	\$ -	\$ 3,726	\$ -	\$ 4,158	\$ -	0.00%
ATHLETIC FIELD RENTAL	\$ 25,000	\$ 21,325	\$ 32,000	\$ 25,125	\$ -	78.52%
LINE OF CREDIT (FEMA)	\$ -	\$ -		\$ -	\$ -	0.00%
TOTAL OTHER TOWN REVENUES	\$ 46,350	\$ 32,393	\$ 52,000	\$ 62,286	\$ 13,877	119.78%
PUBLIC SAFETY REVENUES						
POLICE FINE	\$ 10,000	\$ 9,884	\$ 10,000	\$ 2,007	\$ -	20.07%
PARKING FINE	\$ 500	\$ 295	\$ 500	\$ -	\$ -	0.00%
DOG FINE	\$ 200	\$ 125	\$ 125	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,700	\$ 10,304	\$ 10,625	\$ 2,007	\$ -	18.88%
MISCELLANEOUS REVENUE						
AMBULANCE BILLS PAID	\$ -	\$ 55	\$ -	\$ -	\$ -	0.00%
COBRA REIMBURSEMENTS	\$ -	\$ -		\$ 775	\$ -	0.00%
TOWN CLERK	\$ -	\$ 115	\$ -	\$ 36	\$ -	0.00%
VTGFOA SCHOLARSHIP	\$ -	\$ 300	\$ -	\$ -	\$ -	0.00%
PLANNING DEPT	\$ -	\$ -		\$ -	\$ -	0.00%
POLICE DEPT	\$ -	\$ 544	\$ -	\$ -	\$ -	0.00%
RECREATION DEPT	\$ -	\$ 672	\$ -	\$ -	\$ -	0.00%
FIRE DEPT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HIGHWAY DEPT	\$ -	\$ 3,230	\$ -	\$ 276	\$ -	0.00%
CONSERVATION COMM.	\$ -	\$ 125	\$ -	\$ -	\$ -	0.00%
ARPA REVENUE				\$ 1,019,279	\$ 1,019,279.09	0.00%
FIN DEPT MISCEL				\$ 175	\$ -	0.00%
MISCELLANEOUS	\$ 500	\$ 13,352	\$ 500	\$ 5,277	\$ 140.00	1055.47%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 18,393	\$ 500	\$ 1,025,818	\$ 1,019,419	205163.63%
TOTAL FEES & SERVICES	\$ 654,420	\$ 891,903	\$ 612,875	\$ 1,628,133	\$ 1,060,060	265.66%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL TOWN REVENUES	\$ 5,176,134	\$ 5,448,935	\$ 5,375,482	\$ 6,614,519	\$ 1,075,730	123.05%

**Town of Norwich
Department Expense Summary**

	FY 22 Budget	FY 23 Budget	FY 23 YTD	FY 23 May	FY 23 Performance
TOWN ADMINISTRATION	\$ 293,625	\$ 383,197	\$ 514,233	\$ 28,649	134.20%
BCA/BOA	\$ 803	\$ 975	\$ -	\$ -	0.00%
STATUTORY MEETINGS	\$ 4,791	\$ 14,025	\$ 4,274	\$ -	30.47%
TOWN CLERK	\$ 182,219	\$ 183,230	\$ 158,973	\$ 10,646	86.76%
FINANCE	\$ 190,494	\$ 215,646	\$ 273,862	\$ 46,121	127.00%
GENERAL ADMINISTRATION	\$ 78,266	\$ 64,822	\$ 73,567	\$ 3,748	113.49%
LISTER	\$ 109,674	\$ 121,767	\$ 86,150	\$ 3,021	70.75%
PLANNING	\$ 150,747	\$ 185,801	\$ 67,794	\$ 9,646	36.49%
RECREATION	\$ 262,335	\$ 260,412	\$ 153,580	\$ 8,921	58.98%
PUBLIC SAFETY FACILITY	\$ 29,980	\$ 30,680	\$ 33,844	\$ 2,156	110.31%
POLICE	\$ 597,288	\$ 642,802	\$ 464,487	\$ 67,287	72.26%
FIRE/FAST	\$ 440,497	\$ 473,816	\$ 451,051	\$ 17,201	95.20%
EMERGENCY MGMT.	\$ 42,999	\$ 47,875	\$ 45,095	\$ 177	94.19%
CONSERVATION COMMISSION	\$ 3,689	\$ 9,300	\$ 3,603	\$ 560	38.74%
PUBLIC WORKS	\$ 2,045,677	\$ 1,970,385	\$ 1,627,149	\$ 168,328	82.58%
LONG TERM DEBT	\$ 159,844	\$ 162,881	\$ 203,503	\$ -	124.94%
TAXES	\$ 3,000	\$ 3,000	\$ 60	\$ -	2.00%
INSURANCES	\$ 184,938	\$ 188,250	\$ 172,759	\$ (13,513)	91.77%
TOWN TOTAL	\$ 4,780,866	\$ 4,958,866	\$ 4,333,983	\$ 352,947	87.40%
OUTSIDE APPROPRIATIONS	\$ 395,268	\$ 416,608	\$ 416,654	\$ -	100.01%
TOTAL	\$ 5,176,134	\$ 5,375,474	\$ 4,750,637	\$ 352,947	88.38%

Town of Norwich
FY23 Expenditures with Budget

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month May 31, 2023	FY 23 PERF
TOWN ADMINISTRATION						
SELECTBOARD STIPEND	\$ 2,500	\$ 2,500	\$ 2,500	\$ 1,250	\$ -	50.00%
TOWN MANAGER WAGE	\$ 95,971	\$ 63,274	\$ 96,877	\$ 171,545	\$ 13,167	177.07%
TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ 875	\$ -	50.00%
ADMIN ASSIST WAGE	\$ 55,886	\$ 56,358	\$ 58,458	\$ 53,483	\$ 4,883	91.49%
ADMIN ASSIST OT	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 9,415	\$ 8,886	\$ 9,631	\$ 13,956	\$ 1,090	144.91%
MEDI TAX	\$ 2,202	\$ 1,640	\$ 2,175	\$ 3,264	\$ 255	150.07%
HEALTH INSUR	\$ 45,623	\$ 34,648	\$ 43,929	\$ 41,940	\$ 4,040	95.47%
DISABILITY/LIFE INSURANCE	\$ 1,036	\$ 872	\$ 1,541	\$ 821	\$ 52	53.26%
DENTAL INSURANCE	\$ 462	\$ 91	\$ 884	\$ 670	\$ 36	75.84%
VT RETIREMENT	\$ 8,975	\$ 6,760	\$ 10,485	\$ 14,730	\$ 1,173	140.49%
PROFESSIONAL SERVICES	\$ 51,667	\$ 95,253	\$ 17,500	\$ 8,253	\$ -	47.16%
CONTRACTED SERVICES	\$ -	\$ -	\$ 30,670	\$ 30,670	\$ -	100.00%
LEGAL	\$ -	\$ -	\$ 90,000	\$ 156,634	\$ 3,686	174.04%
VLCT MEMBERSHIP	\$ 5,328	\$ 5,328	\$ 5,657	\$ 5,657	\$ -	100.00%
TOWN REPORT	\$ 2,500	\$ 3,634	\$ 3,750	\$ 4,046	\$ -	107.90%
TELEPHONE	\$ 850	\$ 541	\$ 800	\$ 487	\$ 53	60.87%
T MNGR CELL PHONE	\$ 600	\$ 485	\$ 480	\$ 834	\$ 110	173.66%
T MNGR RECRUITMENT	\$ -	\$ 9,046	\$ -	\$ -	\$ -	0.00%
T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 100	\$ 5	\$ 100	\$ 56	\$ -	56.39%
ADVERTISING	\$ 900	\$ 2,666	\$ 1,000	\$ 2,041	\$ (45)	204.14%
PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILEAGE	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 900	\$ 4,749	\$ 1,500	\$ 1,711	\$ 29	114.09%
OFFICE EQUIP	\$ 300	\$ 117	\$ 300	\$ -	\$ -	0.00%
DUES/MTS/EDUC	\$ 1,000	\$ 1,002	\$ 750	\$ 696	\$ 40	92.78%
SB COMMITTEE EXPENSES	\$ 3,000	\$ -	\$ -	\$ 108	\$ 80	0.00%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE	\$ 1,460	\$ 670	\$ 1,760	\$ 422	\$ -	24.00%
EVCS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
NEGRASS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-FACILITIES STUDY	\$ -	\$ 860,000	\$ -	\$ -	\$ -	0.00%
DES FUND-CITIZEN ASSISTANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND - CLIMATE EMERGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
REGIONAL ENERGY COORDINATOR	\$ -	\$ 15,335	\$ -	\$ -	\$ -	0.00%
MISCELLANEOUS	\$ 500	\$ 6,188	\$ 500	\$ 82	\$ -	16.36%
BUSINESS E-MAIL COMPROMISES (BEC'S)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 293,625	\$ 1,181,797	\$ 383,197	\$ 514,233	\$ 28,649	134.20%
BOARD OF CIVIL AUTHORITY/ABATEMENT						
JUSTICES WAGE	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
FICA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MEDI TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 138	\$ -	\$ 150	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 25	\$ -	\$ 25	\$ -	\$ -	0.00%
DUES/MTS/EDUC	\$ 140	\$ -	\$ 300	\$ -	\$ -	0.00%
TOTAL	\$ 803	\$ -	\$ 975	\$ -	\$ -	0.00%
STATUTORY MEETINGS						
POLLWORKERS WAGE	\$ 600	\$ -	\$ 700	\$ -	\$ -	0.00%
FICA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MEDI TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONTRACTED SERVICES	\$ -	\$ -	\$ 1,000	\$ -	\$ -	0.00%
POSTAGE	\$ 99	\$ -	\$ 2,500	\$ -	\$ -	0.00%
ADVERTISING	\$ 195	\$ -	\$ 200	\$ 290	\$ -	144.75%
PRINTING	\$ 2,068	\$ 2,902	\$ 5,000	\$ 2,298	\$ -	45.96%
OFFICE SUPPLIES	\$ 73	\$ -	\$ 400	\$ 97	\$ -	24.34%
VOTING MACH EXPENSE	\$ 56	\$ -	\$ 75	\$ -	\$ -	0.00%
VOTING MACH MAINT AGRMT	\$ -	\$ -	\$ 650	\$ -	\$ -	0.00%
VTG MCHN PROGRAMING	\$ 1,700	\$ 1,640	\$ 3,500	\$ 1,589	\$ -	45.40%
TOTAL	\$ 4,791	\$ 4,541	\$ 14,025	\$ 4,274	\$ -	30.47%
TOWN CLERK						
TOWN CLERK WAGE	\$ 72,490	\$ 72,810	\$ 75,848	\$ 82,252	\$ 5,445	108.44%
ASST CLK WAGE	\$ 48,381	\$ 48,911	\$ 49,982	\$ 47,295	\$ 4,149	94.62%
FICA TAX	\$ 7,494	\$ 6,674	\$ 7,787	\$ 7,521	\$ 547	96.58%
MEDI TAX	\$ 1,753	\$ 1,561	\$ 1,758	\$ 1,781	\$ 130	101.28%
HEALTH INS	\$ 31,904	\$ 33,794	\$ 30,633	\$ 3,631	\$ (799)	11.85%
DISABILITY/LIFE INS	\$ 1,036	\$ 1,309	\$ 1,340	\$ 1,272	\$ 228	94.92%
DENTAL INSURANCE	\$ 924	\$ 728	\$ 884	\$ 749	\$ (28)	84.82%
VT RETIREMENT	\$ 7,554	\$ 7,575	\$ 8,478	\$ 8,481	\$ 613	100.03%
DOG/CAT LICENSE	\$ 236	\$ 198	\$ 275	\$ -	\$ -	0.00%
VITAL STATISTICS	\$ 15	\$ -	\$ 20	\$ 38	\$ -	190.00%
RECORD RESTORATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ -	\$ -	\$ 200	\$ -	\$ -	0.00%
TELEPHONE	\$ 500	\$ 545	\$ 550	\$ 546	\$ 50	99.23%
POSTAGE	\$ -	\$ 13	\$ -	\$ 168	\$ 21	0.00%
OFFICE SUPPLIES	\$ 1,200	\$ 881	\$ 1,200	\$ 650	\$ -	54.20%
OFFICE EQUIPMENT	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
SOFTWARE	\$ 3,114	\$ 3,620	\$ 3,600	\$ 3,610	\$ 290	100.26%
DUES/MTGS/EDUC	\$ 118	\$ -	\$ 175	\$ 125	\$ -	71.43%
WOMEN'S CLUB GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-RECORD RESTORATION	\$ 5,000	\$ 5,000	\$ -	\$ 854	\$ -	0.00%
TOTAL	\$ 182,219	\$ 183,619	\$ 183,230	\$ 158,973	\$ 10,646	86.76%
FINANCE DEPARTMENT						
FINANCE ASSISTANT WAGE	\$ 48,599	\$ 73,576	\$ 49,982	\$ 50,089	\$ 4,008	100.21%
FINANCE OFFICER WAGE	\$ 81,660	\$ 85,805	\$ 83,428	\$ 148,742	\$ 39,855	178.29%
FICA TAX	\$ 8,076	\$ 5,679	\$ 8,508	\$ 7,992	\$ 657	93.94%
MEDI TAX	\$ 1,889	\$ 1,328	\$ 1,921	\$ 1,869	\$ 154	97.29%
HEALTH INS	\$ 22,576	\$ 23,376	\$ 37,522	\$ 19,462	\$ 995	51.87%
DISABILITY/LIFE INS	\$ 1,036	\$ 917	\$ 1,445	\$ 786	\$ 49	54.44%
DENTAL INSURANCE	\$ 924	\$ 686	\$ 884	\$ 667	\$ 36	75.45%
VT RETIREMENT	\$ 8,141	\$ 6,049	\$ 9,005	\$ 5,448	\$ 261	60.50%
PROFESSIONAL SERVICES	\$ -	\$ 616	\$ 3,000	\$ 2,627	\$ -	87.58%
INDEPENDENT AUDIT	\$ 13,500	\$ 11,500	\$ 14,250	\$ 29,430	\$ -	206.53%
TELEPHONE	\$ 650	\$ 539	\$ 1,000	\$ 847	\$ 87	84.67%
POSTAGE	\$ -	\$ 4	\$ -	\$ 2	\$ -	0.00%
ADVERTISING	\$ 176	\$ -	\$ 175	\$ -	\$ -	0.00%
PRINTING	\$ 74	\$ 115	\$ 75	\$ 119	\$ -	158.67%
OFFICE SUPPLIES	\$ 1,506	\$ 1,094	\$ 1,750	\$ 897	\$ -	51.26%
OFFICE EQUIPMENT	\$ 250	\$ 3,971	\$ 750	\$ -	\$ -	0.00%

Town of Norwich
FY23 Expenditures with Budget

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month May 31, 2023	FY 23 PERF
SOFTWARE	\$ 925	\$ 4,288	\$ 1,425	\$ 4,586	-	321.81%
DUES/MTGS/EDUC	\$ 512	\$ 85	\$ 525	\$ 20	20	3.81%
BANK CHARGE	-	\$ 2,605	-	\$ 278	-	0.00%
TOTAL	\$ 190,494	\$ 222,233	\$ 215,646	\$ 273,862	\$ 46,121	127.00%
GENERAL ADMINISTRATION						
TELEPHONE	\$ 700	\$ 483	\$ 600	\$ 453	42	75.49%
POSTAGE METER RENTAL	\$ 1,920	\$ 638	\$ 700	\$ 479	-	68.39%
POSTAGE	\$ 4,000	\$ 6,737	\$ 4,000	\$ 4,426	-	110.64%
OFFICE SUPPLIES	\$ 1,000	\$ 1,117	\$ 1,250	\$ 755	39	60.40%
PHOTOCOPIER	\$ 1,600	\$ 1,051	\$ 1,600	\$ 1,175	-	73.41%
Remote Meeting Services	-	-	-	\$ 5,542	504	0.00%
COMPUTER SOFTWARE	-	-	-	-	-	0.00%
COMPUTER EQUIPMENT	-	\$ 22,836	\$ 1,400	\$ 4,174	-	298.14%
WEB SITE SUPPORT	\$ 600	-	\$ 600	\$ 541	1	90.17%
SERVER MAINTENANCE	\$ 17,568	\$ 35,737	\$ 39,672	\$ 41,023	3,162	103.40%
DESIGNATED FUND EQUIPMENT	\$ 50,878	\$ 50,878	\$ 15,000	\$ 15,000	-	100.00%
TOTAL	\$ 78,266	\$ 119,478	\$ 64,822	\$ 73,567	\$ 3,748	113.49%
BOARD OF LISTERS						
LISTER WAGE	\$ 4,500	\$ 3,750	\$ 4,500	\$ 1,500	-	33.33%
ASSESSING CLERK WAGE	\$ 17,882	\$ 5,650	\$ 22,547	-	-	0.00%
FICA TAX	\$ 1,109	\$ 583	\$ 1,677	\$ 93	-	5.55%
MEDI TAX	\$ 259	\$ 136	\$ 663	\$ 22	-	3.28%
HEALTH INS	-	-	-	-	-	0.00%
DISABILITY/LIFE INS	-	-	-	-	-	0.00%
DENTAL INSURANCE	-	-	-	-	-	0.00%
VT RETIREMENT	-	-	-	-	-	0.00%
PROFESSIONAL ASSESSOR SERVICES	\$ 35,000	\$ 33,805	\$ 35,000	\$ 28,133	2,972	80.38%
TAX MAPPING	-	-	-	-	-	0.00%
SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 7,600	\$ 6,000	\$ 5,680	-	94.66%
TELEPHONE	\$ 530	\$ 522	\$ 530	\$ 483	45	91.17%
POSTAGE	\$ 381	\$ 50	\$ 150	\$ 46	-	30.50%
ADVERTISING	-	\$ 66	\$ 150	-	-	0.00%
PRINTING	\$ 88	\$ 26	\$ 100	\$ 35	-	35.00%
MILEAGE REIMB	\$ 100	\$ 51	\$ 100	-	-	0.00%
OFFICE SUPPLIES	\$ 125	\$ 294	\$ 125	\$ 144	4	115.11%
OFFICE EQUIPMENT	\$ 625	\$ 75	\$ 125	\$ 15	-	11.98%
DUES/MTGS/EDUC	\$ 75	\$ 50	\$ 100	-	-	0.00%
DESIGNATED FUND REAPPRAISAL	\$ 43,000	\$ 43,000	\$ 50,000	\$ 50,000	-	100.00%
TOTAL	\$ 109,674	\$ 95,658	\$ 121,767	\$ 86,150	\$ 3,021	70.75%
PLANNING/DRB DEPARTMENT						
PLAN ADMIN WAGE	\$ 73,933	\$ 52,869	\$ 78,874	\$ 22,363	6,537	28.35%
PLANNING DEPT. WAGES	\$ 26,407	\$ 27,562	\$ 58,357	\$ 26,843	2,528	46.00%
FICA TAX	\$ 6,221	\$ 4,262	\$ 8,508	\$ 2,509	157	29.48%
MEDI TAX	\$ 1,455	\$ 997	\$ 1,921	\$ 587	37	30.54%
HEALTH INS	\$ 16,073	\$ 11,001	\$ 15,408	\$ 882	-	5.72%
DISABILITY/LIFE INS	\$ 518	\$ 508	\$ 779	\$ 113	-	14.53%
DENTAL INSURANCE	\$ 462	\$ 252	\$ 442	\$ 72	-	16.29%
VT RETIREMENT	\$ 4,621	\$ 3,606	\$ 5,324	\$ 882	-	16.57%
TOWN PLAN	-	-	-	-	-	0.00%
PLANNING SERVICES	\$ 3,000	\$ 692	\$ 3,000	\$ 604	-	20.14%
TWO RIVER PLANNING COMM.	\$ 5,223	\$ 5,223	\$ 5,223	\$ 5,707	-	109.27%
U.V. TRANSPORTATION MGMT	\$ 1,134	\$ 1,134	\$ 1,134	-	-	0.00%
MAPPING	\$ 1,600	\$ 1,500	\$ 2,000	\$ 822	-	41.12%
HISTORIC PRES CLG GRANT	\$ 6,750	\$ 1,750	\$ 1,000	-	-	0.00%
RURAL SETTLEMENT GRANT	-	\$ 10,660	-	\$ 4,340	-	0.00%
TELEPHONE	\$ 450	\$ 534	\$ 930	\$ 585	51	62.95%
POSTAGE	\$ 450	-	\$ 450	-	-	0.00%
ADVERTISING	\$ 500	\$ 486	\$ 500	\$ 1,061	337	212.13%
PRINTING	\$ 200	\$ 148	\$ 200	-	-	0.00%
MILEAGE REIMB	\$ 400	-	\$ 400	-	-	0.00%
OFFICE SUPPLIES	\$ 350	-	\$ 350	\$ 254	-	72.65%
OFFICE EQUIPMENT	\$ 250	\$ 500	\$ 250	-	-	0.00%
DUES/MTGS/EDUC	\$ 750	-	\$ 750	\$ 169	-	22.59%
TOTAL	\$ 150,747	\$ 123,683	\$ 185,801	\$ 67,794	\$ 9,646	36.49%
RECREATION DEPARTMENT						
RECREATION ADMINISTRATION						
RECREATION DIR WAGE	\$ 70,072	\$ 70,259	\$ 71,796	\$ 67,149	5,717	93.53%
RECREATION ADMIN ASST	-	-	-	-	-	0.00%
FICA TAX	\$ 4,350	\$ 5,170	\$ 4,451	\$ 4,568	354	102.61%
MEDI TAX	\$ 1,016	\$ 1,209	\$ 1,005	\$ 1,068	83	106.27%
HEALTH INS	\$ 24,022	\$ 26,012	\$ 23,046	\$ 4,957	-	21.51%
DISABILITY/LIFE INSUR	\$ 518	\$ 738	\$ 756	\$ 676	61	89.47%
DENTAL INSURANCE	\$ 462	\$ 312	\$ 442	\$ 120	-	27.09%
VT RETIREMENT	\$ 4,380	\$ 4,373	\$ 4,846	\$ 4,436	372	91.54%
TELEPHONE	\$ 525	\$ 492	\$ 1,005	\$ 853	82	84.84%
POSTAGE	\$ 175	-	\$ 50	-	-	0.00%
ADVERTISING	\$ 71	-	\$ 245	\$ 76	-	30.86%
PRINTING	\$ 25	-	\$ 75	-	-	0.00%
DUES/MTGS/EDUC	\$ 800	\$ 80	\$ 1,300	\$ 295	100	22.69%
OFFICE EQUIPMENT	\$ 50	\$ 40	\$ 50	-	-	0.00%
MILEAGE REIMBURSEMENT	\$ 263	-	\$ 250	\$ 64	-	25.68%
OFFICE SUPPLIES	\$ 225	\$ 130	\$ 225	-	-	0.00%
TOTAL ADMINISTRATION	\$ 106,954	\$ 108,815	\$ 109,542	\$ 84,262	\$ 6,770	76.92%
RECREATION PROGRAMS						
INSTRUCTOR FEE	\$ 65,000	\$ 10,488	\$ 25,000	\$ 9,408	685	37.63%
COACHING MATERIALS	\$ 300	\$ 110	\$ 800	\$ 500	-	62.49%
TEE SHIRT/HAT	\$ 3,000	\$ 3,150	\$ 3,000	\$ 1,612	-	53.73%
EQUIPMENT	\$ 3,500	\$ 14,934	\$ 6,500	\$ 3,736	285	57.47%
PROGRAM WAGE	\$ 38,000	\$ 29,024	\$ 60,000	\$ 23,229	300	38.71%
REFEREE/UMPIRE	\$ 3,700	\$ 1,666	\$ 4,000	\$ 4,727	-	118.17%
TOURNAMENT FEES	\$ 2,500	\$ (95)	\$ 2,500	\$ 535	-	21.40%
REGISTRATION FEES (MYREC)	\$ 8,500	\$ 4,529	\$ 6,000	\$ 6,209	649	103.48%
M.CROSS SCHOOL RENTAL FEE	-	-	-	\$ 2,000	-	0.00%
SPECIAL EVENTS /SUPPLIES	\$ 1,500	\$ 352	\$ 2,500	\$ 134	-	5.37%
FICA	\$ 2,500	\$ 543	\$ 3,720	\$ 1,418	19	38.13%
MEDI	\$ 600	\$ 127	\$ 840	\$ 332	4	39.49%
UNIFORM	\$ 700	-	\$ 1,200	\$ 1,634	-	136.14%
TOTAL RECREATION PROGRAMS	\$ 129,800	\$ 64,827	\$ 116,060	\$ 55,473	\$ 1,941	47.80%
RECREATION FACILITIES						

Town of Norwich
FY23 Expenditures with Budget

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month May 31, 2023	FY 23 PERF
REC FIELD CARE	\$ 7,000	\$ 3,980	\$ 10,500	\$ 160	\$ 117	1.52%
HUNTLEY LINE MARKING	\$ 2,440	\$ 3,204	\$ 2,440	\$ 178	\$ -	7.30%
PORTABLE TOILET	\$ 1,062	\$ 2,253	\$ 2,500	\$ 2,600	\$ -	104.00%
ICE RINK	\$ -	\$ -	\$ 3,500	\$ 375	\$ -	10.72%
REPAIRS & MAINT	\$ 2,519	\$ 32	\$ 2,500	\$ -	\$ -	0.00%
WATER USAGE	\$ 485	\$ 465	\$ 420	\$ 332	\$ 92	79.08%
WOMEN'S CLUB GRANT	\$ 1,875	\$ -	\$ 2,500	\$ -	\$ -	0.00%
MAHHC PREVENTION GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VT REC RESTART GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SITE WORK	\$ -	\$ -	\$ 250	\$ -	\$ -	0.00%
SUMMER MATTERS FOR ALL GRANT	\$ -	\$ 12,865	\$ -	\$ -	\$ -	0.00%
KING ARTHUR GRANT	\$ -	\$ 407	\$ -	\$ -	\$ -	0.00%
DESIGNATED FUND-T COURTS	\$ 10,200	\$ 10,200	\$ 10,200	\$ 10,200	\$ -	100.00%
TOTAL RECREATION FACILITIES	\$ 25,581	\$ 33,406	\$ 34,810	\$ 13,845	\$ 209	39.77%
RECREATION TOTAL	\$ 262,335	\$ 207,048	\$ 260,412	\$ 153,580	\$ 8,921	58.98%
PUBLIC SAFETY FACILITY						
WATER USAGE	\$ 1,100	\$ 925	\$ 1,100	\$ 719	\$ -	65.34%
ELECTRICITY	\$ 7,100	\$ 4,035	\$ 7,700	\$ 7,567	\$ 747	98.27%
HEATING (Inc. Apparatus Bay)	\$ 2,875	\$ 306	\$ -	\$ 4,619	\$ -	0.00%
ADMIN TELEPHONE & INTERNET	\$ 4,830	\$ 6,192	\$ 4,830	\$ 4,309	\$ 881	89.22%
SUPPLIES	\$ 750	\$ 694	\$ 650	\$ 568	\$ 168	87.38%
REPAIRS & MAINTENANCE	\$ 2,000	\$ 2,186	\$ 5,000	\$ 7,357	\$ -	147.13%
ALARM MONITORING	\$ 325	\$ 1,445	\$ 1,400	\$ 785	\$ -	56.07%
CLEANING	\$ 11,000	\$ 9,540	\$ 10,000	\$ 7,920	\$ 360	79.20%
DESIGNATED FUND - POLICE/FIRE STATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY FACILITY	\$ 29,980	\$ 25,323	\$ 30,680	\$ 33,844	\$ 2,156	110.31%
POLICE DEPARTMENT						
WAGES & BENEFITS						
POLICE CHIEF WAGE	\$ 87,257	\$ 34,822	\$ 85,761	\$ 58,916	\$ 7,105	68.70%
POLICE OFFICER WAGE	\$ 174,617	\$ 171,140	\$ 178,626	\$ 93,955	\$ 16,178	52.60%
ON-CALL WAGE	\$ 5,472	\$ 4,975	\$ 5,472	\$ 4,045	\$ 576	73.93%
OVERTIME OFFICER WAGE	\$ 19,838	\$ 40,873	\$ 20,138	\$ 12,693	\$ 2,768	63.03%
ADMINISTRATIVE WAGE	\$ 51,247	\$ 52,033	\$ 54,820	\$ 49,548	\$ 4,586	90.38%
PARTTIME OFFICER WAGE	\$ 3,000	\$ 1,433	\$ 3,250	\$ -	\$ -	0.00%
CROSSING GUARD WAGE	\$ 16,934	\$ 14,676	\$ 17,442	\$ 7,136	\$ 802	40.91%
GOVERNOR'S HIGHWAY SAFETY GRANT WAGE	\$ -	\$ 480	\$ -	\$ 36	\$ -	0.00%
SPECIAL DUTY WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 20,587	\$ 18,444	\$ 19,984	\$ 10,553	\$ 1,446	52.81%
MEDI TAX	\$ 4,815	\$ 4,316	\$ 4,513	\$ 2,468	\$ 338	54.69%
HEALTH INS	\$ 72,228	\$ 61,879	\$ 69,648	\$ 57,251	\$ 8,047	82.20%
DISABILITY/LIFE INS	\$ 3,708	\$ 2,715	\$ 3,289	\$ 1,865	\$ 289	56.70%
DELTA DENTAL	\$ 2,160	\$ 1,699	\$ 2,209	\$ 2,356	\$ 347	106.65%
VT RETIREMENT	\$ 24,313	\$ 23,451	\$ 21,757	\$ 17,633	\$ 2,478	81.04%
TOTAL	\$ 486,176	\$ 432,935	\$ 486,908	\$ 318,456	\$ 44,961	65.40%
COMMUNITY POLICING						
ANIMAL CONTROL	\$ 2,131	\$ 3,391	\$ 2,750	\$ 1,036	\$ -	37.67%
COMMUNITY RELATIONS	\$ 653	\$ 192	\$ 650	\$ 322	\$ -	49.55%
SPEED SIGNS	\$ 1,865	\$ 6,365	\$ 2,000	\$ 1,031	\$ 96	51.53%
NORWICH CADET PROGRAM	\$ 300	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 4,949	\$ 9,948	\$ 5,400	\$ 2,389	\$ 96	44.23%
EQUIPMENT & MAINTENANCE						
RADIO MAINTENANCE	\$ 764	\$ -	\$ 750	\$ 838	\$ -	111.67%
PETROLEUM PRODUCTS	\$ 6,121	\$ -	\$ 7,250	\$ 6,032	\$ 926	83.20%
CRUISER VIDEO EQUIP	\$ 1,025	\$ -	\$ 4,044	\$ -	\$ -	0.00%
CRUISER MAINT	\$ 8,396	\$ 12,830	\$ 8,250	\$ 6,520	\$ 172	79.02%
CRUISER SUPPLIES	\$ 482	\$ 81	\$ 500	\$ 362	\$ -	72.37%
TOTAL	\$ 16,788	\$ 12,911	\$ 20,794	\$ 13,751	\$ 1,098	66.13%
GRANTS (Inc PACIF Equip & Women's Club)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SUPPORT						
ADMINISTRATION	\$ 4,000	\$ 3,798	\$ 4,000	\$ 3,685	\$ 488	92.13%
VIBRS	\$ 2,971	\$ 2,901	\$ 3,000	\$ 2,527	\$ 127	84.23%
DISPATCH SERVICES	\$ 72,911	\$ 72,911	\$ 73,000	\$ 72,911	\$ 18,228	99.88%
TRAINING	\$ 2,500	\$ 1,913	\$ 2,500	\$ 1,344	\$ 649	53.76%
TRAINING SUPPLIES	\$ 1,421	\$ 559	\$ 2,000	\$ 1,669	\$ 841	83.45%
MILEAGE REIMB	\$ 217	\$ 1,083	\$ 200	\$ 89	\$ -	44.54%
DUES/MTGS/EDUC	\$ 943	\$ 405	\$ 1,000	\$ 350	\$ -	35.00%
UNIFORM	\$ 3,026	\$ 3,437	\$ 2,500	\$ 3,842	\$ 735	153.68%
UNIFORMS CLEANING	\$ 1,386	\$ 351	\$ 1,500	\$ 805	\$ 65	53.68%
BULLET PROOF VESTS	\$ -	\$ 2,979	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 89,375	\$ 90,337	\$ 89,700	\$ 87,222	\$ 21,132	97.24%
DESIGNATED FUNDS						
DESIGNATED FUND-SPECIAL EQUIP	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
DESIGNATED FUND-CRUISER	\$ -	\$ -	\$ 35,000	\$ 37,669	\$ -	107.63%
TOTAL	\$ -	\$ -	\$ 40,000	\$ 42,669	\$ -	106.67%
TOTAL POLICE DEPARTMENT	\$ 597,288	\$ 546,131	\$ 642,802	\$ 464,487	\$ 67,287	72.26%
FIRE/FAST DEPT.						
FIRE CHIEF WAGES	\$ 67,782	\$ 67,571	\$ 70,761	\$ 64,082	\$ 5,332	90.56%
FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	100.00%
FIREFIGHTERS WAGE	\$ 29,000	\$ 18,070	\$ 30,000	\$ 27,098	\$ 2,947	90.33%
FF DRILLS/MTGS WAGE	\$ 3,000	\$ 1,428	\$ 2,500	\$ 1,312	\$ 200	52.48%
C-19 GRANT	\$ -	\$ 15,263	\$ -	\$ -	\$ -	0.00%
C-19 MILEAGE REIUMBURSEMENT	\$ -	\$ 579	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 6,322	\$ 5,931	\$ 6,532	\$ 5,766	\$ 631	88.27%
MEDI TAX	\$ 1,479	\$ 1,387	\$ 1,528	\$ 1,349	\$ 148	88.28%
HEALTH INSURANCE	\$ 16,458	\$ 17,875	\$ 21,141	\$ 19,839	\$ 1,875	93.84%
DISABILITY/LIFE INSURANCE	\$ 518	\$ 869	\$ 736	\$ 659	\$ 60	89.55%
VT RETIREMENT	\$ 4,236	\$ 4,209	\$ 4,770	\$ 4,232	\$ 347	88.72%
DENTAL INSURANCE	\$ 462	\$ 364	\$ 442	\$ 412	\$ 36	93.15%
TOTAL	\$ 131,357	\$ 135,645	\$ 140,510	\$ 126,848	\$ 13,675	90.28%
EMS WAGES						
EMS WAGE	\$ 6,000	\$ 4,141	\$ 5,000	\$ 6,627	\$ 481	132.55%
EMS DRILL WAGE	\$ 1,900	\$ 1,164	\$ 1,900	\$ 1,100	\$ 80	57.89%
EMS FICA TAX	\$ 490	\$ 241	\$ 428	\$ 360	\$ 26	84.18%
EMS MEDI TAX	\$ 115	\$ 57	\$ 100	\$ 84	\$ 6	84.21%

Town of Norwich
FY23 Expenditures with Budget

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month May 31, 2023	FY 23 PERF
TOTAL	\$ 8,505	\$ 5,602	\$ 7,428	\$ 8,172	\$ 593	110.01%
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	\$ 1,000	\$ 45	\$ 750	\$ 909	\$ -	121.20%
EMS EDUC/TRNG	\$ 1,400	\$ 750	\$ 1,200	\$ 25	\$ -	2.08%
FIRE DUES/MTGS/EDUC	\$ 500	\$ -	\$ 500	\$ 480	\$ -	96.00%
TOTAL	\$ 2,900	\$ 795	\$ 2,450	\$ 1,414	\$ -	57.71%
TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	\$ 4,000	\$ 1,397	\$ 4,000	\$ 4,304	\$ 1,896	107.59%
EMS TOOLS/ EQUIP	\$ 1,900	\$ 1,391	\$ 1,900	\$ 1,180	\$ -	62.13%
RADIO PURCH/REPAIR	\$ 750	\$ 8,191	\$ 750	\$ 599	\$ 389	79.87%
TOTAL	\$ 6,650	\$ 10,980	\$ 6,650	\$ 6,083	\$ 2,285	91.47%
MAINTENANCE						
FIRE TRK R & M	\$ 14,500	\$ 37,012	\$ 13,000	\$ 12,495	\$ 241	96.12%
EQUIPMENT MAINTENANCE & SAFETY TESTING	\$ 4,000	\$ 4,046	\$ 4,000	\$ 1,106	\$ -	27.65%
RADIO MAINTENANCE	\$ 531	\$ 1,151	\$ 500	\$ -	\$ -	0.00%
SOFTWARE MAINTENANCE	\$ 1,012	\$ -	\$ -	\$ 120	\$ -	0.00%
COMPUTER MAINTENANCE	\$ 291	\$ -	\$ -	\$ -	\$ -	0.00%
VEHICLE FUEL	\$ 2,715	\$ 4,591	\$ 3,500	\$ 2,881	\$ 191	82.32%
TOTAL	\$ 23,049	\$ 46,799	\$ 21,000	\$ 16,602	\$ 432	79.06%
SUPPORT						
RECRUITMENT	\$ 100	\$ -	\$ 100	\$ 179	\$ -	179.44%
POSTAGE	\$ 25	\$ -	\$ 25	\$ 10	\$ -	40.80%
FIRE PREVENTION BOOKS & MATERIALS	\$ 100	\$ 310	\$ 100	\$ -	\$ -	0.00%
FIREFIGHTERS CASUL INS	\$ 8,800	\$ 4,048	\$ 5,800	\$ 3,610	\$ -	62.24%
TELEPHONE & INTERNET	\$ -	\$ 480	\$ -	\$ 800	\$ 80	0.00%
OFFICE SUPPLIES	\$ 400	\$ 607	\$ 600	\$ 622	\$ -	103.75%
DISPATCH SERVICE	\$ 22,588	\$ 23,825	\$ 25,004	\$ 24,698	\$ -	98.78%
UNIFORM	\$ 225	\$ 238	\$ 225	\$ -	\$ -	0.00%
HYDRANT RENTAL	\$ 33,933	\$ 33,933	\$ 34,000	\$ 34,000	\$ -	100.00%
DRY HYDRANT	\$ 25	\$ -	\$ 500	\$ 670	\$ -	134.00%
OSHA COMPLIANCE	\$ 1,000	\$ 224	\$ 1,000	\$ 665	\$ 136	66.50%
WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 67,196	\$ 63,666	\$ 67,354	\$ 65,255	\$ 216	96.88%
DESIGNATED FUNDS						
DESIGNATED FUND-APPARATUS	\$ 20,000	\$ 20,000	\$ 60,000	\$ 60,000	\$ -	100.00%
DESIGNATED FUND-EQUIPMENT	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ -	100.00%
TOTAL	\$ 40,000	\$ 40,000	\$ 70,000	\$ 70,000	\$ -	100.00%
GRANT						
VLCT PACIF GRANT	\$ -	\$ 5,352	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ -	\$ -	\$ 2,940	\$ -	0.00%
FY 17 HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ 5,352	\$ -	\$ 2,940	\$ -	0.00%
AMBULANCE EXPENDITURES						
AMBULANCE CONTRACT	\$ 146,340	\$ 137,312	\$ 152,925	\$ 149,212	\$ -	97.57%
AMBULANCE LIAB	\$ 14,500	\$ 1,743	\$ 5,500	\$ 4,525	\$ -	82.27%
TOTAL	\$ 160,840	\$ 139,055	\$ 158,425	\$ 153,737	\$ -	97.04%
TOTAL FIRE DEPT.	\$440,497	\$ 447,894	\$ 473,816	\$ 451,051	\$ 17,201	95.20%
EMERGENCY MANAGEMENT						
DEBT SERVICE ON TOWER BOND PRINCIPAL	\$ 29,894	\$ 27,500	\$ 26,775	\$ 27,500	\$ -	102.71%
DEBT SERVICE ON TOWER BOND INTEREST	\$ -	\$ 2,321	\$ 3,025	\$ 1,422	\$ -	47.00%
TOWER POWER	\$ 500	\$ 391	\$ 400	\$ 902	\$ 177	225.42%
EMERG MAN ADMIN	\$ 17	\$ -	\$ 25	\$ -	\$ -	0.00%
EMERG MNGMT SUPPLIES	\$ 33	\$ -	\$ 50	\$ 24	\$ -	48.00%
GENERATOR FUEL	\$ 55	\$ -	\$ 100	\$ 248	\$ -	248.12%
EMERG GEN MAINT	\$ 2,500	\$ 756	\$ 2,500	\$ -	\$ -	0.00%
BASE RADIO MAINTENANCE PD & DPW	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HAZARD MITIGATION PLAN (FEMA Grant) - Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DESIGNATED FUND- GENERATORS	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ -	100.00%
TOTAL	\$ 42,999	\$ 40,968	\$ 47,875	\$ 45,095	\$ 177	94.19%
GRANTS						
LOCAL HAZARD MITIGATION GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONSERVATION COMM.						
PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	-
OFFICE SUPPLIES & EMAIL	\$ -	\$ -	\$ -	\$ -	\$ -	-
DUES/MTGS/EDUC	\$ 300	\$ 50	\$ 300	\$ -	\$ -	0.00%
SPKRS/PUBLIC INFO / GEN'L PUBLIC EDUCATION	\$ 83	\$ -	\$ 500	\$ -	\$ -	0.00%
PUBLICITY / OUTDOOR STUDENT PROGRAMS - LEEEP	\$ 366	\$ 1,132	\$ 1,750	\$ 1,850	\$ -	105.71%
TRAILS	\$ 1,290	\$ 166	\$ 2,750	\$ -	\$ -	0.00%
WATER QUAL MONIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILT FRYE NATURE AREA	\$ 1,650	\$ 1,732	\$ 1,500	\$ 55	\$ 55	3.67%
NATRL RESRCS INVEN	\$ -	\$ -	\$ 1,000	\$ -	\$ -	0.00%
PROJECT RESTORATION / NATURAL RES. PROJS.	\$ -	\$ -	\$ 1,500	\$ 899	\$ 505	59.94%
WOMAN'S CLUB GRANT	\$ -	\$ 794	\$ -	\$ 799	\$ -	0.00%
TOTAL	\$ 3,689	\$ 3,874	\$ 9,300	\$ 3,603	\$ 560	38.74%
PUBLIC WORKS DEPARTMENT						
HIGHWAY DIVISION						
DIRECTOR OF PUBLIC WORKS	\$ 86,192	\$ 50,558	\$ 87,664	\$ 82,561	\$ 7,105	94.18%
ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 21,826	\$ 8,282	\$ 22,385	\$ -	\$ -	0.00%
ROAD CREW WAGES	\$ 282,486	\$ 222,028	\$ 271,472	\$ 157,357	\$ 17,157	57.96%
ROAD CREW OVERTIME	\$ 45,000	\$ 39,661	\$ 46,150	\$ 35,827	\$ 869	77.63%
PAGER COMPENSATION	\$ 4,650	\$ 240	\$ 4,650	\$ 844	\$ 164	18.15%
FICA	\$ 21,610	\$ 18,391	\$ 26,884	\$ 16,829	\$ 1,503	62.60%
MEDICARE	\$ -	\$ 4,356	\$ 6,071	\$ 3,936	\$ 352	64.83%
HEALTH INSURANCE	\$ 73,283	\$ 56,204	\$ 90,929	\$ 53,552	\$ 6,417	58.89%
DISABILITY & LIFE INSURANCE	\$ 2,589	\$ 2,472	\$ 3,859	\$ 2,422	\$ 311	62.76%

Town of Norwich
FY23 Expenditures with Budget

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month May 31, 2023	FY 23 PERF
DENTAL INSURANCE	\$ 2,310	\$ 1,305	\$ 2,651	\$ 1,651	\$ 180	62.27%
RETIREMENT	\$ 17,655	\$ 17,503	\$ 27,761	\$ 18,180	\$ 1,644	65.49%
TOTAL	\$ 557,601	\$ 421,001	\$ 590,476	\$ 373,158	\$ 35,702	63.20%
MATERIALS						
SALT & CHEMICALS	\$ 115,000	\$ 88,319	\$ 115,000	\$ 116,830	\$ 2,765	101.59%
SAND	\$ 105,000	\$ 83,217	\$ 115,000	\$ 85,928	\$ 62,465	74.72%
DUST CONTROL	\$ 15,000	\$ 12,374	\$ 22,500	\$ 4,658	\$ -	20.70%
GRAVEL & STONE	\$ 55,000	\$ 48,570	\$ 55,000	\$ 6,487	\$ 1,622	11.79%
CULVERTS & OTHER ROAD SUPPLIES	\$ 12,000	\$ 7,816	\$ 12,000	\$ 13,000	\$ 13,000	108.33%
ASPHALT PRODUCTS	\$ 2,995	\$ 1,247	\$ 3,000	\$ 518	\$ -	17.28%
BRIDGE REPAIR & MAINTENANCE	\$ 2,000	\$ 277	\$ 2,000	\$ 504	\$ -	25.18%
OTHER PROJECTS	\$ 1,783	\$ 8,858	\$ 1,785	\$ 297	\$ 80	16.64%
SIGNS	\$ 2,256	\$ -	\$ 2,250	\$ 2,360	\$ -	104.90%
TOTAL	\$ 311,034	\$ 250,679	\$ 328,535	\$ 230,582	\$ 79,933	70.18%
CONTRACTED SERVICES						
PLOWING & SANDING	\$ 22,976	\$ 21,298	\$ 25,000	\$ 78,560	\$ -	314.24%
ROAD SWEEPING	\$ 3,243	\$ 2,170	\$ -	\$ 2,480	\$ 2,480	0.00%
LEAF REMOVAL	\$ 3,029	\$ 2,200	\$ 3,000	\$ -	\$ -	0.00%
STREETLIGHTS	\$ 12,595	\$ 13,507	\$ 13,000	\$ 11,702	\$ 1,169	90.01%
TREE CUTTING & REMOVAL	\$ 10,516	\$ 1,700	\$ 10,000	\$ 6,250	\$ -	62.50%
UNIFORMS	\$ 12,773	\$ 9,403	\$ 12,000	\$ 11,289	\$ 1,625	94.08%
PAVING	\$ 25,000	\$ 146,522	\$ 7,500	\$ -	\$ -	0.00%
OTHER PROJECTS	\$ 66,354	\$ 37,108	\$ 15,500	\$ 8,572	\$ 5,087	55.30%
CRACK SEALING	\$ 15,944	\$ -	\$ 15,000	\$ 18,000	\$ -	120.00%
PAVEMENT MARKING	\$ 32,000	\$ 34,287	\$ 38,000	\$ -	\$ -	0.00%
BRIDGES	\$ 67,000	\$ 37,238	\$ 50,000	\$ 43,468	\$ 6,242	86.94%
TOTAL	\$ 271,430	\$ 305,432	\$ 189,000	\$ 180,321	\$ 16,603	95.41%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 40,000	\$ 57,376	\$ 35,000	\$ 34,310	\$ 1,788	98.03%
PARTS & SUPPLIES	\$ 50,000	\$ 101,722	\$ 50,000	\$ 48,220	\$ 1,558	96.44%
PETROLEUM PRODUCTS	\$ 48,000	\$ 58,103	\$ 70,000	\$ 37,918	\$ 2,757	54.17%
TOTAL	\$ 138,000	\$ 217,200	\$ 155,000	\$ 120,448	\$ 6,103	77.71%
HIGHWAY GARAGE						
ELECTRICITY	\$ 3,600	\$ 5,533	\$ 4,000	\$ 936	\$ -	23.41%
PROPANE	\$ 6,861	\$ 7,924	\$ 9,000	\$ 4,915	\$ 952	54.61%
TELEPHONE (Inc. Internet)	\$ 3,407	\$ 6,421	\$ 6,500	\$ 4,213	\$ 274	64.82%
SUPPLIES	\$ 8,260	\$ 5,436	\$ 8,250	\$ 3,027	\$ 587	36.69%
ALARM MONITORING	\$ 461	\$ 643	\$ 900	\$ -	\$ -	0.00%
REPAIRS & MAINTENANCE	\$ 6,979	\$ 18,347	\$ 7,750	\$ 2,982	\$ 669	38.47%
TOOLS	\$ 7,326	\$ 9,185	\$ 7,250	\$ 16	\$ 16	0.22%
ADMINISTRATION	\$ 5,256	\$ 2,652	\$ 5,000	\$ 6,530	\$ 396	130.60%
TOTAL	\$ 42,150	\$ 56,141	\$ 48,650	\$ 22,619	\$ 2,894	46.49%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	100.00%
DESIGNATED FUND-SIDEWALK	\$ 14,000	\$ 14,000	\$ 10,000	\$ 10,000	\$ -	100.00%
DESIGNATED FUND-PAVING	\$ 60,000	\$ 60,000	\$ 45,000	\$ 45,000	\$ -	100.00%
DESIGNATED FUND-BRIDGES	\$ 157,000	\$ 157,000	\$ 100,000	\$ 100,000	\$ -	100.00%
DESIGNATED FUND-GARAGE	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	100.00%
TOTAL	\$ 296,000	\$ 296,000	\$ 220,000	\$ 220,000	\$ -	100.00%
GRANTS						
VTRANS - PAVING GRANT	\$ -	\$ 14,000	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Two Rivers-Betr Back Road	\$ -	\$ 8,016	\$ -	\$ -	\$ -	0.00%
BETTER ROADS / GRANTS IN AID	\$ 5,000	\$ -	\$ -	\$ 4,310	\$ -	0.00%
VTRANS - BIKE & PED	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS - TAP GRANT (Tigertown Culverts - 20%)	\$ 21,929	\$ 32,029	\$ -	\$ 134,803	\$ -	0.00%
VTRANS - STRUCTURES GRANT (10% Local)	\$ -	\$ 2,619	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 26,929	\$ 56,664	\$ -	\$ 139,113	\$ -	0.00%
TOTAL-HIGHWAY DIVISION	\$ 1,643,144	\$ 1,603,118	\$ 1,531,661	\$ 1,286,241	\$ 141,234	83.98%
BUILDINGS & GROUNDS DIVISION						
BUILDING & GROUND WAGES	\$ 92,323	\$ 90,587	\$ 96,545	\$ 58,500	\$ 5,655	60.59%
OVERTIME WAGES	\$ 5,000	\$ 8,159	\$ 5,793	\$ 1,522	\$ -	26.27%
PAGER COMPENSATION	\$ 775	\$ 835	\$ 750	\$ 240	\$ -	32.00%
FICA	\$ 7,063	\$ 5,897	\$ 6,478	\$ 3,805	\$ 346	58.74%
MEDICARE	\$ -	\$ 1,430	\$ 1,463	\$ 890	\$ 81	60.84%
HEALTH INSURANCE	\$ 33,545	\$ 29,218	\$ 29,180	\$ 16,749	\$ 1,216	57.40%
DISABILITY & LIFE INSURANCE	\$ 1,036	\$ 936	\$ 1,089	\$ 557	\$ 46	51.13%
DENTAL INSURANCE	\$ 924	\$ 652	\$ 884	\$ 519	\$ 36	58.79%
RETIREMENT	\$ 5,770	\$ 6,189	\$ 7,052	\$ 4,017	\$ 368	56.96%
TOTAL	\$ 146,436	\$ 143,903	\$ 149,233	\$ 86,799	\$ 7,748	58.16%
MATERIALS						
GARDEN SUPPLIES & PLANTS	\$ 1,576	\$ 966	\$ 1,575	\$ 198	\$ -	12.57%
TOTAL	\$ 1,576	\$ 966	\$ 1,575	\$ 198	\$ -	12.57%
CONTRACTED SERVICES						
FOLEY PARK & MEDIANS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
UNIFORMS	\$ 4,800	\$ 3,722	\$ 4,800	\$ 2,045	\$ 240	42.60%
TOTAL	\$ 4,800	\$ 3,722	\$ 4,800	\$ 2,045	\$ 240	42.60%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 1,960	\$ -	\$ 2,000	\$ 106	\$ -	5.28%
PARTS & SUPPLIES	\$ -	\$ 822	\$ 2,500	\$ 2,143	\$ -	85.74%
PETROLEUM PRODUCTS	\$ -	\$ -	\$ 2,800	\$ 194	\$ 194	6.91%
TOOLS	\$ -	\$ -	\$ 500	\$ -	\$ -	0.00%
TOTAL	\$ 1,960	\$ 822	\$ 7,800	\$ 2,443	\$ 194	31.32%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION	\$ 154,772	\$ 149,413	\$ 163,408	\$ 91,485	\$ 8,182	55.99%
SOLID WASTE DIVISION						
TRANSFER STATION WAGES	\$ 42,774	\$ 42,729	\$ 43,097	\$ 39,442	\$ 3,524	91.52%
FICA	\$ 3,272	\$ 2,530	\$ 2,672	\$ 2,491	\$ 218	93.24%
MEDICARE	\$ -	\$ 602	\$ 603	\$ 583	\$ 51	96.70%
TOTAL	\$ 46,046	\$ 45,862	\$ 46,372	\$ 42,516	\$ 3,793	91.69%

Town of Norwich
FY23 Expenditures with Budget

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month May 31, 2023	FY 23 PERF
CONTRACTED SERVICES						
GUVSWMD ASSESSMENT	\$ 37,554	\$ 37,554	\$ 36,120	\$ 36,120	\$ -	100.00%
MUNICIPAL SOLID WASTE	\$ 48,923	\$ 47,846	\$ 51,250	\$ 36,876	\$ 3,646	71.95%
RECYCLING	\$ 39,297	\$ 46,051	\$ 42,250	\$ 36,388	\$ 3,712	86.13%
C & D WASTE DISPOSAL	\$ 9,641	\$ 9,567	\$ 10,250	\$ 12,209	\$ 1,630	119.11%
FOOD WASTE DISPOSAL	\$ 6,850	\$ 17,476	\$ 21,250	\$ 20,545	\$ 2,055	96.68%
UNIFORMS	\$ -	\$ -	\$ 500	\$ -	\$ -	0.00%
TOTAL	\$ 142,265	\$ 158,493	\$ 161,620	\$ 142,138	\$ 11,043	87.95%
EQUIPMENT						
PARTS & SUPPLIES	\$ 1,000	\$ 1,132	\$ 1,000	\$ 1,311	\$ 147	131.13%
REPAIRS & MAINTENANCE	\$ 3,000	\$ 31	\$ 3,000	\$ 6,390	\$ -	213.01%
SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
TOTAL	\$ 4,500	\$ 1,163	\$ 4,500	\$ 7,701	\$ 147	171.14%
TRANSFER STATION						
PURCHASED SERVICES	\$ 2,500	\$ 1,628	\$ 2,500	\$ -	\$ -	0.00%
ELECTRICITY	\$ 2,000	\$ 1,791	\$ 2,250	\$ 4,739	\$ 441	210.63%
PROPANE	\$ 600	\$ 390	\$ 750	\$ 608	\$ 112	81.06%
TELEPHONE	\$ 500	\$ 447	\$ 500	\$ 409	\$ 37	81.80%
ADMINISTRATION	\$ 1,000	\$ 1,249	\$ 1,000	\$ 1,960	\$ 1,199	196.05%
FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 417	\$ 2,000	\$ 715	\$ -	35.73%
TOTAL	\$ 8,600	\$ 5,923	\$ 9,000	\$ 8,431	\$ 1,788	93.68%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL-TRANSFER STATION DIVISION	\$ 201,411	\$ 211,441	\$ 221,492	\$ 200,786	\$ 16,771	90.65%
TRACY HALL						
WATER USAGE	\$ 875	\$ 739	\$ 875	\$ 559	\$ -	63.90%
ELECTRICITY	\$ 13,500	\$ 4,797	\$ 16,000	\$ 12,473	\$ 656	77.96%
HEATING	\$ 11,500	\$ 17,822	\$ 15,000	\$ 15,869	\$ 1,084	105.80%
ALARM MONITORING	\$ 200	\$ 950	\$ 1,250	\$ -	\$ -	0.00%
ELEVATOR MAINT	\$ 3,300	\$ 4,551	\$ 3,250	\$ 4,307	\$ 311	132.51%
CUSTODIAN PAGER	\$ 775	\$ -	\$ 750	\$ -	\$ -	0.00%
BUILDING SUPPLIES	\$ 4,200	\$ 3,621	\$ 4,200	\$ 1,693	\$ -	40.32%
REPAIRS & MAINT	\$ 10,000	\$ 8,166	\$ 10,000	\$ 11,452	\$ -	114.52%
BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,000	\$ 1,666	\$ 2,500	\$ 1,033	\$ 89	41.33%
DESIGNATED FUND-TRACY HALL	\$ -	\$ -	\$ -	\$ 1,250	\$ -	0.00%
TOTAL TRACY HALL	\$ 46,350	\$ 42,313	\$ 53,825	\$ 48,637	\$ 2,140	90.36%
TOTAL PUBLIC WORKS DEPARTMENT	\$ 2,045,677	\$ 2,006,284	\$ 1,970,385	\$ 1,627,149	\$ 168,328	82.58%
DEBT SERVICE EXPENDITURES						
PUBLIC SAFETY FACILITY BOND - PRINCIPAL	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ -	100.00%
Windsor County Bond				\$ 18,433	\$ -	0.00%
Windsor County Equalizati				\$ 40,397	\$ -	0.00%
PUBLIC SAFETY FACILITY - INTEREST	\$ 46,474	\$ 46,474	\$ 46,381	\$ 45,437	\$ -	97.97%
BROWNS SCHOOLHOUSE RD PED. BRIDGE - PRIN/INT	\$ 14,040	\$ 28,611	\$ 14,000	\$ -	\$ -	0.00%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - "OVER."	\$ 52,330	\$ 48,000	\$ 48,000	\$ 48,000	\$ -	100.00%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - INTEREST	\$ -	\$ 5,660	\$ 7,500	\$ 4,236	\$ -	56.48%
FEMA LTR OF CREDIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA LTR OF CREDIT - INTEREST PAID TO CLOSEOUT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 159,844	\$ 175,744	\$ 162,881	\$ 203,503	\$ -	124.94%
TAX EXPENDITURES						
TAX ADJUSTMENTS & ABATEMENT	\$ 3,000	\$ 452	\$ 3,000	\$ 54	\$ -	1.78%
INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ 7	\$ -	0.00%
TOTAL	\$ 3,000	\$ 452	\$ 3,000	\$ 60	\$ -	2.00%
INSURANCES						
SOCIAL SECURITY	\$ -	\$ 10	\$ -	\$ -	\$ -	0.00%
COBRA (Inc. an HRA adjust. In FY20 Actual)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
UNEMP INS RATE ASSMT	\$ 3,156	\$ 5,438	\$ 3,250	\$ 2,975	\$ -	91.54%
PROP & CAS INSURANCE	\$ 87,385	\$ 102,432	\$ 90,000	\$ 91,667	\$ (9,567)	101.85%
WORKER'S COMP INS	\$ 94,397	\$ 85,884	\$ 95,000	\$ 78,117	\$ (3,946)	82.23%
TOTAL	\$ 184,938	\$ 193,763	\$ 188,250	\$ 172,759	\$ (13,513)	91.77%
TOTAL TOWN EXPENDITURES	\$ 4,780,866	\$ 5,578,492	\$ 4,958,866	\$ 4,333,983	\$ 352,947	87.40%
		\$ 4,763,711				
OTHER MONETARY ARTICLES						
ADVANCE TRANSIT	\$ 13,514	\$ 13,514	\$ 13,514	\$ 13,514	\$ -	100.00%
CATV	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	100.00%
CLIMATE EMERGENCY FUND	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ASH BORER REMEDIATION FUND	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ -	100.00%
POLICING STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GOOD BEGINNINGS	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	100.00%
GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP	\$ 1,659	\$ 1,659	\$ 1,659	\$ 1,705	\$ -	102.74%
HEADREST	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	100.00%
NORWICH AMERICAN LEGION	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	100.00%
NORWICH CEMETERY ASSOCATN	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	100.00%
NORWICH CHILD CARE SCHOLARSHIP	\$ 4,348	\$ 4,348	\$ 4,348	\$ 4,348	\$ -	100.00%
NORWICH HISTORICAL SOCIETY	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	100.00%
NORWICH LIONS CLUB FIREWORKS	\$ 3,500	\$ 30	\$ 3,500	\$ 3,500	\$ -	100.00%
NORWICH PUBLIC LIBRARY - OPERATING	\$ 288,660	\$ 288,660	\$ 300,000	\$ 300,000	\$ -	100.00%
PUBLIC HEALTH COUNCIL OF THE UPPER VALLEY	\$ 337	\$ 337	\$ 337	\$ 337	\$ -	100.00%
SENIOR SOLUTIONS	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	100.00%
SEVCA	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	100.00%
SPECIAL NEEDS SUPPORT CENTER	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100.00%
THE FAMILY PLACE	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	100.00%
UPPER VALLEY TRAILS ALLIANCE	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100.00%
VISITING NURSE ASSOC. & HOSPICE	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ -	100.00%
WHITE RIVER COUNCIL ON AGING	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	\$ -	100.00%
WINDSOR COUNTY MENTORS	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	100.00%

Town of Norwich
FY23 Expenditures with Budget

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month May 31, 2023	FY 23 PERF
WISE	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	100.00%
YOUTH-IN-ACTION	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	100.00%
TOTAL VOTED MONETARY ARTICLES	\$ 395,268	\$ 391,798	\$ 416,608	\$ 416,654	\$ -	100.01%
TOTAL TOWN EXPENDITURES IF ALL	\$ 5,176,134	\$ 5,970,290	\$ 5,375,474	\$ 4,750,637	\$ 352,947	88.38%

General

Account	Curr Yr Pd 11 May Encumbrances	Curr Yr Pd 11 May Actual
ASSET		
01-1-001 CASH	0.00	5,403,425.11
01-1-002 INVESTMENTS	0.00	0.00
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE	0.00	0.00
01-1-0031 GRANT RECEIVABLE	0.00	91,589.73
01-1-0032 NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE	0.00	184,545.42
Total RECEIVABLES	0.00	276,135.15
01-1-004 OTHER ASSETS	0.00	80,788.20
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-3,183,762.45
Total Asset	0.00	2,576,586.01
LIABILITY		
01-2-001 ACCOUNTS PAYABLE	0.00	26,590.66
01-2-002 GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES	0.00	0.00
01-2-004 DEFERRED REVENUES	0.00	0.00
Total Liability	0.00	26,590.66
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS	0.00	686,113.35
Total Prior Years Fund Balance	0.00	686,113.35
Fund Balance Current Year	0.00	1,863,882.00
Total Fund Balance	0.00	2,549,995.35
Total Liability, Reserves, Fund Balance	0.00	2,576,586.01

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

June 15, 2023

RE: May 2023 Financial Highlights

Because this presentation includes both April and May transactions, I wanted to give you a few highlights.

First the surplus has been created using the ARPA money. Looking at the dashboard, the current surplus at the end of May is \$1.2M (see the 4th pie chart), of this \$1,019,279 was the ARPA money (see revenue report, pg 2 ARPA Revenue). The means that current year revenue/spending leaves us at a surplus of \$219,758 with a month to go.

The new MSB CD was created and booked with a date of June 1. For this transaction, the money came out of the operating account on May 31 but was not deposited into the new CD until June 1. Therefore, the new account transaction was booked on June 1.

Property Tax Revenue has been reconciled through May 31. A final year end reconciliation will still need to be done to close the fiscal year.

All voter approved appropriations for the monetary articles have been paid for fiscal 2023.

Contact has been made with all department heads regarding fiscal year-end work, invoices, and reconciliations. Other than the work on the property tax reconciliations, I've not had the time to work on other pending reconciliations. The fiscal year end reconciliations and their corresponding reclasses will at a minimum include: benefits including health insurance and accrued time, grants, utility and inventory accounts, balance sheet accounts including prepaid and accrued expenses, Recreation revenue, fixed asset additions, deletions and depreciation, and restricted funds. These will all need to be completed in preparation for the FY23 audit and the reconciliation we perform at year end will be formatted to meet the audit needs.

Thank you for your help.

Joyce

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

June 15, 2023

RE: Fund Classifications and Reporting

As a follow up to the memo dated April 21, 2023 and presented in the April 24 SB meeting packet (and again here for your ease), I've created a new report format for the restricted fund accounts and included a draft in this packet. Per Sullivan and Powers, if we continue to report the funds in the same classifications as shown in the FY22 audit, we will not have a finding for this in FY23. This report was created as recommended in the alternative proposal in topic 2 in the April 21 memo. This report also assumes the same "groups and types" assigned in the FY22 audited financials. While I understand these may not all be correct, these are the best assignments we could make based on the fund names. Changing/confirming these groups are correct for each fund needs the completion of the work outlined in topic 1 in the April 21st.

The Report:

1. This report has been created to present fund balances at the end of each quarter which, because of the limited spending in the accounts, is the typical presentation frequency. (Q4 here is presented through May 31, 2023). I've also included the prior fiscal year ending balances so we can track the starting point. Alternatively, the report could be updated for monthly reporting should that be desired.
2. The report data is generated from the NEMRC Fund balance report, exported into excel and dropped into the formatted workbook. This allows us the ability to produce regular, consistent reporting in the new GASB format without needing to get NEMRC involved to either restructure the COA or create custom reports. At such time as the town has the documentation required to have the correct assignments for all fund accounts (Topic 1 of the April 21 memo), then I would recommend the town engage NEMRC to help create the COA adjustments so the report that can come directly from the System.
3. This report is formatted to meet the needs of the current GASB reporting standards so that we are clean on future audits, and it is intended as a stop gap measure until the topic 1 items can be gathered and documented.
4. The report can be presented in two formats using the same data. Both presentations are provided in this packet.
 - a. Summary Report - this is the format that is typically presented to the high-level recipients such as directors, boards and executives. This is the format that I'd suggest is presented in the packets.
 - b. The Detail Report - This is the report that would typically be presented to those who are managing the funds, in our case the department heads. This allows them to see the

changes, the current fund balances and allows them to verify that the expenses they authorized have cleared as expected.

- c. Either report can be tied back to the Balance sheet total by comparing the Grand Total on the Fund Balance Report to the Due From/To Other Fund line on the Balance Sheet. (On May 31 they both read \$3,183,762).
5. Looking at the highlighted cells on the detail report:
- a. The yellow highlights are to identify funds that need adjustments.
 - i. Fund 47 has a separate motion pending to bring this to a zero balance. According to the articles the speed signs do not fall within the purpose of this fund. *Purpose Fund 47 – Article 9 March 6, 2017 borrowing for the public safety project. March 1, 2016 Article 5- architectural and engineering services.*
 - ii. The zero balance accounts are all funds that have no balance and most have not had activity for several years, and for many I've found prior year journal entries that supposedly closed the account. I recommend these accounts are all closed and inactivated in NEMRC. See snapshot summary below.

Fund Title	Last Active	Notes
19-Town Clerk Equipment	9/30/2015	close/repurpose- close fund
22-Kids & Cops	9/30/2015	close/repurpose
29-Town Manager Vehicle	3/26/2009	close/repurpose- Merged Fund
30-Bandstand	6/30/2020	close/repurpose- closed Expired
31-Communications Study	10/10/2018	close/repurpose
34-WCTU Fountain	6/30/2020	close/repurpose- closed Expired
35-Corridor Tree	10/27/2016	close/repurpose
36-Alura Grant	6/30/2020	close/repurpose- closed Expired
37-Main St. Flags	6/30/2020	close/repurpose- closed Expired
38-School Leaseland	6/30/2016	close/repurpose- closed to Trustee of Pulic Funds
39-Gospel Leaseland	6/30/2016	close/repurpose- closed to Trustee of Pulic Funds
44-Communications Construction	4/18/2018	close/repurpose-Acct Closed

- b. The green highlighted cells are both the same fund (05) but there are comingled funds when broken out by restriction group and type. We need to get clear documentation for this fund in order to breakout the funds accurately. Then, I'd recommend the creation of a separate fund(s) as necessary to track these accurately by group and type. Break out estimates have been made but need more work before the fiscal year end.
- c. The peach highlights are also comingled funds (fund 45) by restriction group and type. However, since the spending, I think, is all for capital projects, these fund maybe able to be kept in one fund with a sub object breaking out the two types so that spending can first come from the most restricted revenue (statutory) before the other revenue. Again, we will need further documentation to be sure to classify this accurately. Breakout estimates have been made but will need more work before the fiscal year end.

The purpose of this fund report presentation is to:

1. Present a report format that will prevent future audit findings related to finding 2022-06-Fund Classifications.
2. Provide a way to consistently present the Fund balances compliant with current GASB standards to the governing entities.
3. Familiarize the reader(s) with the new/current format with GASB standards.
4. Provide us more time to gather documents to complete the tasks in Topic 1 of the April 21 memo and still stay compliant.
5. Delay any costs involved in working with NEMRC to correct the system reporting issues until we have all the data collected to allow one SOW to complete the work accurately the first time. (topic 2 in the April 21 memo)

I'd ask for your help with resolving a couple things related to this new report.

1. Would you like to see the summary report or the detail report presented in the selectboard packets? Or both?
2. Based on the answer to #1, is the quarterly presentation ok or do you want to see the report monthly?
3. Directive regarding the Zero balance accounts- are these to be closed as of June 30, 2023? All or only some?

Thank you for your help.

Joyce

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

April 21, 2023

RE: Audit Finding 2022-06 Fund Classifications

The two main pieces needed to fulfill the response to the audit finding 2022-06-Fund Classifications and has been completed. These parts are, 1. Identify the new classifications needed to set up the restructuring and, 2. Identify what needs to be done in NEMRC in order to properly produce reports according to the current GASB standards.

1. The new classifications have been identified; however, no updates have been completed because of the work needed in NEMRC (see #2) and the lack of some documented information note below. The research thus far shows the following:
 - There is information missing as to the Voter approved purposes for some of the funds. More research into this need to be done to identify data for all active funds.
 - There are 2 currently active funds that have commingled restriction types. These will need to be split into 2 funds for proper current GASB reporting. (#5 and #45)
 - No distinction has yet been identified as to which funds/types the Select Board has been designated to authorize spending from. More research is needed here since this has bearing on the restriction types.
 - Some Funds look like they have been closed (JEs were completed to transfer all the money to another fund or have a small amount in them) but are still active in the system. Research will need to be done to find historic directives as to whether these funds were to be closed and inactivated in the system or to remain open with a zero/small balance.
 - A document has been started listing all funds, their manager, type, and purpose. There is a lot of missing data so this will need to be fleshed out with data for all funds.
2. NEMRC System. The town's NEMRC version is not currently set up to allow for reporting according to the current GASB standards. The NEMRC software does allow for proper reporting but to get the town's version the capabilities needed, we will need to make changes to the chart of accounts and then create the necessary back-end roll-up summaries to make reporting happen. This is not a process that can be completed quickly, nor is it something that I or NEMRC recommend doing on our own. There are many intricacies in the back end of the system that will necessitate NEMRC's support assistance and testing in order to ensure accurate functionality before going live in the system of record. This would involve compiling a statement of work and then getting costs from NEMRC support. Then, there will be data set creation and testing before moving the "new version" into the live system. Without this updated framework work being completed, NEMRC is not able to produce reports using the proper GASB standards.

An alternative way of creating GASB compliant reports would be to run the transaction detail out of NEMRC as an excel file and then create the roll-ups in excel. This is an easy process to create in excel and would allow for GASB reporting as soon as the classifications identified in #1 above are completed.

I would recommend this method as a short-term solution, but NEMRC should be updated as soon as possible in order to produce GASB compliant reports.

Furthermore, if the Town opts to update the COA to be compliant with GASB for fund reporting, I'd also recommend making some updates to the general fund COA so the Objects in the GL# strings are consistent across all the departments. This would allow for accurate consolidated P&L reporting from NEMRC, which is not currently possible.

Joyce

Audit Recommendation and Response 1

Recommendation: We recommend that the Town implement controls to ensure that its funds and activities are classified and reported in accordance with the pronouncements established by the Governmental Accounting Standards Board.

Response: The finance department will restructure the system to follow current GASB rules. To do this we need to set up new Fund types in NEMRC and reassign the funds to the correct types. At this time the names on some of the funds will be relabeled to accurately reflect the purpose of the fund. A source document shall also be created that denotes the funds' title, type, purpose, manager, and expense process. This is to be a living document so as new funds are created or when a fund's purpose has been completed, the fund can be retired. Where projects need to be tracked in a fund, a series of GL sub-accounts related to the project are to be created in the fund

using a consistent suffix for all related project activity. A fund process document needs to be created and implemented.

Fund Balance Report

Summary as of May 31, 2023						
Balances @						
Fund Group	Fund Type	FYE22	Q1 -Mar 31	Q2-Dec 31	Q3 -Mar 31	Q4 Jun 30
Committed	Capital Projects	\$1,537,403	\$1,569,368	\$1,707,822	\$1,657,417	\$1,552,296
	General Fund	\$302,091	\$302,089	\$352,089	\$340,320	\$340,320
	Special Revenue	\$61,013	\$60,660	\$47,953	\$48,088	\$47,912
Committed Total		\$1,900,507	\$1,932,118	\$2,107,865	\$2,045,824	\$1,940,528
Private Purpose	Special Revenue	\$7,115	\$7,115	\$7,115	\$7,161	\$7,161
Private Purpose Total		\$7,115	\$7,115	\$7,115	\$7,161	\$7,161
Restricted	Special Revenue	\$701,232	\$413,577	\$475,121	\$480,059	\$481,203
Restricted Total		\$701,232	\$413,577	\$475,121	\$480,059	\$481,203
Unassigned	General Fund		\$750,000	\$750,000	\$754,870	\$754,870
	Special Revenue	\$509,519	\$687,960	\$1,019,279	\$1,025,898	\$0
Unassigned Total		\$509,519	\$1,437,960	\$1,769,279	\$1,780,768	\$754,870
Zero Balance	(blank)		\$0	\$0	\$0	\$0
Zero Balance Total			\$0	\$0	\$0	\$0
Grand Total		\$3,118,373	\$3,790,769	\$4,359,380	\$4,313,813	\$3,183,762

Fund Balance Report

Detail as of May 31, 2023

Fund Group	Fund Type	Fund # & Name	Balances @						
			FYE22	Q1 -Mar 31	Q2-Dec 31	Q3 -Mar 31	Q4 Jun 30		
Committed	Capital Projects	07-Highway Equipment Fund	\$148,242	\$148,242	\$148,595	\$149,560	\$149,560		
		08-Highway Garage Fund	\$102,664	\$102,664	\$113,560	\$104,489	\$104,489		
		09-Solid Waste Equip Fund	\$34,187	\$34,187	\$34,187	\$34,409	\$34,409		
		10-Police Station Fund	\$14,225	\$14,225	\$14,225	\$14,318	\$14,318		
		11-Police Cruiser	\$66,171	\$66,171	\$72,577	\$28,936	\$28,936		
		13-Tracy Hall Fund	\$66,214	\$66,214	\$66,214	\$66,644	\$66,644		
		14-General Admin. Equipment Fund	\$89,589	\$89,589	\$104,589	\$105,268	\$105,268		
		16-Recreation Fund-Dam	\$0	\$1,303	\$5	\$5	\$5		
		17-Recreation Fund-Tennis Co	\$23,103	\$23,103	\$33,303	\$33,520	\$33,520		
		21-Police Spec Equip Fund	\$8,031	\$8,031	\$13,031	\$13,116	\$13,116		
		25-Fire Station Fund	\$5,027	\$5,027	\$5,027	\$5,060	\$5,060		
		26-Fire Equipment Fund	\$120,310	\$120,310	\$130,310	\$131,156	\$59,241		
		27-Sidewalk Fund	\$95,252	\$95,252	\$105,252	\$105,936	\$105,936		
		28-Long Term Facility Study	\$549	\$549	\$2	\$2	\$2		
		41-DPW-Bridge Fund	\$531,977	\$531,977	\$562,783	\$566,438	\$565,360		
		42-DPW-Paving Fund	\$160,762	\$160,762	\$188,327	\$189,550	\$206,985		
		43-Buildings & Grounds	\$33,857	\$33,857	\$33,857	\$34,077	\$34,077		
		46-Generator Fund	\$35,940	\$35,940	\$50,940	\$51,271	\$1,708		
			47-Public Safety Facility		\$0	\$0	(\$8,847)	(\$8,847)	
			05-Recreation Facility & Impr-Voters2	\$1,303	\$31,964	\$31,036	\$32,510	\$32,510	
			Capital Projects Total	\$1,537,403	\$1,569,368	\$1,707,822	\$1,657,417	\$1,552,296	
			General Fund	12-Town Reappraisal Fund	\$105,440	\$105,439	\$155,439	\$142,392	\$142,392
				23-Affordable Housing Fund	\$46,488	\$46,487	\$46,487	\$46,789	\$46,789
				48-Climate Emergency	\$40,163	\$40,163	\$40,163	\$40,424	\$40,424
				51-Operational Perf & Develo	\$110,000	\$110,000	\$110,000	\$110,714	\$110,714
			General Fund Total		\$302,091	\$302,089	\$352,089	\$340,320	\$340,320
	Special Revenue	45-Records Restoration-Voters	\$61,013	\$60,660	\$36,109	\$36,167	\$35,991		
		52-Emerald Ash Borer Respons		\$0	\$11,844	\$11,921	\$11,921		
	Special Revenue Total		\$61,013	\$60,660	\$47,953	\$48,088	\$47,912		
Committed Total			\$1,900,507	\$1,932,118	\$2,107,865	\$2,045,824	\$1,940,528		
Private Purpose	Special Revenue	33-Citizen Assistance Fund	\$7,115	\$7,115	\$7,115	\$7,161	\$7,161		
	Special Revenue Total		\$7,115	\$7,115	\$7,115	\$7,161	\$7,161		
Private Purpose Total			\$7,115	\$7,115	\$7,115	\$7,161	\$7,161		
Restricted	Special Revenue	04-Conservation Comm Fund	\$4,656	\$4,656	\$4,656	\$4,687	\$4,687		
		06-Fire Apparatus Fund	\$602,514	\$342,059	\$402,059	\$404,670	\$404,670		
		15-Granite Bench With Crysta	\$10	\$10	\$10	\$10	\$10		
		24-Land Management Council F	\$16,727	\$16,727	\$16,727	\$16,835	\$16,835		
		40-Recreation Scholarships	\$1,634	\$1,724	\$1,724	\$1,886	\$1,886		
		45R-Records Restoration- Statute	\$4,473	\$7,473	\$9,017	\$11,043	\$12,187		
		05R-Recreation Facility & Impr- Donations2	\$71,218	\$40,929	\$40,929	\$40,929	\$40,929		
	Special Revenue Total		\$701,232	\$413,577	\$475,121	\$480,059	\$481,203		
Restricted Total			\$701,232	\$413,577	\$475,121	\$480,059	\$481,203		
Unassigned	General Fund	50-Expense/Emergency Reserve		\$750,000	\$750,000	\$754,870	\$754,870		
	General Fund Total			\$750,000	\$750,000	\$754,870	\$754,870		
	Special Revenue	49-ARPA (American Rescue Plan)	\$509,519	\$687,960	\$1,019,279	\$1,025,898	\$0		
	Special Revenue Total		\$509,519	\$687,960	\$1,019,279	\$1,025,898	\$0		
Unassigned Total			\$509,519	\$1,437,960	\$1,769,279	\$1,780,768	\$754,870		
Zero Balance	(blank)	19-Town Clerk Equip Fund		\$0	\$0	\$0	\$0		
		22-Kids & Cops Fund		\$0	\$0	\$0	\$0		
		29-Town Manager Vehicle Fund		\$0	\$0	\$0	\$0		
		30-Bandstand Renovation Fund		\$0	\$0	\$0	\$0		
		31-Communications Study Fund		\$0	\$0	\$0	\$0		
		34-Wctu Fountain		\$0	\$0	\$0	\$0		
		35-Corridor Tree		\$0	\$0	\$0	\$0		
		36-Alura Grant		\$0	\$0	\$0	\$0		
		37-Main Street Flags		\$0	\$0	\$0	\$0		
		38-School Leaseland		\$0	\$0	\$0	\$0		
		39-Gospel Leaseland		\$0	\$0	\$0	\$0		
		44-Communications Constructi		\$0	\$0	\$0	\$0		
	(blank) Total			\$0	\$0	\$0	\$0		
Zero Balance Total				\$0	\$0	\$0	\$0		
Grand Total			\$3,118,373	\$3,790,769	\$4,359,380	\$4,313,813	\$3,183,762		

NORWICH FIRE DEPARTMENT JUNE SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 6/6/2023

Hello! For this report, I'm addressing you as the Norwich Deputy Emergency Manager. We have had a taste of things to come. The hot weather shall return, and it's forecast to be warmer this summer with days of high to extreme heat events becoming more frequent. In this month's report, I have included language from Vermont Emergency Management offering advice and resources for those who may need aid. I hope this is informative for you. Please reach out to me if you need assistance, advice or support.

Sincerely,

Alexander Northern

Town of Norwich Fire Chief

Deputy EMD

We are looking for new volunteer members. For those considering joining the NFD, please visit <http://norwichfire.com/recruiting-q-a/> for further information. Or, for more information about the Department, including recruiting, contact Norwich Fire Chief Alex Northern: anorthern@norwich.vt.us; 802/649/1133.

May FIRE CALLS	15
May EMS CALLS	20
May FIRE MUTUAL AID	2

The National Weather Service is expecting unseasonably hot weather to increase. In Vermont, heat-related illnesses become more common when temperatures warm to 80°F and above, especially on sunny and humid days.

During the spring and early summer, when our bodies are not acclimated to warmer weather, heat illnesses are even more common. While we adjust to warmer weather, it's especially important to ease into outdoor activities, take frequent rest breaks, and drink plenty of fluids.

Populations Most Affected

Individuals who are generally at higher risk for heat-related health impacts include: older adults; young children; outdoor workers and hobbyists; people who are pregnant; people who are overweight, have a chronic medical condition, mental illness, or disability; people using recreational drugs or alcohol; and people using certain prescription medications. Risk is further elevated for people that are unhoused but cannot access cooling facilities and for people that are housed but do not have air conditioning, especially if also living alone - dehydration and prolonged exposure to hot living conditions are major concerns for these populations.

Symptoms and first aid

Muscle cramps, heavy sweating, nausea, headache or light-headedness may all indicate a heat-related illness. Most heat-related illnesses can be treated with fluids and by resting in a cooler place. If symptoms persist or get worse, or someone you are with seems confused or loses consciousness, dial 9-1-1 and get immediate medical help. Learn more about [symptoms and first aid](#).

Find more information and resources:

- **[Heat safety tips](#)** in 12 languages (available online or as printable pdfs). Safety tips are available in Arabic, Burmese, Chinese, English, French, Karen, Kirundi, Nepali, Somali, Spanish, Swahili, and Vietnamese.
- **[Vermont Cooling Sites online map](#)** of indoor and outdoor locations where the public can go to cool off (also available as printable pdfs). If you are aware of other cooling locations we should add to the map, please email me or submit them through the [online cooling site form](#).
- **[Hot Weather Media Toolkit](#)** – provides key messages about risks and prevention strategies and example front porch forum and social media messages. Please feel free to modify and use these messages in your communications.
- **[Local hot weather preparedness guidance](#)** and planning template – these are intended for use by emergency management directors and their local partners to aid in developing a heat response annex to their Local Emergency Management Plan. We have been awarding small grants to Regional Planning Commissions to provide municipal partners with planning technical assistance, and still have some funds available to support additional grants. Please email me for more information!

National Weather Service [Hazardous Weather Outlook](#)

Questions? Call the Vermont Department of Health/Environmental Health at 802-863-7220, extension 0, ClimateHealth@vermont.gov; anorthern@norwich.vt.us; 802/649/1133



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
WADE R. COCHRAN

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775 ~ E-MAIL
wade.cochran@vermont.gov

MONTHLY REPORT MAY 2023

PREPARED BY: Wade Cochran, Chief

DATE: June 13, 2023

The Norwich Police Department responded to 128 calls for service during the month of May. Officers made 21 motor vehicle stops, issuing 7 tickets and 17 written warnings. Additionally, NPD teamed up with officers from Royalton PD for the Click It or Ticket Campaign on May 22 which resulted in nearly 30 stops. On May 2, Officer Ingraham arrested a 47-year-old male for Stalking and Violation of Conditions of Release. Officer Maxham made arrests on May 20 and 28. The May 20 call was reported as a possible overdose, a routine record check showed that one of the subjects involved was a Fugitive from NH. On May 28, Officer Maxham was called in while off duty for a motor vehicle crash. Investigation revealed that the operator was under the influence. By the end of the month, NPD's officers had worked a tremendous amount of overtime due to call-outs and additional work carrying them over their regularly scheduled shifts. The totals for the month were up over 60 hours of overtime.

Police Week was May 14-20. You may have noticed that NPD officers were wearing mourning bands on their badges. Police Week is a time to support our law enforcement and honor those who died in the line of duty. Throughout that week, Admin. Judy Powell treated the department to coffee, donuts, chocolate, and pizza.

Officer Maxham and Admin. Assistant Judy Powell attended Team Two training. Team Two is a mental health crisis scenario-based training for first responders. All members of the department and Chief Scruggs from Thetford PD successfully completed the mandated, annual instruction in Use of Force. Admin. Judy Powell completed her college coursework and graduated magna cum laude with an A. S. in Professional Studies. We are very proud of this accomplishment by Judy. It is not an easy task working a full-time job and working on a degree. Congratulations Judy we are proud of you!

On May 3, Officer Ingraham assisted with traffic control for the annual Bike to School Day. Chief Cochran met with the staff of the Norwich Nursery School to review their safety plan. Sgt. Rogers and Officer Maxham were on hand for the Hanover High School prom which was held at Tracy Hall this year, no issues were reported. Chief Cochran, Officer Maxham and Judy Powell participated in Touch-A-Truck on May 25. Unfortunately, due to call volume, and an arrest NPD was unable to assist the American Legion with their Memorial Day Parade. We are deeply sorry we could not take part.

Our next Coffee with a Cop is scheduled for July 24, 2023 at 10 a.m. Please come and join us and bring your questions or concerns. This is a meeting with no agenda and we welcome all that can attend.

Wade Cochran
Chief of Police

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Kris Clement
Address: 80 Waterman Hill Rd
Day phone: 649-2117 Evening phone:
E-mail: kclenwpl@gmail.com
Position Applied For: Planning Comm

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms: _____ Years: _____

2. Would you be available for evening and/or morning meetings?

Evening: (Yes No Morning: (Yes No

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

- Knowledge of the town
- Personal experience w/planning & zoning issues
- understanding the basics of regulations & state statutes

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

listener

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes No) . If yes, please explain:

Comments:

Signature



Date

6/13/2023

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Robert Gere

Address: 1399 Union Village Rd.

Day phone: 802-280-5192

Evening phone: same

E-mail: rgere@mac.com

Position Applied For: Planning Commission - 1 year open seat

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes No) Morning: (Yes No).

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

I am a long time resident of Norwich (45 years) and I am familiar with the challenges facing the town as pressure is exerted to grow.

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

Development Review Board, Finance Committee, Selectboard, Norwich

Energy Committee (current), ECFiber Governing Board alternate (current)

Justice of the Peace (BCA)

5. Education and Current Employment

Name of Company: Self employed (part time)

Location: Norwich

Title:

Describe your work:

IT Support

6. Pertinent Education and/or Experience:

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes No). If yes, please explain:

Comments:

My interest in joining the Planning Commission is consistent with my desire to be of service to Norwich. The work of the Planning Commission will be key to the resilience needed to sustain Norwich's character while adapting to the pressures of both climate and socio-economic changes.

Signature
(signed) Robert Gere

Date
May 23, 2023

Town of Norwich
P.O. Box 376
Norwich VT 05055-0376
(802) 649-1419 Ext. 101 or 102

APPLICATION FOR BOARDS/COMMISSIONS
(and for those reapplying for continuing appointments)

Name: Robert Pape

Address: 128 Turnpike Rd Norwich 05055

Day phone: 978 764 1270

Evening phone: 978 764 1270

E-mail: bob_pape@yahoo.com

Position Applied For: Planning Commission

1. If you are re-applying for the same board/commission, how many terms/years have you already served?

Terms:

Years:

2. Would you be available for evening and/or morning meetings?

Evening: (Yes No Morning: (Yes No

Are there other restrictions on your availability? If so, please describe:

3. Please list any experiences, skills and/or qualifications which you feel would especially suit you for this appointment.

Primary author for sections of government (FDA) new drug application at my last job. Focused on documenting the chemistry, manufacturing and controls for the drug substance

4. Please include service on other municipal or school district Boards, Commissions, or Committees both in Norwich and elsewhere and indicate whether or not any of those appointments are current ones:

5. Education and Current Employment

Name of Company: (Not employed)

Location:

Title:

Describe your work:

Chemical engineering work in Biotech/pharmaceuticals

6. Pertinent Education and/or Experience:

Work involved reviewing government requirements and documenting our plans for compliance

7. Do you feel there could be *any conflict of interest* with your personal beliefs, occupation or employer in serving on this board, commission or committee? (Yes No) No). If yes, please explain:

Comments:

I would like to contribute as best I can to the work that makes the town a wonderful place to live. I think my experience with preparing technical documents for submission to the federal government, as well as my desire to keep the town a great place for everyone to call home could help the commission.

Signature

Robert Pape

Date

6/12/2023

TO: Brennan Duffy, Interim Town Manager
FROM: Chris Kaufman
RE: Bid Results for the Norwich DPW Transfer Station Project
DATE: June 9, 2023

Based on Section 2 of the Town's Financial Policy, which requires a sealed bid process for purchases above \$25,000, the DPW advertised the Transfer Station Paving Project on May 2, 2023, in the following public forums: 1) Town Website, 2) State of Vermont Bid Registry, and 3) reaching out directly to various companies via email.

Results of the Bid Process

On May 23, 2023, upon closure of the bid date, the Town of Norwich DPW received three bids. The bids were as follows:

1. Springfield Paving - \$32,220.91
2. Freshcoat Asphalt Services, LLC -\$41,308.00
3. Blaktop, Inc. - \$44,870.00

To reduce costs for the work, the DPW plans on removing the old, broken pavement with our own equipment and labor. The total pricing received above includes a cost per ton allowance for gravel material that will be used to shim and grade the existing subbase to ensure that the final surface sheds water and does not pond. The estimated tonnage used for bidding purposes was 253 tons of compacted asphalt which did not include the rear of the transfer station. The initial plan was for installing 2 inches of ¾-inch compacted asphalt material but based on the asphalt pricing of \$119.47/ton by the low bidder (Springfield Paving) versus the higher price per ton of \$136 to \$177.36 per ton by the other bidders (see attached bids), there is an opportunity to pave the entire Transfer Station operation area. Also, due to the heavier waste/recycling trucks that drop off and pickup containers, it is recommended that the asphalt in the center area be increased to 3 inches thick.

Based on the above adjustments, the tonnage is now recommended to be approximately 330 tons, which will increase the overall price (including gravel subbase) to approximately \$46,000. The exact final pricing depends on the actual amount of asphalt material actually placed.

Funding

Partial funding of \$30,000 for this work is proposed to be used from the FY24 Operations Budget, which was a planned budget item. The remainder of the \$16,000 is proposed to be used from the Designated Paving Fund (projected to be approximately \$280,000 after June 30, 2023).

Final Recommendation

My final recommendation is that the Interim Town Manager and Selectboard award the paving project to Springfield Paving and approve an amount of approximately \$46,000 for the Transfer Station Paving Project.

BID FORM
Transfer Station Paving Project, Town of Norwich

Proposal of Blaktop, Inc. (hereinafter called Bidder),
organized and existing under the laws of the State of
New Hampshire doing business as
a corporation
(a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is 9/1/2023.

Bidder acknowledges receipt of the following Addenda:

Thomas A. Ashley

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

ITEM #	ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1	Subbase Material	TON	100	\$ <u>69.82</u>	\$ <u>6,982</u>
Unit Price in Words <u>Six Thousand Nine Hundred Eighty Two dollars</u>					
2	VTrans 3/4-Inch Asphalt	TON	253	\$ <u>177.36</u>	\$ <u>37,888</u>
Unit Price in Words <u>Thirty Seven Thousand Eight Hundred Eighty, dollars</u>					

Total Bid (Total of above)

\$ 44,870

The lowest responsive and responsible bidder will be determined by the Total Base Bid.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Contractor Blaktop, Inc.

By Tom Ashby

Title Sales, Project Manager

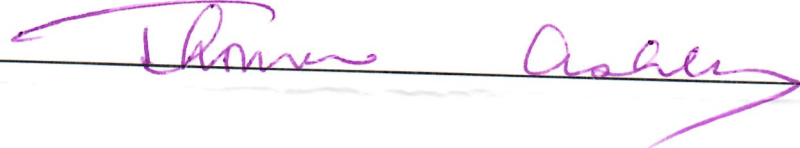
Business Address 73 Elm Street West

City West Lebanon, NH State

Phone Number 603 - 252 - 1973

Email Address Tom @ blaktop.com

Date 5/5/2023

ATTEST  (Signature)

BID FORM
Transfer Station Paving Project, Town of Norwich

Proposal of Freshcoat Asphalt (hereinafter called Bidder),
organized and existing under the laws of the State of
LLC doing business as

(a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is 5/1.

Bidder acknowledges receipt of the following Addenda:

[Handwritten Signature]

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

ITEM #	ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1	Subbase Material	TON	100	\$ <u>69.00</u>	\$ <u>6,900.00</u>
Unit Price in Words <u>Sixt nine dollars Per Ton</u>					
2	VTrans ¾-Inch Asphalt	TON	253	\$ <u>136.00</u>	\$ <u>34,408.00</u>
Unit Price in Words <u>one hundred thirty six dollars Per Ton</u>					

Total Bid (Total of above)

\$ 41,308.00

The lowest responsive and responsible bidder will be determined by the Total Base Bid.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Freshcoat Asphalt
Contractor

Shayd Pecor
By

General Manager
Title

P.O Box 7270
Business Address

Barre Vt 05641
City State

802-798-2885
Phone Number

freshcoatsales@gmail.com
Email Address

5/15/23
Date

ATTEST Shayd Pecor (Signature)

BID FORM
Transfer Station Paving Project, Town of Norwich

Proposal of Springfield Paving (hereinafter called Bidder),
organized and existing under the laws of the State of
New Hampshire doing business as
Springfield Paving
(a corporation, a partnership, of an individual)

To the Town of Norwich, Vermont (hereinafter called Owner)

The Bidder represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false bid. Bidder has not solicited or induced any person, firm, or corporation to refrain from bidding and the bidder has not sought by collusion to obtain for himself any advantage over any other bidder or Owner.

The undersigned bidder proposed and agreed, if this bid is accepted, to enter into an agreement with Owner to furnish all materials and to complete all work as specified or indicated in the Contract Documents for the contract price and within the contract time indicated in this bid and in accordance with the Contract Documents.

Bidder hereby agrees to commence Work under this contract on the date of issuance of the Notice to Proceed and that the Final Completion date for this contract is 9/1/23.

Bidder acknowledges receipt of the following Addenda:

The Bidder agrees to perform all the Work described in the Contract Documents for the following schedule of prices. Material, labor, or construction operations not otherwise specified, are to be included in the bid item most appropriate to the work involved and otherwise considered incidental to the Contract. Unqualified bids will not be accepted.

ITEM #	ITEM	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
1	Subbase Material	TON	100	\$ <u>19.95</u>	\$ <u>1,995.00</u>

Unit Price in Words One thousand nine hundred ninety five and 0 cents

2	VTrans 3/4-Inch Asphalt	TON	253	\$ <u>119.47</u>	\$ <u>30,225.91</u>
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Unit Price in Words thirty thousand two hundred twenty five dollars and sixty one cents

Total Bid (Total of above)

\$ 32,220.91

The lowest responsive and responsible bidder will be determined by the Total Base Bid.

The above unit prices shall include all labor, materials, removal, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for on the drawings and specifications.

THE ABOVE PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

Springfield Paving
Contractor

Jeremy Zullo
By

Owner
Title

10 Cajon Rd
Business Address

Claremont NH
City State

603-558-1281
Phone Number

jeremy@springfieldpaving.net
Email Address

5/22/23
Date

ATTEST  (Signature)

AGREEMENT

Between the

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

And the

TOWN OF NORWICH, VERMONT

For

MUNICIPAL ZONING SERVICES

Project # 10-630

January 26, 2023

I. AGREEMENT FOR SERVICES

- a. It is agreed by and between the TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION (hereinafter called the Regional Commission) and the Town of Norwich (hereinafter called the Town) that the Regional Commission shall assist in providing Municipal Zoning Services for the Town in accordance with the steps outlined in Attachment A.
- b. This Agreement consists of the body and the following attachment which is incorporated herein:
Attachment A - Scope of Services

II. GENERAL TERMS AND CONDITIONS

- a. The maximum dollar amount for all services performed under this Agreement shall not exceed \$4,320, unless amended.
- b. Services performed under this agreement shall be rendered on an as needed, hourly basis, not to exceed 6 hours per week, though hours per week may be less depending on town need.
- c. The period of performance under this Agreement shall commence **upon signing** and run through **March 31, 2023**, unless amended.
- d. Ownership of all data and materials collected under this Agreement shall remain with the Town and TRORC.
- e. Changes, modifications, or amendments in the terms, conditions and fees of this Agreement shall be written and signed by the duly authorized representatives of the Regional Commission and the Town.
- f. The parties agree that the Regional Commission, and any agents and employees of the Commission, shall act in an independent capacity as a Commission employee in the best interest of the Town.
- g. The Town, by any authorized representative, shall have the right at all reasonable times, to inspect or otherwise evaluate the work performed or being performed under this Agreement.
- h. If, through any cause, the Regional Commission shall fail to fulfill in a timely and proper manner its obligations under this Agreement, the Town shall have the right to terminate this Agreement by giving written notice to the Regional Commission and specifying the effective date thereof, at least thirty days prior to the date of termination.
- i. The Town, upon hiring of a Zoning Administrator, may terminate this Agreement by giving written notice to the Regional Commission and by specifying the effective date of termination. The Town shall only be charged fees for services accrued for the duration through the effective date of termination.

- j. The fees charged for services to the Town for the duration of this contract are actual labor, fringe, indirect, and mileage, as necessary. Mileage will be charged at the federal rate. No additional fees will be charged.

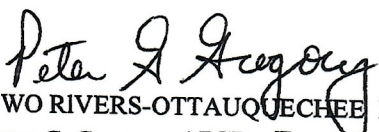
III. OBLIGATIONS OF THE REGIONAL COMMISSION

- a. Regional Commission staff will work with, and be responsible to, the Town Manager, in providing the services listed in Attachment A.
- b. The Regional Commission shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times during the period of this Agreement.
- c. The Regional Commission shall invoice the Town on a periodic basis (usually monthly) for costs incurred on this project. This contract shall be billed on an hourly basis.
- d. The Regional Commission shall provide to the Town copies of all documents generated under this project.

IV. OBLIGATIONS OF THE TOWN

- a. In consideration of the services to be provided by the Regional Commission, the Town shall pay the Regional Commission after review and approval of invoices submitted in accordance with the provisions of Section III. C.
- b. The Town agrees to participate in meetings with Regional Commission staff, as necessary.
- c. The Town will make available any information, data, reports, plans, maps, or drawings to the Regional Commission to carry out the tasks in this project. All materials belonging to the Town will be returned.
- d. The Town agrees to cooperate with and administratively assist the Regional Commission, without charge, in carrying out its tasks.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this 9th day of February 2023 at Norwich, Vermont.


TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP, Executive Director


Town of Norwich - Town Manager

Attachment A

Norwich 2022 Town Zoning Administration

TRORC staff will serve as the Interim Zoning Administrator for the Town of Norwich. These duties shall include:

Manage the Town permitting processes

- Review and process applications for zoning permits, variance requests, and land development plans.
- Enforce the zoning regulations of the Town.

Provide Guidance

- Assist applicants, as needed, in identifying applicable regulations and requirements.
- Refer applicants to the Development Review Board (DRB) as needed for approval.
- If time permits, advise the DRB, applicants, and the public on the applicability of other regional, state, or federal regulations that may apply.
- Determine completeness of applications.
- If time permits, assist the DRB with scheduling hearings/meetings, providing notice to parties, posting and publishing agendas and warnings in accordance with statutory requirements.

Issue Permits

- Review applications and site plans to ensure regulatory compliance.
- Issue permits or make referrals to Boards as necessary.

Prepare Development Review Board Hearings

- If time permits, prepare the hearing packets and findings report for DRB hearings that include the application materials and subsequent materials submitted by interested parties.

This contract will be billed at cost, not to exceed \$4,320. TRORC's hours are expected to be approximately 4-6 hours per week, at \$90 per hour. Hours per week will likely vary, and may be less than what is approximated, depending on the number of permits to be processed. Time will focus on permit processing, but as time allows, this work may also include attending DRB Hearings when necessary and supporting their review and approval of projects. Mileage done as part of the duties under this agreement will be billed at the prevailing federal rate.

If additional meetings/times are needed beyond this scope, they will be mutually agreed upon as change orders prior to work being undertaken and charged for.

ADDENDUM FOR CONTRACT EXTENSION

It is agreed by and between the Regional Commission and the Town of Norwich to amend the Agreement to provide Municipal Zoning Services for the Town in accordance with the steps outlined in Attachment A.

The Agreement, signed on February 9th, 2023, is amended to read:

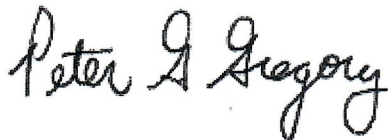
II. General Terms

- a. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$9,360**, unless amended.
- b. Services performed under this agreement shall be rendered on an as needed, hourly basis, not to exceed 8 hours per week, though hours per week may be less depending on Town need.
- c. The period of performance under this Agreement shall run through **June 30, 2023**, unless amended.

Attachment A is amended to read:

This contract will be billed at cost, not to exceed \$9,360. TRORC's hours are expected to be approximately 6-7 hours per week, at \$90 per hour. Hours per week will likely vary, and may be less than what is approximated, depending on the number of permits to be processed. Time will focus on permit processing, but as time allows, this work may also include attending DRB Hearings when necessary and supporting their review and approval of projects. Mileage done as part of the duties under this agreement will be billed at the prevailing federal rate.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this 28 day of March, 2023 at Woodstock, Vermont.



TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP, Executive Director



Town of Norwich – Interim Town Manager

ADDENDUM FOR CONTRACT EXTENSION

It is agreed by and between the Regional Commission and the Town of Norwich to amend the Agreement to provide Municipal Zoning Services for the Town in accordance with the steps outlined in Attachment A.

The Agreement, signed on February 9th, 2023, is amended to read:

II. General Terms

- a. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$21,800**, unless amended.
- b. Services performed under this agreement shall be rendered on an as needed, hourly basis, not to exceed 8 hours per week, though hours per week may be less depending on Town need.
- c. The period of performance under this Agreement shall run through **September 30, 2023**, unless amended.

V. Certificate of Insured

Certificate holder is an additional insured as long as written contract is in place.

Attachment A is amended to read:

This contract will be billed at cost, not to exceed \$21,800. TRORC's hours are expected to be approximately 6-7 hours per week, at \$90 per hour. Hours per week will likely vary, and may be less than what is approximated, depending on the number of permits to be processed. Time will focus on permit processing, but as time allows, this work may also include attending DRB Hearings when necessary and supporting their review and approval of projects. Mileage done as part of the duties under this agreement will be billed at the prevailing federal rate.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed this _____ day of _____, _____ at Woodstock, Vermont.

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION
Peter G. Gregory, AICP, Executive Director

Town of Norwich – Interim Town Manager

Lily Trajman
Town Clerk

June 15, 2023

To: Norwich Selectboard
For the June 21, 2023 meeting
Please include these four pages in the packet.

Warrant for unlicensed dogs:

Per 20 VSA Subsection 3621, "The legislative body of a municipality may at any time issue a warrant to one or more police officers, constables, pound keepers or appointed animal control officers, directing them to promptly impound all dogs or wolf-hybrids within the town or city not licensed according to the provisions of this subchapter...and to enter a complaint against the owners or keepers of the impounded dogs and wolf-hybrids."

I ask that the selectboard sign the warrant on the next page (20 VSA subsection 3622) to allow Norwich Police to take steps to encourage compliance with state licensing laws. We are currently *aware* of 13 unlicensed dogs in town (as of June 15th). The list of delinquent dogs is attached; please include it in the selectboard packet. I will also provide the Selectboard and Chief Cochran with an updated list on June 21st, prior to the Selectboard meeting, that includes the names and addresses of all known unlicensed dogs in town.

Starting in May, multiple attempts were made to contact the owners individually by phone, email and/or mail, so I am now turning enforcement over to the Norwich PD.

The language of the warrant on the following page is dictated by statute found in 20 V.S.A. § 3622.

Please let me know if you have any questions.

STATE OF VERMONT

County of Windsor

To Wade Cochran, constable or police officer of the town of Norwich:

By the authority of the State of Vermont, you are hereby commanded to impound all dogs and wolf-hybrids not duly licensed according to law without delay, except as exempted by 20 V.S.A. § 3587; and you are further required to make and return complaint against the owner or keeper of any such dog or wolf-hybrid. A dog or wolf-hybrid that is impounded may be transferred to an animal shelter or rescue organization for the purpose of finding an adoptive home for the dog or wolf-hybrid. If the dog or wolf-hybrid cannot be placed in an adoptive home or transferred to a humane society or rescue organization within ten days, or a greater number of days established by the municipality, the dog or wolf-hybrid may be destroyed in a humane way.

Hereof fail not, and due return make of this warrant, with your doings thereon, within 90 days from the date hereof, stating the number of dogs or wolf-hybrids destroyed and the names of the owners or keepers thereof, and whether all unlicensed dogs or wolf-hybrids in such town (or city) have been destroyed, and the names of persons against whom complaints have been made under the provisions of 20 V.S.A. chapter 193, subchapters 1, 2, and 4, and whether complaints have been made and returned against all persons who have failed to comply with the provisions of such subchapter. Given under our hands at the 21st day of June , 2023.

Marcia Calloway, Chair

Mary Layton, Vice Chair

Roger Arnold

Pamela Smith

Priscilla Vincent

Norwich Selectboard

Below is a list of dogs previously registered in Norwich that have not been re-licensed this year. Each owner was contacted last month by either phone, email, or mail. Follow up letters were sent to all delinquent owners on 6/6. Highlighted owners never registered their dogs in 2022.

Owner Name	Dog Name	Rabies Vaccine Expiration Date
Magavern, Mary – responded, waiting for paperwork.	Daisy	6/8/2021
Navins, Katharine - responded, waiting for paperwork	Sailor	8/30/2021
Reed, Rebecca	Revel	10/17/2021

In addition to the above list of previously registered dogs, veterinary hospitals in New Hampshire have emailed me the rabies vaccination certificates for dogs whose owners reside in Norwich. The below list of 6 people all have current rabies vaccination certificates on file but have never registered their dogs with the town. I sent them letters or left messages on their phones on 3/23, and sent letters again on 6/6.

Owner Name	Dog Name	Rabies Vaccination Expiration Date
Director, Laura	Huey	1/29/2025
Golnabi-Lindsley, Ruth	Kusi	5/19/2026
Grady, Brian	Gracie	7/12/2024
Lukovits, Margaret	Palmer	8/11/2025
Lukovits, Margaret	Birdie	8/18/2025
Melendy, TJ	Mercedes	8/11/2025
Morrison, Bill	Oscar	2/23/2025

Memorandum

Subject: Process for Revising Town of Norwich Personnel Policies

Date: June 14, 2023

To : Norwich Selectboard

From: Mary Layton

Copy: Brennan Duffy, Miranda Bergmeier

I think that the Selectboard and Town Administrators agree that revision and updates to the Town Personnel Policies are long overdue and should be completed in a competent and timely manner.

I think there are three possible pathways to addressing this need:

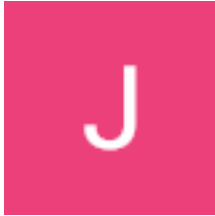
- 1) A draft based on a model VLCT Policy from the Town Manager's Office that is presented for review by the Selectboard and Town Counsel.
- 2) A draft created by Town Counsel and offered to the Town at a set fee.
- 3) A draft created by a Committee offered for review by Town Counsel, the Selectboard, and Town Administrators.

I strongly advocate for the first pathway. We can take advantage of Miranda's institutional knowledge of HR practice. We can relay to her in writing Selectboard concerns regarding review of benefits and other issues. If we use one of the VLCT model policies as a guide it may help us with submitting claims to PACIF. We have in place an administrative assistant which frees up time for Miranda to work on a draft. This approach may save the Town money, and certainly will be informed by specific knowledge of town administration . The VLCT provides two templates, one for small towns that preserves the "at will" requirements of statute, and another for larger towns with Town Managers that prescribes due process steps necessary under a Progressive Discipline management practice.

Regarding the second approach I asked Town Attorney John Klesch if a template was available from the firm. He responded that there is not a template but an in house "approach" used for small towns. It has special provisions for navigating the "at will" provisions of Vermont employment law. It is available for a set fee. It is not clear to me how or if this approach allows for the use of Progressive Discipline, which I think is a valuable management practice. Town Counsel is also available to assist with the other scenarios listed above.

The third choice is to form a Town Committee. I think this will delay action and not provide the expertise or institutional knowledge that should inform the process of revision. I highly recommend that we do not choose this option.

Notes:



Jill Muhr <jmuhr@vlct.org>
to me

Mar 27, 2023, 9:27 AM

Good morning, Mary:

Thank you for reaching out and for taking on this important project.

Attached please find both versions of our model personnel policy, along with their accompanying guidance documents. The reason we now have two versions, is to offer a model (Level 1) whose aim is to preserve "at-will" employment for positions not otherwise protected in Vermont statute. For the most part, we have smaller towns in mind, since it can be challenging for governing bodies, where there is no town manager or town administrator position, to follow the due process steps indicated under the Level 2 model.

Please note that the difference between the two versions is that Level 1 lacks three sections that appear in Level 2. The three sections omitted from Level 1 are:

1. Probationary Period
2. Discipline
3. Termination

Of course, even with a Level 1-type policy, there are HR best practices we recommend all members follow, and we always encourage PACIF members to reach out for a legal referral through our EPL Referral Program whenever dealing with employment issues such as performance problems, discipline, or termination.

Please let me know if you have questions as you go through the comparison process, or if anything else HR-wise comes up.

Kind regards,
Jill

Jill A. Muhr, SHRM-SCP
Pronouns: she, her, hers
Senior Human Resources Consultant
Vermont League of Cities & Towns
89 Main St. Suite 4, Montpelier, VT 05602
Direct: 802-262-1923
jmuhr@vlct.org
VLCT.ORG

-----Original Message-----

From: Mary Layton <marydlayton@gmail.com>
Sent: Sunday, March 26, 2023 2:53 PM
To: Jill Muhr <jmuhr@vlct.org>
Subject: Copy of model personnel policy?

CAUTION: This email originated from outside of VLCT's email system. Maintain caution when opening external links/attachments

4 Attachments • Scanned by Gmail



Mary

Tracy Hall findings and recommendations



Prepared for
Town of Norwich



Marcus Jones
Living buildings
June 7th, 2023

Executive summary

Tracy Hall is Norwich's longtime town hall and community space. It has operated for nearly 90 years and is durable enough to continue serving the community for generations to come. Stone and brick structures can last 500 years, so in broad terms, the building is just getting started with its life.. However, from occupant health and energy use standpoints—both important considerations for decisions relating to resilience in increasingly severe weather events and changes to the climate—the building is underperforming.

This underperformance will not significantly improve unless the Town adopts a holistic approach to addressing Tracy Hall's significant deficiencies in indoor air quality, thermal shell (outer walls and attic) energy performance, and reliance on fossil fuel sources for heat and operations. These deficiencies already limit and will continue to constrain Tracy Hall's future as a well-functioning community space.

This report addresses the pivotal deficiency in this trifecta of challenges—the building's reliance on fossil fuels—and looks at alternative strategies for improving building performance. Because the current heating system is at risk of failure in the short term, *Living buildings* recommends the following sequence of decisions:

1. Install an adequate controls system to capture real-world data that can inform the design of an optimal building-wide system (~\$15,000 quoted in 2022)
2. Upgrade to LED lighting, air seal and insulate attic (~\$60,000 quoted in Jan 2020)
3. Purchase an efficient oil boiler to replace the equipment that is nearing its end of life—as (1) a primary source of heat while the Town scopes a more emissions-friendly building energy system, and (2) a source of backup heat, once the new system is in place (~\$30,000-\$40,000 quoted in 2022)
4. Design and scope a new system that cost-effectively meets the Town's energy and greenhouse gas (GHG) emissions goals

This report also specifically examines two paths for reducing the reliance on fossil fuels:

- **Path 1** does not address thermal storage or the root causes of indoor air quality (IAQ).
- **Path 2** addresses both thermal storage and IAQ root causes.

Path 1 considers the January 2020 proposal for a geothermal system proposed by the New Hampshire firm, [Energy Efficient Investments, Inc.](#) Geothermal systems are very effective at removing heat from the ground and pumping it into a building. It is a viable solution for reducing reliance on fossil fuels. The proposed new ventilation system can provide an adequate rate of exchange of fresh air and thus improve IAQ for the building's occupants. However, the January 2020 proposal does little to reduce the building's heat loss, nor does it address the underlying causes of the building's current poor IAQ. Although the January 2020 proposal achieves the goal of eliminating site fossil fuel use and provides adequate ventilation, the resulting system will

be more complex to operate than the current system, and will create high operational costs and lower building resilience. It will also not provide a permanent solution, because of the relatively short lifespan of mechanical components of the geothermal and ventilation equipment.

Path 2, centered on a *living building* concept, takes a holistic approach to dramatically reducing heat loss, increasing passive solar heat gain, and lowering overall system sizing of heating and ventilation systems. This strategy concurrently addresses root causes of and solutions to IAQ, energy performance, and reliance on fossil fuels.

Path 2 also adds insulation and [passive thermal mass](#) to the interior face of the brick wall structure (thermal shell). The detail of sandwiching insulation between two thermal masses—the brick outer wall and interior wall panels constructed of rammed earth—provides many benefits. This rammed-earth (also known as *modern earth*) construction technique results in arguably the highest-performing wall construction available today.

One particularly valuable measure, adding a well-ventilated atrium on the south and west sides of Tracy Hall, would offer a passive, natural heat generator and ventilation system to further lower heating costs, enhance indoor air quality, and create a welcoming communal space for staff and other occupants. The health literature contains significant [scientific evidence](#) that an abundance of natural light can enhance overall occupant health, well-being, and productivity.

Although both paths can achieve the Town’s desired goal of reducing its reliance on fossil fuels, the lifespan of each solution and their operational costs are very different.

- **Path 1**, the geothermal system without any other improvements to the building, relies heavily on mechanical equipment that has a useful life of 20 to 40 years. Another drawback is that a geothermal system offers no building insulation benefits and no thermal storage—so the system will not be capable of flexibly [managing electric load](#) when electricity use and demand fluctuate. This means that Tracy Hall is likely to experience intermittent power reductions or outages under a standalone geothermal system. The power fluctuations and outages could be the result either of severe local weather disruptions or Vermont grid failures, due to the other influences on its ability to supply electricity when needed.¹ Grid reliability has implications for high-cost electricity as electric rates adapt to the changing needs of the grid.
- **Path 2**, the *living building* approach, reduces system complexity while lowering overall operations costs for hundreds of years. The modern earth panel strategy, the passive solar atrium, and removal of the root causes of the current poor IAQ enable smaller mechanical systems to be installed, lessening the replacement costs for future generations.

¹ If Vermont is to meet its aggressive [clean-energy goals](#), it must continue to promote the use of renewable energy. However, managing that energy flow to the grid means the state must find ways to store the generated renewable energy and manage bi-directional renewable energy flows to the regional grid, without grid system failures. [Flexible load management](#) helps municipal, commercial, and industrial buildings reduce peak demand on the grid. Reducing peak demand helps prevent high-cost electricity purchases and keep electricity rates in check.

Living buildings' philosophy and approach

A building comprises many systems that, when in balance, operate synergistically to meet the needs of the occupants. When there is a deficiency in any one system's function, other systems must compensate for that deficiency—or risk failing to meet the occupants' needs. Like living beings, all buildings experience birth, growth, and death. We construct buildings (birth), renovate them (growth) and demolish or deconstruct them (death). At each phase, questions inevitably arise that will affect how long the building lives—or what happens with its remains.

The *Living buildings* company provides holistic consulting services for the built environment. We guide our partners along the journey of decarbonization, providing low-energy-using, long-lived solutions that reduce system complexity and environmental impact.

We look holistically at buildings, their systems, and the energy systems they rely on. With the belief that ideal solutions are simple, intuitive to use, and serve generations to come, we have worked with customers to conceptualize achievable paths for reducing system complexity and using local renewable energy.

The Town of Norwich asked *Living buildings* to weigh options for reducing its reliance on fossil fuels in Tracy Hall and the town garage. This report presents options for upgrading both Norwich buildings, factoring in a significantly lower reliance on fossil fuels, the complexity of installation and maintenance, long-term operations costs, generational impact, and the various options' ability to meet the needs of the building occupants.

The state of Tracy Hall

Tracy Hall has longstanding status as the home to Norwich Town government and the town's principal community meeting space. The building has been in service for nearly 90 years. We know that stone and brick structures can last 500 years, so we can say that it is just getting started with its life.

During a walkthrough of the building on July 26, 2022, *Living buildings* examined the thermal shell, its electrical system, and its HVAC and control systems. We also spoke with building occupants. The building has office space for approximately 10 staff; its other primary space is the main hall, which is used for contra dancing and other community events.

The deficiencies of high concern are the water damage and mold found in several places (**Figure 1** and **Figure 2**). In the summer months, the 1993 carpet contributes to poor IAQ, because temperature and humidity levels are well suited for mold growth. In the winter, the building leaks air, which also contributes to poor IAQ.

The call to think differently

Nature is a totally efficient, self-regenerating system. If we discover the laws that govern this system and live synergistically within them, sustainability will follow and humankind will be a success.

—R. Buckminster Fuller

That is, as the building's heat escapes through the leaky attic, the system pulls an equal amount of cold air in at the lowest points of the building (creating a phenomenon known as the *chimney effect*). If the outdoor air were always clean, this would not present the IAQ problem. However, the north-side windows overlook the parking lot, generator, and fuel tank. Fumes from idling cars, the running generator, and fuel delivery trucks are pulled through the leaky windows and into the main workspace for the Town Clerk's office via the chimney effect.



Figure 1. Planning and zoning condensate damage from air conditioning systems.

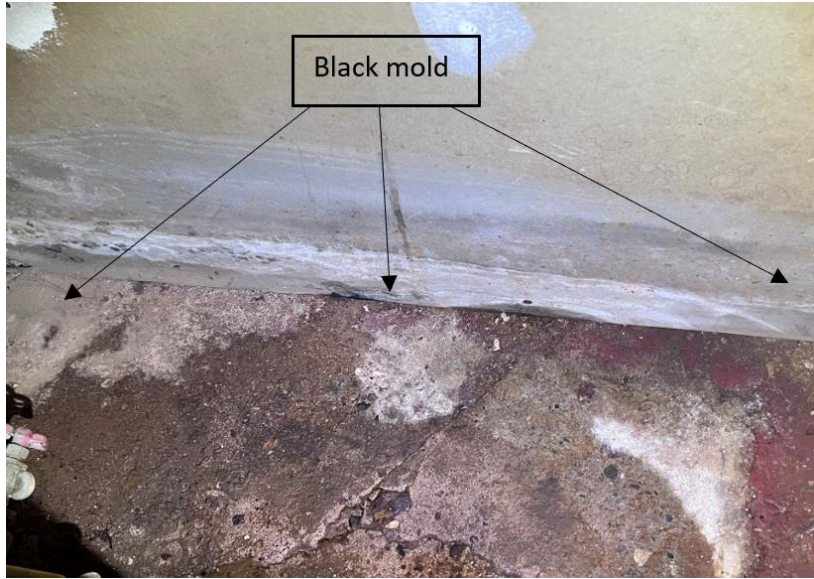


Figure 2. Mold from leaking pressure relief valve on the boiler.

Figure 3 and **Figure 4** show the effects of ongoing water damage to the building.



Figure 3. Water damage from roof runoff.

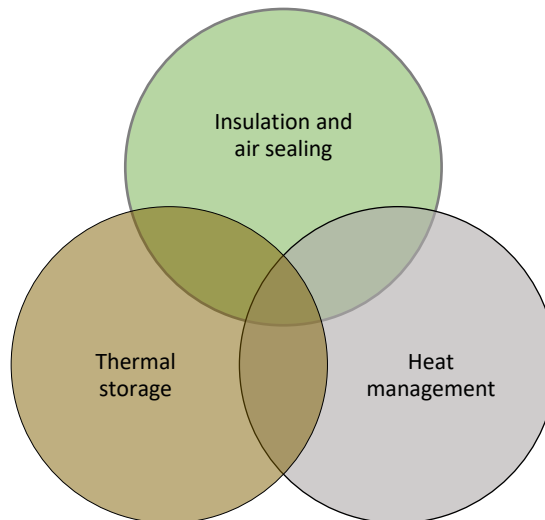


Figure 4. Interior water damage.

Building System Basics

How a balanced system operates

Successful construction and renovation projects apply a balanced approach of insulation and air sealing, thermal storage, and heat management systems.



Insulation and air sealing

Investments made in thermal shell improvements reduce the amount of heat loss and last for many generations when installed and maintained correctly. The primary benefits are:

- Increased occupant comfort
- Reduced size of the electrified heating system
- Reduced costs of installation, maintenance, and operations

Thermal energy storage

After reducing overall energy use in a building, another valuable strategy for ensuring building resilience is thermal energy storage (TES). Overall system efficacy depends on the amount of heat storage available. It allows a building to decouple from standard energy supply when energy is used for heat production and when the stored heat is used within the building. The duration of storage depends on the mass and heat loss rate of the thermal shell. In low-energy-load buildings with well-balanced thermal storage, heat generation system sizing can be based on the average heat loss of the building, rather than on just the momentary, prevailing conditions that guided the designer's assumptions for the system .

As strange as it might sound, one form of energy storage is air. A space can be overheated or undercooled and within a few hours, the temperature will drift back to normal settings. Heat can be stored in tanks of water (hydronic heat) and saved for hours or days. High-mass wall structures made of brick, stone,

earth, or concrete can passively store energy and moderate temperature and humidity swings for weeks or months.

Heat management

With a good thermal shell and right-sized energy storage systems in place, the heat generation and rejection are next on the list of strategies for achieving a very low-energy-using building.

Where does the energy we use to heat our buildings come from? Nearly all of it comes from the sun. The sun's energy keeps our buildings heated through three distinct, primary methods. Each variation is appropriate as a technology with holistic system planning.

- Fossil fuels are the sun's energy from hundreds of millions of years ago, stored in carbon bonds created during the photosynthetic process.
- Photovoltaic energy is the most well-known and adopted technology used to produce electricity to power heat pumps or resistance heating systems.
- Direct heat absorption is a less common way to bring energy to heat a building, via passive solar design.

The role of modern earth / rammed-earth construction in heat management

Tracy Hall's exterior brick mass buffers diurnal temperature swings and keeps the insulation and interior spaces from being exposed to the coldest and hottest temperatures. But despite these benefits of the brick mass, the building's IAQ and interior comfort for its occupants are less than optimal without appropriate insulation, air-sealing, and ventilation systems. The internal thermal mass from modern earth / rammed-earth panels can moderate temperature **and humidity**, producing consistently comfortable indoor conditions. The chapter, "Application of Modern Earth Construction: International Case Studies," in [Modern Earth Buildings: Materials, Engineering, Construction, and Applications](#) (2012) contains well-researched information about the benefits of this wall system.

Such high-mass wall construction makes it possible to avoid having compressor-based cooling strategies. Instead, this building design [combines longstanding techniques that consider](#) the local climate, optimize the characteristics of the thermal mass, and install appropriate controls to flush cool night air through the building to remove heat and stale air.

Current system health of Tracy Hall

The color coding in **Table 1** and subsequent tables examining building system health enables easy visualization of the remaining life of current building systems. The coding also makes it easy to compare two paths for Tracy Hall (**Table 3** and **Table 4**), discussed toward the end of this report. The chart here shows the criterion for each color, in terms of the system’s condition, its lifespan in terms of generations remaining, and the frequency requirements for adequate maintenance.

Condition	Lifespan	Maintenance Intervals
Excellent	4+	None
Good	3	Decades
Moderate	2	2-10 years
Fair	1	Annual
Poor	0	Monthly

Table 1. Overview of Tracy Hall’s building system health, with estimates for system component longevity

System components		Existing conditions and estimated longevity with proper maintenance	
System	Building	Potential life remaining (generations)	Observations and field notes
Structural	Brick exterior	8	The concrete foundation, brick shell and slate roof are in excellent shape and are at the beginning of their useful life.
	Poured concrete foundation	3	Reinforced concrete is believed to have a lifespan of 100 to 150 years, depending on what kind of reinforcement was used.
	Roof	4	Roof structure and slate shingles all appear to be in excellent condition.
Thermal shell	Attic insulation	1	Insulation and air sealing are generally insufficient, and deficient (if not absent) in most areas of the building. The exception is the attic space, which is insulated to R30 with cellulose and fiberglass batts. This insulation is the only reason for achieving a rating of <i>fair</i> instead of <i>poor</i> . Two previous energy audits recommended extensive air sealing to reduce heat loss in the attic and windows.
	Wall insulation	0	No below-grade insulation is visible.
Heating, ventilation, and cooling	Heat generation	<1	All heat generation is supplied by 2 oil boilers that have reached their end-of-life state. In the 2021 / 2022 heating season, Tracy Hall made 8 emergency calls to an HVAC contractor, to keep the system functioning. Parts are no longer readily available and have had to be sourced through eBay. Annual emissions of this system are around 1.5 million pounds of carbon dioxide (CO ₂). In the 2022 / 2023 heating season, there were only 2 emergency service calls.
	Heat distribution	1-2	The distribution system comprises 2 parts: pumps and piping. These carry heat from the boiler to the fan coils, which transfer heat to the space. With further evaluation, it is possible that the piping might still have useful life left, perhaps requiring boiler room re-piping and adding new efficient pumps. The fan coils, on the other hand, are at the end of their useful lives, and should be replaced.
	Ventilation	0	Ventilation is provided by either opening windows or relying on the building’s ability to leak air. As warm air escapes through the attic, it pulls cold air in from below. In winter, the fumes of idling vehicles, fuel oil delivery trucks, and scheduled generator tests are pulled into the main section of offices on the ground level. The carpet was installed in 1993, nearly 30 years ago. Mold and water damage are present in the boiler room and 2 nd -floor offices.

System components		Existing conditions and estimated longevity with proper maintenance	
System	Building	Potential life remaining (generations)	Observations and field notes
	Cooling	0	Cooling is currently provided by 10 split air conditioning (AC) systems dating to 1994. Collectively, they have over 50 pounds of ozone-depleting R-22 refrigerant with a high global warming potential of 1700. According to Project Drawdown , refrigerant management (using up-to-date technologies and remediating / repairing refrigeration leaks) is essential for reducing large amounts of greenhouse gas (GHG) emissions. Tracy Hall’s current cooling system alone contributes 80,000 pounds of CO ₂ -equivalent gases, when released to the atmosphere.
Energy	Electrical	2	The electric system is a 400-amp 3-phase system that is meeting the needs of the building.
	Energy storage	1	Storage is in the form of a 3+ year-old underground fuel oil tank with enough life to serve for another generation.
Sensory network	Control	0	The HVAC is controlled by a first-generation Barber Coleman electronic system that is past its useful life. There are few technicians capable of providing service and maintenance for these controls. A new system would be remotely accessible, which the current, standalone system is not.

Discussion

Although the Town of Norwich has specified both Tracy Hall and the town garage for evaluation, this report is concentrated on Tracy Hall, which has several immediate needs. Considerations for the town garage will be provided in a separate report, although the concepts covered here are in alignment with recommendations —from addressing IAQ to specifying improvements in building resilience.

Tracy Hall’s existing oil-fired boiler system must remain operational long enough to decide on and install a new solution. And decision makers must consider the following market disruption: Large renovation projects are being booked for 2024 and into 2025 due to supply chain and workforce constraints. And public spending on large infrastructure projects means those wait times in the construction industry are going to grow. Any electrified heating system option will therefore most likely take 2 or more years to implement.

In the meantime, emergency calls on the oil boilers are costing the Town significant amounts of money, and it is problematic to assume parts needing replacement will be available anywhere—let alone, on eBay. Thus, the Town is taking on significant risk, should the current system fail. Parts and service will likely be delayed, necessitating costlier emergency measures to keep the building from freezing. In single-digit temperatures, Tracy Hall might have only tens of hours before pipes freeze. With a majority of the Town’s files stored in the lower level, a burst pipe could cause significant damage.

Controls system

A controls system is analogous to a human body’s nervous system. No matter what the Town of Norwich decides about Tracy Hall’s heating system, a controls system is a necessary component of the

building's operations. It consists of sensory networks that collect temperature, humidity, and air quality readings and sends them to a control center (brain) that makes decisions and sends controlling signals back through the network to control heating, cooling, and ventilation for the building. Controls handle a wide variety of factors, and are necessary for aligning building energy use with times when power is cleaner and at its lowest cost.

A good controls system in place at Tracy Hall can inform the design of an electrified heating system, because the collected data can in turn inform the proper sizing of a new system. Other benefits of installing an appropriate controls system before installing a building heating / cooling / operating system are:

- Controls can be installed quickly, relative to the time it takes to install mechanical systems
- It enables efficient operation and reduced oil use because it responds to actual conditions
- Town staff can monitor IAQ
- It provides time to design a new, decarbonized solution based on the least number of dependencies and lowest system complexity—with the greatest generational impact

The only shortcoming to a controls system is its lifespan. As with any computer system, regular upgrades are necessary within, say, a 25-year window. However, steps can be taken to ensure that replacement is easier to accomplish at reduced cost. It is important to implement protocols that are open-source and interoperable with the grid. The Town should carefully consider (and avoid) any proprietary system that creates vendor lock-in.

Options for immediately addressing Tracy Hall's heating system

The Town has two essential options that respond to its interest in decarbonization; these options offer different perspectives for decision makers. Each option starts with air sealing and insulating to lower energy consumption and increase building resilience. Each option also assumes the installation of a system to control the current hot water equipment. That installation must be flexible enough to accommodate the electrification of the heating system.

First steps

1. Air seal and insulate the attic with R60 blown-in cellulose, and repair the basement windows (\$40,000-\$55,000)
2. Install a control system with IAQ sensors on the current hot water equipment, at a size that can accommodate a future electrified heating system (\$10,000-\$15,000)

Next-step options

- **Option 1:** Maintain the existing boiler system (estimated at \$2,000 or more), and have a backup plan in case a system failure happens (this can cost tens of thousands of dollars)
- **Option 2:** Install one new oil boiler (\$30,000-\$40,000). This will stave off a catastrophic loss for the building, and because of the sealing and controls, will count as a first step toward building decarbonization—despite the boiler's use of fuel oil.

From a productivity standpoint, a new boiler will reduce stress on those responsible for ensuring Town government operations are uninterrupted. The underground oil tank is only 4 years old and has many years of useful life left. If properly maintained, a new, well-controlled boiler, air-sealing in the building, and a maintained oil tank can be a cost-effective primary solution in the short term, while other solutions are under way—and later, as a backup system after a less carbon-intensive system is installed.

Because the Town is interested in building decarbonization with a non-fossil-fuel system (that is, an electrified heating system), having the option to draw on more than one heating source adds to building resilience and can reduce complexities in electric system design.

A fully electrified building—that is, a building dependent on electricity alone for all of its operating needs—would have to be sized to meet the building’s worst-case scenario. This would mean the worst case in the coldest of conditions and across the longest term. Thus, the system would have to be oversized to meet the heating needs for perhaps only a few hours of the year. The rest of the year, the system would operate less efficiently than if it were sized for non-extreme conditions. A larger system has more complexity because it requires more refrigerant, and costs more to install and operate than a right-sized system able to switch to oil for heat during extreme cold. The flexibility of switching fuel sources from electricity to oil for a few hours can significantly lower annual electricity costs, especially if the Town participates in a [load reduction program](#) with its utility, Green Mountain Power.

Living buildings has modeled 2 scenarios (**Table 2**) showing that because below-zero temperatures create conditions that constrain the grid, they also result in overall savings in relative source energy use, and thus emissions, when oil is used for heating, instead of electricity.

System efficiency and grid considerations

This winter, over 40 percent of New England's electric power generation came from oil use during cold snaps. Therefore, what is the most efficient use of oil for providing heat in below-zero weather?

When building heat loss increases in the deep cold, electrified heating systems are unable, in standard operating mode, to keep pace with heating needs. To meet those needs, they cause increased demand on the grid—when the grid is constrained by higher demand systemwide. In below-zero conditions, electrified heating systems range in efficiency (in terms of energy consumed to provide heat) from 100 to 200 percent; by contrast, oil systems similar to Tracy Hall’s operate between 80 and 85 percent, regardless of temperature.

Table 2. Results of scenario modeling for oil system use in below-zero conditions

Factors in oil system use	Scenarios (estimates)	
	Conservative	Likely reality
Oil generator efficiency	40%	36%
Transmission and distribution losses	20%	35%
Below-zero electric heat efficiency	200%	150%
Effective electric heat system efficiency	64%	35%
Oil system efficiency	80%	85%
Savings from using oil boiler when outdoor temperature is below 0°F	16%	50%

These periods of grid constraint are likely to result in rolling blackouts if electric load exceeds available generation capacity. Buildings solely reliant on a single heat source, and without thermal storage, are inherently less resilient and are compromised in their ability to serve future generations.

Two longer-term paths for Tracy Hall’s replacement system

Path 1: Standalone geothermal energy system

This path considers the January 2020 proposal for a geothermal system proposed by [Energy Efficient Investments](#), Inc. (EEI). Geothermal systems are very efficient at removing heat from the ground and pumping it into a building. It is a sound solution for reducing reliance on fossil fuels. A new ventilation system for distributing the air will provide fresh air exchange, improving IAQ.

However, a geothermal system does little to reduce the heat loss of the building (thermal storage deficiency); nor does it address the underlying causes of poor IAQ.

Using the same color-coding system in **Table 1**, **Table 3** shows the benefits and deficiencies in how a standalone geothermal system is expected to perform.

Table 3. Likely performance of a standalone geothermal system in meeting the Town’s needs for improving Tracy Hall

System	Building	Lifespan remaining (generations)	Maintenance intervals	Observations and field notes
Structural	Brick exterior	8	Decades	The concrete foundation, brick shell, and slate roof are in excellent condition and are at the beginning of their useful life. Brick buildings require repointing every 20 to 30 years on exterior surfaces.

System	Building	Lifespan remaining (generations)	Maintenance intervals	Observations and field notes
	Concrete foundation	3	Decades	Reinforced concrete is believed to have a lifespan of 100 to 150 years, depending on type of reinforcement.
	Roof	4	Decades	Roof structure and slate are well constructed and should last another 100 years with regular maintenance.
Thermal shell	Attic insulation	5	None	Attic: Needs to be air-sealed, including around pipe penetrations and wall plates to reduce air infiltration and exfiltration. After air-sealing, blown-in cellulose insulation is necessary to achieve R-60. The floor of the storage space should be densely packed with cellulose insulation. Existing weather stripping and door sweeps to exterior doors should also be replaced.
	Wall insulation	0		No below-grade insulation is visible.
Heating, ventilation, and cooling	Heat generation	2	Annual	All heat generation is supplied via 9 water-to-air and 6 water-to-water heat pumps and an electric resistance boiler. Recommend keeping oil-fired backup system instead of electric resistance boiler.
	Heat distribution	3	2-10 years	All heat would be extracted from the geothermal wells via pumps that serve the 9 water-to-air and 6 water-to-water heat pumps.
	Ventilation	2	Annual	Install 4 new, code-compliant outside energy recovery air ventilation systems.
	Cooling	2	Annual	Cooling is provided by the 9 water-to-air heat pumps
Energy	Electrical	3	Decades	Install new 3-phase, 800-amp main distribution panel and new 400-amp panel. With a geothermal system, the existing generator would be removed, and Tracy Hall would no longer have backup power. The loss of functionality and resilience due to not having a generator gives this measure to yellow.
	Storage / Geothermal wells	4	2-10 years	Geothermal wells, once installed, have little to no maintenance other than yearly testing and replacing glycol every 5+ years. With a large system such as this, that cost could range from \$5,000-\$10,000 or more each time. This high-cost maintenance item is the reason for a yellow rating.
Sensory network	Controls	1	Annual	All-new Distech or approved equal control system for remote access to the building's HVAC system.

The estimate for the geothermal proposal from EEI was \$1,805,000. It was made prior to the COVID lockdown in 2020 and its subsequent effects. Because of increasing equipment costs, supply chain disruptions, and workforce availability, the price tag for this option is more likely to range from \$2.5 to \$3 million today.

Path 2: Applying a “living building” concept to Tracy Hall

Although *Living buildings* has compared a building to a living being, another analogy is to a tree. Each spends its entire life in one place. The tree’s life is sustained from the sun, rain, soil, and air around it, and

buildings today are highly dependent on external energy sources to serve the needs of the occupants. Using holistic design principles based on balancing air sealing and insulation, thermal storage, and heat management makes it possible for buildings to live on the resources that fall around them. Ancient construction techniques and today's technology can result in buildings that absorb and store heat from the sun and slowly release it to maintain healthful and comfortable indoor environments that meet occupants' needs.

The *Living buildings* approach to Tracy Hall

We recommend a full basement renovation, along with a partial renovation to the remaining building to address the indoor air quality affecting the current occupants. Although it is disruptive in the short term, making this first step in a cost-effective, holistic approach will result in a building with lower overall complexity and cost to operate and maintain, while ensuring benefits for many generations to come.

Living buildings also makes the following recommendations to ensure a high-value, permanent solution that reduces the reliance on fossil fuels, while also addressing IAQ and thermal shell performance—neither of which can be addressed by a standalone geothermal system. The recommendations comprise a cost-effective holistic solution that prioritizes long-term financial value to the Town; responds to human needs; reduces GHG emissions (in service to Town and State energy / decarbonization goals); and ensures optimal building resilience against profound, episodic climate change events. See **Figure 5**.

Insulation and air-sealing

- Air-seal the attic and add cellulose insulation to R-60
- Install air / vapor barrier and 4" foam board insulation on the interior surface of the concrete foundation and brick exterior walls
- Remove carpet in basement, and install a vapor barrier and new flooring that is not susceptible to mold growth

Thermal storage

- Install 4"-8" thick rammed-earth (modern earth) wall panels over new insulation, carrying the load from the basement up all 3 floors

Heat management

- Design and install smaller geothermal system
- Implement flexible load management strategies via the new controls system to optimize system for weather and grid conditions
- **A special enhancement:** Assuming historic preservation and Town permitting regulations can approve an appropriate design, add a thermal energy-collecting atrium on the south and west sides of the building; when heat is plentiful, it can be circulated and distributed throughout the building

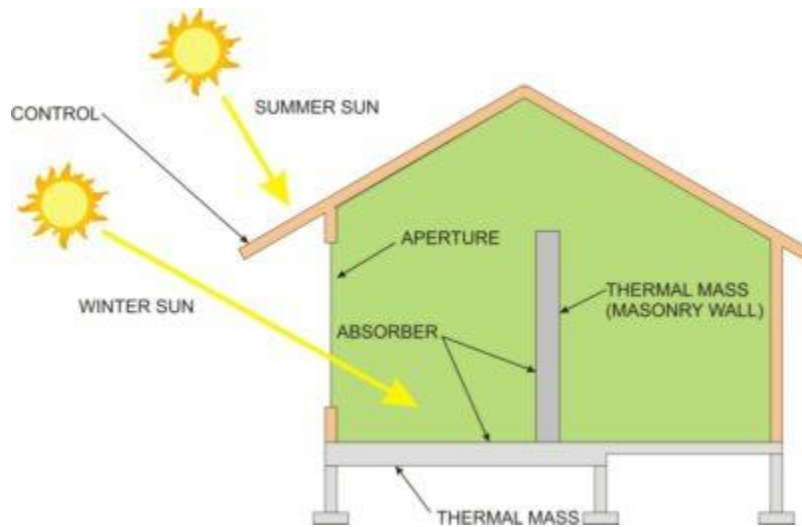


Figure 5. The role of the sun, controls, and interior thermal masses to optimize passive solar energy use. Source: [Off the Grid News](#).

Table 4. *Living buildings'* proposed solution and estimated performance

System	Building	Lifespan remaining (generations)	Maintenance intervals	Observations and field notes
Structural	Brick exterior	8	Decades	The concrete foundation, brick shell and slate roof are in excellent shape and are at the beginning of their useful life. Brick buildings require repointing every 20 to 30 years on the exterior surfaces.
	Poured concrete foundation	3	Decades	Reinforced concrete is believed to have a lifespan of 100 to 150 years, depending on reinforcement type.
	Roof	4	Decades	Roof structure and slate are well constructed and should last another 100 years, if not longer, with regular maintenance.
Thermal shell	Attic insulation	5	None	Attic: Air-seal attic space to include pipe penetrations and wall plates and thus reduce the air infiltration and exfiltration. After air-sealing, install blown-in cellulose insulation to achieve R60 and densely packed cellulose insulation for the attic floor. Doors: Replace existing weather stripping and exterior door sweeps.
	Wall insulation	5	None	New insulation will be sandwiched between the existing brick and concrete and new rammed-earth walls in the basement and panels on the first and second floors.
Heating, ventilation, and cooling	Heat generation	2	2-10 years	Add solar-collecting atrium on south and west sides of building to absorb available heat from sun.
	Heat distribution	3	2-10 years	Install right-sized geothermal system able to meet new heating demands.
	Ventilation	2	Annual	Increase natural ventilation strategies where feasible with operable windows paired with a dedicated outdoor air mechanical ventilation system.

System	Building	Lifespan remaining (generations)	Maintenance intervals	Observations and field notes
	Cooling	2	Annual	Primary cooling provided by available nighttime cooling and via geothermal heat pump system during periods of high cooling loads.
Energy	Electrical	4	Decades	Replace the many split AC systems with a right-sized geothermal heating system; the 3-phase, 400-amp system should be sufficient to continue to meet the needs of the building.
	Storage / geothermal wells	4	2-10 years	Geothermal wells, once installed, have little to no maintenance other than yearly testing and replacing glycol every 5+ years. With a large system such as this, replacing glycol could \$5,000-\$10,000 or more each time. This high-cost maintenance item is the reason for a yellow rating.
Sensory network	Controls	1	Annual	All-new Distech or approved equal control system for remote access to the building's HVAC system.

A final note about electrical service

The needs for electrical service upgrades can be seen in **Table 1**, **Table 3**, and **Table 4**. In **Table 5**, we present a summary of the considerations for two systems: (1) for a building entirely operating on electricity alone (as in a standalone geothermal energy system); and (2) for a building operating primarily on electricity (from a geothermal system), with an oil backup system.

Table 5. Comparison of electricity panel upgrades needed for each type of energy system, with and without thermal energy storage (TES) from modern earth panels

	100% electric building (January 2020 proposal)		Electricity and oil (living building concept)	
	Without TES	With TES	Without TES	With TES
Electric service	New 800-amp electric service	Might need a 600-amp upgrade	Existing 400 amp	Existing 400 amp
Generator	Need upsized generator	May need upgrade	Can keep existing	Can keep existing
Heating equipment	Need electric resistance boiler and heat pump	Heat pump with backup electric resistance	Heat pump with oil load shifting	Heat pump with oil as backup

Conclusion

Tracy Hall has provided benefits to the community for nearly 4 generations, and has the structural ability to serve 7 generations more. Applying a “living building” concept is bold and requires a paradigm shift in thinking about how buildings interact with their surrounding environments—to the benefit of human experience in those buildings and the buildings’ resilience in the face of severe weather events and power outages.

By applying nature-based systems thinking to the built environment, we can adapt existing buildings to harness the sun's energy, while dramatically reducing traditional, complex ways of building, operating, and maintaining a structure. Well-lit, beautiful buildings bring health and wellbeing benefits to their occupants.

Putting it all together, *Living buildings* offers a technical solution that combines appropriate principles for meeting Town and State energy goals with an effective use of taxpayer dollars, an environmentally sustainable solution for Tracy Hall and the town garage, and a highly effective and durable building resilience solution.

One shift comes in the form of asking the question, "How many generations do we want to benefit from this solution?" before asking "What is the cost?" It appears that the response that makes the most sense is one that weights return-on-investment calculations on generational impact—with a follow-up consideration for how many natural resources were extracted in the process.

The appropriate technology exists to begin on this work now. However, a skilled and knowledgeable workforce well acquainted with rammed-earth, geothermal, and other emerging technologies does not yet exist in our region. However, effective workforce development is under way to bring this knowledge and shift in thinking to Vermont. Projects such as the transformation of Tracy Hall offer the opportunity to create a campus of knowledge sharing, where appropriate technologies are installed as part of regional workforce development. From this strategy can grow local knowledge of high-performing, high-impact building techniques, and the ability to operate and maintain what has been built.

Living buildings applies systems thinking to the built environment. This strategy, along with the basic concept, can lead to enduring, beneficial solutions. *Living buildings'* experts are ready to guide and support the installation of a **Path 2** strategy, from concept through completion, should Town officials and residents embrace this solution.

**Tracy Hall Heating System Replacement
11.09.2022 Selectboard Meeting**

In the course of evaluating the heating system at Tracy Hall, Living Buildings LLC, Rod Francis, and the IREC have determined that it is possible, if not likely, that the existing boilers will fail this winter, leaving the building with no heat. As such, replacing the two old boilers with a new boiler ASAP is highly recommended. The new boiler could be used as a backup heat source once a renewable/fossil fuel-free heating system is installed, or removed and sold/donated at that time.

In addition, an upgrade of the controls system that manages the boilers offers significant efficiency opportunities. The new controls system would allow for setbacks during unoccupied times and changes to the hot water supply temperature based on outdoor air temperature, among other energy-saving settings. The system would result in immediate savings to the town, and could be integrated with a new heating system when the town installs a fossil fuel-free alternative.

The town received proposals for both the boiler replacement and the controls upgrade. Their pricing is shown at Table 1 below, and their full proposals are shown at Attachment 1.

Table 1 – Pricing for boiler replacement and controls upgrade

Contractor	Boiler Replacement Cost	Controls Upgrade Cost
Alliance Mechanical	\$35,375	\$9,750
ARC Mechanical	\$28,704	N/A
Control Technologies (CTI)	N/A	\$15,674
Simple Energy	\$60,000	N/A

Living Buildings and the IREC recommend moving forward with ARC Mechanical for the boiler replacement and Alliance Mechanical for the controls upgrade, for a total cost of \$38,454.

In addition, Living Buildings and the IREC recognize the need to coordinate and oversee the installation of the boiler and controls system, as well as verify that the systems were installed and are operating as designed after the projects have been completed. Living Buildings could offer both services, or the IREC could provide the project coordination services, and Living Buildings could provide the project verification services. A detailed proposal from Living Buildings is shown at Attachment 2.

Respectfully submitted,

Geoff Martin
Intermunicipal Regional Energy Coordinator
TRORC

**Attachment 1 - Boiler Replacement
and Controls Upgrade Proposals**



Date:	10/12/2022		
Submitted to:	Geoff Martin Town of Norwich	Job/Project :	Replace one boiler at the Town Hall

We hereby submit the following:

- Valve off and drain down old boiler
- Section and remove old boiler and dispose of
- Install new Burnham cast iron boiler
- Assemble sections and install new oil burner
- Pipe up to existing supply pump and return line
- Vent into existing flue pipe
- Install new low water cut off and burner control
- Wire into existing boiler controls system on site
- Install new tiger loop
- Startup and test for proper operation

Price excludes, off hours, holidays, asbestos removal, permits and temporary services.

We propose to complete the above referenced work for the amount of:

Thirty Five Thousand Three Hundred Seventy Five Dollars | \$35,375

Payment terms:
Net 30

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature: Matt Johnson Field Service Manager	Note: This proposal may be withdrawn by us if not accepted within <u>15</u> days.
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Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above. Payment will be made as outlined above. If Alliance Mechanical undertakes collection of delinquent accounts; the customer agrees to promptly pay the balance due plus any and all costs of collection, including court costs, interest and reasonable attorney's fees.

Date of Acceptance _____ Authorized Signature: _____



229 Depot Street, PO Box 724, Bradford, Vermont 05033

Corporate Headquarters
802-222-9255 Bradford
802-222-5481 Fax
www.arcmech.com

Satellite Locations
603-444-3440 Littleton/St. Johnsbury
603-443-6111 Lebanon/White River Jct.
603-256-8533 Keene/Brattleboro

Paul Luciw
Estimator/Project Manager
802-535-7167 Cell
603-298-7902 Office
pluciw@arcmech.com

October 20, 2022

Town of Norwich
PO Box 376
Norwich, VT 05055

Rod Francis
rfrancis@norwich.vt.us
802-649-1419

Proposal # 22-956
Replace One Boiler
Tracy Hall
300 Main St., Norwich, VT

Specifications

Rod,
Thank you for the opportunity to provide a quote to replace one boiler at Tracy Hall. I am quoting one V9A Burnham boiler to replace your existing Weil Mclain boiler. I am also providing separate pricing for the replacement of 14 thermostats.

ARC will

- Disconnect and remove one boiler for disposal.
- Install a Burnham oil boiler with Becket burner in the same location as the existing. The boiler is in sections and we will assemble it in place.
- Pressure test to make sure there are no leaks after the boiler has been assembled.
- Start the piping process after the pressure test has been completed.
- Connect to existing supply and return piping.
- Connect to existing boiler fill; the expansion tank does not need to be replaced.
- Connect to new Tekmar boiler control, which will control both boilers.
- Connect the flue to the existing flue piping.
- Connect to the existing oil lines.
- Start system, perform an efficiency test, and check for proper operation after all connections have been completed.

Total Investment

Twenty-Eight Thousand, Seven Hundred Four Dollars and 00/100 \$ 28,704.00

Note

14 PurePro Digital Programable Thermostats	Add	\$ 2,255.00

Respectfully Submitted by
ARC Mechanical Contractors, Inc.

Paul Luciw, Sales Associate/Project Manager

Accepted
The specifications, terms and conditions outlined are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined below.

Signature

Date

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Print Name & Title

Exclusions

- Cutting, patching, core drilling, painting
- Temporary heat and plumbing
- Line voltage electrical wiring and loose disconnects
- Repairs/modifications to systems beyond this scope of work
- Permits and permit fees
- Premium time labor

Limited Warranty

All products provided and installed by ARC Mechanical Contractors, Inc are warranted to be free from defects in material and workmanship for a period of one year from the original installation unless otherwise noted and unless a product manufacturer's warranty is less than one year in which case the Limited Warranty given herein shall extend only for that period of time covered by the applicable manufacturer's warranty. This Limited Warranty is limited to parts and labor for repair or replacement of defective parts only. This Limited Warranty does not cover consequential damages, including but not limited to loss of income or profits and ARC Mechanical Contractors, Inc shall not be responsible for any such consequential damages. To the extent that a warranty issued by a product manufacturer in some cases may extend beyond the one year period, this Limited Warranty shall extend for the full period of the manufacturer's warranty on the applicable piece of equipment. Except as stated herein, THERE ARE NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED.

Payment Terms

- Deposit of 33% required upon acceptance of this agreement; balance upon satisfactory completion.
- Due upon receipt - 1% finance charge (allowed by law) on all invoices 30 days past due.
- In the event that ARC Mechanical Contractors, Inc. takes any collection action to collect on any balance due which is 30 days or older, the Customer shall pay all costs and attorney fees associated with any such collection effort.
- We accept Mastercard, Visa and American Express.



162 North Main Street
West Lebanon, NH 03784
603-298-7200

www.SimpleEnergyonline.com

BUDGET for Boiler Replacement

Customer Name: Geoff Martin

Phone: (978) 828-2147

10/20/22

Service Address: Tracy Hall, Norwich VT

Email: gmartin@trorc.org

Dear Geoff,

Simple Energy Partners, LLC is pleased to submit the following estimate for your consideration:

Option A) Remove and dispose existing Weil McLain Boiler, install new Trio PROPC9410 with new oil burner and Tekmar boiler staging control. Includes necessary labor, piping and wiring and VT sales tax on all parts and equipment. **Total Installed Price \$ 60,000**

Option B) Remove and dispose of both existing Weil McLain Boilers. Install (4) Trio P8 Boilers with new oil burner and Tekmar boiler staging control. Includes necessary labor, piping and wiring and VT sales tax on all parts and equipment. **Total Installed Price \$ 120,000**

Note - Option B is the more efficient option for this building, and maintenance will be more accessible, and future parts more available at a lower cost than option A. This estimate does not include labor or materials necessary due to unforeseen circumstances encountered on site or beyond the scope of work. 50% down payment required to schedule. Balance due 30 days after installation.

Sincerely,
Rob Jones, Sales Tech
Lisa Ricci, Sales Coordinator

Simple Energy Partners, LLC
162 North Main Street
West Lebanon, NH 03784

General Terms and Conditions:

- The proposed price includes all required parts, tax and labor for this installation described above.
- Additional parts and/or labor for any work beyond the scope of this proposal will be billed at current rates.
- Unless specified otherwise, this price includes removal and disposal of any related demo/construction waste.
- All work is to be performed in a professional manner according to applicable State and Local Codes
- All proposals will be performed on Weekdays during Normal working hours. Overtime and Premium Time for Nights, Weekends and or Holidays MUST be requested in advance.
- Fuel Supplies adequate for the testing and operation of our equipment shall be the responsibility of others. Proposal is Valid for 30 Days from Quote Date; An Updated Quotation is required beyond this date
- Cancellation charges shall apply for Orders Cancelled after Placement and Acceptance by Simple Energy Partners, LLC. All costs for equipment, fabrication, freight and all other incurred expense will be used to calculate the Total Cancellation Fee.
- Charges shall apply for Order Changes after Placement and Acceptance by Simple Energy Partners, LLC. All costs for equipment, fabrication, freight and all other incurred expense will be used to calculate the Total Order Change Fee. Lead times will be affected as well
- Simple Energy Partners, LLC is not responsible for the discovery or removal of asbestos. Simple Energy Partners, LLC employees are not permitted to work in an environment where asbestos is present. The building owner is responsible for the removal and disposal of any asbestos discovered at the job site.
- Simple Energy will provide a 12 month customer satisfaction guarantee which covers all parts and labor related to the quality of workmanship of the original installation. In addition to the original equipment manufacturers warranty, Simple Energy will repair or replace, at our option, any parts which might prove defective at no charge during the first 12 months from installation.
- 50% down and 50% upon completion

Payment Options: Cash Check# Visa Mastercard

Name as it appears on card:

Card#

Exp:

CCV:

Financed sales are conditional upon credit approval and properly executed UCC Financing Statement (Form UCC1)

The above prices, specifications and conditions are satisfactory and hereby accepted.

Simple Energy is authorized to complete the work as described. Payment will be submitted as outlined above.

Customer Signature: _____ Date: _____

Accepted By: _____ Date: _____



Date:	10/26/2022		
Submitted to:	Geoff Martin	Job/Project :	Norwich Town Hall Boiler Controls Upgrade

We hereby submit the following:

Thank you for the opportunity to provide a quote for this work.

- Demo and dispose of existing DDC controller and control panel
- Install ethernet cable from control panel to network switch
- Furnish and install new BACnet/IP DDC controller for hot water system and occupancy. Includes the following points:
 - Pump command and status for four pumps (two system pumps, two boiler pumps)
 - Boiler enable for two boilers
 - Hot Water supply temperature (new sensor, existing location)
 - Outdoor air temperature (new sensor, existing location)
 - Occupied/Unoccupied command for three zones (Offices, Meeting rooms, Multi-purpose)
- Furnish and configure new Niagara server PC with monitor
- Furnish as-built control drawings and owner training

If completed in concert with a replacement of the boilers by Alliance, deduct \$800.

We propose to complete the above referenced work for the amount of:

Nine Thousand Seven Hundred Fifty Dollars

\$ 9,750.00

Payment terms:

Net 30

All materials is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Sean O'Reilly
Controls Mgr.
Authorized Signature:

Note: This proposal may be withdrawn by us if not accepted within 15 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified above. Payment will be made as outlined above. If Alliance Mechanical undertakes collection of delinquent accounts; the customer agrees to promptly pay the balance due plus any and all costs of collection, including court costs, interest and reasonable attorney's fees.

Date of Acceptance _____ Authorized Signature: _____

11 Interchange Drive
West Lebanon, NH 03784
Phone: 603-790-8272
Fax: 603-790-8334

P.O. Box 666
Essex, VT 05452
Phone: 802-864-4000
Fax: 802-857-5019
www.amivt.com

127 Quality Lane
Rutland, VT 05701
Phone: 802-772-7726
Fax: 802-772-7788

PROPOSAL

October 3, 2022

Town of Norwich
300 Main Street
Norwich, VT 05055

Attention: Rod Francis, Town Manager

Site: Tracy Hall

Project: New Heating Plant Controls

Control Technologies, Inc. ("CTI") is pleased to provide you with this proposal to install new DDC controls on your new heating plant.

Scope of Work

This scope of work includes:

1. **New Heating Plant Controls**

- i. Provide and install new Distech IP/BacNet controls, sensors, relays for the new heating plant and domestic hot water.
- ii. Provide programming for the new heating plant system.
- iii. Create new CTI standard 3D graphical representation of the system. Includes Programming Standard Alarms, Equipment Scheduling, Trending and Energy Management Routines. (Demand based reset logic and flexible load management sequences where applicable)
- iv. Includes identifying any nonfunctional existing field components for Owner consideration of repairs at an additional cost.
- v. CTI will use where applicable the CTI Standard Water System BACnet Point Names included in Appendix A listed below.

www.controltechinc.com

Vermont | Corporate Office
121 Park Ave, Suite 20
Williston, VT 05495
(802) 764-2200

New Hampshire
111 Zachary Rd
Manchester, NH 03109
(603) 626-6070

Massachusetts
One Corporation Way, Suite 110
Peabody, MA 01960
(781) 281-2417

New York
101 Fairchild Ave, Suite 5
Plainview, NY 11803
(516) 605-0833

Clarifications

1. The fees include all material, installation labor, project management, programming, and system checkout on new systems as defined in the scope of work.
2. Conversion projects often identify pre-existing issues with controllers, panels, sequence of operations, mechanical equipment, actuators, sensors, and relays. This proposal assumes these systems are fully functional and valid. Correction of any discovered deficiencies are not included in this proposal. If identified, these deficiencies will be brought to the attention of the Customer for consideration of corrective action under a separate proposal.
3. Device wiring in concealed spaces to be plenum rated wire, run neat and secured to the structure.
4. All work to be completed in a workmanlike manner according to standard practices. Any deviation from the scope of work requiring additional cost will require a written change order to be approved in writing by Customer.
5. All agreements are contingent upon strikes, accidents, or delays beyond our control. CTI is not responsible for flagging and/or correcting any preexisting code violation on equipment or systems.
6. This proposal, including any special conditions and attachments constitutes the entire agreement and shall become a valid contract after Customer acceptance and credit approval by CTI. This agreement supersedes all prior presentation and agreements not incorporated herein.
7. CTI reserves the right to change this proposal in the event of any site, plans, specification and/or manufacturer changes that occur after the date of this proposal.
8. This proposal is valid for 30 days from the date issued.

Customer Responsibilities

1. The areas where work is to be performed will be clear of debris and accessible.
2. Proper maintenance and operations of installed equipment in accordance with manufacturer recommendations.
3. Provide an active network data drop within 10 feet of the new Supervisory Controller and the Server location for interconnection of controllers to the building network. Customer IT support required for establishing connectivity, including providing IP addresses and opening of necessary ports.
4. This proposal assumes existing mechanical equipment, unit ventilators, motors, actuators, sensors, relays, and transformers are fully functional and are to remain in place unless otherwise noted. This proposal does not include modifications, repair and/or replacement of equipment not specified herein.
5. This proposal assumes as-built information is available associated with existing programming and system architecture. Customer is responsible for providing all access information,

passwords, and licenses for existing systems so CTI can perform necessary programming and graphical updates as required by this proposal.

6. This proposal is presented for the sole use of the Customer. The contents of this proposal, including the design, details and fees are considered confidential and will not be shared with any other entity or third party.

Exclusions

1. Any upgrades or modifications to existing mechanical or control systems not specified.
 - a. Enhancements, modifications, additions and/or changes to the as-found Sequence of Operations.
 - b. Field technician labor for a point-to-point validation of input and output points, and associated field devices, for each existing field controller, or the correction of issues and/or deficiencies with any of these components.
2. Hardware such as computer workstations, smartphones, and tablets for Customer remote access.
3. Cat-6 wiring terminations between the Supervisory Controller and Customer's building network. This work is to be by Customer's IT staff. Ethernet cabling, Static IP, firewall reconfiguration to provide for remote access, routers, hubs and/or switches required for network interconnection with the new controller will be provided by Customer.
4. Engineering labor to develop as-built information associated with existing programming, sequencing, and system architecture.
5. Programming labor for pictorial graphical representation of the data at the head-end other than specified herein.
6. Specific schedule deadlines, expectation and/or limitations, unless otherwise noted.
7. Shift work, premium time, and/or expedited schedules.
8. 120 VAC for server, controllers or transformers.
9. Hazardous materials abatement.
10. Cutting, patching, fire caulking or painting.
11. Disposal of materials.
12. System air or water balancing.
13. Demolition.
14. State and Federal taxes.

Warranty

1. CTI labor warranty is 30 days from the date of completion.
2. CTI provided Equipment and Material warranty is limited to the manufacturer's warranty.
3. CTI does not warranty or assume responsibility for any material, components or equipment provided by others, including Customer and third parties.
4. CTI does not warranty any reused materials, components, or equipment.

Schedule

The parties will mutually agree upon a start date and completion date upon acceptance of this proposal.

Fees

CTI will perform the services defined herein on a onetime fee of **\$15,674.00**. CTI will invoice Customer based on progress, and invoices are due within 30 days of the invoice date.

Acceptance

This proposal represents the entire agreement between parties and shall become a valid contract after acceptance and credit approval by CTI. The scope of work and conditions are acceptable, and CTI is hereby authorized to proceed.

CTI

Printed Name: Keven Austin
Title: Account Manager
Date: October 3, 2022
Signature: *Keven Austin*

Customer

Printed Name: _____
Title: _____
Date: _____
Signature: _____
Reference: _____

Appendix A.

WATER Standard Bacnet Points
CTI Standard Name
a_SystemPoints
OutsideHumidity
OutsideEnthalpy
OutsideTemperature
HotWaterSysEnabled
UnitAlarmStatus
TotalAlarmNumber
b_Run Condition Points
RoomRequestHeating
HWSystemEnableSpOcc
HWSystemEnableSp
HWSystemEnableSpUnocc
RoomRequestSpHeating
ScheduleCommand
c_Safety Condition Points
d_HW Supply Points
HWSupplyTempSpMax
HWSupplyTempSpMin
OAFForMaxSp
OAFForMinSp
HWSupplyTempSp
HWDiffPressureSp
TRHeatingRequest
TRIgnoredRequest
TRIncrementHWSpValue
TRIncrementHWSpInterval
TRDecrementHWSpValue
TRDecrementHWSpInterval
TRHWSpMaxOffset
TRHWSpMinOffset
HWSupplySpOffset
SteamPressureSp
e_DHW Points
DomHotWaterMinRunSp
DomHotWaterTempSp
f_Pump Points
PumpLeadChange

PumpLeadMethod
PumpLead
PumpMinSpeedSp
PumpMinRuntimeSp
HWDP_PID_Prop
HWDP_PID_Int
PumpRuntimeChangeSp
Pump01ServiceStatus
Pump01RuntimeCurrent
Pump01RuntimeTotal
Pump02ServiceStatus
Pump02RuntimeCurrent
Pump02RuntimeTotal
Pump03ServiceStatus
Pump03RuntimeCurrent
Pump03RuntimeTotal
Pump04ServiceStatus
Pump04RuntimeCurrent
Pump04RuntimeTotal
g_Boiler Points
BoilerLeadChange
BoilerLeadMethod
BoilerLead
HWS_PID_Prop
HWS_PID_Int
HeatingDemand
BoilerRuntimeChangeSp
Boiler01ServiceStatus
Boiler01RuntimeCurrent
Boiler01RuntimeTotal
B1SupplyHighLimitSp
B1HighLimitPID_Prop
B1HighLimitPID_Int
B1LowFireHoldSp
Boiler02ServiceStatus
Boiler02RuntimeCurrent
Boiler02RuntimeTotal
B2SupplyHighLimitSp
B2HighLimitPID_Prop
B2HighLimitPID_Int
B2LowFireHoldSp
Boiler03ServiceStatus
Boiler03RuntimeCurrent

Boiler03RuntimeTotal
B3SupplyHighLimitSp
B3HighLimitPID_Prop
B3HighLimitPID_Int
B3LowFireHoldSp
Boiler04ServiceStatus
Boiler04RuntimeCurrent
Boiler04RuntimeTotal
B4SupplyHighLimitSp
B4HighLimitPID_Prop
B4HighLimitPID_Int
B4LowFireHoldSp
Boiler05ServiceStatus
Boiler05RuntimeCurrent
Boiler05RuntimeTotal
B5SupplyHighLimitSp
B5HighLimitPID_Prop
B5HighLimitPID_Int
B5LowFireHoldSp
Boiler06ServiceStatus
Boiler06RuntimeCurrent
Boiler06RuntimeTotal
B6SupplyHighLimitSp
B6HighLimitPID_Prop
B6HighLimitPID_Int
B6LowFireHoldSp
Boiler07ServiceStatus
Boiler07RuntimeCurrent
Boiler07RuntimeTotal
B7SupplyHighLimitSp
B7HighLimitPID_Prop
B7HighLimitPID_Int
B7LowFireHoldSp
Boiler08ServiceStatus
Boiler08RuntimeCurrent
Boiler08RuntimeTotal
B8SupplyHighLimitSp
B8HighLimitPID_Prop
B8HighLimitPID_Int
B8LowFireHoldSp
h_Valve Points
i_Room Related Points
RoomTemperature

RoomTempSpCooling
RoomTempSpHeating
j_Alarm Points
UnitAlarmStatus
TotalAlarmNumber
Pump01AlarmStatus
Pump01AlarmReset
Pump02AlarmStatus
Pump02AlarmReset
Pump03AlarmStatus
Pump03AlarmReset
Pump04AlarmStatus
Pump04AlarmReset
Boiler01AlarmStatus
Boiler01AlarmReset
Boiler02AlarmStatus
Boiler02AlarmReset
Boiler03AlarmStatus
Boiler03AlarmReset
Boiler04AlarmStatus
Boiler04AlarmReset
Boiler05AlarmStatus
Boiler05AlarmReset
Boiler06AlarmStatus
Boiler06AlarmReset
Boiler07AlarmStatus
Boiler07AlarmReset
Boiler08AlarmStatus
Boiler08AlarmReset

Tracy Hall boiler upgrade project management and verification

Prepared for:
Town of Norwich



Marcus Jones
Living buildings
11/2/2022

Scope of Work

Tracy Hall

Project coordination

- Provide coordination between mechanical and control contractors through project completion. Workload can be shared with the Intermunicipal Regional Energy Coordinator (IREC) to reduce costs.

Project verification

- Conduct functional testing and review control system to ensure the project was completed as intended.

Basis for Proposal

This proposal is based on conversations with the IREC on November 1st and 2nd, 2022.

Fees & Payment

The services outlined above are proposed on a time-and-materials (T&M) basis, with fees for the scope of work within this Agreement not to exceed the following:

___ Project coordination and verification of boiler and control upgrades performed by ARC Mechanical and chosen control contractor. Includes up to two site visits.
Not to exceed \$5,000 Project cost (*five-thousand-dollars*)

OR

___ Project verification only of boiler and control upgrades performed by Alliance Mechanical and Alliance Building Automation. Includes up to one site visit.
Not to exceed \$3,000 Project cost (*three-thousand-dollars*)

Thank you for considering this proposal and I look forward to hearing from you.

Sincerely,



Marcus Jones
Founder, Living Buildings llc

Authorization

To accept this proposal, including the terms and conditions in Appendix A, please sign below. Please return an executed electronic copy to marcus@livingbuildings.co.

Client or client's authorized agent

Date

Marcus Jones
Founder, Living Buildings llc

Date

Appendix A

— Rates, Terms, and Conditions

2022 HOURLY RATES

Type	Hourly rate
Principal Energy Consultant	\$150
Associate Energy Consultant	\$125
Project Administrator	\$95
Residential decarbonization	\$95

REIMBURSABLE EXPENSE

Expense	Rate
Auto mileage	\$0.58/mile
Miscellaneous project-critical supplies, if needed	At cost

DEFINITIONS

Agreement	This entire document, with its Scope of Work and Appendix A
Client	Town of Norwich
Parties	Town of Norwich and Living Buildings llc

GENERAL EXPECTATIONS & EXCLUSIONS

The following general expectations and exclusions further define Living Buildings llc scope of work for the Project under this Agreement. In no event will Living Buildings llc be required to undertake or be responsible for: (i) work or deliverables related to assumptions that are not met or (ii) work or

deliverables that are listed as exclusions. If the Project fails to adhere to the expectations or exclusions, Client will be responsible for paying Living Buildings llc for additional time or work that may be undertaken by Living Buildings llc as a consequence, even if such work exceeds fee and payment limits set forth herein.

Exclusions

1. Testing, adjusting, balancing (TAB) aside from spot verification of TAB conducted by others.
2. Any significant duration or frequency of work during non-standard business hours.
3. Any abatement, containment, or environmental testing related to indoor air quality issues.

TERMS AND CONDITIONS

The Client and Living Buildings llc agree as follows:

1. **RATE INCREASES.** There will be no rate increases, once the schedule is agreed upon.
2. **INVOICING AND PAYMENT.** Living Buildings llc will invoice client on a monthly basis for progress accomplished. This financial arrangement is made on the basis of prompt payment of Living Buildings llc invoices. Invoices are due and payable upon receipt. A service charge of 1.5% per month will be assessed for late payments extending beyond 30 days from invoice date. In the event an account is not paid within 30 days, Living Buildings llc reserves the right to stop work on any job. The Client agrees to pay for all costs of collection, including but not limited to, collection agencies, court costs, sheriff's fees, legal fees and interest.
3. **TAXES.** Any applicable state or local taxes are not included in this fee. At any point during or after the Project, if any of Living Buildings llc's services are found to be subject to any sales or other tax, the fees will be increased by the amount of tax due. The Client will be notified in writing and the client agrees to pay this amount within 30 days from the date of notification. Any late payments by Client for taxes due will be subject to the same terms as noted above.
4. **INDEMNIFICATION.** To the fullest extent permitted by law, the Client shall indemnify, hold harmless and defend Living Buildings llc from and against all claims, damages, losses and expenses, including without limitation, attorney's fees, arising out of or resulting from this Agreement or living building, LLC's recommendations associated with this Project, including without limitation, those that arise from the acts or omissions (whether intentional, negligent or accidental) of the Client or any contractors, subcontractors, architect, engineers, agents, employees or any other persons or entities directly or indirectly hired by or working for Client.
5. **TERMINATION AND DEFAULT.** This Agreement may be terminated by either party upon twenty-four (24) hours advanced written notice with the understanding that any work performed up to receipt of a written termination notice will be paid in full at the time of termination. For work that has not been invoiced at the time of termination, such work shall be paid within thirty (30) calendar days of receiving

an invoice for such work from Living Buildings llc. Living Buildings llc or the Client shall be considered in default under this agreement if either fails to comply with the provisions of this Agreement

6. **DAMAGES LIMITATIONS AND EXCLUSIONS.** The maximum amount of damages payable by Living Buildings llc to the Client in respect of any and all liability for any type of claim in law, equity or otherwise, including liability arising from negligence, under or in any way connected with the Project or this Agreement, shall be limited to, and shall in no event exceed the amounts actually paid by Client to Living Buildings llc under the Agreement. In no event shall Living Buildings llc be liable for any punitive, exemplary or other special damages, or for any indirect, incidental or consequential damages (including lost profits or lost business opportunity), in each case arising under or in relation to this Agreement or the Project (including with respect to the performance or non-performance of any Services), whether arising under breach of contract, tort or any other legal theory, and regardless of whether Living Buildings llc has been advised of, knew of, or should have known of the possibility of such damages. In no event shall this section shall be deemed to have failed of its essential purpose.

7. **GOVERNING LAW AND DISPUTES.** This Agreement shall be governed by and construed in accordance with the laws of the State of Vermont. Excepting actions by Living Buildings llc to enforce the indemnification provisions of this Agreement, before filing any action in any court, the parties shall make a good faith attempt to settle any dispute, disagreement or cause of action arising out of or relating to this Agreement confidentially using a neutral mediator mutually acceptable to both parties to this Agreement. Unless the parties mutually agree otherwise: (i.) the mediator shall be an attorney licensed to practice in the State of Vermont, (ii.) the mediation shall take place within Vermont and (iii.) the mediation shall follow the ground rules of proceeding under the International Institute for Conflict Prevention & Resolution (“CPR”) Mediation Procedure, in effect on the date of this Agreement. The parties shall share equally in any fees or costs imposed by the mediator but each party shall bear their own costs associated with preparing for, attending and being represented at the mediation unless such fees or costs are covered by the indemnification provision in this Agreement. Any dispute arising out of or relating to this Agreement, including the breach, termination or validity thereof, which has not been resolved by mediation as provided herein within sixty [60] days after appointment of a mediator, shall be finally resolved by civil litigation in Vermont State Court, Bennington County, Vermont.

8. **ENTIRE AGREEMENT; AMENDMENTS AND ASSIGNMENTS.** This Agreement embodies the entire agreement and understanding between the parties relating to the subject matter hereof, and there are no other covenants, promises, agreements, conditions or understandings, oral or written, relating to the subject matter of this Agreement except as set forth herein. This Agreement shall not be changed, altered amended or modified except in a writing signed by both parties. The Agreement shall not be assigned without the written permission of Living Buildings llc.

9. **SEVERABILITY.** In the event any provision of this Agreement is deemed to be invalid, illegal, or unenforceable, all other provisions of the Agreement that are not affected by the invalidity, illegality, or unenforceability shall remain in full force and effect.