

Norwich Selectboard

Regular Meeting – August 23, 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)

Welcome

- 1. Agenda..... Motion required.

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

- 2. Minutes – August 9, 2023 meeting minutes..... Motion(s) required.
- 3. Correspondence..... Motion required.
- 4. AP Warrant..... Motion(s) possible.

Public Comments for Items not on the Agenda.

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

- Interim Town Manager Report
- Finance Director ReportMotion(s) possible.

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

- 5. Update on Katucki and Rosenbloom litigation, at 7:00 p.m., Executive Session 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 a substantial disadvantage, and to invite legal counsel and the Interim Town Manager.....Motion(s) anticipated/possible.
- 6. Applicants for an open position on the Recreation Council.....Motions anticipated.
- 7. Baseball Field contract amendmentMotion(s) anticipated/possible.
- 8. Cassella Contract RenewalMotion(s) anticipated/possible.
New rate sheet and contract
- 9. Appoint Voting Delegate, VLCT annual mtg, 9/26/23, S. BurlingtonMotion(s) anticipated.
- 10. Interim Town Manager review, possible Executive Session for evaluation of a public officer or employee under 1 V.S.A. § 313(3), and to invite the Interim Town Manager.....Motion(s) possible.

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.

- Written monthly department reports from Fire; Police; and IREC;

Discussion Items – Issues being framed for future action.

- None

Future Meeting Dates and Topics

- Sept. 6 (2 weeks/special meeting) and/or 13(3 weeks/regular meeting), and September 27, 2023

Interim Town Manager’s Office

- Personnel Policies – work in progress
- H.R. structure, ID nature of assistance, scope/purpose – work in process
- RFPs issued for Compensation Study; Tracy Hall Study; Consulting Engineering Service for Hemlock Rd Slope Failure; Gravel/Ledge Products; Winter Sand; Snow Plowing Assistance
- Budget preparation for FY 24 – beginning soon

Selectboard

- Committees: coordination with overall town priorities – beginning soon
- RFP issued for Town Manager position
- Norwich/Sharon Town Line – to begin
- Public Safety – on-going hiring
- Financial Policies & Procedure – on-going review

Adjournment

DRAFT Minutes of the Selectboard Meeting of
Wednesday, August 9, 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; Lily Trajman, Town Clerk; Christopher Kaufman, Director, Department of Public Works; Jaan Laaspere, Chair, Planning Commission; Cheryl Lindberg, Treasurer; Linda Cook; Hayley DeLugach; John ("Jack") Candon; Alec Orenstein; Barry Rotman; Nicholas Wood; Robert Gere

Note that sections are presented here in the order they were addressed at the meeting, which may occasionally differ from their sequential item numbering.

Welcome. Meeting was called to order by Calloway at 6:35 PM. She reminded anyone wishing to join via Zoom® to present with both first and last names to help prevent unwelcome intrusions, commonly known as "Zoom-bombing."

1. Agenda. Calloway asked to add Item #1A, Minutes. She also asked to add Finance Committee to Item #4. There was consensus in support of these changes. Layton moved, seconded by Arnold, to approve the agenda as amended. **Passed Unanimously.**

1A. Minutes. There having been no minutes in the meeting's packet, by consensus this item was postponed. **Tabled.**

2. Correspondence. Layton moved, seconded by Smith, to approve the correspondence as submitted. **Passed Unanimously.**

3. AP Warrant(s). Layton moved, seconded by Vincent, to approve AP Warrant # 1015 in the amount of \$78,267.54. **Passed Unanimously.**

• **Public Comments for Items not on the Agenda.** Linda Cook came to the witness table to ask for an explanation of recent changes in policies for Transfer Station tickets and stickers, wondering specifically what if any differences there are between red and blue stickers. Duffy explained that a new contract with Casella Waste will take effect

September 1 and that rates charged the Town are expected to increase then with effects that will trickle down to residents as well.

Hayley DeLugach joined the meeting via Zoom to express concerns about a new parking lot on Turnpike Rd., where she lives. In particular, she thought notice was insufficient and that sightlines were inadequate. Calloway asked her to collect any relevant communications and forward them to Duffy as ITM.

• **Hemlock Road Update – Interim Town Manager.** Duffy reported that Santec says there is an imminent potential slope failure due to the flooding of July 10. Chris Kaufman has been working with VTRANS and FEMA representatives on short- and long-term solutions, Duffy said. Now that they're past the emergency phase, it will be necessary to ensure compliance with the federal procurement process. He said he'd also been keeping in touch with the owners of affected homes.

Chris Kaufman added via Zoom that the anticipated timeframe extends considerably as they move to the more permanent phase and that there are numerous uncertainties that will apply to any reimbursements, particularly for fixes to the slope. Regardless, it will be necessary at least in the short term to pursue reimbursement through the Town's own procurement process.

Kaufman and Duffy further reported that someone had surreptitiously entered Hemlock Rd. and deposited materials in the area of the endangered slope, which in addition to being illegal may have jeopardized potential FEMA funding.

In response to a question from Vincent, Kaufman also said he expects the current pavement work at the Transfer Station to be completed within a week or two.

• **Municipal Leaders letter about housing and homelessness.** Duffy reported that Lebanon is asking neighboring communities to sign onto a letter in support of its efforts on housing and homelessness in which it has partnered with a consulting firm. There was consensus support from the Board for Duffy to sign onto the letter in question representing the Town.

4. Applicants for open positions on the Development Review Board, Finance Committee, and Recreation Counsel. Alec Orenstein was interviewed briefly concerning his application to join the DRB. He said he and his wife and child moved to Norwich two years ago and he is looking to get more involved with the community. He felt his background as a lawyer would be relevant, while he also thinks it's important for these types of positions to include people relatively new to Town.

Via Zoom, Jack Candon, who currently serves on the DRB as an alternate member but had also applied for the open position to become a regular member, said he too is an attorney, now retired, and has lived in Norwich since 1977. He said that if Alec were

only interested in the full-fledged voting position, he would defer to him as he too thought involving newer residents is a worthwhile objective.

Layton moved, seconded by Arnold, to appoint Alec Orenstein as a member of the Development Review Board for a term expiring April 26, 2026. Layton, Arnold, Smith, Vincent, Yes; Calloway, No. **Motion Passed.** Calloway explained the only reason she voted No was that she thought after years as an alternate, Jack deserved appointment to full membership.

Barry Rotman appeared in support of his application for the open position as an alternate on the DRB. He said he retired a few years ago from a career in retail and has served as President of the Norwich Public Library Board and as a member of the Norwich Long Range Planning Committee. Smith moved, seconded by Vincent to appoint Barry Rotman as an Alternate to the Development Review Board for a term ending April 26, 2026. **Passed Unanimously.**

Nicholas Wood was interviewed regarding his application to join the Finance Committee. He has worked extensively in outdoor education, including as Director of the Hulbert Outdoor Center in Fairlee, and is currently pursuing an MBA. Layton moved, seconded by Smith, to appoint Nicholas Wood to the Finance Committee for a term of three years. **Passed Unanimously.**

As Steven Hepburn was not in attendance, his application to the Recreation Council was postponed by consensus until the August 23 meeting. **Tabled.**

5. Town Clerk proposed digitized records contract. Lily Trajman said the previous Town Clerk, Bonnie Munday, had for many years signed all contracts such as the one now up for discussion, which will extend an existing contract at \$290/month for ongoing digitization and uploading of Town records to the company's "cloud" server, with access available on two terminals in the Clerk's offices. Trajman said the cost is already budgeted.

Calloway said that because the current town manager is interim, the Town's counsel had advised that the Board formally approve allowing the Town Clerk to sign the contract on behalf of the Town. She requested that Duffy and Trajman determine what exactly the contract's term will be and report that to the Board.

Arnold moved, seconded by Layton, to authorize the Interim Town Manager to execute the proposed Contract with Cotts/Recordhub Services for a period expiring in 2025. **Passed Unanimously.**

By consensus, the remaining terms of the motion as preliminarily drafted concerning funding source for the digitization and disbursement of any associated revenue will be taken up during budget deliberations.

6. Selectboard procedure for Hennessey and future solar array projects. Calloway said the proposed procedure would simply empower the Town's counsel to act on its behalf. Vincent expressed concern it might nonetheless constitute micro-managing of affairs best left to the Planning Commission.

Rob Gere said he's concerned the proposed enhanced role for the Selectboard might enable it to interfere at any stage of a proposed project, potentially altering timelines significantly and thus arbitrarily increasing an applicant's costs, which he finds particularly troubling in the context of the move to abandon fossil fuels. Calloway responded that the Board already has such powers, but not full access to the necessary information. Arnold said he would prefer to review the advice of the Town counsel directly.

Vincent moved, seconded by Smith, to direct the Interim Town Manager, through legal counsel, to exercise the municipality's right to intervene in PUC proceedings involving solar siting in Norwich and, with the consent of the Selectboard, to request a hearing and/or take other steps to protect and defend the Town's interests. Calloway, Layton, Smith, Vincent, Yes; Arnold, No. **Motion Passed.**

7. Listers' Request to Correct Omission from Grand List pursuant to 32 V.S.A. § 4261. Cheryl Lindberg, Treasurer, joined via Zoom, reporting that two corrections needed to be made to the Grand List as specified in this meeting's packet to correct assessed values that had accidentally not been changed since the last year. Smith moved, seconded by Vincent, to approve the Listers' Office correction of omissions from the Grand List as to Parcel ID 70-004.000, owner Vermont Transco LLC; and Parcel ID 70-001.000, owner Green Mountain Power; pursuant to 32 V.S.A. § 4261. **Passed Unanimously.**

8. Tracy Hall Boiler. Vincent and Smith reported briefly on their progress investigating alternatives to a new oil burner to meet the heating needs of Tracy Hall this winter. Vincent requested a special meeting next week to review their findings and consider next steps. Jaan Laaspere added via Zoom that he supports pellets as at least an interim solution, particularly because he believes the prospects for geothermal at Tracy Hall are not realistic. He also warned that anything with an RFP is guaranteed to take many months. Smith moved, seconded by Vincent, to **Table** further discussion of the Tracy Hall boiler until a special meeting to be held on August 16. **Passed Unanimously.**

9. Interim Town Manager review procedure. Layton moved, seconded by Vincent, to enter Executive Session under 1 V.S.A. § 313(a)(3) to discuss the evaluation of a public officer or employee, and to invite the Interim Town Manager as appropriate. **Passed Unanimously.**

Entered Executive Session: 9:00 PM

Layton moved, seconded by Smith, to enter public session. **Passed Unanimously.**

Entered Public Session: 9:29 PM.

10. Finance Department personnel contract issues. Vincent moved, seconded by Layton, to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1). **Passed Unanimously.**

Vincent moved, seconded by Layton, to enter Executive Session under 1 V.S.A. § 313(a)(1)(A) to discuss a contract or contracts, and to invite the Interim Town Manager. **Passed Unanimously.**

Entered Executive Session: 9:35 PM.

Layton moved, seconded by Smith, to enter public session. **Passed Unanimously.**

Entered Public Session: 9:47 PM.

Adjournment. Layton moved to adjourn, seconded by Vincent. **Passed Unanimously.**

Meeting Adjourned: 9:47 PM.

Respectfully submitted,
Ralph C. Hybels
Minutes Taker

Approved by the Selectboard on

Marcia Calloway, Selectboard Chair

PLEASE NOTE: JUNCTION ARTS & MEDIA (formerly CATV) POSTS RECORDINGS OF ALL REGULAR MEETINGS OF THE NORWICH SELECTBOARD.

From: [Pam Smith](#)
To: [Marcia Calloway](#); [Mary Layton](#); [Roger Arnold](#); [Priscilla Vincent](#)
Cc: [Brennan Duffy](#); [Miranda Bergmeier](#)
Subject: Tracy Hall Heating & Ventilation
Date: Friday, August 4, 2023 3:14:05 PM

Good afternoon,

Please consider this an addition to the information already contained in the packet for the SB meeting on August 9, 2023.

Rachael Mascolino is a consulting engineer at Efficiency Vermont who was referred to Priscilla and me by Mort Bailey of Lyme Green Heat. Rachael is qualified to help spec out the pellet boiler system as well as inform the SB of any incentives that would be available to the Town should the SB vote to go with this type of system. All of this is done as part of getting information on the various systems for the SB's comparison and deliberation.

Many of us have been very concerned about the assumption that replacing the oil-fired boilers at Tracy Hall with anything other than oil-fired boilers would trigger a building code requirement to also install a ventilation system. Given Rachael's qualifications, I asked her if this was a requirement that needed to be taken into consideration when deciding the replacement of the boilers in Tracy Hall. Below is her response.

Please let me know if you would like Rachael to be available at the August 9 SB meeting (or a future meeting) to answer any questions.

Thanks.....Pam

----- Forwarded message -----

From: **Rachael Mascolino** <rmascolino@veic.org>
Date: Fri, Aug 4, 2023 at 11:42 AM
Subject: RE: Tracy Hall Heating & Ventilation
To: Pam Smith <pamsmith.sb@gmail.com>
Cc: Priscilla Vincent <priscillavincentsb@gmail.com>

Hi Pam,

Based on our phone conversation I am assuming that there is currently no mechanical ventilation in Tracy Hall.

If your priority is to replace your oil boiler with a pellet Advanced Wood Heating (AWH) boiler, there is not a requirement to install a ventilation system that meets minimum

requirements at the same time.

Based on your description of the previous engagement with EEI, my assumption is that their engineers had designed a complete HVAC system to serve the building. A licensed professional engineer would have proposed mechanical ventilation as part of this, that was compliant with the ASHRAE design standards. We always encourage buildings that are under ventilated to explore the project of bringing the space into compliance with the current standards, but this is not a requirement to receive support for the pellet boiler.

If you would like me to speak further about this to the Selectboard at your next meeting, I can be available.

Rachael

8/7/23

To Whom it may concern,

My name is Alan Palmer and I have led The Good Life summer camp at the Norwich Recreation Department for the last 4 years. We offer a six week day camp for 4-7 year olds at Marion Cross School. It is a popular program with a waitlist, and our enrollment expanded this year up to 18 children per day. We had a great summer, but I am concerned with the increasingly difficult working relationship between the recreation department and the school.

As an outside program there are typically some challenges coordinating use of the school space over the summer, but recent years have been increasingly difficult as communication with the maintenance department seems to have deteriorated. **Common problems include lack of custodial services, access to the rooms we are renting, access to bathrooms and sinks for handwashing, needing to relocate rooms, frequent changes to agreements without notice, and lack of coordinated communication.**

I often don't find out which room our camp will be in until the morning children arrive, which makes preparations extremely difficult. Fortunately, this year I was able to get into school over the weekend on June 24th. **However, the room I expected to use had not been cleaned, and was in deplorable condition. The entire room was visibly dirty and in disarray; sinks, bathroom, counter tops, floors, trash, recycling, and the carpet was covered in various unknown stains. It was clear this room had not been cleaned in a long time.**

I spent 2-½ hours cleaning all the hard surfaces, and sweeping the floor and carpet as well as I could. I let Brie know the condition of the room when we opened on Monday June 26th, but the room was not cleaned that week.

Over the next six weeks the room was busy with preschool aged children eating snacks and lunch, doing crafts, and of course using the bathroom. **During that time I am aware of the floor being vacuumed twice; once when a concerned parent contacted the principal, and once when one of our volunteers spoke to a friend on the custodial staff.**

The bathroom, and other parts of the room were never cleaned by custodial staff in six weeks.

Our staff disinfects the tables twice a day, and I clean the toilet seat and rim every day with disinfectant and paper towels.

Having one toilet, and one sink for 18 preschool aged children is a challenge when washing hands, and changing clothes. For this reason we often share the facilities in two neighboring rooms used by other camps. **Several times this year custodial staff has locked us out of rooms we have rented without notice.**

We were also not informed that we would lose access to the lobby bathrooms, and our only water fountain due to maintenance plans in the lobby. **This resulted in 60 children from three camps sharing two single person bathrooms.**

During the fifth week of camp **we were informed that we would need to relocate.** We were not told which room until Friday June 30th. This meant that we would have to **move everything into the new room, and set up right before the children arrive on Monday morning.**

It puzzles me why coordination between two town agencies has become so needlessly contentious and difficult. Unfortunately this often puts our staff at odds with the maintenance staff, but **my impression is that the issues are largely a result of poor communication, willingness to collaborate, and accountability at the administrative level.**

The Rec program and maintenance staff both have important jobs to do, but the current environment makes it more difficult, and stressful for everyone. We were lucky to have so many amazing people working in our camps this year.

I fear that we may lose good people unless a more positive culture is established that benefits all of us.

Thank you for your time, please feel free to contact me if you have any questions.

Alan Palmer

alan.max.palmer@gmail.com

802-369-5352

From: [Ernest Ciccotelli](#)
To: [Norwich Listserv](#); [Select Board](#); [chris.katucki](#)
Subject: Regarding the Closure and Repair of Hemlock Road
Date: Tuesday, August 8, 2023 1:26:05 PM

Regarding the Closure and Repair Hemlock Road
August 8, 2023

On July 31, 2023, The Valley News reported the closure of Hemlock Road, off Route 5 North, in Norwich, Vermont. It reported that “the groundmass had vertically dropped up to 10 inches as of July 24, and the failure crack measured 160 feet long and 9 inches wide along the roadside itself” as was told to the Norwich Selectboard at a meeting a week earlier by one Mark Neuroth of Stantec, nominally of Burlington, VT. The report further stated that the town decided to close the dead ended road on July 21 and notified the occupants of the four homes that they would need to vacate until either a temporary access road is built or the permanent repairs to the road are finished.

A Stantec employee, Israel Maynard, advised that a temporary road could be completed relatively quickly but provided no estimate of the date of completion. He did say that the design could be done pretty quickly since the work is not specialized.

Stantec advised that the temporary road would cost \$100,000.000 while the total repairs would cost \$1.1 million. The permanent repairs were expected to take between 12 and 18 months to complete and would require installing a retaining wall on the embankment, rebuilding the slope, replacing a failed culvert, and stabilizing the streambank to prevent future erosion.

On Sunday, August 5, Paula Bergeron, who has lived in the area since before she was in school, and is familiar with the road, and took a stroll up Hemlock Road, from beginning to end. We were puzzled, looking for a largish ravine (the failure crack) in the road, washed out banks, and other damage from the Ompompanoosuc River’s recent high waters (relatively speaking).

What we observed was a dirt road that was pretty much smooth and level, with relatively little erosion considering the recent weather. We observed a few places where the water had been diverted over the banks, a few fallen trees and limbs off to the side of the road, the forlorn looking houses, and a dinky little ravine on the side of the road on the entry to the road, well ahead of the road closure barriers. There was nothing that looked particularly serious, especially compared to what has been broadcast by news stations about other towns in Vermont. We also noted that the road provides access to the ancient Waterman Hill Cemetery in which a number of Revolutionary War veterans and ancestors of families still

living in Norwich have been interred.

We noted that the dinky little ravine was well separated from the river bank by a sound, moderately sloped embankment and was well off to the side of the road so that it was no traffic impediment. In short, we could not see anything that hinted at dangerous conditions warranting the closure of the road. In fact, the road looked basically like it has always looked. (I have attached photographs of the ravine, looking at it from either end.)

My own observation is that I have worse ravines in my driveway off Tigertown Road. And the condition of Hemlock Road in no way justifies repairs in the amounts of time and money predicted by Stantec, an international corporation with, according to its website, 400 offices sprawled all over the world.

Norwich has seen far worse situations in the past, none of which individually costing the kind of money or time Stantec is proposing. On Tigertown Road, in the aftermath of Irene, a ravine chewed up about 200 yards of the road, from one side of the road to the other, and in places almost 7 FEET deep. I have attached photographs from the day after Irene, one showing my son standing at the bottom of the ravine, with our neighbor standing on the edge of the slope above him. I was on the opposite side of the ravine taking the photo. The other photo shows the ravine looking up the road, or what was left of it.

That particular washout closed Tigertown Road for 2-3 days. In that time, Webster and Donovan, and Knott Construction had made the road passable. Within a month, it was finished, and that included time when the contractors also had to tend to other parts of the road.

Our Director of Public Works at the time, Andy Hodgdon, had prepared in advance carefully and well for situations that we encountered after Irene. As I understand thing, arrangements had been made with a number of contractors before the storm hit, and the result was washouts were dealt with quickly and cost-effectively, by local contractors and engineers.

I understand that FEMA is going to pay the entirety of the proposed permanent repair, but the fact that the residents are not allowed in their homes for such an extended period of time, and the amount of our tax dollars that will be spent to fix such a minor problem, when there are probably a number of other places that need it worse, demonstrated that Stantec's proposal is an abusive boondoggle. Moreover, our local contractors and engineers are far more suited to assessing, designing, and constructing the repairs of our town than a monstrous money-sucking mega-corporation ever could be. They belong in Abu Dhabi, where they have one of those 400 offices, not in a small rural Vermont town.

I strongly urge the Selectboard to look more carefully at what it really requires to restore

Hemlock Road, to hire local engineers and contractors, and to allow the residents of the road to return to their homes.

From: [Priscilla Vincent](#)
To: [Brennan Duffy](#); [Miranda Bergmeier](#); [Pam Smith](#); [Mary Layton](#); [Marcia Calloway](#); [Roger Arnold](#)
Subject: New Quote for Pellet Boiler Heating System
Date: Monday, August 7, 2023 5:32:02 PM
Attachments: [quote_471.pdf](#)

Dear All,

I know it's past the deadline for putting something into the packet. However, on Friday I received this quote from Lyme Green Heat for installation of a pellet boiler system for Tracy Hall. You may note that it includes removal of the old, underground oil tank in the front yard of Tracy Hall and also a wall-hung liquid propane boiler as back-up for the system. What is NOT included is the cost of putting in the piping for the propane and also the propane tanks. The oil company we currently use for Tracy Hall is Dead River. Mort Bailey of Lyme Green Heat has told me that since Dead River is our company for fossil fuel, it should be the one who installs the propane piping and provides the tanks. We anticipate that we would be renting the propane tanks, a common practice, rather than purchasing them.

I have not had an opportunity to talk to the people at Dead River, so I don't know what the additional cost of their work would be. I have rounded up the Lyme Green Heat to \$200,000 to include whatever Dead River might charge. We can always ask for more specific information if it seems warranted.

In the meantime, I wanted you to know that we now have current quotes from ARC for a new oil-fired boiler as well as a current quote from Lyme Green Heat for a pellet boiler system. The information I have on EEI and Living Buildings comes from the report that TRORC made to us in June.

It is probably way too late to put this new information into the packet for Wednesday, but I wanted you to see it in time for that meeting.

Priscilla

QUOTE #471

SENT ON:

Aug 04, 2023

RECIPIENT:

Norwich, Town of

P.O. Box 376
Norwich, VT 05055

302 Orford Road
PO Box 152
Lyme, New Hampshire 03768

Phone: 603-359-8837

Email: lghboilers@gmail.com

Website: www.lymegreenheat.com

SERVICE ADDRESS:

300 Main Street
Norwich, VT 05055

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
PES56EU Assembly	56Kw Vacuum Boiler 191000 BTU NON ASME Including vacuum metering units	2	\$28,000.00	\$56,000.00
BOM 36/56	parts required for the installation of a 36/56 boiler	2	\$2,100.00	\$4,200.00
Boiler controlled Pump BOM		2	\$925.00	\$1,850.00
Outdoor galvanized silo	60 degree bottom. Includes concrete pad and fill level windows. Pneumatic fill pipe and 2 boiler Okofen receiver for vacuum.	1	\$22,000.00	\$22,000.00
Vacuum tube, heavy duty on pellet side.	Blue/red HD hose for pellet delivery side	2	\$950.00	\$1,900.00
3" PVC for vacuum hose conduit	3" PVC conduit for vacuum lines.	1	\$1,000.00	\$1,000.00
Piping	Piping of pellet boiler 2" supply header to 3"x2" closely spaced copper tees. Piping of back up liquid fuel boiler to 3"x2" closely spaced tees	1	\$10,500.00	\$10,500.00
Installation Labor	Delivery and placement of equipment, installation labor, removal of old system/tank, Internet connection to new boiler and commissioning of new systems.	1	\$30,000.00	\$30,000.00*
Pipe insulation	Insulation of new boiler room piping	1	\$3,500.00	\$3,500.00
Combustion Air	Provide directly piped combustion air from outside intake hood to each pellet boiler, including CAS1 combustion air damper	1	\$800.00	\$800.00
Licensed Electrician	Licensed Electrician to connect all power for the installation, include permitting by electrician	1	\$6,500.00	\$6,500.00



PELLET HEAT MADE SIMPLE.

QUOTE #471

SENT ON:

Aug 04, 2023

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
LOCHINVAR WHB285N 285MBH Wall Hung boiler	Supply, installation, piping and venting of 285,000btu/hr LP gas boiler. *Gas piping and LP tank not included	1	\$17,500.00	\$17,500.00
Oil tank removal	Removal and disposal of the 3000 gallon underground oil tank. Including back fill, hay and seed	1	\$12,000.00	\$12,000.00
Grundfos 65/150F High Efficiency Pumps	New Building distribution pumps	2	\$6,500.00	\$13,000.00
Eff VT Pump Rebate		2	-\$600.00	-\$1,200.00
3" Spirovent air and dirt separator		1	\$4,500.00	\$4,500.00
ASME rated expansion tank		1	\$3,375.00	\$3,375.00
Permits	Provide all state permits including mechanical, electrical and construction	1	\$1,080.00	\$1,080.00
Training	LGH will provide operational training Training will cover: Start up and Shutdown of the boilers Ash removal Control Screen Navigation Remote error notifications Control sequence Silo Levels and Pellet Ordering Provide 2 paper copies of installation and service manuals Provide digital copies of installation and service manuals Provide "as built" piping and controls diagrams	1	\$0.00	\$0.00
Warranty work	12 month Warranty for all new parts and mechanical/electrical installation	1	\$0.00	\$0.00

Total

\$188,505.00

* Non-taxable

This quote is valid for the next 30 days, after which values may be subject to change.



LEGAL LOAD
LIMIT
24,000
POUNDS

DEAD END
ROAD
NO
TURNAROUND







From: charlotte.metcalf
To: [Marcia Calloway](#); [Pamela Thompson Smith](#); [Roger Arnold](#); [Priscilla Vincent](#); [Mary Layton](#)
Cc: [Miranda Bergmeier](#)
Subject: Fwd: Better solution??
Date: Thursday, August 10, 2023 11:22:20 AM

Please put this in the packet for the next meeting if you believe it will be helpful in the towns deliberations

On Thu, Aug 10, 2023 at 10:54 AM charlotte.metcalf
<metcalfcharlotte738@gmail.com> wrote:

Hello Everyone

I have been reading listserv posts about the tragedy on Hemlock Road. I found myself in a similar situation after the July 1 2017 deluge. My road was washed out 7' deep and at least 75' long because the culvert for a stream was insufficient. The "Dirty Prouty" riders realized they could not conduct their dirt road race here that year. Only because I had an exit up hill could I leave my home for the two weeks before our town's 10 ton trucks started showing up with material to fill the huge void. Then came Graham Webster to rebuild the road single handedly. I think it took but 1 1/2 days for a much larger culvert to be installed and the road to be whole again. I felt blessed to have such service!!

Down-stream a culvert of similar size was unleashed by the same flood line and my entire farm road was washed out. The material from the road ended up in a pond 1/4 mile away. Another independent contractor whom I knew got a permit to remove the material from the pond and used it to rebuild the farm road and replace the culvert with a larger one at great expense to me. I assume he is still doing work locally though he is not from Norwich per se.

I believe this was possible because Andy Hodgdon and his crew were local and had a knowledge of where to turn in a crisis. I join Ernie and "Mr D" in wishing that Norwich could repair its own roads. At least I hope you will get a second opinion from someone with as much experience in town as Graham Webster before contracting with anyone from out of state.

Sincerely yours
Charlotte Metcalf

29P023

TOWN OF NORWICH, VERMONT
APPLICATION FOR ZONING PERMIT

Owner(s): UPPER VALLEY LAND TRUST
Mail Address: 19 BUCK ROAD Town HANOVER ST NH Zip 03755
Day Phone: 603.643.6626 Eve Phone: Email: BILL.LITTLE@UVLT.ORG

Applicant (If Different):
Mail Address: Town ST Zip
Day Phone: Eve Phone: Email:

Description of Proposed Development: DRIVEWAY PER ATTACHED

Zoning District: RR VRI VR II VB C/I AQ
Street Address: TURNPIKE ROAD Tax Map Lot # 10 - 07800 Lot Size: 310 ACRES

Building Setbacks- Road Right-of-way: N/A Right Boundary: Left Rear

Size of Building(s)/Additions: Structure A: Width N/A Length N/A Height N/A

Structure B: Width Length Height Area: Footprint of Structure A

Additional Footprint of Structure B (if any) Total # of Parking Spaces

Estimated Date of Completion: 7/11/23 Estimated Value \$ # of Bedrooms

Please Attach: Site Plan with building locations, well & septic locations, roads, driveways, and streams. Drawing of footprint of new construction and outlines of additional floors. Elevation Drawing of multi-story buildings.

The undersigned hereby agrees that the proposed development shall be built in accordance with the foregoing statements, attached plans, and in accordance with the zoning and subdivision regulations of the Town of Norwich, and certifies that the above is true, correct, and complete. The owner consents to inspections of the real estate that is the subject of the application by the Zoning Administrator at reasonable times.

Signature of Landowner (or Authorized Agent) [Signature] Date 7/17/23

Zoning Office Checklist: Flood Hazard Area, Wetlands, Septic Location, Water Supply, Parking, Shoreline, Aquifer Protection, Permit Conditions, Agricultural Exemption
Additional Permits Required: Subdivision, Conditional Use, Site Plan Review, Variance, PRD, Driveway Access #4 ACC 22, Wastewater

Fees: Base Fee \$ 75.00, Sq. Ft. x \$, # of Lots \$, Recording \$ 15.00, Other \$, Total \$ 90.00, Date Paid 7-25-23, To Finance 7-25-23
Action Dates: Received 7-20-23, Complete 7-25-23, Granted 7-24-23, Refused, Posted at Site 7-25-23 App, Appeal By 8-9-23, Effective, Expires

Signature of Zoning Administrator [Signature] Date 7-25-23
Application/Permit # 29P023

RE: Permitting of Trailhead Parking
DATE: 07/24/2023

Opinion of the Zoning Administrator

This opinion serves to clarify the Norwich Planning and Zoning protocol for the permitting of trailhead parking. To this date, prior zoning administrators have not required the issuance of zoning permits for new trailhead parking.

Within the Norwich Zoning Regulations (NZR), *“(1) No development, as defined in Article VII (with the exception of the exemptions listed in Section 6.02) may commence without issuance of a zoning permit by the Zoning Administrator.”* NZR 6.01(A)(1)

Parking areas do not fall under the Exemptions category within the Norwich Zoning Regulations. Further, parking areas are considered ‘development’ as defined in NZR 7.02. However, past zoning administrators had not required permits for parking areas accessory to trailheads. We also have no records indicating permits have been issued for trailhead parking in the past. To ensure consistency and to conform with precedent, our office will not require a zoning permit for trailhead parking.

However, the NZR clearly defines Design, Layout, and Construction Specifications (NZR 3.14 (C)) in Section 3.14 Driveways.

Per NZR 3.14 B(1) *“The following specifications for construction of private driveways shall be met for any private driveway serving one lot or one dwelling unit.”* (Underline added for emphasis)

As the driveway serves one lot, it must meet the specifications in NZR 3.14 (C). To ensure this, a permit for driveways serving trailhead parking shall be required.

Kyle Katz
Interim Zoning Administrator
Norwich Planning and Zoning

GRAD IN 6 = FLAT

GRAD IN 6 = FLAT

GRAD IN 6 = FLAT

GRAD IN 6 = FLAT



Kyle Katz

From: Bill Little <bill.little@uvlt.org>
Sent: Tuesday, July 18, 2023 11:48 AM
To: Kyle Katz
Cc: Jeanie McIntyre; Jason Berard
Subject: UVLT Town of Norwich Zoning Permit for driveway ...
Attachments: SKM_C454e23071812120.pdf

Good morning Kyle,

Attached please find the application for zoning permit you requested of Jeanie McIntyre. Larry Godfrey tells me the driveway as built complies with the design, layout and construction specified in your email. If there is anything further needed please let me know and I'll get it to you as soon as possible. If there is an application fee please let me know and we'll get a check to you ASAP. Thanks in advance.

Bill Little

Vice President, Operations

UPPER VALLEY LAND TRUST

19 Buck Road, Hanover, NH 03755
603.643.6626 x105

Learn more about UVLT and our programs at www.uvlt.org

Kyle Katz

From: Kyle Katz
Sent: Monday, July 17, 2023 11:33 AM
To: Jeanie McIntyre
Cc: Pam Mullen
Subject: RE: New parking lot
Attachments: Zoning-App-08-01-11a.pdf; PermitApplnstruct102910.pdf

Hi Jeanie,

I'm following up on my email from last week. I have determined that no permit is needed for the new parking area. In the past, prior zoning administrators did not issue permits for a trailhead parking area. For continuity and consistency, we will continue to operate this way.

However, if the driveway is new, we will need to issue a permit for that, since we need to ensure easy access for emergency vehicles. This will just be an administrative permit, approved by the Zoning Administrator. I understand that work has already been done on the driveway. This is okay given there was no intention to not submit a permit, and that it was unclear whether a permit was even required. You may submit an application after the fact and go through the permit review process. Your contractor doing the driveway work should have the required information to meet the driveway requirements of Section 3.14 (C) of the Norwich Zoning Regulations. Many of the criteria may not apply in this case since the driveway is A. not very long, and B. not accessing a residence. I have included 3.14 C below my name for your reference.

Please submit a permit application to the Planning and Zoning Office. I have attached an application form along with an information sheet to this email. Many of the criteria will not be applicable, if this is the case you may simply put N/A. Essentially, the most important criteria that will need to be addressed are highlighted in 3.14 C below.

Please feel free to give me a call or send an email if you have any questions. I'll be in the office on Thursday morning and should be able to respond to any questions then. Pam will be back in the office next week and can help as well. My hours are generally Monday and Thursday, 9AM-Noon, so that is the best time to reach me.

Office Phone: (802) 649-1419

All best,

Kyle

(C) Design, Layout and Construction Specifications. Driveways are private roads providing access to a residence. The following specifications are the minimum design standards for providing access for emergency vehicles. Failure to meet these specifications may result in reduced access and protection for fire, rescue and medical emergencies.

(1) Minimum width of travel portion of driveway of 12 feet or 10 feet with 1 foot shoulders.

(2) All weather road surface and base capable of supporting 43,500 pound Gross Vehicle Weight vehicles with a 27,000 pound rear axle load.

(3) Maximum centerline grade of 12%.

(4) Minimum horizontal road curve centerline radius of 40 feet.

(5) Turnoffs every 500 feet or less if sight lines require.

(6) Driveways designed to allow a fire apparatus to park within a maximum of 100 feet of the house. Fifty feet is preferred.

(7) Houses located more than 1,000' from a town highway shall provide a staging area within 1,000 feet of the house for multiple emergency vehicles.

From: Jeanie McIntyre <jeanie.mcintyre@uvlt.org>

Sent: Thursday, July 13, 2023 6:13 PM

To: Kyle Katz <KKatz@norwich.vt.us>

Subject: Re: New parking lot

Thank you!

Jeanie McIntyre
President

Upper Valley Land Trust
19 Buck Road, Hanover NH 03755

(603) 643-6626

Learn more about UVLT and our programs at www.uvlt.org

On Thu, Jul 13, 2023 at 4:48 PM Kyle Katz <KKatz@norwich.vt.us> wrote:

Hi Jeanie,

As we spoke on the phone, both signs are considered exempt (the entry sign as it is directional, and the kiosk as it will contain information pertaining to safety a public information).

I'll look into the parking area and the driveway a little more. A lot of other things came up today that needed to be addressed, but I'm hoping to have time on Monday morning to wrap up with making sure no permits are needed for the parking area and driveway.

All best,

Kyle

#4ACC 22

TOWN OF NORWICH
PRIVATE ROAD ACCESS PERMIT APPLICATION

Applicant Name: UPPER VALLEY LAND TRUST
Mailing Address: 19 BUCK ROAD Day Phone: 603 643 6626
City: HANOVER State: NH Zip: 03755 Eve. Phone: _____
Landowner (If Different): _____
Map#: 10-078.000 Lot#: _____ Town Road: TUENPIKE ROAD
Location of Private Road: Distance 150 (Feet) Miles from: SOUTH OF TELEPHONE
POLE MARKED 70-54 (Known Landmark).

The Private Road will access: A Single Residential lot.
 Two or more Residential lots. How many? _____

 Commercial or Industrial Logging Gravel extraction Agriculture CONSERVATION / RECREATION
Width of Private Road: 16'-18' Length: 40' (Feet) Miles

PLEASE NOTE! Any Private Road serving two or more lots may require additional Town or State Permits. Please check with the Norwich Zoning Administrator (649-1204) and District Environmental Coordinator (886-2215) prior to the start of construction.

Signature of Applicant: [Signature] Date: 10/13/22
Signature of Landowner: (If different) _____ Date: _____

This permit is issued in accordance with Title 19, Section 1111, V.S.A. relative to all highways within the control and jurisdiction of the Town of Norwich. The issuance of this permit DOES NOT release the applicant from any requirements of the statutes, ordinances, rules and regulations administered by other governmental agencies. The permit will be effective upon compliance with such of these requirements as are applicable and continue in effect for as long as the present land use continues. any change of the present land use will require a new permit. This permit is issued subject to the directions, restrictions, and conditions contained herein and on the reverse of this form and any attachments hereto, and covers only the work described in this application, and then only when the work is performed as directed. Violations are subject to the penalties set forth in Title 19, Section 1111, V.S.A., for fines of not less than \$111.00, nor more than \$10,000.00, for each violation.

SEE BACK PAGE OF THIS APPLICATION FOR IMPORTANT INFORMATION!

INSPECTIONS:
Preconstruction Inspection: Date 10/13/22 By [Signature]

Directions, Conditions and Restrictions: SEE ATTACHED CONDITIONS DATED 10/17/22

Final Inspection : Date 7/11/23 By [Signature]

Upper Valley Land Trust Private Road Access Permit Application

Date: October 17, 2022

Site Location: Turnpike Road, 150 ft south of Power Pole 70-54
Norwich, Vermont 05055

Issue:

Per the Private Road Access Permit Application dated October 13, 2022, the following are the directions, conditions, and restrictions that will apply.

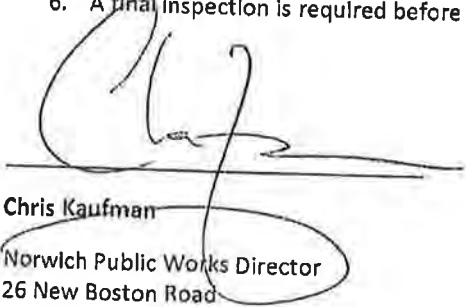
Existing Conditions:

There is an existing unimproved driveway to the property at Turnpike Road, 150 ft south of Power Pole 70-54. The existing unimproved driveway to the property is approximately 15 feet in width. The existing driveway is made up of both grass and gravel. There is currently no culvert present. The stormwater along the front of the existing unimproved driveway appears to flow across the unimproved driveway to an 18-inch culvert.

Directions, Conditions, and Restrictions:

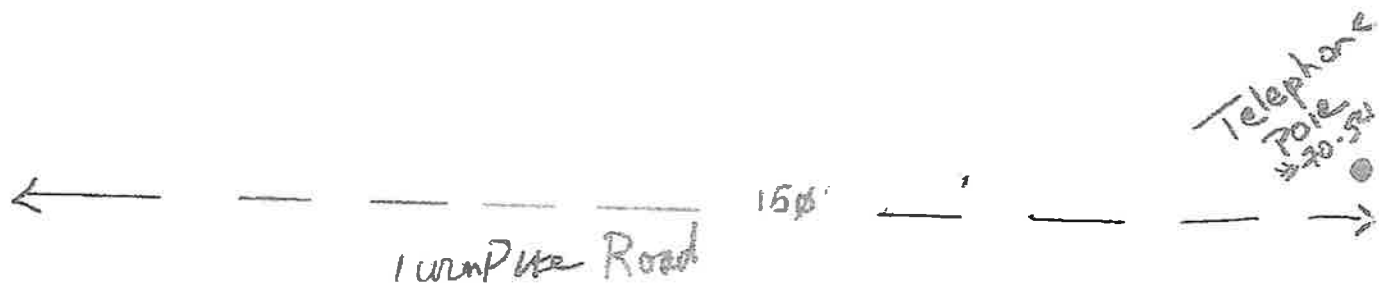
A new driveway access shall be constructed according to the Norwich Driveway Access Ordinance Specifications Design, Layout and Construction Standards as well as per Vermont Agency of Transportation (VTrans) Construction Standard Details A-76 and B-71A, with note of the following:

1. An 18-inch diameter culvert should be installed with stone reinforcement on each end of the culvert within the ditch line under the new driveway.
2. The driveway width shall not exceed 24 feet within the Turnpike Road right of way.
3. The driveway shall be constructed so that drainage slopes away from away from Turnpike Road and towards the ditch line.
4. The driveway shall intersect Turnpike Road at a minimum of a 75-degree angle.
5. See VTrans Standard Specifications (attached) for driveway construction details.
6. A final inspection is required before a final certificate is issued.

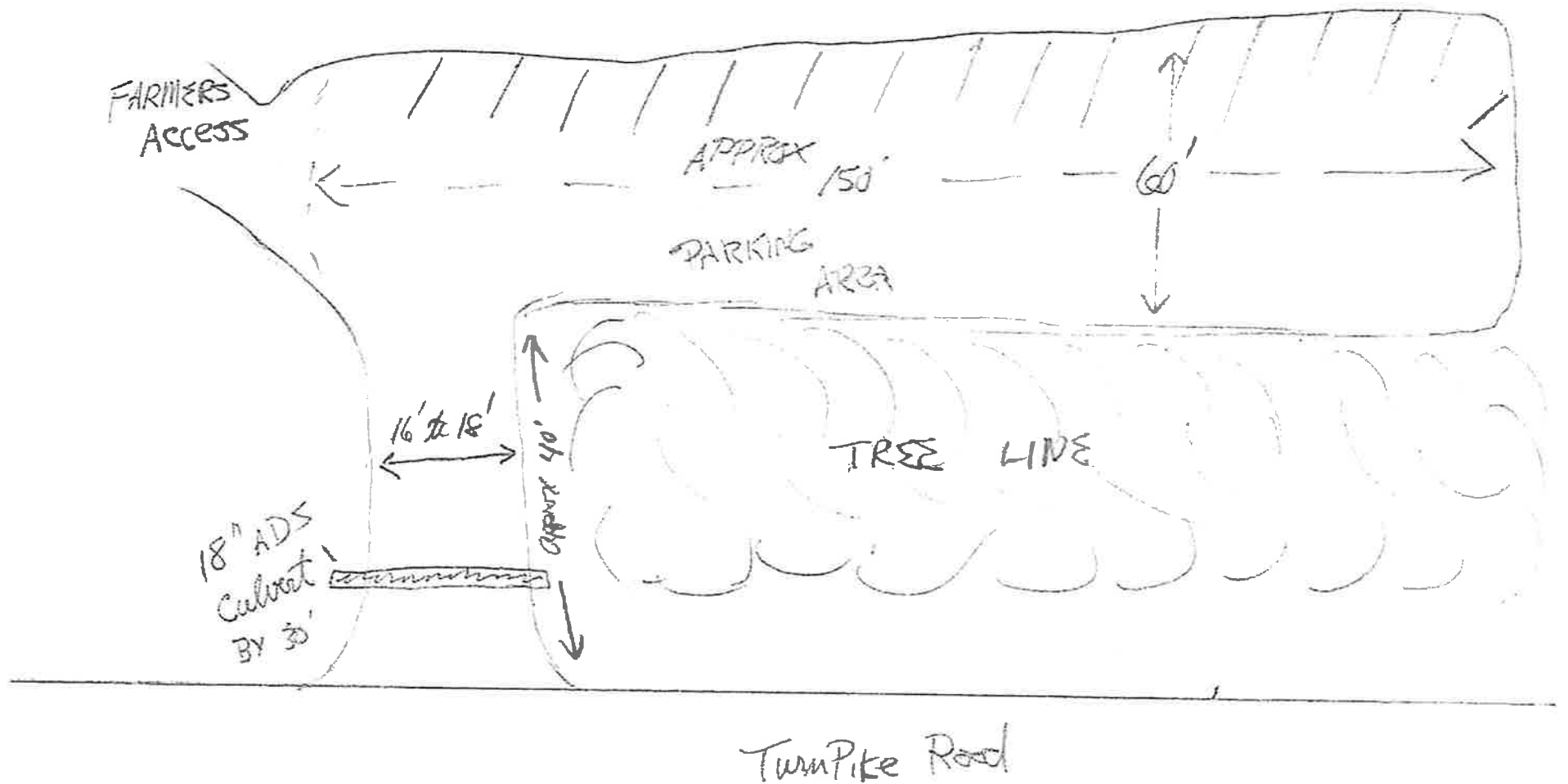


Chris Kaufman

Norwich Public Works Director
26 New Boston Road
Norwich, Vermont 05055



Upper Valley Local Trust
Turnpike Rd.



Scenario 3: Intersection Sight Distance – Left Turn from Stop

Table 9-7. Design Intersection Sight Distance—Case B1, Left Turn from Stop

U.S. Customary				Metric			
Design Speed (mph)	Stopping Sight Distance (ft)	Intersection Sight Distance for Passenger Cars		Design Speed (km/h)	Stopping Sight Distance (m)	Intersection Sight Distance for Passenger Cars	
		Calculated (ft)	Design (ft)			Calculated (m)	Design (m)
15	80	165.4	170	20	20	41.7	45
20	115	220.5	225	30	35	62.6	65
25	155	275.6	280	40	50	83.4	85
30	200	330.8	335	50	65	104.3	105
35	250	385.9	390	60	85	125.1	130
40	305	441.0	445	70	105	146.0	150
45	360	496.1	500	80	130	166.8	170
50	425	551.3	555	90	160	187.7	190
55	495	606.4	610	100	185	208.5	210
60	570	661.5	665	110	220	229.4	230
65	645	716.6	720	120	250	250.2	255
70	730	771.8	775	130	285	271.1	275
75	820	826.9	830				
80	910	882.0	885				

Note: Intersection sight distance shown is for a stopped passenger car to turn left onto a two-lane highway with no median and grades 3 percent or less. For other conditions, the time gap should be adjusted and the sight distance recalculated.

Scenario 4: Intersection Sight Distance – Right Turn from Stop

Table 9-9. Design Intersection Sight Distance—Case B2, Right Turn from Stop

U.S. Customary				Metric			
Design Speed (mph)	Stopping Sight Distance (ft)	Intersection Sight Distance for Passenger Cars		Design Speed (km/h)	Stopping Sight Distance (m)	Intersection Sight Distance for Passenger Cars	
		Calculated (ft)	Design (ft)			Calculated (m)	Design (m)
15	80	143.3	145	20	20	36.1	40
20	115	191.1	195	30	35	54.2	55
25	155	238.9	240	40	50	72.3	75
30	200	286.7	290	50	65	90.4	95
35	250	334.4	335	60	85	108.4	110
40	305	382.2	385	70	105	126.5	130
45	360	430.0	430	80	130	144.6	145
50	425	477.8	480	90	160	162.6	165
55	495	525.5	530	100	185	180.7	185
60	570	573.3	575	110	220	198.8	200
65	645	621.1	625	120	250	216.8	220
70	730	668.9	670	130	285	234.9	235
75	820	716.6	720				
80	910	764.4	765				

Note: Intersection sight distance shown is for a stopped passenger car to turn right onto or to cross a two-lane roadway with no median and with grades of 3 percent or less. For other conditions, the time gap should be adjusted and the sight distance recalculated.

Truck was waiting to exit here



Oncoming car moved into the middle of the road





From: [Hayley DeLugach](#)
To: [Brennan Duffy](#); marydayton@gmail.com; msbcalloway@gmail.com; pamsmith.sb@gmail.com; rogerarnoldvt@gmail.com; priscillavincentsb@gmail.com
Cc: [Mark Melamut](#); [Jenny Barba](#); [Garret Heaton](#); [Miranda Bergmeier](#)
Subject: UVLT Parking Lot on Turnpike Rd
Date: Thursday, August 10, 2023 10:26:31 AM
Attachments: [AASHTO Sight Distance.pdf](#)
[TurnpikeRD_10-078.000_UVLT_Application.pdf](#)

Dear Mr. Duffy and the SelectBoard Members,

Per my comment at the 8/9/23 Select Board meeting I am sharing some information and concerns about the movement of the Brookmead parking area from a "farm road" located next to the Norwich Farm Property to a smaller and less visible location on Turnpike Rd.

I live at 524 Turnpike Rd and as a very near neighbor to the new parking area, I am very concerned about the safety of pedestrians, bikers, dogs, and others as this new parking lot is opened. I was made aware of this change earlier this summer by other neighbors, after the work was already underway. There was not adequate signage or information in the listserv to my knowledge notifying us of this change, talking to residents about our concerns or questions, or asking for public comment. The decision seems to have been made by UVLT without taking these things into consideration.

I understand yesterday, 8/9/23, was the last day to appeal but the appeal process seems expensive, onerous and unclear, especially since the residents on Turnpike Rd and nearby areas were not adequately notified of the change made by ULVT. I have attached some correspondence for an appeal of the permit by two different Turnpike residents with the Zoning department and an email from a fourth Turnpike resident, with expertise on the sight lines and attachments relating to that analysis and the original application from UVLT.

Thank you for your support and consideration. I look forward to hearing from you and the Select Board about how to address this issue.

Sincerely,

Hayley DeLugach
524 Turnpike Rd

Good morning Neighbors,

As some of you know, my entire career has been in the world of transportation engineering and construction. So to address the safety concerns that have been expressed related to the new parking lot, I did a quick sight distance evaluation at the intersection of the new parking lot driveway and Turnpike Road. For quick background, there are three types of sight distance evaluations at this type of location. First is stopping sight distance: how far ahead you can see as you drive the road so that it is possible to stop in time to not hit a small (2' tall per the code) object in the road. Second and third are the intersection sight distance: how far you can see when stopped at an intersection to safely make a turn (right turn is one test and left turn is the other test) out onto the street without causing an accident.

This location passes the stopping sight distance test along Turnpike Road and the right turn distance, but fails the left turn intersection sight distance test (so that is how far you can see to the right before you pull out from the parking lot making a left turn). I attach a chart showing

the required intersection sight distance for a turn from a stop. As you can see the left turn intersection sight distance on a 35 mph road is 390'. The actual sight distance looking to the right and turning to the left from the parking lot is significantly less than 390' so this classifies as an unsafe intersection and violates highway design standards.

However, this situation could be corrected by improving the sight distance. The first step would be clearing the small trees and vegetation south of the driveway on the west side of Turnpike Road (looking right from the parking lot). If that solution is not sufficient, then earthwork and regrading on the hillside at this same location would be required to obtain the required minimum sight distance. Removal of the vegetation is required to determine if additional grading work is required to resolve this problem.

So that is the situation. I am not sure what should be the next step or who should be advised of these safety concerns. I leave that action to those of you who know the various private and public players involved in this, as I do not.

Always available for questions or clarifications.

Chers,

Bridge McDowell
1209 Turnpike Road

From: Jenny Barba <jennyhbarba@gmail.com>

Sent: Wednesday, August 9, 2023 10:05 AM

To: Planner <planner@norwich.vt.us>; Pam Mullen <PMullen@norwich.vt.us>

Subject: Permit Comment for UVLT Parking Lot on Turnpike Rd

Dear Pam and the Norwich Planning and Zoning,

I am writing with concern for the Permit Application by UVLT to the Town of Norwich for a Parking Lot and driveway entrance onto Turnpike Rd and request that the permit application be denied.

Many neighbors and Norwich taxpayers don't want this parking lot to be permitted. We are extremely concerned about the safety of the parking lot in a blind spot on busy Turnpike Rd (especially knowing it is to be used by cyclists, runners, walkers, dogs, and families), it is specifically lacking ADA compliance, this is a new commercial parking lot in a rural residential zoning area which used to be only a farm entrance so this is a zoning issue. There was no site plan submitted to or approved by the DRB before UVLT built the parking lot. Apparently there was no environmental impact study, nothing to show that they are set back from the property line in compliance with zoning setbacks. The entrance is failing safety sight lines. Who is going to maintain the safety of the entrance? While the field turnout may have been an existing use, the new use is significantly different in frequency and therefore presents a major safety concern. Visibility is limited and does not meet the standards for National Highway Safety. The Norwich Public Works Director should have been consulted on this matter and, as a P.E. Mr. Kauffman would know that the turnout does not meet the standard for the proposed use of a recreational parking lot based on the number of daily visitors.

Public safety should be the first concern whenever the town is considering a permit application for approval/denial. Installing a parking lot at the proposed location is a clear and evident safety risk to the public. Based on these facts, I respectfully request that the DRB deny the application for the parking lot in this particular location.

Sincerely,

Jenny Barba

1037 Turnpike Rd.

Jenny H. Barba

cell: 415.215.3558

email: jennyhbarba@gmail.com

So, here's the update. I had a call with Kyle Katz, the Interim Planning person. He was very friendly, and said:

- 1) The Access Permit (road to driveway) was granted by DPW, Chris Kauffman last October. Kyle doesn't know their process or what safety or evaluation work was done to issue the Access Permit. He also doesn't know who oversees the DPW and if the Town can review that Permit.
- 2) This particular permit is for the Driveway (between the Access and the Parking Lot) and he said it meets the criteria of a Driveway (Section 3.14 Driveways (C))
- 3) He did say a few things that I informed him on: 1) this is a NEW trail, he was under the impression that this was an existing trail.
- 4) He said there is no specific permit for new parking lots for trailheads (I again mentioned, this was not previously a trailhead) however he said it is a property that already has a trail on it.
- 5) I asked about New Trail permitting process (referencing the massive extensive permitting process we had to do at Milton Frye on a pre-existing trail, which took more than a year to build that trail, and required a Permit and DRB approval). He was not familiar with that trail permit process (before his time).

From: **Garret Heaton** <powdahound@gmail.com>

Date: Wed, Jul 26, 2023, 20:56
Subject: Feedback re: Permit Notice #29PU23
To: <planner@norwich.vt.us>

As a resident who drives past this location multiple times a day, having additional traffic at this location concerns me.

It is already a blind rollover where passing bikers, runners, walkers, and roller-skiers requires care, and is often not taken by out-of-town traffic who will happily pass even when they can't see if a vehicle is approaching in the other lane.

Now, with traffic entering the road from this point there will no doubt be additional incidents. In fact, I was involved in one while riding past, so I stopped to take some photos yesterday.

The interaction I had went as follows:

1. I was biking up the road (photo A shows my approximate view). I was alone, so all the way on the right side of the road, but we do have large groups bike up this way almost daily who can take up an entire lane.
2. A truck pulling a lawn mowing trailer was safely stopped and waiting to exit the new parking lot.
3. Another vehicle descending Turnpike road pulled into the oncoming lane as a courtesy to the truck, but ended up needing to aggressively swerve back into their lane once they crested the hill and saw me. Certainly got my heart rate up and the truck driver gave me a "yikes!" sort of look when we passed.

Additionally, photo B shows the view seen when exiting the lot. It is quite difficult to see south down the road even with the plants cut back. When this grows up it will be more difficult. We just had our roadside plants trimmed back last week.

Please consider this location carefully and remember that we also get a large influx in traffic during peak foliage when traffic to hike Gile Mountain peaks.

Thank you,
Garret Heaton
1012 Turnpike Rd

--

Hayley DeLugach
Pronouns: she, her

From: [John Cushman](#)
To: [Brennan Duffy](#); [Miranda Bergmeier](#); [Select Board](#); [Marcia Calloway](#)
Subject: Please include in packet for special meeting on Tracy Hall
Date: Thursday, August 10, 2023 5:31:10 PM

This peer reviewed article spells out why burning wood is not a good solution for climate change — it builds up a “carbon debt” that persists for decades and can lock in intolerable risks.

Please include this in the packet.

I have briefed members of the SelectBoard in a public meeting on this research and want to be sure it is addressed in the record making of any TH decisions.

<https://iopscience.iop.org/article/10.1088/1748-9326/aaa512/pdf>

From: [Linda Gray](#)
To: [Brennan Duffy](#); [Miranda Bergmeier](#); [Debi Wade](#); [Marcia Calloway](#); [Mary Layton](#); [Roger Arnold](#); [Priscilla Vincent](#); [Pam Smith](#)
Subject: for packet for SB meeting on Tracy Hall, 8/16
Date: Friday, August 11, 2023 9:38:47 AM

Given the investigation into wood-pellet heating options and the discussion at the Selectboard meeting on 8/9, I think it's important that further discussion be informed by facts about emissions from burning wood.

Below are several citations that I'd like to share with the Selectboard and the public for the meeting scheduled for 8/16.

The key takeaways are 1) burning wood emits carbon, 2) wood can be renewable, depending on the details of forest management and only on a decades-long cycle, and 3) if you choose to burn wood, details about its source are crucial to comparing it with other heating options.

Thank you,
Linda Gray
175 Kerwin Hill Road

<https://www.theguardian.com/environment/2022/feb/25/pollutionwatch-wood-fires-bad-for-planet-more-evidence-shows>

Secondly, for the same amount of heat or energy, burning wood releases more carbon dioxide than oil or gas. This means more carbon in the air immediately after burning wood for electricity compared with fossil fuels, and more carbon in the air after an evening in front of the wood fire than using the central heating. This extra carbon has to be absorbed by new tree growth before we can even talk about neutrality.

...

Comparisons between the climate impacts of wood heating and alternatives are even worse if we compare it with heat pumps run by wind or other carbon neutral energy.

study linked above: <https://onlinelibrary.wiley.com/doi/10.1111/gcbb.12327>

The uncertainty around the estimate of C parity time is generally small and inconsequential in the case of harvest residues but is generally large for the other feedstocks, indicating that meeting specific C parity time using feedstock other than residues is possible, but would require very specific conditions. Overall, the use of single parity time values to evaluate the performance of a particular feedstock in mitigating GHG emissions should be questioned given the importance of uncertainty as an inherent component of any bioenergy project.

<https://iopscience.iop.org/article/10.1088/1748-9326/aaa512/pdf>

A molecule of CO₂ emitted today has the same impact on radiative forcing whether it comes from coal or biomass. Biofuels can only reduce atmospheric CO₂ over time through post-harvest increases in net primary production (NPP). The climate impact of biofuels therefore depends on CO₂ emissions from combustion of biofuels versus fossil fuels, the fate of the harvested land and dynamics of NPP.

...

Because combustion and processing efficiencies for wood are less than coal, the immediate impact of substituting wood for coal is an increase in atmospheric CO₂ relative to coal. The payback time for this carbon debt ranges from 44–104 years after clearcut, depending on forest type—assuming the land remains forest. Further, projected growth in wood harvest for bioenergy would increase atmospheric CO₂ for at least a century. Assuming biofuels are carbon neutral may worsen irreversible impacts of climate change before benefits accrue.

<https://www.vermontpublic.org/programs/2019-01-11/what-are-the-pros-and-cons-of-heating-with-wood>

“Maybe this is a good time [to ask]: What is our ultimate goal, or what are we measuring?” says [Andy Friedland](#), a forest ecosystem scientist at Dartmouth College. “I argue that what we ultimately care about is carbon dioxide concentrations in the atmosphere.”

Carbon dioxide. Andy says because forests grow back in New England when they are managed well, it’s fair to say wood heat is generally renewable. But, he says, whether wood heat is carbon neutral is a different question.

And, just a warning, we’re gonna get specific with the science. Stay with us!

First of all, “coal and wood are about the same in terms of their carbon,” Andy says, if you’re strictly talking about how much CO₂ is released per unit of energy. “Most people don’t realize that.”

Much of the carbon will be reabsorbed if a new tree is allowed to grow in its place. But that takes roughly 60 to 100 years. And, Andy says, we may not have that much time. In October, the U.N.’s panel on climate change released their latest report on climate change. It suggested we humans need to reduce greenhouse gas emissions dramatically over the coming decade. If we don’t, we’ll face higher sea levels, more drought and more days of extreme heat.

“The trouble is,” Andy says, “it might take 60, 80, 100 years for that tree you cut down to be replaced by a tree of equivalent size. So what about in that intervening 100 years? And what about today, when, if you agree with me that climate change is an extremely important issue, if not the most important issue, facing humanity. What do we do in that intervening time?”

...

So, Andy says, burning wood for heat is not carbon neutral. Though if you have 60 to 100 years to wait, it’s a lot closer to carbon neutral than burning fossil fuel.

<https://insideclimatenews.org/news/26112019/wood-burning-climate-health-consequences-vermont-forest-energy-plan/>

Whether that climate penalty is worth paying to reduce fossil fuel use depends in part on where the wood is coming from.

Researchers at the University of Vermont and the University of New Hampshire analyzed lifecycle greenhouse gas emissions from the harvesting, processing and burning of wood pellets for heating in homes in a 2017 study. Pellet mills can use the residue left over from paper manufacturing or sawmills as a feedstock.

The researchers determined that whether pellet stoves made sense as a carbon emissions

reduction strategy depended largely on harvest levels: If roughly half of the feedstock used to make pellets was from sawmill residue and half from harvested pulpwood, then emissions would be roughly the same as from heating with fossil fuels.

From: [charlotte metcalf](#)
To: [Marcia Calloway](#); [mary gorman](#); [Roger Arnold](#); [Priscilla Vincent](#); [Pamela Thompson Smith](#)
Cc: [Miranda Bergmeier](#)
Subject: Fwd: wood is not technically a fossil fuel , but it far from clean when burned....
Date: Monday, August 14, 2023 11:34:31 AM

Miranda, Please include this in the packet for the next Select Board Meeting :

>

>

>> I responded to a letter from a friend yesterday that was forwarded to warn the special Select Board Meeting scheduled for this Weds to discuss the potential heating upgrades for Town Hall. The initial letter came from another friend who strongly advocates for the use of wood pellets and who believes they offer us “clean energy”.

>>

>> Dear: XXX and YYY Thank you for including me with your thoughtful appraisal of the situation at Town Hall which I agree needs immediate attention.

>>

>> I have been following this discussion carefully for a long time. Harvesting of trees , even softwood, is a dirty industry. The creation of pellets fills the air with wood dust that is harmful to both the workers on the front lines and the neighbors of the pellet plants who are often individuals of color. Harvesting of softwood has been responsible for the destruction of ACRES of wetlands along the US coast in the South and West in order to EXPORT "carbon neutral trees" overseas. (If I am not mistaken there are tax benefits in the US for the production of wood pellets and at the other end, to England for example, for the use of carbon neutral energy) Really??!!!

>>

>> And pellet burning is considered by experts to cause greater issues with our air than the burning of coal. It is not yet fossil fuel but like fossil fuel, it has sequestered carbon which is released as it is burned. (No there is not clean coal either. That is an oxymoron. An entire modern Clean Coal power plant in New Bedford MA was retired 5 or 10 years ago for that simple reason. I am not saying we must go to geothermal which may be impractical, but I think we are kidding ourselves if we think by burning pellets we are embracing “clean” energy.

>>

>> We are watching our forests disappear BECAUSE of climate change. It seems counterproductive to speed the loss of ANY regenerative source for sequestration of carbon. I don't have a solution, yet I dread he thought of trucks that BURN FOSSIL FUEL rumbling past Marion Cross with wood pellets to heat our Town Hall. Can we pat ourselves on the back and say “We are not burning fossil fuel in Town Hall. That makes us 'carbon neutral' ?”

>>

>> Am I better off sitting this one out??

>>

>> all the best,

>> Charlotte

>>

>

From: [Tracey Hayes](#)
To: [Select Board](#); [Miranda Bergmeier](#)
Subject: Resources regarding switching to Pellet stove and rebates from Efficiency Vermont - FYI
Date: Monday, August 14, 2023 1:50:58 PM

Dear Selectboard members and Assistant Town Manager:

Please see this link (<https://www.efficiencyvermont.com/blog/how-to/should-you-switch-to-wood-pellet-heating>) for information about changing heating systems to pellet stove. Also, there is a rebate option up to \$6000 for businesses changing to pellet stove systems. <https://www.efficiencyvermont.com/rebates/list/central-wood-pellet-furnaces-boilers-business>
FYI.

Respectfully,
Tracey Hayes
31 Carpenter St, Norwich, VT 05055

David W. Hubbard
687 Chapel Hill Road
Norwich, VT 05055
August 15, 2023

Norwich Selectboard, Chair
Town of Norwich
300 Main Street
Norwich, VT 05055

Prudential Committee
Norwich Fire District
P.O. Box 777
Norwich, VT 05055

Dear Norwich Selectboard, Chair and Prudential Committee:

I wish to advise you of my resignation from the Land Management Council (LMC) effective the last day of September, Saturday the 30th.

It has been an honor to serve these many years on this committee.

Sincerely,

A handwritten signature in black ink, appearing to read "David W. Hubbard". The signature is written in a cursive, flowing style.

David W. Hubbard

Cc: Byron Haynes & Brian Shiner, LMC

From: [John Cushman](#)
To: [Select Board](#)
Subject: For consideration: Tracy Hall heating options
Date: Tuesday, August 15, 2023 11:41:54 PM

When the SB considers Tracy Hall options, please take note of the following words from our Town Plan:

While the climate benefits of burning wood for heat are being reassessed Norwich will promote the clear path of solar electricity and switching to electric heat and transportation.

This approach was also endorsed by the Article 36 Task Force.

Memorandum

To: Norwich Selectboard

From: Mary Layton

Date: August 15, 2023

Subject: Tracy Hall Long Term and Short Term Renovations/ Pellet heating systems review

Copies: Brennan Duffy, Miranda Bergmeier

Please include this in correspondence for the August 23, 2023 Selectboard Meeting.

Pellet Boiler for Tracy Hall discussion points:

- 1) The “grandfathered status” of permitting issue needs to be settled before we can decide to use any heating system other than an oil burner. I would like specific and comprehensive messaging from the agencies that grant the permits.
- 2) We need a short term solution to the heating problem for this winter. Neither an oil burner nor a pellet system is carbon free, and neither one provides air conditioning as well as heat, unlike a system using heat pumps. If the “grandfather” issue above is resolved I would be inclined to find a short term solution using supplemental heat whether electrical or via wall mounted propane units that could be eliminated once we have a long term plan. It was mentioned in the report that a supplemental propane wall mounted unit could provide 200,000 BTUs, not enough to be comfortable but enough to keep the pipes from freezing. Why not install one to supplement the existing old oil burners until we have a long term solution?
- 3) Long term we have an opportunity to renovate Tracy Hall in the most responsible way possible which I define as including “comprehensive upgrades to ventilation, electrical systems, plumbing, internet, and remodeling costs that represent an investment in an energy efficient, healthy, and productive work and community space for the future.”
- 4) Regarding costs, the EEI proposal included geothermal plus ventilation upgrades, with no grant support or ARPA funding. Citizens are understandably cautious about a large bond, especially regarding a proposal that got one response to an RFP. For future planning for cost reduction there can be rebates for pellet systems because they emit far less CO2 than oil burners, but there could also be rebates and incentives for heat pumps that emit zero greenhouse gases. There is an opportunity for funding that was not in place with the original EEI proposal. There are mentions of cost of a geothermal installation in the report with no attribution in the report from Smith and Vincent, unlike the rest of the report which has actual estimates from vendors.
- 5) Heat pumps can be air to air as well as air to water, not limited to a geothermal option. If that is more palatable to the voters I am ok with it, but I understand that the

geothermal option is more efficient because more heat exists to be captured from the wells that are at 50 degrees F than can be captured by air which is much colder in winter. The wells proposed by EEI were designed to be placed in the driveway next to Tracy Hall if an easement could be obtained, which was possible at the time of that proposal.

- 6) Vincent and Smith are correct to be concerned about the cost of short and long term renovations plus sizable costs due to storm related events such as the destruction to Hemlock Road. Various available funding mechanisms should be considered including grants, ARPA funds, our emergency fund, a line of credit, and as a last resort, bonds. If the Hemlock Road repair cost is eligible for FEMA reimbursement it might require a line of credit from a local bank, as was the case for damage to roads and culverts from the 2017 storm.
- 7) Energy audits were done of all municipal buildings as part of the EEI proposal. While I think it is prudent to have another audit done, it also does not make sense to ignore research done in the past at taxpayer expense, which I remember was about 14K. I believe we still have the design plans.
- 8) Weatherization is desirable and the report brings up important questions about insulating and sealing the attic and the effect of increased snow load. Regarding windows and doors, from my past conversations with EEI I learned that they did not propose upgrades to the gym windows, this might be subject of a special grant, perhaps from the historic preservation field. They also were not interested in atria, which would control heat loss from the doors being kept open, especially during events where materials have to be brought in and out of the building. These are open questions for a future design.
- 9) There was mention of “mini-splits” for air conditioning. Are they actually air conditioning units that provide cooling only? Could they be replaced with actual mini-splits which provide both heating and cooling? Would this help with the short term issue of heat in Tracy Hall?

Date: August 16, 2023

To: Norwich Selectboard
Interim Town Manager

From: Douglas Wilberding

Re: Tracy Hall heating system

I write to you to comment on the planned discussion to remove the two (2) existing oil boilers and replace them with a single bio-mass boiler from Lyme Green Heat (“LGH”) of Lyme, NH. Full disclosure, I have this boiler system at my home, having had it installed 6 years ago. It is highly efficient, with annual heating costs of about \$500 for a 1,354 square foot, well insulated home with radiant heat. Selectboard Member Roger Arnold installed the same Lyme Green Heat biomass boiler at his Norwich home shortly after purchasing his residence in 2017, so he too can attest to its efficacy.

My recommendation is that you replace the two aging oil boilers and remove the underground oil storage tank and install a single bio-mass boiler and couple this with the purchase (through a competitive bid process) of 10 solar panels to power the perimeter split-units at Tracy Hall.

The new “system” would be a combination of biomass and solar. This will not only nearly eliminate the carbon footprint at Tracy Hall but would also reduce the electric expense. No worry should be given about a tax credit loss given a municipality is buying the panels and the need for a tax credit is not essential but rather the need for clean energy is essential. There will still be a 5-8% return on the solar panel investment. And you will be producing energy at current kWh pricing as your kWh usage increases. In other words, as Green Mountain Power increases their fees, you’re producing solar energy at the same fee basis.

Since *advisory* Article 36 was passed four years ago (March, 2019), the Town has struggled with achieving its fossil fuel and carbon reductions. As you know the Article to install geothermal at Tracy Hall was overturned by an overwhelming margin of 1,041 to 608, clearly signaling residents and voters did not want to spend \$3 million dollars on a heating system that would use more electricity and have performance challenges given the glacial nature of the Vermont subsurface. Voters clearly felt that \$3 million dollars to eliminate \$18,750 (FY 2024 budgeted #) 4,000 – 5,000 gallons of heating oil purchases was not fiscally prudent. They also learned that the electric usage would increase, thus the utility expense at Tracy Hall would increase to at least \$50,000 per year to support running a geothermal system. Any attempt to pursue geothermal again at Tracy Hall will also be overturned by voters. This would only further extend any progress on Article 36. It has already been nearly 1,500 days without any progress on *advisory* Article 36.

There has been some slight progress on Town “indirect” Co2. Norwich did accept my recommendation to buy road salt from a New England provider, versus the South American shipments, reducing its share of the transportation and Co2 emissions and the Town did accept my suggestion to start purchasing solar speed signs (although the October, 2022 purchased signs haven’t been installed yet). So, indirect emissions have been reduced some for the Town, but “direct” emissions have not changed in 4 years. Sadly, historic, well intentioned eco ideas have been poorly executed in Town. The Solar field on Route 5 turned out to be a cooperative solar field in Lunenburg and St. Johnsbury, thus voiding the purchase

option (which I believe would be this year). That Solar Agreement was only amended when I pointed out the Rt 5 solar field doesn't exist. The Norwich Fire District leased land to a solar firm for \$75,000 and all of the tax benefits went to a high net worth Boston resident, with the power allocated to King Arthur Bakery. The geothermal initiative had one bid and when it was asked that Lyme Green Heat bid, the NEC and Town refused to consider biomass. And the geothermal was overturned, clearly signaling **VOTERS DO NOT WANT GEOTHERMAL**.

That said, the "low hanging" fruit for those wishing to reduce the Town's direct carbon footprint, is Tracy Hall. There are two clear factions or camps with differing views on how to handle changing the failing oil boilers at Tracy Hall. One side is ambivalent to the cost and efficacy (e.g. geothermal) and the other views bio-mass as efficient, 10% of the geothermal cost and with a direct, immediate reduction to the Town's carbon footprint. As is the case with contentious Town actions, sometimes, the information circulated is false and or misleading. Misleading statements include:

1. The "ash" has contaminants – this is false. LGH has produced a report detailing the composition of the biomass pellets. In fact the ash produced is de minimis and can be added to compost. Perhaps the Town should start a compost facility at the Transfer Station instead of paying Casella to drive their fossil fuel trucks to pick up resident compost waste? Seems slightly counter intuitive. If the contaminant logic were correct, then wouldn't the ash from everyone's wood stove or fireplace be spewing contaminants around Town?
2. Trucks will be lumbering into town emitting Co2. Currently oil trucks "lumber" into town to deliver oil to Tracy Hall. Further, LGH calls all Norwich clients before a delivery and does a loop through town to reduce its vehicle emissions. There are approximately 1,200 homes in Norwich, 90% + heat with oil or LP gas. Very few if any coordinate deliveries of their oil and LP gas. So what happens? Say 1,000 homes use fossil fuels to heat their homes, they have 2-3 deliveries a year, that's 2,000 – 3,000 trucks driving into and out of town per year, to bring fossil fuels to Norwich residents. The NEC could start a marketing program to coordinate deliveries (e.g. hey everyone on Turnpike, lets all use the same provider and have them deliver to all homes on the same date).
3. Biomass is bad for the environment – 900 gallons of home heating fuel produces 8,104 pounds of Co2 a year, biomass produces 665 pounds. About 92% less. I believe Tracy Hall uses about 3,000 gallons of heating oil per year (annual bill is about \$15,000) Changing to a biomass boiler would thus take the 27,000 pounds of Co2 currently produced at Tracy Hall to about 2,700 (assuming the same amount of biomass in relation to the past oil purchases. That said, it is highly likely that the cost of biomass will be far less than the budgeted heating oil expense).

Positives of using a LGH system.

1. Efficient
2. Automated
3. Clean
4. Little to no Co2 impact
5. Static pricing – heating oil pricing is volatile and subject to geopolitical as well as micro and macro economic factors. Biomass pricing changes very little year over year.

While it is noble to attempt to reduce the “direct” Co2 footprint of the Town, it sadly won’t be achieved unless the fleet is converted to electric vehicles or bio-fuel and or the Town supports a carbon reduction program out of Town via carbon credits and using the Native Co. in Burlington Vermont. Shifting the fleet to electric would cost millions and the vehicles can’t last long on the road.

<https://nyc.streetsblog.org/2022/11/18/dsnys-electric-trucks-conk-out-too-quickly-during-snow-plowing-says-commish>

According to the Norwich Energy Committee (“NEC”), the Town has a “direct” carbon footprint of about 450 tons of Co2 per annum. 45 tons, or 10% is attributed to Tracy Hall with the balance essentially related to vehicle emissions (police, fire and public works). The harsh reality is that Norwich will never be able to eliminate its fossil fuel use without bio-fuels or carbon offsets. Carbon offset projects elsewhere in Vermont, could be funded by Norwich to help the climate crisis. This can be done through <https://native.eco/> Native is a Burlington Vermont firm that will coordinate a project that Norwich could fund to get carbon credits for the balance of its footprint.

Thank you

Ms. Catherine Harwood
PO Box 754
Norwich, VT 05055

August 16, 2023

To: Select Board
Town of Norwich, Vermont

Re: Upgrade of Tracy Hall

My company, RiverCet, LLC dba Guardian Forms, buys "derelict" farm properties and, typically, hires an engineering firm to complete a building inspection AFTER purchase. The hardcopy Building Inspection Report provides me with a detailed, comprehensive itemization of the condition of the farmhouse - a snapshot of the structural elements of the building and all systems - electrical, heating, plumbing, roofing and fixtures. The Report also recommends what needs to be done immediately for safety and lays out a schedule for repairs. Invaluable!

I recommend:

- ① Criterium - Lalancette & Duclka Building Engineers
220 N. Main, Suite 4, Rutland, VT
(802) 747-4535
Michael Foster, PE is especially competent
- ② Engineering Ventures
208 Flynn Ave.
Burlington, VT
(802) 863-6225

Very Sincerely,
Catherine Harwood

*Hand delivered at 8/16/2023 Selectboard meeting
correspondence from Fran DeGasta*

What are the harmful pollutants of geothermal energy?

Air and water pollution are two leading environmental issues associated with geothermal energy technologies. Additional concerns are the safe disposal of hazardous waste, siting and land subsidence. Most geothermal power plants require a large amount of water for cooling or other purposes.

"Air pollution may be caused by the discharge of gases in the steam. The major offenders are carbon dioxide and hydrogen sulfide, although methane, mercury, radon, ammonia and boron can also cause problems."

Does geothermal energy produce hazardous waste?

"Dissolved solids discharged from geothermal systems include sulfur, chlorides, silica compounds, vanadium, arsenic, mercury, nickel and other toxic heavy metals.

Warnings from the U.S. Fish & Wildlife Service.

US Dept of Energy

Radiant Floor Heating

There are three types of radiant floor heat -- radiant air floors (air is the heat-carrying medium), electric radiant floors, and hot water (hydronic)

radiant floors. You can further categorize these types by installation. Those that make use of the large thermal mass of a concrete slab floor or lightweight concrete over a wooden subfloor are called "wet installations," and those in which the installer "sandwiches" the radiant floor tubing between two layers of plywood or attaches the tubing under the finished floor or subfloor are called "dry installations."

<https://www.energy.gov/energysaver/radiant-heating>

Cold Climate Heat Pumps- which are Air-Source Heat pumps

what is an air source heat pump?

An air source heat pump uses outside air to control your home's climate. In winter, it pulls heat energy from the outdoor air (because, yes, there's still heat energy in freezing cold air) and uses it to warm your home. In the summer, it does the opposite and pulls heat out of your home to cool it. And as for aesthetics? An air source heat pump looks pretty close to a typical air conditioning system, with an outdoor compressor connected to an indoor unit (or units!) via piping.

Can heat pumps be used in commercial buildings?

Heat pumps are a winning strategy for projects like retrofits for landmark buildings, mixed-use properties, apartment buildings, school buildings, and other commercial and large properties. Clean heating and cooling with heat pumps can: Save money with lower monthly energy usage and expenses.

- Save money with lower monthly energy usage and expenses
- Make you a cutting-edge environmental leader and reduce your carbon footprint
- Improve indoor air quality and increase indoor comfort levels

The evolution of heat pump technologies means commercial buildings can now **fully electrify their heating and cooling systems with the assurance of** efficiency, reliability, and room-by-room temperature control.

I have spoken to a gentleman from Renewable Energy Vermont, and I am going to share with him the email he sent me. I was surprised that he was recommending in our first conversation Cold Climate Heat Pumps over Geothermal Heating. He basically said it's because of the cost difference between the two and Cold Climate Heat Pumps are more prevalent in Vermont.

Does geothermal energy cause land subsidence?

Geothermal energy has a few major drawbacks to it. To begin with, it can cause land subsidence. When geothermal plants withdraw fluids from permeable rocks, this leads to a decrease in pressure of the rocks and causes land subsidence.

Land subsidence is a gradual settling or sudden sinking of the Earth's surface due to removal or displacement of subsurface earth materials. The principal causes include: aquifer-system compaction associated with groundwater withdrawals.

Damage occurs because the movement is often uneven, causing cracks in walls, floors and ceilings.

When should I worry about subsidence cracks?

Very severe – any crack above 25mm in width indicates a serious issue with the structural integrity of the home and could require major foundation repair work, which could include underpinning and rebuilding. Subsidence cracks can be wider at the top than the bottom and are likely to be visible from the external walls.

Can you drill a geothermal well anywhere?

Geothermal wells are typically only drilled in areas with high gradients because they do not require drilling to great depths to reach sufficiently heated fluid.

*From Dr. Heeter,
386 Hawk Pines*

From: [laurie furch](#)
To: [Select Board](#)
Subject: heating option
Date: Wednesday, August 16, 2023 9:34:22 AM

Hello,

While I will not be able to attend the meeting this evening, I wanted to put in my opinion that a pellet system is an excellent compromise and a good solution. The geothermal system has been voted on and struck down by the voters so I do not understand why it keeps returning as an option.

Respectfully,

--

Laurie Furch
cell 503-883-1304
home 802-649-0294

From: [Stacy Morig](#)
To: [Select Board](#)
Subject: Tracy Hall heating
Date: Wednesday, August 16, 2023 12:01:56 PM

Hi all-

I am in favor of a pellet boiler system for heating Tracy Hall.

The citizens of Norwich have already voted down a geothermal option- why is this still an option?

With town appraisals underway, and the state education fund requiring more from Norwich, this is not the time to support a 2-3M dollar project.

Respectfully,

Stacy Morig
Huntley St.

Memorandum

To: Norwich Selectboard

From: Lily Trajman, Town Clerk

Date: August 9, 2023

Re: RecordHub image hosting contract

In answer to the Decisions to be Made in the packet for the 8/9/23 meeting:

- 1) Is the clerk's budget sufficient to cover the costs of this contract? **Yes, there is no cost to the town for the service. Other towns have seen an increase in revenue from purchases of images online.**
- 2) Fee reporting and disclaimer language: **Most clerks link to RecordHub from their web pages and report fees as they would for document copying. It is reasonable to add a disclaimer (see (b) below).**
 - a. Our online land records only go back to 1983 so if you're interested in doing research about the early history of a parcel you'd need to come in anyway.
 - b. The primary users of this online service are title researchers, and they are familiar with and have subscriptions to the companies that host land records online.
- 3) Fees received from image downloads: **The Clerk's office receives \$1 for each image downloaded, which is equivalent to the \$1 we would charge for copying land records in the office.**
 - a. Revenues from downloaded images would be classed as Document Copying Fees (just as in-office copies are classed) and are deposited in the general fund. They are not clerk-specific and they do not need to go into the restoration fund.
 - b. Note that there are two funding sources for the restoration fund: one from the \$4 taken in per page of recorded documents and one from a monetary request voted on at town meeting each year. I currently have \$49k to use for restoration. Bonnie spent between \$25k and \$35k on average per year for restoration and digitization.

Note: only four out of 132 towns that responded to the VMCTA survey do NOT host images online. We are in the very small minority, along with Clarendon, Dorset, and Manchester.

Other things to note.

- Neil Fulton (as TM) signed the initial Master Contract with Cott Systems in 2012 for use of RecordHub, Resolution3 and offsite hosting of our records. Bonnie subsequently signed renewals with Cott in 2016 , 2019 and 2022. There is a \$290 monthly fee for this service.

August 9, 2023

- For each restoration- or conservation-related expenditure from the restoration reserve funds (45 and 45R), Bonnie has asked permission from the SB before signing the work order.
- I anticipate selecting 5-10 books to take to the restoration facility in Essex VT, next month and will decide which of those to have restored based on the estimates given after the books are examined. I will then ask the SB to authorize expenditures to cover the total amount from the Restoration fund.

Data from the VMCTA website: www.vmcta.org

Town	What is available	Index Starts	Images Start	System
Addison	index and images	1975	1975	Kofile
Alburgh	index and images	May 2008	May 2008	Cott Systems - RecordHub
Barnard	index and images	1955	1955	Avenu Insights
Barre City	index and images	Jul 1980	Jul 1980	Avenu Insights
Barre Town	index and images	1986	2001	Kofile
Barnet	index and images	1969	1969	NEMRC
Barton	index and images	Jan 2002	Jan 2002	NEMRC
Belvidere	index and images	May 1978	May 1978	NEMRC
Bennington	index and images	Jul 1979	Jul 1979	Cott Systems - RecordHub
Berlin	index and images	Apr 2023	Apr 2023	Cott Systems - RecordHub
Bolton	index and images	1982	1982	Cott Systems - RecordHub
Bradford	index and images	Aug 2008	Aug 2008	Cott Systems - RecordHub
Brandon	index and images	Jul 1994	Jul 1994	Cott Systems - RecordHub
Brattleboro	index and images	1945	1945	Avenu Insights
Bridport	index and images			Cott Systems - RecordHub
Bristol	index and images			Cott Systems - RecordHub
Burlington	index and images	Apr 1934	Apr 1934	Avenu Insights
Cabot	index and images			Cott System - RecordHub
Calais	index and images	Jan 1941	Jan 1941	Cott Systems - RecordHub
Cambridge	index and images	Jan 2008	Sep 2010	Kofile

Canaan	index and images	Jan 1965	Sep 2002	NEMRC
Castleton				Avenu Insights
Chester	index and images	Nov 1979	Nov 1979	Kofile
Chittenden	index and images	Feb 2005	Jul 1980	Cott Systems - RecordHub
Clarendon	index only			Cott Systems - eSearch
Colchester	index and images	1922	1922	Avenu Insights
Concord	index and images	1990	2003	Cott Systems - RecordHub
Corinth	index and images	1800's	1970's	NEMRC
Cornwall	index and images	1981	1981	Cott Systems - RecordHub
Danville	index and images	Jul 1990	Jul 1990	Cott Systems - RecordHub
Dorset	index only	1992		Cott Systems - eSearch
Dover	index and images	1989	1989	Cott Systems - RecordHub
East Montpelier	index and images	Jan 1849	Jan 1849	Avenu Insights
Elmore	index and images	Jan 1, 1980	Jun 14, 1978	Cott Systems - RecordHub
Essex Town	index and images	Aug 1998	Sep 2018	Kofile
Fair Haven	index and images			Kofile
Fairfax	index and images			Avenu Insights
Fairfield	index and images			Avenu Insights
Fairlee	index and images	Jul 1945	Jul 1945	Cott Systems - RecordHub
Ferrisburgh	index and images	1980	1980	NEMRC
Fletcher	index and images	May 1995	May 1995	NEMRC
Franklin	index and images	1987	1987	NEMRC

Glover	index and images	Jan 1980	Jan 1980	Cott Systems - RecordHub
Grafton	index and images	Jan 1900	Jan 1983	Cott Systems - RecordHub
Groton	index and images	Aug 1987	Aug 1987	Cott Systems - RecordHub
Hardwick	index and images	Apr 2014	Apr 2014	Cott Systems - RecordHub
Hartland	index and images	Apr 1985	Apr 1985	Cott Systems - RecordHub
Highgate	index and images	Mar 1937	Mar 1937	Avenu Insights
Hinesburg	index and images	Jul 2020	Jul 2020	NEMRC
Holland	index and images	Apr 1973	Jul 1977	NEMRC
Huntington	index and images	2002	2002	Cott Systems - RecordHub
Hyde Park	index and images			Kofile
Ira	index and images			Cott Systems - RecordHub
Jamaica	index and images			NEMRC
Jericho	index and images	Jun 1961	Jun 1961	Avenu Insights
Johnson	index and images	Mar 1981	Mar 1981	Avenu Insights
Killington	index and images	Jan 1980	Jan 1980	Cott Systems - RecordHub
Leicester	index and images - see town website for more info	Jan 2008	Jun 1947	Cott Systems - RecordHub
Lincoln	index and images	2011	2011	Avenu Insights
Lowell	index and images	2009	2009	NEMRC
Ludlow	index and images	Dec 1979	Dec 1979	NEMRC
Lunenburg	index and images	Jan 2019	Jan 2019	Cott Systems - RecordHub
Lyndon	index and images	May 2000	Jan 2006	NEMRC

Maidstone	index and images	2016	2016	NEMRC
Manchester	index	Nov 2004		Cott Systems - RecordHub
Marlboro	index and images	1999	1948	Cott Systems - RecordHub
Marshfield	index and images - see town website for more info	Apr-52	1800 (all volumes)	Cott Systems - eSearch
Mendon	index and images tax map and lister cards, other indices	Jun 2001	Jul 1939	Cott Systems - RecordHub
Middlebury	index and images	1955	1955	Cott Systems - eSearch
Middlesex	index and images	2001	2001	Avenu Insights
Milton	index and images	1970	1970	Kofile
Montpelier	index and images			Cott Systems - eSearch
Moretown	index and images			Avenu Insights
Morristown	index and images, lister cards, more info	May 1959	May 1959	Kofile
Mount Holly				Cott Systems - RecordHub
Mount Tabor	index and images	2003	2003	NEMRC
Newbury	index and images			Avenu Insights
Newfane	index and images	Jun 1986	May 1983	Cott Systems - RecordHub
Newport	index and images	Jun 2011	Jun 2011	Avenu Insights
North Hero	index and images	Oct 1979	Oct 1979	Avenu Insights
Northfield	index and images	Nov 1992	Nov 1992	Cott Systems - RecordHub

Norwich	index only	Sep 1983		Cott Systems - RecordHub
Orange	index and images	Jan 1980	Jan 1980	Cott Systems - RecordHub
Panton	index and images	Mar 1972	Mar 1972	Cott Systems - RecordHub
Pawlet	index and images	Oct 2013	Oct 2013	Cott Systems - eSearch
Pittsford	index and images			Cott Systems - eSearch
Plainfield	index and images	2016	2016	NEMRC
Pomfret	index and images	1947	1778	NEMRC
Poultney	index and images	Aug 1990	Aug 1990	Cott Systems - RecordHub
Pownal	index and images	Jan 1988	Sep 2021	Cott Systems - RecordHub
Putney	index and images	Jan 1988	Aug 1967	Cott Systems - RecordHub
Randolph	index and images	Jun 2001	Jun 2001	Cott Systems - RecordHub
Reading	index and images			NEMRC
Readsboro	index and images	1947	1947	NEMRC
Ripton	index and images	1863	1971 - 1995 and 2006 to present	NEMRC
Rockingham	index and images	Jan 1980	Jan 1980	Kofile
Royalton	index and images	1982	2010	NEMRC
Rutland	index and images			Cott Systems - eSearch
Salisbury	index and images	Apr 1968	Apr 1968	Cott Systems - RecordHub
Shaftsbury	index and images			Cott Systems - RecordHub
Sharon	index and images	Apr 1997	Apr 2011	Cott Systems - RecordHub
Shelburne	index and images	Oct 1783	Apr 1787	Avenu Insights

Sheldon	index and images			Avenu Insights
South Hero	index and images	Aug 1980	Aug 1980	Cott Systems - RecordHub
Springfield	index and images	Jan 1966	Jan 1966	Avenu Insights
St. Albans City	index and images	1897	1897	Cott Systems - RecordHub
St. Johnsbury	index and images	Nov 1998	Nov 1998	Avenu Insights
Starksboro	index and images	Sep 1945	Sep 1945	NEMRC
Strafford	index and images	2002	2002	NEMRC
Stockbridge	index and images	Jan 1980	Jan 1980	NEMRC
Stowe	index and images	Aug 1980	May 2002	Cott Systems - RecordHub
Sutton	index and images	Apr 1932	1795	NEMRC
Thetford	index and images See town website for more info	Jan 1964	Jan 1768	Cott Systems - RecordHub
Topsham	index and images	Jun 1978	Jun 1978	NEMRC
Townsend	index and images			Cott Systems - RecordHub
Troy	index and images			Cott Systems - RecordHub
Underhill	index and images	1986	1986	Kofile
Vergennes	index and images			Kofile
Vernon	index and images	1911	1911	NEMRC
Vershire	index and images			Cott Systems - RecordHub
Walden	index and images	May 1988	May 1988	Cott Systems - RecordHub
Wallingford	index and images	Dec 2014	Dec 2014	Cott Systems - RecordHub
Warren				NEMRC

Waterbury				Avenu Insights
Weathersfield	index and images	Sep 1993	Jun 2012	Cott Systems - RecordHub
Wells	index and images tax maps lister cards	Apr-65	Feb-70	NEMRC
West Fairlee	index and images			Cott Systems - eSearch
West Rutland	index and images	Jul 2000		Cott Systems - RecordHub
Westminster	index and images	Jan 1978	Jan 1978	NEMRC
Westford	index and images			Avenu Insights
Weston	index and images			NEMRC
Weybridge	index and images			Cott Systems - RecordHub
Wheelock	index and images	1970	1970	NEMRC
Whitingham	index and images	Jan 1967	Jan 1967	Cott Systems - RecordHub
Williston	index and images			Avenu Insights
Wilmington	index and images	Feb 1966	Feb 1966	Cott Systems - eSearch
Wolcott	index and images			Kofile

128 out of 132 towns host both images and indices online

Cott: 65

NEMRC: 33

Avenu: 25

Kofile: 13

Town of Norwich Accounts Payable
Check Warrant Report # 1021 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 08/23/23 To 08/23/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	084315704494 DPW-OIL & EXHAUST FLUID	333.06	0.00	333.06	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084315704499 DPW-CHAIN LUBE	135.60	0.00	135.60	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084315863043 DPW-OIL	39.68	0.00	39.68	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084315863057 DPW-OIL	69.88	0.00	69.88	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084316063167 DPW-HEADLAMP	10.79	0.00	10.79	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084316334227 DPW-ASSORTD SUPPLIES	43.35	0.00	43.35	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084316363184 DPW-ASSRTD SUPPLIES	747.99	0.00	747.99	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084316363185 DPW-BRAKE PADS & ROTOR	-306.77	0.00	-306.77	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084316404885 DPW-BRAKE CALIPER	248.35	0.00	248.35	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084316505005 DPW-ROTOR RETURN	-276.88	0.00	-276.88	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084316611715 DPW-BLOW GUN	48.59	0.00	48.59	13532	08/23/23
ADVANCE	ADVANCE AUTO PARTS	084318035014 PD-ADHESIVE REMOVER	11.95	0.00	11.95	13532	08/23/23

					Check Total	1105.59	
ATG	ADVANTAGE TRUCK GROUP	701031742:01 DPW-AIR SPRING	84.85	0.00	84.85	13533	08/23/23
NOTHERNAL	ALEX NORTHERN	816EMPREIMB FD-ALEX PHONE ACCESSORIE	104.94	0.00	104.94	13534	08/23/23
ANYTIME	ANYTIME CARPET CARE & CLEANING 832036	PD-STATION CLEANING	410.00	0.00	410.00	13535	08/23/23
ANYTIME	ANYTIME CARPET CARE & CLEANING 832046	PD-STATION CLEANING	410.00	0.00	410.00	13535	08/23/23

					Check Total	820.00	
ARC	ARC MECHANICAL CONTRACTORS, IN 42910	P&R-FOUNTAIN HOOK UPS	145.00	0.00	145.00	13536	08/23/23
ATYOUR	AT YOUR HOUSE APPARATUS SERVIC 725	FD-AIR PUMP REPAIRS	125.00	0.00	125.00	13537	08/23/23
BETTERBIN	BETTERBIN	1123 TH-FY24 SUBSCRIPTION	1500.00	0.00	1500.00	13538	08/23/23
BCBS	BLUE CROSS/BLUE SHIELD OF VERM 166573129	TH-SEPT '23 HEALTH INS	24599.98	0.00	24599.98	13539	08/23/23
SWENBR	BRIE SWENSON	816EMPREIMB P&R-ASSRTD SUPPLIES	33.28	0.00	33.28	13540	08/23/23
BUSINESS	BUSINESS CARD	118303 FD-EMERGENCY FOOD	177.00	0.00	177.00	13541	08/23/23
BUSINESS	BUSINESS CARD	3396241 TH-LAMINATOR	55.99	0.00	55.99	13541	08/23/23
BUSINESS	BUSINESS CARD	7689064 TC-BINDERS	39.57	0.00	39.57	13541	08/23/23
BUSINESS	BUSINESS CARD	7916229 PD-CAMERA BAG	35.99	0.00	35.99	13541	08/23/23
BUSINESS	BUSINESS CARD	809BCKGRND FIN-BACKGROUND CHECK	30.00	0.00	30.00	13541	08/23/23
BUSINESS	BUSINESS CARD	9153813 TC-ENVELOPES	22.98	0.00	22.98	13541	08/23/23

					Check Total	361.53	
CASELLA	CASELLA WASTE SERVICES	0821275A DPW-MAY '23 CREDIT	-38.00	0.00	-38.00	13542	08/23/23
CASELLA	CASELLA WASTE SERVICES	0840710 DPW-JULY '23 RECYCLE	5320.49	0.00	5320.49	13542	08/23/23
CASELLA	CASELLA WASTE SERVICES	0840711 DPW-JULY '23 TRASH	6300.98	0.00	6300.98	13542	08/23/23

					Check Total	11583.47	
CCI	CCI MANAGED SERVICES	CW-57114 TH-JULY TECH SUPPORT	3162.66	0.00	3162.66	13543	08/23/23

08/17/23

Town of Norwich Accounts Payable

01:45 pm

Check Warrant Report # 1021 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 08/23/23 To 08/23/23

ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
CCI	CCI MANAGED SERVICES	CW-57315 TH-TECH SUPPORT AUGUST	2980.42	0.00	2980.42	13543	08/23/23

					Check Total	6143.08	
SAFETYKLE	CLEAN HARBORS ENVIRONMENTAL SE	92396181 DPW-OIL SERVICE	363.25	0.00	363.25	13544	08/23/23
COMCAST	COMCAST	801PDINT PD-AUG '23 INTERNET	441.79	0.00	441.79	13545	08/23/23
COMCAST	COMCAST	806THINT TH-AUG '23 INTERNET	24.95	0.00	24.95	13545	08/23/23

					Check Total	466.74	
COOP	COOP SERVICE CENTER	18701 PD-REPAIRS & MAINTENANCE	2791.33	0.00	2791.33	13546	08/23/23
DEWOLFE	DEWOLFE ENGINEERING ASSC PC	23-042323148 DPW-ENGINEERING	1751.15	0.00	1751.15	13547	08/23/23
GALLS, LLC	GALLS, LLC	025346720 PD-STINGER LED	541.43	0.00	541.43	13548	08/23/23
GMPC	GREEN MOUNTAIN POWER CORP	731MNSTSLR 319 MN ST SLR 4881599079	23.00	0.00	23.00	13549	08/23/23
GMPC	GREEN MOUNTAIN POWER CORP	731TRNPIKE 111 TRNPK 38951919299	68.84	0.00	68.84	13549	08/23/23

					Check Total	91.84	
GUVSMD	GRTR UPRR VLLY SOLID WASTE MGT ASMT23-3	TH-FY24 MEMBERSHIP GUVSW	32508.00	0.00	32508.00	13550	08/23/23
HANOVER	HANOVER NH AMBULANCE SERVICE	22-16758 FD-PATIENT #HFR3833	1104.00	0.00	1104.00	13551	08/23/23
HANOVER	HANOVER NH AMBULANCE SERVICE	23-000129 FD-PATIENT #HFR3878	118.48	0.00	118.48	13551	08/23/23
HANOVER	HANOVER NH AMBULANCE SERVICE	23-61 FD-PATIENT #HFR3863	1002.00	0.00	1002.00	13551	08/23/23
HANOVER	HANOVER NH AMBULANCE SERVICE	2300406 FD-PATIENT #1340	639.26	0.00	639.26	13551	08/23/23

					Check Total	2863.74	
LEMASURIE JANE	LEMASURIER	804CLASS P&R-MOUNTAIN BIKE CLASS	1000.00	0.00	1000.00	13552	08/23/23
POWELLJUD	JUDITH POWELL	720MLGREIMB PD-JUDY MILEAGE WELLNESS	73.36	0.00	73.36	13553	08/23/23
POWELLJUD	JUDITH POWELL	808EMPREIMB PD-JUDY SUPPLIES	84.71	0.00	84.71	13553	08/23/23

					Check Total	158.07	
K&R	K & R PORTABLE RESTROOM SERVIC	24718 P&R-PORTA TOILET	650.00	0.00	650.00	13554	08/23/23
KEYCOMM	KEY COMMUNICATIONS INC	56409 TM-TECH SUPPORT	65.00	0.00	65.00	13555	08/23/23
MASCOMA	MASCOMA BANK	815LOANPYMNT TH-FY24 LOAN PAYMENT	50890.19	0.00	50890.19	13556	08/23/23
RAYMOND	MATTHEW V RAYMOND	1194 DPW-INSTALL WOOD BEAMS	2900.00	0.00	2900.00	13557	08/23/23
MAYER	MAYER & MAYER	PR-08/11/23 Payroll Transfer	25.00	0.00	25.00	13558	08/23/23
MODERN	MODERN CLEANERS & TAILORS	75B4F3 PD-UNIFORM CLEANING	22.50	0.00	22.50	13559	08/23/23

Check Warrant Report # 1021 Current Prior Next FY Invoices
 For checks For Check Acct 03(General) 08/23/23 To 08/23/23

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
NORFIREDI	NFD-WATER DEPT	706HAZEN PD-WATER USAGE	220.41	0.00	220.41	13560	08/23/23
NRRA	NORTHEAST RESOURCE RECOVERY AS	134172 DPW-RELEASE #702514	191.20	0.00	191.20	13561	08/23/23
OTIS	OTIS ELEVATOR COMPANY	100401282320 TH-SEPT '23 ELEVATOR SRV	311.48	0.00	311.48	13562	08/23/23
ROBERT HA	ROBERT HALF	62379380 FIN-JOYCE WK END 8/4	3755.44	0.00	3755.44	13563	08/23/23
ROBERT HA	ROBERT HALF	62411283 FIN-JOYCE WK END 8/11	3583.44	0.00	3583.44	13563	08/23/23

					Check Total	7338.88	
SABIL	SABIL & SONS INC	98744 DPW-TIRE SERVICE	1335.38	0.00	1335.38	13564	08/23/23
SOLAFLECT	SOLAFLECT SOLAR PARK I, LLC	AUG 23 TH-AUGUST '23 SOLAR	848.13	0.00	848.13	13565	08/23/23
SOLAIV	SOLAFLECT SOLAR PARK IV, LLC	2308_01 TH-AUGUST '23 SOLAR	900.00	0.00	900.00	13566	08/23/23
SOUTHWORTH	SOUTHWORTH-MILTON, INC.	INV2979743 DPW-SEAL O RING	32.78	0.00	32.78	13567	08/23/23
MISC	STUART ROGERS	627EMPREIMB PD-STUART CLOTHING ALLW	200.00	0.00	200.00	13568	08/23/23
TOTAL CLI	TOTAL CLIMATE CONTROL, INC	46967053 PD-DRAIN MAINTENANCE	200.56	0.00	200.56	13569	08/23/23
HARTFORD	TOWN OF HARTFORD	13342 PD-VERIZON JUNE '23	359.98	0.00	359.98	13570	08/23/23
TWORIVERS	TWO RIVERS - OTTAUQUECHEE	24-13 P&Z-JULY '23 KYLE	2925.62	0.00	2925.62	13571	08/23/23
UNIFIRST	UNIFIRST CORPORATION	1070250262 DPW-UNIFORM CLEANING	288.10	0.00	288.10	13572	08/23/23
UNIFIRST	UNIFIRST CORPORATION	1070252046 DPW-UNIFORM CLEANING	329.21	0.00	329.21	13572	08/23/23

					Check Total	617.31	
UVEQUIPME	UPPER VALLEY EQUIPMENT RENTAL	3497 DPW-RENT ROTOHAMMER	135.00	0.00	135.00	13573	08/23/23
VALLEYNEW	VALLEY NEWS	422944 TH-JOB POSTING	396.50	0.00	396.50	13574	08/23/23
VERIZWIRE	VERIZON WIRELESS	9941229691 TH-CELL PHONES	381.79	0.00	381.79	13575	08/23/23
VTMUNI	VERMONT MUNICIPAL ASSESSOR	1421 LISTERS-JULY '23 SPENCER	2919.36	0.00	2919.36	13576	08/23/23
VMCTA	VMCTA	814CONFER TC-LILY ANNUAL CONFRENCE	175.00	0.00	175.00	13577	08/23/23
VRPA	VRPA	02683 P&R-BRIE CONFERENCE	130.00	0.00	130.00	13578	08/23/23
WBMASON	W.B. MASON CO., INC.	239187649 PD-ASSORTED SUPPLIES	124.75	0.00	124.75	13579	08/23/23
WBMASON	W.B. MASON CO., INC.	239241560 PD-BUSINESS CARDS	14.25	0.00	14.25	13579	08/23/23
WBMASON	W.B. MASON CO., INC.	240081054 TM-MOISTENER	0.75	0.00	0.75	13579	08/23/23
WBMASON	W.B. MASON CO., INC.	240156600 P&Z-ASSRTD SUPPLIES	57.86	0.00	57.86	13579	08/23/23
WBMASON	W.B. MASON CO., INC.	240199355 P&Z-FOLDERS	12.52	0.00	12.52	13579	08/23/23
WBMASON	W.B. MASON CO., INC.	240309160 TM-CLASPS	37.84	0.00	37.84	13579	08/23/23

					Check Total	247.97	

08/17/23
01:45 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1021 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 08/23/23 To 08/23/23

Page 4
ashleyw


Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
WEBSTER	WEBSTER & DONOVAN EXCAVATING, 6820	DPW-ROAD WORK	4000.00	0.00	4000.00	13580	08/23/23
WEBSTER	WEBSTER & DONOVAN EXCAVATING, 6821	DPW-ROAD WORK	4500.00	0.00	4500.00	13580	08/23/23
WEBSTER	WEBSTER & DONOVAN EXCAVATING, 6839	DPW-FEMA RESPONSE	4300.00	0.00	4300.00	13580	08/23/23
WEBSTER	WEBSTER & DONOVAN EXCAVATING, 6840	DPW-FEMA RESPONSE	3700.00	0.00	3700.00	13580	08/23/23
WEBSTER	WEBSTER & DONOVAN EXCAVATING, 6848	DPW-BEAVER MEADOW ROAD	65142.00	0.00	65142.00	13580	08/23/23
					Check Total	81642.00	
EARTHLINK WINDSTREAM	75830841	TH-AUG '23 PHONES	326.62	0.00	326.62	13581	08/23/23
WORKSAFE	WORKSAFE TRAFFIC CONTROL INDUS 31797	DPW-ASSRTD SUPPLIES	2157.50	0.00	2157.50	13582	08/23/23
Report Total			247,688.43	0.00	247,688.43		

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 \$ ***247,688.43
Let this be your order for the payments of these amounts.

Staff Accountant:


Ashley Wohler

Town Manager:


Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

August 10, 2023

RE: Fiscal '23 Year-end Financial Summary

The unaudited cash accounting reports provided in the packet show we end fiscal year 22-23 with a net surplus of \$1,256,823. Of this total, \$237,544 is the budget surplus and \$1,019,279 is a result of the movement of the ARPA funds to cover incurred expenses in FY23 and remove the IRS spending restrictions.

To further break out the budget surplus amount, please, refer to the Dashboard where we can see some areas were over budget projections and others were under.

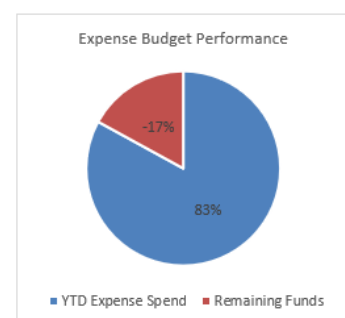
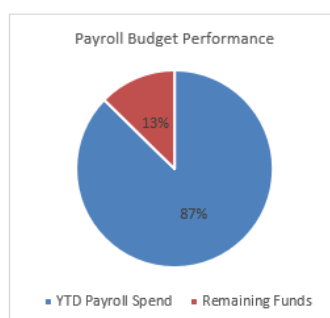
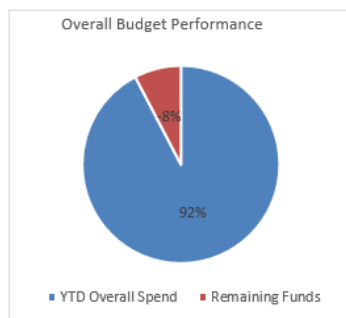
- The [first pie chart](#) shows that based on the overall FY23 Expense Budget, we overspent \$486,520. The breakout of the spending variances by department is shown in the graph at the bottom of the Dashboard and in the Department Expense Summary and Expense Detail Reports. The calculated dollar variances by department are shown in the chart below. A negative number in this chart represents being overspent compared to the department budget.

	FY 23 Budget	FY 23 YTD	Variance by DEPT**
TOWN ADMINISTRATION	\$ 383,197	\$ 573,820	(190,623)
BCA/BOA	\$ 975	\$ -	975
STATUTORY MEETINGS	\$ 14,025	\$ 4,848	9,177
TOWN CLERK	\$ 183,230	\$ 201,314	(18,083)
FINANCE	\$ 215,646	\$ 295,948	(80,302)
GENERAL ADMINISTRATION	\$ 64,822	\$ 78,160	(13,338)
LISTER	\$ 121,767	\$ 96,635	25,132
PLANNING	\$ 185,801	\$ 80,977	104,824
RECREATION	\$ 260,412	\$ 196,135	64,277
PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,435	(5,755)
POLICE	\$ 642,802	\$ 549,953	92,849
FIRE/FAST	\$ 473,816	\$ 483,040	(9,224)
EMERGENCY MGMT.	\$ 47,875	\$ 45,850	2,025
CONSERVATION COMMISSION	\$ 9,300	\$ 8,402	898
PUBLIC WORKS	\$ 1,970,385	\$ 2,377,717	(407,332)
LONG TERM DEBT	\$ 162,881	\$ 203,503	(40,622)
TAXES	\$ 3,000	\$ 18,026	(15,026)
INSURANCES	\$ 188,250	\$ 194,578	(6,328)
TOWN TOTAL	\$ 4,958,866	\$ 5,445,340	\$ (486,474)
OUTSIDE APPROPRIATIONS	\$ 416,608	\$ 416,654	\$ (46)
TOTAL	\$ 5,375,474	\$ 5,861,993	\$ (486,520)
** Positive # = Underspent			

- Pie Chart 2 details the payroll spending where overall we underspent by \$297,051. Below is the Payroll spending summary by department. Again, a negative number represents being overspent in that department. Being understaffed is evidenced by surplus spending in multiple departments. Using contracted labor in Finance and Town Adm is the reason for this overspending. The town clerk transition makes up the third overspent category.

DEPARTMENT DESCRIPTION	FY 23 APPROVED BDGT	FY 23 YTD	Variance by Dept**
TOWN ADMINISTRATION TOTAL	228,230.00	342,199.17	(113,969.17)
BOARD OF CIVIL AUTHORITY/ABATEMENT TOTAL	500.00	-	500.00
STATUTORY MEETINGS TOTAL	700.00	-	700.00
TOWN CLERK TOTAL	176,710.39	195,056.46	(18,346.07)
FINANCE DEPARTMENT TOTAL	192,695.55	256,926.62	(64,231.07)
BOARD OF LISTERS TOTAL	29,387.00	3,493.46	25,893.54
PLANNING/DRB DEPARTMENT TOTAL	169,614.37	67,188.90	102,425.47
RECREATION DEPARTMENT TOTAL	170,901.96	120,404.49	50,497.47
POLICE DEPARTMENT TOTAL	486,908.25	381,977.03	104,931.22
FIRE DEPARTMENT TOTAL	147,937.50	150,483.92	(2,546.42)
PUBLIC WORKS DEPARTMENT - Highway TOTAL	590,475.55	425,274.42	165,201.13
PUBLIC WORKS DEPARTMENT- Bldg Grnd TOTAL	149,233.26	103,238.03	45,995.23
Grand Total Payroll	2,343,293.83	2,046,242.50	297,051.33
** Positive # = Underspent			

- Pie Chart 3 takes the overall performance (Chart 1) and subtracts the payroll spending (Chart 2) to tell us the total non-payroll lines were overspent by \$783,571.



FY23 Overall Budget \$ 5,375,474
 YTD Overall Spend \$ 5,861,993
 Remaining Funds \$ (486,520)
 FY 23 Performance 109.05%

FY23 Payroll Budget \$ 2,343,294
 YTD Payroll Spend \$ 2,046,243
 Remaining Funds \$ 297,051
 FY23 Performance 87.32%

FY23 Expense Budget \$ 3,032,180
 YTD Expense Spend \$ 3,815,751
 Remaining Funds \$ (783,571)
 FY23 Performance 125.84%

- Pie Chart 4 looks at the Revenue. We received a total of \$1,743,335 more than the budget projection. Below is the Revenue Summary by revenue group as shown on the Revenue report. Other than the ARPA money, the other two large over runs were the Property Taxes which is a result of changes in the grand list after the budget was created and grant revenue which had no budget projections.

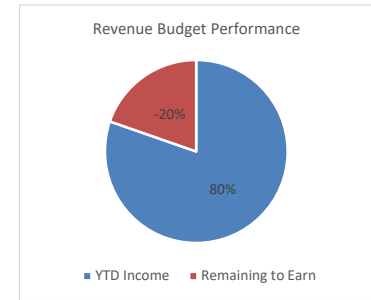
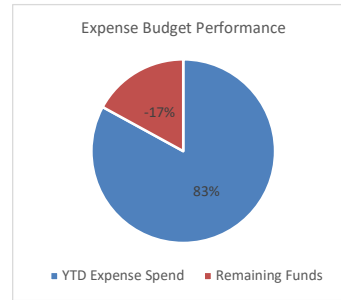
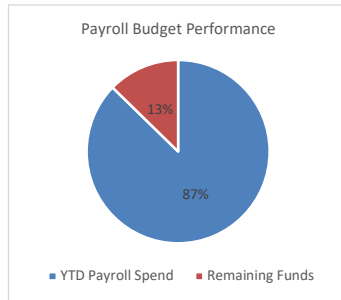
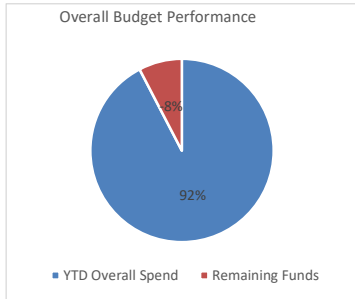
Revenue Projection Summary	
Group	Surplus/(Deficit)
Property Taxes	\$ 260,372
Lease/Permit	\$ 647
Intergovernmental	\$ (20,138)
Service Fees	\$ (4,908)
Grant Revenue	\$ 484,446
Other Revenues	\$ 5,783
Public Safety	\$ (8,224)
Miscellaneous	\$ 6,076
Misc- ARPA	\$ 1,019,279
Total	\$ 1,743,334

Thank you.

Joyce



TOWN OF NORWICH FINANCIAL DASHBOARD
As of June 30, 2023 Unaudited

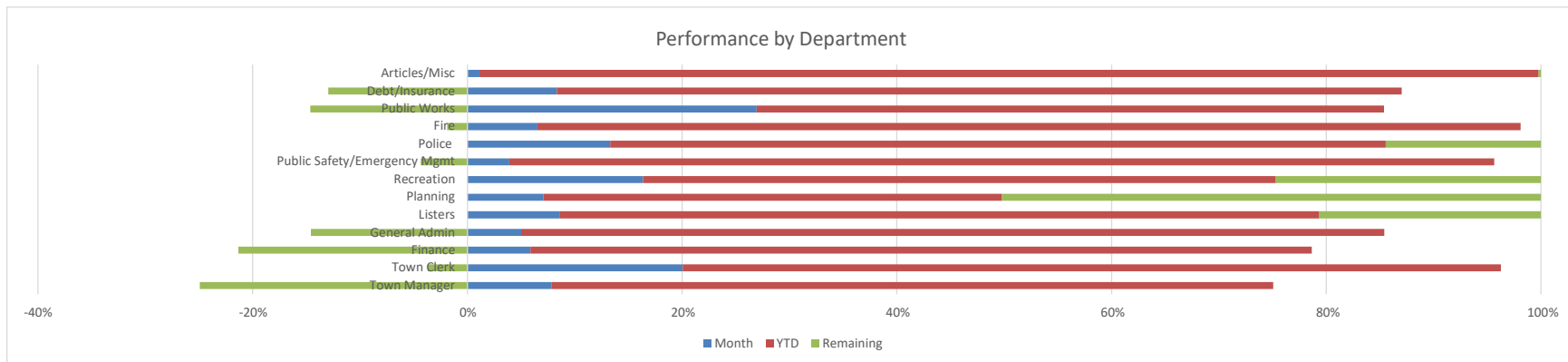


FY23 Overall Budget \$ 5,375,474
YTD Overall Spend \$ 5,861,993
Remaining Funds \$ (486,520)
FY 23 Performance 109.05%

FY23 Payroll Budget \$ 2,343,294
YTD Payroll Spend \$ 2,046,243
Remaining Funds \$ 297,051
FY23 Performance 87.32%

FY23 Expense Budget \$ 3,032,180
YTD Expense Spend \$ 3,815,751
Remaining Funds \$ (783,571)
FY23 Performance 125.84%

FY23 Revenue Budget \$ 5,375,482
YTD Income \$ 7,118,816
Remaining to Earn \$ (1,743,335)
FY 23 Performance 132.43%



Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

August 9, 2023

RE: June 2023 Financial Highlights

These reports are unaudited. The finance team has been working diligently to complete the year-end reconciliations in preparation for the FY23 Audit. While we've made good progress, there are still a few areas where we expect to have some audit adjustments that will affect the final June figures. In addition to more reconciling entries, because these reports are presented as a cash basis of accounting while the audited reports are presented including the modified accrual accounting entries, these reports are not representative of the final June 30 figures.

Here are the areas in which we expect to have updates.

- Health Insurance: You'll note in the financials that the town clerk health insurance is closer, however, we still have work to be done here so that I can feel comfortable with the final figures. Because our internal audit uncovered multiple back-end NEMRC coding issues affecting the entire fiscal year, we needed to complete this reconciliation in full detail. The adjustments made to date have affected the health insurance line for almost every department. We will continue to work on this and not only reconcile FY23 but correct the NEMRC back-end coding errors so that FY24 will report correctly. We also need to do the same audit work on the Dental, Vision and Life insurance reconciliations. Final adjusting entries will be made as we complete the audit.
- Grants: another large reconciliation that needs to be made is with the grants. I've been working with Miranda and Debi to create a global Grant tracking system, but it is currently a work in progress. While I believe the FY23 receipts and expenses are all on the books, they may not all be aligned with the correct revenue offset for the expenses in DPW. Also, we are not yet aware of the FY24 receivables that might be booked against the expenses incurred in FY23. This will be worked out in the audit.
- Accrued payables: we are still receiving invoices for work incurred in FY23 that are being paid in FY24. Though the majority of these invoices have now been entered, I expect the audited financials to include more FY23 expenses. The invoice back dating cut off will be August 31.
- Deferred Revenue: The Deferred Revenue for the Recreation programs has not yet been booked. This will be an audit entry since it is not an entry that is booked as a cash accounting entry which is what is presented in the standard monthly reports. This will however affect the final June ending and July beginning Rec Fees Revenue line. The deferred revenue is \$33,238.

I have been in contact with the Auditors, Sullivan & Powers, so expect to begin work with them upon my return on the 21st of August. My goal is to have the audit for the Town's operating account portion completed prior to delving too deeply into the FY25 budget work. See separate memo.

Fund Balance Reporting –

- The final quarter for FY23 has been reconciled and the ending balances are now aligned accurately for the various funds according to the new restrictions. A separate memo has been provided to help explain the new fund restriction standards included in this new report.
- The two funds with co-mingled restrictions (Fund 5-Recreation Facility & Imp and Fund 45-Records Restoration) have been reconciled and the restriction splits defined with the respective department managers.
- The interest earned on the new MSB CD is being included in the split to the various funds based on the balances at the end of each quarter.
- A new fund for Kids Bridge has been created #53-Kids Bridge at Huntley Meadow and is shown on the report. The Huntley Mdw Bridge funds shown in the June 30 report were moved on July 1 to open the new fund effective in FY24. See the memo for more details.

Thank you.

Joyce

Town of Norwich Revenue Report
June 30, 2023 Unaudited

	FY 22 BUDGET	FY 22 ACTUAL	FY 23 REQUEST	FY 23 YTD	FY 23 30-Jun	FY 23 YTD PERF
PROPERTY TAX REVENUES						
TOWN PROPERTY TAX	\$ 3,888,583	\$ 3,894,161	\$ 4,098,806	\$ 4,283,028	\$ 24,790	104.49%
WINDSOR COUNTY TAX				\$ 58,829	\$ -	
PROPERTY TAX FOR OTHER MONETARY ARTICLES	\$ 395,268	\$ 395,268	\$ 425,938	\$ 406,654	\$ -	95.47%
VT LAND USE TAX (HOLD HARMLESS PAYMENT)	\$ 187,863	\$ 220,190	\$ 187,863	\$ 219,466	\$ 8,405	116.82%
PROPERTY TAX INTEREST	\$ 30,000	\$ 15,939	\$ 30,000	\$ 21,795	\$ 1,544	72.65%
PROPERTY TAX COLLECTION FEE	\$ 20,000	\$ 31,474	\$ 20,000	\$ 33,207	\$ 1,855	166.04%
TOTAL PROPERTY TAX REVENUE	\$ 4,521,714	\$ 4,557,032	\$ 4,762,607	\$ 5,022,979	\$ 36,594	105.47%
LICENSE & PERMIT REVENUE						
LIQUOR LICENSE	\$ 670	\$ 555	\$ 600	\$ 600	\$ -	100.00%
DOG LICENSE	\$ 2,000	\$ 2,151	\$ 1,750	\$ 2,593	\$ 386	148.17%
HUNTING & FISHING LICENSES	\$ 200	\$ 80	\$ 200	\$ 84	\$ 9	42.00%
PEDDLER LICENSE	\$ -	\$ 25	\$ -	\$ 25	\$ -	0.00%
BUILDING/DEVELOPMENT PERMITS	\$ 4,000	\$ 10,156	\$ 8,000	\$ 7,880	\$ 662	98.50%
LAND POSTING PERMIT	\$ 200	\$ 200	\$ 200	\$ 215	\$ 10	107.50%
TOTAL LICENSE & PERMIT REVENUE	\$ 7,070	\$ 13,166	\$ 10,750	\$ 11,397	\$ 1,067	106.02%
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	\$ 13,930	\$ 4,253	139.30%
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	\$ 193,112	\$ 4,253	90.56%
SERVICE FEE REVENUE						
RECORDING FEE & RESTORATION	\$ 25,000	\$ 37,329	\$ 25,000	\$ 23,909	\$ 3,947	95.64%
RESTORATION	\$ -	\$ 88	\$ -	\$ -	\$ -	0.00%
DOCUMENT COPY FEE	\$ 3,000	\$ 3,065	\$ 2,100	\$ 3,696	\$ 266	176.02%
USE OF RECRD FEE	\$ 300	\$ 654	\$ 250	\$ 589	\$ 56	235.60%
VITAL STATISTIC FEE	\$ 800	\$ 340	\$ 800	\$ 1,610	\$ 140	201.25%
MOTOR VEHICLE RENEWAL FEE	\$ 50	\$ 21	\$ 50	\$ 30	\$ -	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	\$ 4,910	\$ 938	140.29%
POLICE REPORT FEE	\$ 500	\$ 265	\$ 500	\$ 236	\$ -	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	\$ 106,716	\$ 7,761	85.37%
TRANSFER STATION STICKERS	\$ 40,000	\$ 27,882	\$ 40,000	\$ 46,255	\$ 5,740	115.64%
RECYCLING SOLID WASTE FEES	\$ 3,000	\$ 7,425	\$ 3,500	\$ -	\$ -	0.00%
E-WASTE REVENUE	\$ 2,500	\$ 3,377	\$ 3,500	\$ 3,456	\$ 197	98.74%
RECYCLING REBATES	\$ 1,500	\$ 11,099	\$ 6,500	\$ 15,005	\$ 899	230.84%
C & D WASTE REVENUE	\$ 8,000	\$ 11,295	\$ 10,000	\$ 13,458	\$ 1,567	134.58%
TRASH COUPON	\$ 100,000	\$ 102,200	\$ 105,000	\$ 100,970	\$ 11,145	96.16%
TOTAL SERVICE FEE REVENUE	\$ 379,000	\$ 334,046	\$ 325,750	\$ 320,842	\$ 32,656	98.49%
GRANT REVENUE						
BETTER BACK ROADS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HIWAY PAVING GRANT		116,785		\$ 210,302	\$ 210,302	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
June 30, 2023 Unaudited

	FY 22 BUDGET	FY 22 ACTUAL	FY 23 REQUEST	FY 23 YTD	FY 23 30-Jun	FY 23 YTD PERF
VLCT PACIF GRANT				\$ -	\$ -	0.00%
GOVERNORS HIGHWAY SAFETY GRANT	\$ -	719	\$ -	\$ 8,171	\$ 3,859	0.00%
PLANNING GRANT		-	\$ -	\$ 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		\$ 219,638	\$ 219,638	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	\$ -	\$ 484,446	\$ 433,798	0.00%
OTHER TOWN REVENUES						
TOWN REPORT	\$ 1,350	\$ -	\$ -	\$ -	\$ -	0.00%
BANK INTEREST	\$ 20,000	\$ 3,337	\$ 20,000	\$ 26,170	\$ (6,832)	130.85%
TRX FROM SCHOLARSHIP FUND		\$ 4,005		\$ 2,330	\$ 2,330	#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	\$ 57,783	\$ (4,502)	111.12%
PUBLIC SAFETY REVENUES						
POLICE FINE	\$ 10,000	\$ 9,884	\$ 10,000	\$ 2,402	\$ 395	24.02%
PARKING FINE	\$ 500	\$ 295	\$ 500	\$ -	\$ -	0.00%
DOG FINE	\$ 200	\$ 125	\$ 125	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,700	\$ 10,304	\$ 10,625	\$ 2,402	\$ 395	22.60%
MISCELLANEOUS REVENUE						
AMBULANCE BILLS PAID	\$ -	\$ 55	\$ -	\$ -	\$ -	0.00%
COBRA REIMBURSEMENTS	\$ -	\$ -		\$ 775	\$ -	0.00%
TOWN CLERK	\$ -	\$ 115	\$ -	\$ 38	\$ 2	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	\$ -	0.00%
FIN DEPT MISCEL	\$ -	\$ -	\$ -	\$ 210	\$ 35.00	0.00%
MISCELLANEOUS	\$ 500	\$ 13,352	\$ 500	\$ 5,277	\$ 140.00	1055.47%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 18,393	\$ 500	\$ 1,025,855	\$ 177	205171.03%
TOTAL FEES & SERVICES	\$ 654,420	\$ 891,903	\$ 612,875	\$ 2,095,837	\$ 467,844	341.97%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL TOWN REVENUES	\$ 5,176,134	\$ 5,448,935	\$ 5,375,482	\$ 7,118,816	\$ 504,438	132.43%

Town of Norwich
Department Expense Summary
June 30 2023 Unaudited

	FY 22 Budget	FY 23 Budget	FY 23 YTD	FY 23 June	FY 23 Performance
TOWN ADMINISTRATION	\$ 293,625	\$ 383,197	\$ 573,820	\$ 59,587	149.75%
BCA/BOA	\$ 803	\$ 975	\$ -	\$ -	0.00%
STATUTORY MEETINGS	\$ 4,791	\$ 14,025	\$ 4,848	\$ 575	34.57%
TOWN CLERK	\$ 182,219	\$ 183,230	\$ 201,314	\$ 42,341	109.87%
FINANCE	\$ 190,494	\$ 215,646	\$ 295,948	\$ 22,086	137.24%
GENERAL ADMINISTRATION	\$ 78,266	\$ 64,822	\$ 78,160	\$ 4,593	120.58%
LISTER	\$ 109,674	\$ 121,767	\$ 96,635	\$ 10,485	79.36%
PLANNING	\$ 150,747	\$ 185,801	\$ 80,977	\$ 13,183	43.58%
RECREATION	\$ 262,335	\$ 260,412	\$ 196,135	\$ 42,554	75.32%
PUBLIC SAFETY FACILITY	\$ 29,980	\$ 30,680	\$ 36,435	\$ 2,591	118.76%
POLICE	\$ 597,288	\$ 642,802	\$ 549,953	\$ 85,466	85.56%
FIRE/FAST	\$ 440,497	\$ 473,816	\$ 483,040	\$ 31,989	101.95%
EMERGENCY MGMT.	\$ 42,999	\$ 47,875	\$ 45,850	\$ 754	95.77%
CONSERVATION COMMISSION	\$ 3,689	\$ 9,300	\$ 8,402	\$ 4,799	90.34%
PUBLIC WORKS	\$ 2,045,677	\$ 1,970,385	\$ 2,377,717	\$ 750,568	120.67%
LONG TERM DEBT	\$ 159,844	\$ 162,881	\$ 203,503	\$ -	124.94%
TAXES	\$ 3,000	\$ 3,000	\$ 18,026	\$ 17,966	600.86%
INSURANCES	\$ 184,938	\$ 188,250	\$ 194,578	\$ 21,819	103.36%
TOWN TOTAL	\$ 4,780,866	\$ 4,958,866	\$ 5,445,340	\$ 1,111,356	109.81%
OUTSIDE APPROPRIATIONS	\$ 395,268	\$ 416,608	\$ 416,654	\$ -	100.01%
TOTAL	\$ 5,176,134	\$ 5,375,474	\$ 5,861,993	\$ 1,111,356	109.05%

Town of Norwich
 FY23 Expenditures with Budget
 UNAUDITED

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month June 30, 2023	FY 23 PERF
TOWN ADMINISTRATION						
SELECTBOARD STIPEND	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,582	\$ 1,332	103.27%
TOWN MANAGER WAGE	\$ 95,971	\$ 63,274	\$ 96,877	\$ 197,368	\$ 25,823	203.73%
TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	\$ 875	100.00%
ADMIN ASSIST WAGE	\$ 55,886	\$ 56,358	\$ 58,458	\$ 64,203	\$ 10,719	109.83%
ADMIN ASSIST OT	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 9,415	\$ 8,886	\$ 9,631	\$ 16,261	\$ 2,305	168.85%
MEDI TAX	\$ 2,202	\$ 1,640	\$ 2,175	\$ 3,803	\$ 539	174.86%
HEALTH INSUR	\$ 45,623	\$ 34,648	\$ 43,929	\$ 37,611	\$ (4,329)	85.62%
DISABILITY/LIFE INSURANCE	\$ 1,036	\$ 872	\$ 1,541	\$ 892	\$ 71	57.86%
DENTAL INSURANCE	\$ 462	\$ 91	\$ 884	\$ 579	\$ (91)	65.54%
VT RETIREMENT	\$ 8,975	\$ 6,760	\$ 10,485	\$ 17,150	\$ 2,420	163.57%
VT RETIREMENT ADJUSTMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PROFESSIONAL SERVICES	\$ 51,667	\$ 95,253	\$ 17,500	\$ 8,503	\$ 250	48.59%
CONTRACTED SERVICES	\$ -	\$ -	\$ 30,670	\$ 30,670	\$ -	100.00%
LEGAL	\$ -	\$ -	\$ 90,000	\$ 174,772	\$ 18,138	194.19%
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	\$ 556	\$ 69	69.52%
T MNGR CELL PHONE	\$ 600	\$ 485	\$ 480	\$ 944	\$ 111	196.68%
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	\$ 2,149	\$ 108	214.94%
PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILEAGE	\$ 200	\$ -	\$ 200	\$ 182	\$ 182	91.05%
OFFICE SUPPLIES	\$ 900	\$ 4,749	\$ 1,500	\$ 1,768	\$ 57	117.87%
OFFICE EQUIP	\$ 300	\$ 117	\$ 300	\$ 290	\$ 290	96.61%
DUES/MTS/EDUC	\$ 1,000	\$ 1,002	\$ 750	\$ 1,105	\$ 409	147.33%
SB COMMITTEE EXPENSES	\$ 3,000	\$ -	\$ -	\$ 118	\$ 10	0.00%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE	\$ 1,460	\$ 670	\$ 1,760	\$ 722	\$ 300	41.04%
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	\$ 573,820	\$ 59,587	149.75%
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	\$ 575	\$ 575	22.99%
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	\$ 4,848	\$ 575	34.57%
TOWN CLERK						
TOWN CLERK WAGE	\$ 72,490	\$ 72,810	\$ 75,848	\$ 91,523	\$ 9,271	120.67%
ASST CLK WAGE	\$ 48,381	\$ 48,911	\$ 49,982	\$ 55,006	\$ 7,711	110.05%
FICA TAX	\$ 7,494	\$ 6,674	\$ 7,787	\$ 8,479	\$ 959	108.89%
MEDI TAX	\$ 1,753	\$ 1,561	\$ 1,758	\$ 2,005	\$ 224	114.03%
HEALTH INS	\$ 31,904	\$ 33,794	\$ 30,633	\$ 27,469	\$ 23,838	89.67%
DISABILITY/LIFE INS	\$ 1,036	\$ 1,309	\$ 1,340	\$ 1,264	\$ (7)	94.38%
DENTAL INSURANCE	\$ 924	\$ 728	\$ 884	\$ (236)	\$ (985)	-26.66%
VT RETIREMENT	\$ 7,554	\$ 7,575	\$ 8,478	\$ 9,545	\$ 1,064	112.59%
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	\$ 595	\$ 49	108.12%
POSTAGE	\$ -	\$ 13	\$ -	\$ 31	\$ (137)	0.00%
OFFICE SUPPLIES	\$ 1,200	\$ 881	\$ 1,200	\$ 682	\$ 32	56.87%
OFFICE EQUIPMENT	\$ 500	\$ -	\$ 500	\$ 33	\$ 33	6.60%
SOFTWARE	\$ 3,114	\$ 3,620	\$ 3,600	\$ 3,900	\$ 290	108.32%
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	\$ 201,314	\$ 42,341	109.87%
FINANCE DEPARTMENT						
FINANCE ASSISTANT WAGE	\$ 48,599	\$ 73,576	\$ 49,982	\$ 57,822	\$ 7,733	115.69%
FINANCE OFFICER WAGE	\$ 81,660	\$ 85,805	\$ 83,428	\$ 164,769	\$ 16,027	197.50%

Town of Norwich
 FY23 Expenditures with Budget
 UNAUDITED

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month June 30, 2023	FY 23 PERF
FICA TAX	\$ 8,076	\$ 5,679	\$ 8,508	\$ 9,160	\$ 1,168	107.66%
MEDI TAX	\$ 1,889	\$ 1,328	\$ 1,921	\$ 2,142	\$ 273	111.51%
HEALTH INS	\$ 22,576	\$ 23,376	\$ 37,522	\$ 15,388	\$ (4,074)	41.01%
DISABILITY/LIFE INS	\$ 1,036	\$ 917	\$ 1,445	\$ 836	\$ 49	57.84%
DENTAL INSURANCE	\$ 924	\$ 686	\$ 884	\$ 902	\$ 235	102.03%
VT RETIREMENT	\$ 8,141	\$ 6,049	\$ 9,005	\$ 5,908	\$ 460	65.60%
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	\$ 892	\$ 46	89.23%
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	\$ 1,067	\$ 170	60.95%
OFFICE EQUIPMENT	\$ 250	\$ 3,971	\$ 750	\$ -	\$ -	0.00%
SOFTWARE	\$ 925	\$ 4,288	\$ 1,425	\$ 4,586	\$ -	321.81%
DUES/MTGS/EDUC	\$ 512	\$ 85	\$ 525	\$ 20	\$ -	3.81%
BANK CHARGE	\$ -	\$ 2,605	\$ -	\$ 278	\$ -	0.00%
TOTAL	\$ 190,494	\$ 222,233	\$ 215,646	\$ 295,948	\$ 22,086	137.24%
GENERAL ADMINISTRATION						
TELEPHONE	\$ 700	\$ 483	\$ 600	\$ 496	\$ 43	82.58%
POSTAGE METER RENTAL	\$ 1,920	\$ 638	\$ 700	\$ 638	\$ 160	91.18%
POSTAGE	\$ 4,000	\$ 6,737	\$ 4,000	\$ 3,973	\$ (453)	99.32%
OFFICE SUPPLIES	\$ 1,000	\$ 1,117	\$ 1,250	\$ 755	\$ -	60.40%
PHOTOCOPIER	\$ 1,600	\$ 1,051	\$ 1,600	\$ 1,695	\$ 520	105.91%
Remote Meeting Services	\$ -	\$ -	\$ -	\$ 6,550	\$ 1,008	0.00%
COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COMPUTER EQUIPMENT	\$ -	\$ 22,836	\$ 1,400	\$ 4,363	\$ 189	311.64%
WEB SITE SUPPORT	\$ 600	\$ -	\$ 600	\$ 541	\$ -	90.17%
SERVER MAINTENANCE	\$ 17,568	\$ 35,737	\$ 39,672	\$ 44,150	\$ 3,127	111.29%
DESIGNATED FUND EQUIPMENT	\$ 50,878	\$ 50,878	\$ 15,000	\$ 15,000	\$ -	100.00%
TOTAL	\$ 78,266	\$ 119,478	\$ 64,822	\$ 78,160	\$ 4,593	120.58%
BOARD OF LISTERS						
LISTER WAGE	\$ 4,500	\$ 3,750	\$ 4,500	\$ 3,245	\$ 1,745	72.12%
ASSESSING CLERK WAGE	\$ 17,882	\$ 5,650	\$ 22,547	\$ -	\$ -	0.00%
FICA TAX	\$ 1,109	\$ 583	\$ 1,677	\$ 201	\$ 108	12.00%
MEDI TAX	\$ 259	\$ 136	\$ 663	\$ 47	\$ 25	7.10%
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	\$ 34,834	\$ 6,701	99.53%
TAX MAPPING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 7,600	\$ 6,000	\$ 5,680	\$ -	94.66%
TELEPHONE	\$ 530	\$ 522	\$ 530	\$ 528	\$ 45	99.71%
POSTAGE	\$ 381	\$ 50	\$ 150	\$ 442	\$ 397	294.95%
ADVERTISING	\$ -	\$ 66	\$ 150	\$ -	\$ -	0.00%
PRINTING	\$ 88	\$ 26	\$ 100	\$ 66	\$ 31	65.50%
MILEAGE REIMB	\$ 100	\$ 51	\$ 100	\$ 11	\$ 11	10.87%
OFFICE SUPPLIES	\$ 125	\$ 294	\$ 125	\$ 168	\$ 24	134.30%
OFFICE EQUIPMENT	\$ 625	\$ 75	\$ 125	\$ 1,393	\$ 1,378	1114.38%
DUES/MTGS/EDUC	\$ 75	\$ 50	\$ 100	\$ 20	\$ 20	20.00%
DESIGNATED FUND REAPPRAISAL	\$ 43,000	\$ 43,000	\$ 50,000	\$ 50,000	\$ -	100.00%
TOTAL	\$ 109,674	\$ 95,658	\$ 121,767	\$ 96,635	\$ 10,485	79.36%
PLANNING/DRB DEPARTMENT						
PLAN ADMIN WAGE	\$ 73,933	\$ 52,869	\$ 78,874	\$ 28,612	\$ 6,249	36.28%
PLANNING DEPT. WAGES	\$ 26,407	\$ 27,562	\$ 58,357	\$ 31,996	\$ 5,153	54.83%
FICA TAX	\$ 6,221	\$ 4,262	\$ 8,508	\$ 2,801	\$ 293	32.92%
MEDI TAX	\$ 1,455	\$ 997	\$ 1,921	\$ 655	\$ 68	34.10%
HEALTH INS	\$ 16,073	\$ 11,001	\$ 15,408	\$ 2,058	\$ 1,176	13.36%
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	\$ 648	\$ 63	69.70%
POSTAGE	\$ 450	\$ -	\$ 450	\$ 130	\$ 130	28.88%
ADVERTISING	\$ 500	\$ 486	\$ 500	\$ 1,061	\$ -	212.13%
PRINTING	\$ 200	\$ 148	\$ 200	\$ -	\$ -	0.00%
MILEAGE REIMB	\$ 400	\$ -	\$ 400	\$ 52	\$ 52	13.10%
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	\$ 80,977	\$ 13,183	43.58%
RECREATION DEPARTMENT						
RECREATION ADMINISTRATION						
RECREATION DIR WAGE	\$ 70,072	\$ 70,259	\$ 71,796	\$ 78,245	\$ 11,096	108.98%
RECREATION ADMIN ASST	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 4,350	\$ 5,170	\$ 4,451	\$ 5,219	\$ 651	117.24%
MEDI TAX	\$ 1,016	\$ 1,209	\$ 1,005	\$ 1,220	\$ 152	121.42%
HEALTH INS	\$ 24,022	\$ 26,012	\$ 23,046	\$ 400	\$ (4,557)	1.73%
DISABILITY/LIFE INSUR	\$ 518	\$ 738	\$ 756	\$ 738	\$ 61	97.60%
DENTAL INSURANCE	\$ 462	\$ 312	\$ 442	\$ 84	\$ (36)	18.95%
VT RETIREMENT	\$ 4,380	\$ 4,373	\$ 4,846	\$ 5,092	\$ 656	105.07%
TELEPHONE	\$ 525	\$ 492	\$ 1,005	\$ 955	\$ 103	95.04%

Town of Norwich
FY23 Expenditures with Budget
UNAUDITED

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month June 30, 2023	FY 23 PERF
POSTAGE	\$ 175	\$ -	\$ 50	\$ 12	\$ 12	24.54%
ADVERTISING	\$ 71	\$ -	\$ 245	\$ 76	\$ -	30.86%
PRINTING	\$ 25	\$ -	\$ 75	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 800	\$ 80	\$ 1,300	\$ 430	\$ 135	33.08%
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	\$ 92,535	\$ 8,273	84.47%
RECREATION PROGRAMS						
INSTRUCTOR FEE	\$ 65,000	\$ 10,488	\$ 25,000	\$ 14,564	\$ 5,156	58.26%
COACHING MATERIALS	\$ 300	\$ 110	\$ 800	\$ 500	\$ -	62.49%
TEE SHIRT/HAT	\$ 3,000	\$ 3,150	\$ 3,000	\$ 2,507	\$ 895	83.56%
EQUIPMENT	\$ 3,500	\$ 14,934	\$ 6,500	\$ 5,386	\$ 1,650	82.86%
PROGRAM WAGE	\$ 38,000	\$ 29,024	\$ 60,000	\$ 27,506	\$ 4,277	45.84%
REFEREE/UMPIRE	\$ 3,700	\$ 1,666	\$ 4,000	\$ 6,552	\$ 1,825	163.80%
TOURNAMENT FEES	\$ 2,500	\$ (95)	\$ 2,500	\$ 535	\$ -	21.40%
REGISTRATION FEES (MYREC)	\$ 8,500	\$ 4,529	\$ 6,000	\$ 6,924	\$ 715	115.40%
M.CROSS SCHOOL RENTAL FEE	\$ -	\$ -	\$ -	\$ 17,730	\$ 15,730	0.00%
SPECIAL EVENTS /SUPPLIES	\$ 1,500	\$ 352	\$ 2,500	\$ 229	\$ 94	9.14%
FICA	\$ 2,500	\$ 543	\$ 3,720	\$ 1,541	\$ 123	41.43%
MEDI	\$ 600	\$ 127	\$ 840	\$ 360	\$ 29	42.91%
UNIFORM	\$ 700	\$ -	\$ 1,200	\$ 1,634	\$ -	136.14%
TOTAL RECREATION PROGRAMS	\$ 129,800	\$ 64,827	\$ 116,060	\$ 85,967	\$ 30,493	74.07%
RECREATION FACILITIES						
REC FIELD CARE	\$ 7,000	\$ 3,980	\$ 10,500	\$ 699	\$ 540	6.66%
HUNTLEY LINE MARKING	\$ 2,440	\$ 3,204	\$ 2,440	\$ 178	\$ -	7.30%
PORTABLE TOILET	\$ 1,062	\$ 2,253	\$ 2,500	\$ 3,079	\$ 479	123.18%
ICE RINK	\$ -	\$ -	\$ 3,500	\$ 2,727	\$ 2,351	77.90%
REPAIRS & MAINT	\$ 2,519	\$ 32	\$ 2,500	\$ 418	\$ 418	16.71%
WATER USAGE	\$ 485	\$ 465	\$ 420	\$ 332	\$ -	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	\$ 17,633	\$ 3,788	50.66%
RECREATION TOTAL	\$ 262,335	\$ 207,048	\$ 260,412	\$ 196,135	\$ 42,554	75.32%
PUBLIC SAFETY FACILITY						
WATER USAGE	\$ 1,100	\$ 925	\$ 1,100	\$ 719	\$ -	65.34%
ELECTRICITY	\$ 7,100	\$ 4,035	\$ 7,700	\$ 8,223	\$ 656	106.79%
HEATING (Inc. Apparatus Bay)	\$ 2,875	\$ 306	\$ -	\$ 4,619	\$ -	0.00%
ADMIN TELEPHONE & INTERNET	\$ 4,830	\$ 6,192	\$ 4,830	\$ 4,749	\$ 440	98.32%
SUPPLIES	\$ 750	\$ 694	\$ 650	\$ 568	\$ -	87.38%
REPAIRS & MAINTENANCE	\$ 2,000	\$ 2,186	\$ 5,000	\$ 6,921	\$ (436)	138.42%
ALARM MONITORING	\$ 325	\$ 1,445	\$ 1,400	\$ 1,276	\$ 491	91.13%
CLEANING	\$ 11,000	\$ 9,540	\$ 10,000	\$ 9,360	\$ 1,440	93.60%
DESIGNATED FUND - POLICE/FIRE STATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY FACILITY	\$ 29,980	\$ 25,323	\$ 30,680	\$ 36,435	\$ 2,591	118.76%
POLICE DEPARTMENT						
WAGES & BENEFITS						
POLICE CHIEF WAGE	\$ 87,257	\$ 34,822	\$ 85,761	\$ 72,929	\$ 14,013	85.04%
POLICE OFFICER WAGE	\$ 174,617	\$ 171,140	\$ 178,626	\$ 121,364	\$ 27,410	67.94%
ON-CALL WAGE	\$ 5,472	\$ 4,975	\$ 5,472	\$ 4,875	\$ 829	89.08%
OVERTIME OFFICER WAGE	\$ 19,838	\$ 40,873	\$ 20,138	\$ 19,357	\$ 6,664	96.12%
ADMINISTRATIVE WAGE	\$ 51,247	\$ 52,033	\$ 54,820	\$ 57,332	\$ 7,784	104.58%
PARTTIME OFFICER WAGE	\$ 3,000	\$ 1,433	\$ 3,250	\$ -	\$ -	0.00%
CROSSING GUARD WAGE	\$ 16,934	\$ 14,676	\$ 17,442	\$ 8,540	\$ 1,404	48.96%
GOVERNOR'S HIGHWAY SAFETY GRANT WAGE	\$ -	\$ 480	\$ -	\$ 181	\$ 144	0.00%
SPECIAL DUTY WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 20,587	\$ 18,444	\$ 19,984	\$ 13,283	\$ 2,730	66.47%
MEDI TAX	\$ 4,815	\$ 4,316	\$ 4,513	\$ 3,107	\$ 639	68.84%
HEALTH INS	\$ 72,228	\$ 61,879	\$ 69,648	\$ 53,028	\$ (4,223)	76.14%
DISABILITY/LIFE INS	\$ 3,708	\$ 2,715	\$ 3,289	\$ 2,154	\$ 289	65.50%
DELTA DENTAL	\$ 2,160	\$ 1,699	\$ 2,209	\$ 3,618	\$ 1,262	163.79%
VT RETIREMENT	\$ 24,313	\$ 23,451	\$ 21,757	\$ 22,208	\$ 4,576	102.07%
TOTAL	\$ 486,176	\$ 432,935	\$ 486,908	\$ 381,977	\$ 63,521	78.45%
COMMUNITY POLICING						
ANIMAL CONTROL	\$ 2,131	\$ 3,391	\$ 2,750	\$ 1,036	\$ -	37.67%
COMMUNITY RELATIONS	\$ 653	\$ 192	\$ 650	\$ 386	\$ 64	59.32%
SPEED SIGNS	\$ 1,865	\$ 6,365	\$ 2,000	\$ 9,965	\$ 8,935	498.26%
NORWICH CADET PROGRAM	\$ 300	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 4,949	\$ 9,948	\$ 5,400	\$ 11,387	\$ 8,998	210.87%
EQUIPMENT & MAINTENANCE						
RADIO MAINTENANCE	\$ 764	\$ -	\$ 750	\$ 2,045	\$ 1,208	272.69%
PETROLEUM PRODUCTS	\$ 6,121	\$ -	\$ 7,250	\$ 7,658	\$ 1,626	105.62%
CRUISER VIDEO EQUIP	\$ 1,025	\$ -	\$ 4,044	\$ 1,599	\$ 1,599	39.54%
CRUISER MAINT	\$ 8,396	\$ 12,830	\$ 8,250	\$ 11,340	\$ 4,820	137.45%
CRUISER SUPPLIES	\$ 482	\$ 81	\$ 500	\$ 362	\$ -	72.37%
TOTAL	\$ 16,788	\$ 12,911	\$ 20,794	\$ 23,003	\$ 9,252	110.62%
GRANTS (Inc PACIF Equip & Women's Club)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SUPPORT						

Town of Norwich
FY23 Expenditures with Budget
UNAUDITED

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month June 30, 2023	FY 23 PERF
ADMINISTRATION	\$ 4,000	\$ 3,798	\$ 4,000	\$ 4,318	\$ 632	107.95%
VIBRS	\$ 2,971	\$ 2,901	\$ 3,000	\$ 3,255	\$ 728	108.50%
DISPATCH SERVICES	\$ 72,911	\$ 72,911	\$ 73,000	\$ 72,911	\$ -	99.88%
TRAINING	\$ 2,500	\$ 1,913	\$ 2,500	\$ 2,299	\$ 955	91.98%
TRAINING SUPPLIES	\$ 1,421	\$ 559	\$ 2,000	\$ 2,184	\$ 515	109.18%
MILEAGE REIMB	\$ 217	\$ 1,083	\$ 200	\$ 304	\$ 215	151.96%
DUES/MTGS/EDUC	\$ 943	\$ 405	\$ 1,000	\$ 682	\$ 332	68.16%
UNIFORM	\$ 3,026	\$ 3,437	\$ 2,500	\$ 4,046	\$ 204	161.83%
UNIFORMS CLEANING	\$ 1,386	\$ 351	\$ 1,500	\$ 919	\$ 114	61.27%
BULLET PROOF VESTS	\$ -	\$ 2,979	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 89,375	\$ 90,337	\$ 89,700	\$ 90,917	\$ 3,695	101.36%
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	\$ 549,953	\$ 85,466	85.56%
FIRE/FAST DEPT.						
FIRE CHIEF WAGES	\$ 67,782	\$ 67,571	\$ 70,761	\$ 77,733	\$ 13,651	109.85%
FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	100.00%
FIREFIGHTERS WAGE	\$ 29,000	\$ 18,070	\$ 30,000	\$ 30,478	\$ 3,380	101.59%
FF DRILLS/MTGS WAGE	\$ 3,000	\$ 1,428	\$ 2,500	\$ 1,512	\$ 200	60.48%
C-19 GRANT	\$ -	\$ 15,263	\$ -	\$ -	\$ -	0.00%
C-19 MILEAGE REIUMBURSEMENT	\$ -	\$ 579	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 6,322	\$ 5,931	\$ 6,532	\$ 6,739	\$ 973	103.17%
MEDI TAX	\$ 1,479	\$ 1,387	\$ 1,528	\$ 1,576	\$ 228	103.18%
HEALTH INSURANCE	\$ 16,458	\$ 17,875	\$ 21,141	\$ 14,688	\$ (5,151)	69.48%
DISABILITY/LIFE INSURANCE	\$ 518	\$ 869	\$ 736	\$ 719	\$ 60	97.69%
VT RETIREMENT	\$ 4,236	\$ 4,209	\$ 4,770	\$ 5,051	\$ 819	105.90%
DENTAL INSURANCE	\$ 462	\$ 364	\$ 442	\$ 448	\$ 36	101.29%
TOTAL	\$ 131,357	\$ 135,645	\$ 140,510	\$ 141,044	\$ 14,196	100.38%
EMS WAGES						
EMS WAGE	\$ 6,000	\$ 4,141	\$ 5,000	\$ 7,722	\$ 1,095	154.44%
EMS DRILL WAGE	\$ 1,900	\$ 1,164	\$ 1,900	\$ 1,200	\$ 100	63.16%
EMS FICA TAX	\$ 490	\$ 241	\$ 428	\$ 420	\$ 59	98.06%
EMS MEDI TAX	\$ 115	\$ 57	\$ 100	\$ 98	\$ 14	98.10%
TOTAL	\$ 8,505	\$ 5,602	\$ 7,428	\$ 9,440	\$ 1,268	127.09%
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	\$ 1,000	\$ 45	\$ 750	\$ 909	\$ -	121.20%
EMS EDUC/TRNG	\$ 1,400	\$ 750	\$ 1,200	\$ 775	\$ 750	64.58%
FIRE DUES/MTGS/EDUC	\$ 500	\$ -	\$ 500	\$ 480	\$ -	96.00%
TOTAL	\$ 2,900	\$ 795	\$ 2,450	\$ 2,164	\$ 750	88.33%
TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	\$ 4,000	\$ 1,397	\$ 4,000	\$ 4,304	\$ -	107.59%
EMS TOOLS/ EQUIP	\$ 1,900	\$ 1,391	\$ 1,900	\$ 2,171	\$ 991	114.29%
RADIO PURCH/REPAIR	\$ 750	\$ 8,191	\$ 750	\$ 1,785	\$ 1,186	237.99%
TOTAL	\$ 6,650	\$ 10,980	\$ 6,650	\$ 8,260	\$ 2,177	124.21%
MAINTENANCE						
FIRE TRK R & M	\$ 14,500	\$ 37,012	\$ 13,000	\$ 21,169	\$ 8,673	162.84%
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	\$ 3,137	\$ 255	89.62%
TOTAL	\$ 23,049	\$ 46,799	\$ 21,000	\$ 25,531	\$ 8,929	121.58%
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	\$ -	\$ 1,226	\$ 426	0.00%
OFFICE SUPPLIES	\$ 400	\$ 607	\$ 600	\$ 724	\$ 102	120.70%
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	\$ -	66.50%
WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 67,196	\$ 63,666	\$ 67,354	\$ 65,783	\$ 527	97.67%
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	\$ 8,667	\$ 4,142	157.57%

Town of Norwich
FY23 Expenditures with Budget
UNAUDITED

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month June 30, 2023	FY 23 PERF
TOTAL	\$ 160,840	\$ 139,055	\$ 158,425	\$ 157,878	\$ 4,142	99.65%
TOTAL FIRE DEPT.	\$440,497	\$ 447,894	\$ 473,816	\$ 483,040	\$ 31,989	101.95%
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	\$ 1,220	\$ 319	305.06%
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%
EMERG GENERATOR REPAIR				\$ 436	\$ 436	
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	\$ 45,850	\$ 754	95.77%
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	\$ 83	\$ -	\$ 500	\$ 250	\$ 250	50.00%
EDUCATION						
PUBLICITY / OUTDOOR STUDENT PROGRAMS - LEEEP	\$ 366	\$ 1,132	\$ 1,750	\$ 2,100	\$ 250	120.00%
TRAILS	\$ 1,290	\$ 166	\$ 2,750	\$ 2,390	\$ 2,390	86.92%
WATER QUAL MONIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILT FRYE NATURE AREA	\$ 1,650	\$ 1,732	\$ 1,500	\$ 924	\$ 869	61.57%
NATRL RESRCS INVEN	\$ -	\$ -	\$ 1,000	\$ 490	\$ 490	48.98%
PROJECT RESTORATION / NATURAL RES. PROJS.	\$ -	\$ -	\$ 1,500	\$ 1,449	\$ 550	96.60%
WOMAN'S CLUB GRANT	\$ -	\$ 794	\$ -	\$ 799	\$ -	0.00%
TOTAL	\$ 3,689	\$ 3,874	\$ 9,300	\$ 8,402	\$ 4,799	90.34%
PUBLIC WORKS DEPARTMENT						
HIGHWAY DIVISION						
DIRECTOR OF PUBLIC WORKS	\$ 86,192	\$ 50,558	\$ 87,664	\$ 96,269	\$ 13,708	109.82%
ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 21,826	\$ 8,282	\$ 22,385	\$ 1,221	\$ 1,221	5.45%
ROAD CREW WAGES	\$ 282,486	\$ 222,028	\$ 271,472	\$ 187,537	\$ 30,180	69.08%
ROAD CREW OVERTIME	\$ 45,000	\$ 39,661	\$ 46,150	\$ 39,813	\$ 3,987	86.27%
PAGER COMPENSATION	\$ 4,650	\$ 240	\$ 4,650	\$ 4,482	\$ 3,638	96.39%
FICA	\$ 21,610	\$ 18,391	\$ 26,884	\$ 19,842	\$ 3,013	73.81%
MEDICARE	\$ -	\$ 4,356	\$ 6,071	\$ 4,641	\$ 705	76.44%
HEALTH INSURANCE	\$ 73,283	\$ 56,204	\$ 90,929	\$ 45,419	\$ (8,133)	49.95%
DISABILITY & LIFE INSURANCE	\$ 2,589	\$ 2,472	\$ 3,859	\$ 2,685	\$ 263	69.57%
DENTAL INSURANCE	\$ 2,310	\$ 1,305	\$ 2,651	\$ 1,902	\$ 252	71.77%
RETIREMENT	\$ 17,655	\$ 17,503	\$ 27,761	\$ 21,463	\$ 3,284	77.31%
TOTAL	\$ 557,601	\$ 421,001	\$ 590,476	\$ 425,274	\$ 52,117	72.02%
MATERIALS						
SALT & CHEMICALS	\$ 115,000	\$ 88,319	\$ 115,000	\$ 116,830	\$ -	101.59%
SAND	\$ 105,000	\$ 83,217	\$ 115,000	\$ 97,094	\$ 11,166	84.43%
DUST CONTROL	\$ 15,000	\$ 12,374	\$ 22,500	\$ 10,115	\$ 5,458	44.96%
GRAVEL & STONE	\$ 55,000	\$ 48,570	\$ 55,000	\$ 54,097	\$ 47,610	98.36%
CULVERTS & OTHER ROAD SUPPLIES	\$ 12,000	\$ 7,816	\$ 12,000	\$ 13,000	\$ -	108.33%
ASPHALT PRODUCTS	\$ 2,995	\$ 1,247	\$ 3,000	\$ 1,118	\$ 599	37.26%
BRIDGE REPAIR & MAINTENANCE	\$ 2,000	\$ 277	\$ 2,000	\$ 1,865	\$ 1,362	93.27%
OTHER PROJECTS	\$ 1,783	\$ 8,858	\$ 1,785	\$ 6,426	\$ 6,129	359.99%
SIGNS	\$ 2,256	\$ -	\$ 2,250	\$ 2,360	\$ -	104.90%
TOTAL	\$ 311,034	\$ 250,679	\$ 328,535	\$ 302,906	\$ 72,324	92.20%
CONTRACTED SERVICES						
PLOWING & SANDING	\$ 22,976	\$ 21,298	\$ 25,000	\$ 78,560	\$ -	314.24%
ROAD SWEEPING	\$ 3,243	\$ 2,170	\$ -	\$ 2,480	\$ -	0.00%
LEAF REMOVAL	\$ 3,029	\$ 2,200	\$ 3,000	\$ -	\$ -	0.00%
STREETLIGHTS	\$ 12,595	\$ 13,507	\$ 13,000	\$ 14,109	\$ 2,408	108.53%
TREE CUTTING & REMOVAL	\$ 10,516	\$ 1,700	\$ 10,000	\$ 6,250	\$ -	62.50%
UNIFORMS	\$ 12,773	\$ 9,403	\$ 12,000	\$ 13,000	\$ 1,711	108.33%
PAVING	\$ 25,000	\$ 146,522	\$ 7,500	\$ 4,648	\$ 4,648	61.97%
OTHER PROJECTS	\$ 66,354	\$ 37,108	\$ 15,500	\$ 13,014	\$ 4,442	83.96%
CRACK SEALING	\$ 15,944	\$ -	\$ 15,000	\$ 18,000	\$ -	120.00%
PAVEMENT MARKING	\$ 32,000	\$ 34,287	\$ 38,000	\$ 20,105	\$ 20,105	52.91%
BRIDGES	\$ 67,000	\$ 37,238	\$ 50,000	\$ 45,968	\$ 2,500	91.94%
TOTAL	\$ 271,430	\$ 305,432	\$ 189,000	\$ 216,134	\$ 35,813	114.36%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 40,000	\$ 57,376	\$ 35,000	\$ 36,921	\$ 2,611	105.49%
PARTS & SUPPLIES	\$ 50,000	\$ 101,722	\$ 50,000	\$ 50,301	\$ 2,080	100.60%
PETROLEUM PRODUCTS	\$ 48,000	\$ 58,103	\$ 70,000	\$ 49,025	\$ 11,106	70.04%
TOTAL	\$ 138,000	\$ 217,200	\$ 155,000	\$ 136,246	\$ 15,798	87.90%
HIGHWAY GARAGE						
ELECTRICITY	\$ 3,600	\$ 5,533	\$ 4,000	\$ 936	\$ -	23.41%
PROPANE	\$ 6,861	\$ 7,924	\$ 9,000	\$ 4,915	\$ -	54.61%
TELEPHONE (Inc. Internet)	\$ 3,407	\$ 6,421	\$ 6,500	\$ 4,507	\$ 294	69.34%

Town of Norwich
FY23 Expenditures with Budget
UNAUDITED

DESCRIPTION	FY 22 BUDGET	FY 22 ACTUAL	FY 23 APPROVED	FY 23 YTD	Current Month June 30, 2023	FY 23 PERF
	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL-TRANSFER STATION DIVISION	\$ 201,411	\$ 211,441	\$ 221,492	\$ 231,490	\$ 30,704	104.51%
TRACY HALL						
WATER USAGE	\$ 875	\$ 739	\$ 875	\$ 714	\$ 155	81.61%
ELECTRICITY	\$ 13,500	\$ 4,797	\$ 16,000	\$ 13,127	\$ 653	82.04%
HEATING	\$ 11,500	\$ 17,822	\$ 15,000	\$ 15,869	\$ -	105.80%
ALARM MONITORING	\$ 200	\$ 950	\$ 1,250	\$ 119	\$ 119	9.50%
ELEVATOR MAINT	\$ 3,300	\$ 4,551	\$ 3,250	\$ 4,307	\$ -	132.51%
CUSTODIAN PAGER	\$ 775	\$ -	\$ 750	\$ -	\$ -	0.00%
BUILDING SUPPLIES	\$ 4,200	\$ 3,621	\$ 4,200	\$ 2,801	\$ 1,107	66.68%
REPAIRS & MAINT	\$ 10,000	\$ 8,166	\$ 10,000	\$ 13,982	\$ 2,530	139.82%
BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,000	\$ 1,666	\$ 2,500	\$ 1,223	\$ 190	48.93%
DESIGNATED FUND-TRACY HALL	\$ -	\$ -	\$ -	\$ 1,250	\$ -	0.00%
TOTAL TRACY HALL	\$ 46,350	\$ 42,313	\$ 53,825	\$ 53,391	\$ 4,754	99.19%
TOTAL PUBLIC WORKS DEPARTMENT	\$ 2,045,677	\$ 2,006,284	\$ 1,970,385	\$ 2,377,717	\$ 750,568	120.67%
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 Equalization				\$ 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	\$ 18,019	\$ 17,966	600.64%
INTEREST EXPENSE				\$ 7	\$ -	0.00%
TOTAL	\$ 3,000	\$ 452	\$ 3,000	\$ 18,026	\$ 17,966	600.86%
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	\$ 4,042	\$ 1,067	124.37%
PROP & CAS INSURANCE	\$ 87,385	\$ 102,432	\$ 90,000	\$ 120,583	\$ 28,916	133.98%
WORKER'S COMP INS	\$ 94,397	\$ 85,884	\$ 95,000	\$ 69,953	\$ (8,163)	73.64%
TOTAL	\$ 184,938	\$ 193,763	\$ 188,250	\$ 194,578	\$ 21,819	103.36%
TOTAL TOWN EXPENDITURES	\$ 4,780,866	\$ 5,578,492	\$ 4,958,866	\$ 5,445,340	\$ 1,111,356	109.81%
		\$ 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%
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	\$ 5,861,993	\$ 1,111,356	109.05%

Account	Last Yr Pd 12 Jun Encumbrances	Last Yr Pd 12 Jun Actual
ASSET		
01-1-001 CASH	0.00	3,106,704.95
01-1-002 INVESTMENTS	0.00	2,007,643.05
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE	0.00	39,843.78
01-1-0031 GRANT RECEIVABLE	0.00	1,840.00
01-1-0032 NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE	0.00	145,062.37
Total RECEIVABLES	0.00	186,746.15
01-1-004 OTHER ASSETS	0.00	88,677.84
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-3,183,896.31
Total Asset	0.00	2,205,875.68
LIABILITY		
01-2-001 ACCOUNTS PAYABLE	0.00	263,138.45
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	263,138.45
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS	0.00	685,914.15
Total Prior Years Fund Balance	0.00	685,914.15
Fund Balance Current Year	0.00	1,256,823.08
Total Fund Balance	0.00	1,942,737.23
Total Liability, Reserves, Fund Balance	0.00	2,205,875.68

Fund Balance Report

Detail as of June 30, 2023- Unaudited									
Fund Group	Fund Type	Fund # & Name	Balances @						
			FYE22	Q1 -Sept 30	Q2-Dec 31	Q3 -Mar 31	Q4 Jun 30		
Committed	Capital Projects	07-Highway Equipment Fund	\$148,242	\$148,242	\$148,595	\$149,560	\$150,449		
		08-Highway Garage Fund	\$102,664	\$102,664	\$113,560	\$104,489	\$77,759		
		09-Solid Waste Equip Fund	\$34,187	\$34,187	\$34,187	\$34,409	\$34,614		
		10-Police Station Fund	\$14,225	\$14,225	\$14,225	\$14,318	\$14,403		
		11-Police Cruiser	\$66,171	\$66,171	\$72,577	\$28,936	\$29,108		
		13-Tracy Hall Fund	\$66,214	\$66,214	\$66,214	\$66,644	\$67,040		
		14-General Admin. Equipment Fund	\$89,589	\$89,589	\$104,589	\$105,268	\$105,894		
		16-Recreation Fund-Dam	\$0	\$1,303	\$5	\$5	\$5		
		17-Recreation Fund-Tennis Co	\$23,103	\$23,103	\$33,303	\$33,520	\$33,719		
		21-Police Spec Equip Fund	\$8,031	\$8,031	\$13,031	\$13,116	\$13,194		
		25-Fire Station Fund	\$5,027	\$5,027	\$5,027	\$5,060	\$5,090		
		26-Fire Equipment Fund	\$120,310	\$120,310	\$130,310	\$131,156	\$59,593		
		27-Sidewalk Fund	\$95,252	\$95,252	\$105,252	\$105,936	\$106,566		
		28-Long Term Facility Study	\$549	\$549	\$2	\$2	\$2		
		41-DPW-Bridge Fund	\$531,977	\$531,977	\$562,783	\$566,438	\$568,723		
		42-DPW-Paving Fund	\$160,762	\$160,762	\$188,327	\$189,550	\$208,216		
		43-Buildings & Grounds	\$33,857	\$33,857	\$33,857	\$34,077	\$34,280		
		46-Generator Fund	\$35,940	\$35,940	\$50,940	\$51,271	\$1,718		
		47-Public Safety Facility		\$0	\$0	(\$8,847)	\$0		
			05-Recreation Facility & Impr-Voters2	\$1,303	\$31,964	\$31,036	\$32,510	\$60,610	
			Capital Projects Total	\$1,537,403	\$1,569,368	\$1,707,822	\$1,657,417	\$1,570,985	
			General Fund	12-Town Reappraisal Fund	\$105,440	\$105,439	\$155,439	\$142,392	\$143,239
				23-Affordable Housing Fund	\$46,488	\$46,487	\$46,487	\$46,789	\$47,068
				48-Climate Emergency	\$40,163	\$40,163	\$40,163	\$40,424	\$40,664
				51-Operational Perf & Develo	\$110,000	\$110,000	\$110,000	\$110,714	\$111,373
				General Fund Total	\$302,091	\$302,089	\$352,089	\$340,320	\$342,344
			Special Revenue	45-Records Restoration-Voters	\$61,013	\$60,660	\$36,109	\$36,167	\$49,893
	52-Emerald Ash Borer Respons			\$0	\$11,844	\$11,921	\$11,992		
	Special Revenue Total	\$61,013	\$60,660	\$47,953	\$48,088	\$61,886			
Committed Total			\$1,900,507	\$1,932,118	\$2,107,865	\$2,045,824	\$1,975,214		
Private Purpose	Special Revenue	33-Citizen Assistance Fund	\$7,115	\$7,115	\$7,115	\$7,161	\$7,204		
		Special Revenue Total	\$7,115	\$7,115	\$7,115	\$7,161	\$7,204		
Private Purpose Total			\$7,115	\$7,115	\$7,115	\$7,161	\$7,204		
Restricted	Special Revenue	04-Conservation Comm Fund	\$4,656	\$4,656	\$4,656	\$4,687	\$4,715		
		06-Fire Apparatus Fund	\$602,514	\$342,059	\$402,059	\$404,670	\$407,077		
		15-Granite Bench With Crysta	\$10	\$10	\$10	\$10	\$10		
		24-Land Management Council F	\$16,727	\$16,727	\$16,727	\$16,835	\$16,936		
		40-Recreation Scholarships	\$1,634	\$1,724	\$1,724	\$1,886	\$116		
		45R-Records Restoration- Statute	\$4,473	\$7,473	\$9,017	\$11,043	\$0		
		05R-Recreation Facility & Impr- Donations2	\$71,218	\$40,929	\$40,929	\$40,929	\$13,265		
		53-Kids Bridge at Huntley Meadow					\$0		
	Special Revenue Total	\$701,232	\$413,577	\$475,121	\$480,059	\$442,118			
Restricted Total			\$701,232	\$413,577	\$475,121	\$480,059	\$442,118		
Unassigned	General Fund	50-Expense/Emergency Reserve		\$750,000	\$750,000	\$754,870	\$759,361		
		General Fund Total		\$750,000	\$750,000	\$754,870	\$759,361		
		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	\$759,361		
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	\$3,183,896

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

August 1, 2023

RE: Huntley Meadow Bridge- Kids Bridge Funds

Per directive from the town manager as a result of the selectboard motion from 7-26-23, a new donor restricted fund has been created to segregate and book activity related to the Kids' Bridge at Huntley Meadow, formerly known as Huntley Meadow Bridge. The fund is #53- Kids' Bridge at Huntley Meadow.

As part of the June 30, 2023, FY23 audit work, fund 05-Recreation Facility & Improvement was reconciled and the money remaining in this fund earmarked as Huntley Meadow Bridge identified. Then, the FY23 portion of the interest earned on Fund 05 attributable to Huntley Meadow was quantified based on the % of the fund balance. This resulted in a total remaining Huntley Meadow Bridge balance at June 30 2023 of \$ 13,264.87 (see below). The \$13,264.87 was transferred to the new fund (#53-Kids Bridge at Huntley Meadow) on July 1, 2023, so it will be the opening balance in FY24. The FY23 reports will represent the Huntley Meadow Bridge balance co-mingled in Fund 05.

Huntley Meadow Bridge	
Donations	\$16,750.00
Expenses	\$3,646.65
Remaining	\$13,103.35
Interest Allocation	\$ 161.52
July 1, 2023 Transfer to new Fund 53	
Kids Bridge	\$13,264.87

This fund is set up as a Donor Restricted, Special Revenue fund. Here is the snapshot of the Fund Purpose List showing the set-up for this account.

53 – Kid's Bridge at Huntley Meadow

Managed By: Town Manager

Fund Type: - Donor Restricted, Special Revenue

Spending Authority: Town Manager then Selectboard

Purpose: To build a donor sponsored foot bridge over Blood Brook at Huntley Meadow. No town money is to be allocated or spent on this project.

Thank you.

Joyce

7. Kids' Bridge request for fundraising approval. Regarding the acceptance of donations in support of the "Kids Bridge" project, Calloway noted that the Interim Town Manager is following Town policy concerning the receipt of gifts. Don McCabe said he initiated the project to build a new bridge over Blood Brook at Huntley Meadow about three years ago and had already received substantial gifts to that end. He said all

Norwich Selectboard Meeting 7/26/2023

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necessary approvals have been obtained except that of the Selectboard to allow him to gather the remaining monies needed from citizen gifts. He expressed frustration with the lack of action in that regard. Calloway responded, "It's on our agenda tonight."

Arnold moved to approve the solicitation of funds up to twenty-five thousand dollars (\$25,000) by Don McCabe for the "Kids Bridge" initiative as presented, such funds to be appropriately accounted for by the Finance Office and available for the Kids Bridge project. Seconded by Layton. Four, Yes; Smith, No. **Motion passed.**

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

August 1, 2023

RE: Defining Fund Account Restrictions

There are many questions swirling around the town regarding the various “Named Funds”. These include, are they reserve funds or restricted funds? Why are some called “unrestricted” when they are restricted? Who is authorized to spend the funds? My fund doesn’t have enough money to buy my equipment, how do I get what I need? There is no simple answer because all funds are not created equal.

This memo is an attempt to give some basic understanding of and guidance for the funds currently held at the Town of Norwich. However, more work needs to be done to clean up the fund reporting and accounting to be compliant with the current accounting rules and standards.

1. Reference to any of the funds shown in the chart of accounts with any prefix other than 01 (the General Operating fund) should be referred to as a “Named Fund.” The Named Funds include many restriction types: restricted, unrestricted, committed, special revenue and capital spending. However, all Named Funds house money that has been set-apart for a named purpose.
2. Directives for classifying Named Fund balances can be found on pages 27-28 of the FY22 Audited Financials. This defines the various fund types and what is needed to place the funds into the various restriction groups. For your convenience a snapshot is shown at the end of this Memo.
3. The new Fund Report presentation uses the restriction designations as assigned in the FY22 audit. However, I do not believe these are all classified correctly. (IE: Fund 06- Fire Apparatus- is it restricted, special revenue or committed as a capital project?) Unfortunately, without a clear document listing the criteria for each fund, we are at a loss as to what some of the fund restrictions actually are; the name alone does not provide the information needed to accurately classify the fund restrictions.
4. I’ve started a Fund Listing and Purpose document with the criteria I’ve been able to find for some of the funds. Below are three samples with different restrictions, a snapshot of the new document with the minimum documentation I feel should be obtained and tracked for each Named Fund plus an explanation of the fund criteria.
 - a. Fund 40-Recreation Scholarships- people donate money earmarked only to be spent on scholarship awards to needy families participating in the Recreation programs at the Town of Norwich. The Scholarship committee determines the need and awards the scholarships. The Recreation Director then reports the committee award activity to the selectboard who authorizes the expense of the awarded scholarships. Only scholarship donations (and interest earned on those funds) can be deposited into this account and only approved scholarships awarded can be expensed from this Fund.

40 – Recreation Scholarships

Managed By: Recreation Director

Fund Type 2 – Donor Restricted, Special Revenue

Spending Authority: Scholarship Committee then Selectboard.

Purpose: Donations received to help defray the cost of participating in Norwich Recreation Department programs. Awarded to needy families as determined by the scholarship committee.

- b. Fund 52- Emerald Ash Borer- the voters approve an appropriation of \$XX,XXX from the general operating budget be set aside to be used to defray costs involved in responding to Emerald Ash borer devastation in the trees in Norwich. The Town Manager is tasked with selecting the “workers” to complete these tasks and to ensure they are in keeping with the purpose as defined by the voters. Then, the Town Manager presents the expenses to the selectboard to approve the spending out of the fund.

52 – Emerald Ash Borer Response

Managed By: Town Manager

Fund Type: - Committed, Special Revenue

Spending Authority: Voter approved, Selectboard.

Purpose: Voter approved appropriations to support expenses involved in the mapping and response to the Emerald Ash Borer affected trees in the Town of Norwich.

- c. Fund 11- Police Cruiser Fund – The town creates a capital plan used to build the fund balance over multiple years that will allow for replacing cruisers to sustain the police department fleet of vehicles. The voters approve the appropriation of \$XX,XXX from the operating budget to move into the Named Fund. Using the capital plan, the Police Chief proposes spending to maintain the fleet to the Selectboard who approved the expense from the fund.

11 - Police Cruiser Fund

Managed By: Police Chief

Fund Type 3 – Committed, Capital Project

Spending Authority: Capital Planning, Voter Appropriation, Selectboard

Purpose: Purchase and outfit police cruisers, ???? (No definition found- going by the fund Name)

Next steps: I will be using the same fund groupings for the FY23 audit as were presented in the FY22 audit. This will create a little consistency between FY22 and FY23. However, for FY24 we should:

1. Define and document the restriction types and purpose for all Named Funds in a living document.
2. Create a capital plan to align with the capital fund purposes.

3. Determine the current status of the Named Funds that are unused or at a zero balance. If the project has ended or historic entries intended to close the fund, we should close/inactivate those funds to prohibit future activity.
4. Update the Fund type listing in NEMRC, so it accurately reflects the current GASB Statement 34 reporting classifications. Then, reassign each Named Fund as necessary to align the funds as defined in the Fund Document created step 1 of the Next steps.

Thank you for your help.

Joyce

I. Fund Balances

GASB Statement No. 34, as amended by GASB Statement No. 54, requires fund balances reported on the governmental fund balance sheet to be classified using a hierarchy based primarily on the extent to which a government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Governmental fund balances are to be classified as: nonspendable (not in spendable form or legally required to remain intact); restricted (constraints on the use of resources are either externally imposed by creditors, grantors or donors, or imposed by law through enabling legislation); committed (constraints on the use of resources are imposed by formal action of the voters); assigned (reflecting the Selectboard's intended use of the resources); and unassigned.

Special revenue funds are created only to report a revenue source (or sources) that is restricted or committed to a specified purpose, and that the revenue source should constitute a substantial portion of the resources reported in that fund. Special revenue funds cannot be used to accumulate funds that are not restricted or committed. These amounts will have to be reflected in the General Fund.

Amounts constrained to stabilization (rainy-day funds) will be reported as restricted or committed fund balance in the General Fund if they meet the other criteria for those classifications. However, stabilization is regarded as a specified purpose only if the circumstances or conditions that signal the need for stabilization (a) are identified in sufficient detail and (b) are not expected to occur routinely. The Town does not have any stabilization arrangements.

Some governments create stabilization-like arrangements by establishing formal minimum fund balance policies. The Town does not have any minimum fund balance policies.

(27)

TOWN OF NORWICH, VERMONT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2022

When expenditures are incurred for purposes for which both restricted and unrestricted amounts are available, it is the Town's policy to first consider restricted amounts to have been spent, followed by committed, assigned, and finally unassigned amounts.

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

August 9, 2023

RE: FY23 Audit

As part of my next contract extension, it is my understanding that the Town would like me to be the point/coordinator on the FY23 audit. As you know the audit report is a consolidated statement of all the Town's subsidiaries and not just the town's operating budget. Last year, there was no one who could sign the client representation letter because there was not an audit coordinator who had access to review all reconciliations and documents requested and presented to the auditors by all the subsidiaries.

If it is the Town's desire to have me act as the coordinator on the FY23 Fiscal Audit, I am willing to do this as long as the following criteria are met. I would report information on the status of the audit to the Town Manager and share with him my findings or concerns, so that he could feel informed and be able to sign the "Client Representation Letter" Absent meeting any one of these criteria, I will report the missing data to the Town Manager which may result in him not being able to sign the representation letter.

- Joyce's next contract states she is to "Oversee FY23 Fiscal Audit Processes." This is interpreted to mean that she is to act as the FY23 Fiscal Audit Coordinator on behalf of the Town of Norwich and its subsidiaries.
- Joyce is to be appointed, on record, by the Selectboard as the audit coordinator for the Town of Norwich FY23 fiscal audit inclusive of all its subsidiaries.
- The Audit firm is to be advised by the Town Manager or Selectboard that Joyce has been appointed as the audit coordinator for the FY23 Fiscal audit for the town and all its subsidiaries. They should include her in all audit-related requests and correspondence.
- All Subsidiary managers are to be notified by the Selectboard that Joyce has been named as the Coordinator for the FY23 Audit and they are to provide all audit materials to Joyce in a timely, complete manner as requested by the Audit firm or Joyce.
- Joyce is to be provided a list with the contact details (email and phone numbers) for all subsidiary department heads, and financial transactors.
- Joyce must be provided with all reconciliation reports and the supporting documentation for those reconciliations for review for all subsidiaries of the town that are represented in the Fiscal Audit report.
- Documents must all be provided to Joyce in a digital format. The finance department is not to be responsible for digitizing the subsidiary files other than the town's manager's operations. If desired, hard copies may be brought to the Finance office for safekeeping after they have been provided to Joyce digitally for review.
- Joyce will be responsible for compiling the data in the town's digital audit folder.
- Joyce will be responsible for uploading the files to the auditor's shared drive. Document sharing with the auditors by others must not be done unless pre-approved by Joyce.
- Joyce is to be copied on all e-mail correspondence with the lead auditor and the audit team.
- Joyce is to receive all USPS correspondence or copies of said documents related to the FY23 audit, in a timely manner.

Thank you for your consideration.

Joyce

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: Steven Hepburn

Address: 55 Wallace Farm Rd

Day phone: 603 273 6821

Evening phone: 603 273 6821

E-mail: stevenjhepburn@gmail.com

Position Applied For: Recreation Council Member

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

Terms: n/a

Years: n/a

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:

Regular Job 9-5 with occasional travel

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

Sports enthusiast, civically engaged, project management (resourcing, budgeting, scheduling, risk management)

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:

Gilford NH Budget Committee 2020-2023

5. Education and Current Employment

Name of Company: Quantexa

Location: Remote, Norwich VT

Title: Principal Project Manager

Describe your work:

Project Management of Big Data Entity & Network Generation software implementation for Tier 1 Banks, Insurance Companies & Governments

6. Pertinent Education and/or Experience:

Lakes Region United Youth Soccer President 2018-2023

New Hampshire Soccer Association, VP Adult 2020-2022

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:

Signature

Steven Hepburn

Date

7/18/2023

TO: Brennan Duffy, Interim Town Manager
FROM: Brie Swenson, Recreation Director
RE: Girard and Softball Fields at Huntley Meadows
DATE: 08/16/23

Background

Valley Turf Services was contracted for the upgrade and reconstruction of the baseball and softball fields at Huntley Meadows. The timeline for this project's completion was April 21st. Due to increased rainfall, and unavoidable staffing issues, Valley Turf Services was only able to work on the baseball fields, and has yet to complete the project.

Proposal

During the inspection visit with Valley Turf Services, the Norwich Baseball Association and myself, we identified work that still needs to be completed, but will have to wait for the Fall season. The materials for all fields has been purchased, and is stored on site. The delays at the field seem to be out of the control of Valley Turf Services. The delays are mostly due to fields that are simply too consistently saturated for heavy equipment to travel and operate on them, and inconsistent staffing. Valley Turf Services was not able to open the baseball field within the timeline given, but they did open in time for our Spring season to begin. Creating a new contract that recognizes the work that has been completed and gives a realistic new timeline for work outstanding is what we are recommending as we move forward with this project.

TOWN OF NORWICH
GIRARD BASEBALL FIELD RECONSTRUCTION

Issued: FEBRUARY 28TH, 2023

Updated: AUGUST 15TH, 2023

CONTRACT REVIEW AND UPDATES

Project Location

Girard baseball field is located at 111 Turnpike Road in Norwich. It resides within the athletic and recreation facility known as Huntley Meadows.

Original Project Description

The field is to be brought into Cal Ripken/Little League compliance, in accordance with recently released mandatory field specifications. The field will be reconstructed to accommodate both U10 and U12 teams. This includes extending the infield area, adding new base anchors for quick release bases, laser grading, construction of a dual-use pitcher's mound and any other modifications called for in the Cal Ripken 50/70 conversion guidelines found below.

All work shall be performed in accordance with the technical specifications indicated in the attached Cal Ripken/Little League field guide.

Payment for the work shall be based on the pay units and unit prices defined in the bid tabulation and the Request for Bids.

Intention Of Terms

It is intended that the USA Cal Ripken/Little League field specifications shall be the basis for administering the contract.

Contract Updates

The Town of Norwich, VT Recreation Department has contracted Upper Valley Turf Services for the reconstruction of the baseball and softball fields, located at Huntley Meadows; 111 Turnpike Road in Norwich. Proposed work includes bringing the infield, outfield and bases into Cal Ripken/Little League specifications and creating a dual-use field suitable for both U10 and U12 baseball teams.

An inspection by the Town's Recreation Director and a representative from the Norwich Baseball Association found areas that had not been completed. The contractor requested an updated contract that would reflect work completed and provide a new timeline for work delayed by weather and flooding. This contract identifies work that has been completed to date, work that remains outstanding and the updated contract terms. The new contract, submitted to Valley Turf Services, will stand in place of the original bid proposal and contract. A follow-up inspection will be made upon completion of the reconstruction at Girard field.

TOWN OF NORWICH
GIRARD BASEBALL FIELD RECONSTRUCTION
Issued: FEBRUARY 28TH, 2023
Updated: AUGUST 15TH, 2023
CONTRACT REVIEW AND UPDATES (PAGE 2)

Contract Updates – Scope of Work completed and outstanding

On site work completed:

Existing Infield Material Removed -\$3000.00

Material Installed & Laser Graded - \$1000.00

On site work outstanding:

Lips Sodded - \$1000.00

Slope On The Right Of 1st - \$750.00

Batters Box & Mound Bricks - \$750.00

Materials purchased for project:

Infield Material - \$8,000.00

Bases - \$500.00

Plate & Mound - \$1500.00

Payment Schedule

Valley Turf Services will be paid for work that was completed and inspected. The project cost has previously been approved to come from the Girard Fund. Valley Turf Services will submit an invoice in the amount of \$14,000 to the Town of Norwich for this work.

Brennan Duffy - Interim Town Manager

Todd Holmes - Proprietor, Valley Turf Services

AMENDMENT TO SERVICE AGREEMENT

This Amendment to Service Agreement (“Amendment”) made as of this __ day of August, 2023, is by and between Casella Waste Management, Inc., (“Casella”) and The Town of Norwich, Vermont (“Town”).

WHEREAS, Casella and Town are parties to that certain Service Agreement (“Agreement”) dated as of April 2021; and

WHEREAS, the Agreement remains in full force and effect, however, Casella and Town wish to revise certain terms of the Agreement.

NOW THEREFORE, in consideration of the foregoing premises, and the mutual conditions and covenants contained herein, the parties hereto, intending to be legally bound, do hereby agree as follows:

1. The Term of the Agreement shall be extended through March 31, 2024.
2. The original Schedule A shall be deleted in its entirety and replaced with the Schedule A attached to this Amendment.

All other terms and conditions in the Agreement remain in effect.

IN WITNESS WHEREOF, the parties have executed this Amendment to the Agreement effective the day and year first above written.

CASELLA WASTE MANAGEMENT, INC.

TOWN OF NORWICH

By: _____

By: _____

Name:

Name:

Title:

Title:

Attachment A
Town Of Norwich VT Rate Schedule

Roll-Off Transport Haul Charge:

MSW Transportation Fee	289.72/haul
Zero-Sort® Recycling Transportation Fee	250.79/haul
Heavy Metal Transportation Fee	250.79/haul
OCC	250.79/haul
C&D Haul Fee	250.79/haul
Glass Haul Fee	250.79/haul
Tire Haul Fee	250.79/haul
Food Waste Toter Service	\$19.77/Toter/Service --- Currently scheduled 2 x week

Disposal & Processing Services:

MSW Disposal Fee	\$131.78/ton
Zero-Sort® Recycling Processing Fee	\$155.55/ton less Monthly ACR (*see below)
OCC Processing Fee	\$48.05/ton with a 50% rebate based off New England Midpoint
C&D Disposal Fee	\$152.50/ton
Glass Disposal Fee	Per Customer Agreement w/ NRRA for disposal in Lebanon Landfill
Heavy Metal Rebate to Customer	Market Rates; Provided/Paid Directly by Evergreen Disposal
Tire Disposal	Provided by Evergreen Disposal**

***Billed directly by third party vendor to Customer*

Equipment Rental Services*:**

40 Yard Container – MSW	No Charge
30 Yard Container – I	No Charge
40 Yard Enclosed Container – E-Waste	No Charge
40 Yard Container - Zero-Sort® Recycling	No Charge
40 Yard Container - OCC	No Charge

*** Pricing is for Equipment that is currently on site, additional equipment will result in an additional charge

Customer owns three compactors ("Customer Equipment").

Overflow Container Services:

2 – 8 Yard Containers for Overflow	\$71.47/per lift
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Emergency Service call-in:

Adder to Haul Charges for each Box	\$117.21
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NORWICH FIRE DEPARTMENT AUGUST SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 8/2/2023

I hope you are enjoying the summer. Norwich has an abundance of critters that are part of the family. Just as you plan for fire prevention at home for humans, those with pets should also be prepared in case it's necessary. This month's safety tip addresses pet fire safety.

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.

July EMS Calls	13
July Fire Calls	26
July FIRE MUTUAL AID	1



PET FIRE SAFETY

KNOW THE FACTS • BE PREPARED • PROTECT YOUR PETS

THE SCARY TRUTH ABOUT FIRES

40,000 pets die each year in house fires

1,000 fires are started by pets each year

MAKE AN EMERGENCY KIT

Assemble a portable emergency kit with enough supplies to last 7 days.

It should include:

- Medications and medical records
- Leashes, harnesses or carriers for safe transport
- Current photos in case they are lost
- Bowls, cat litter and pan, can opener
- Plastic bags and paper towels to clean up waste
- Toys and pet beds
- Emergency contact numbers
- Food and bottled water

TIPS FOR PREVENTING HOUSE FIRES

Remove or lock the knobs on your stove

your pet may nudge the stove knobs just enough to ignite a burner. Knob covers are an inexpensive and effective way to prevent this from happening.

Do not leave candles unattended

extinguish all open flames when you leave a room so they aren't tipped over with a paw or tail. Consider using flameless candles.

Pet-Proof your home

go through your home as if you're baby-proofing and eliminate any loose wires or other potential hazards.

Beware of water bowls on wooden decks

the hot rays of the sun, when filtered through a glass water bowl can actually ignite the wooden deck below. Use ceramic or stainless steel instead.

BE PREPARED FOR AN EMERGENCY



GET A RESCUE ALERT STICKER

These stickers, placed on a front-facing window, will alert rescue workers of the presence of pets inside your home.



ARRANGE A SAFE HAVEN

Arrange a place for pets to stay if you evacuate. Do not leave your pets at home. If it isn't safe for you, it isn't safe for them!



MAKE AN EMERGENCY KIT

Have your kit made and keep it in a safe location near your front door for easy access.



KEEP IDENTIFICATION ON YOUR PET

Keep up-to-date license and contact info on your pet at all times. Consider having pets microchipped.

**IREC Progress Report
Town of Norwich
July 2023**

- Norwich was awarded the Municipal Energy Resilience Program (MERP) \$4000 mini-grant. If the funds have not yet been received, the check should arrive within the next few weeks.
- Worked with Debi Wade to submit the MERP Energy Assessment application for Tracy Hall. With assistance from the Interim and Assistant Town Managers, we collected and submitted the required documentation that included energy usage history, engineering drawings and facility equipment manuals.
- I expect that Norwich will be notified of the MERP assessment date by the end of August. I plan to be on site for the energy assessment.
- I attended the Norwich Selectboard meeting on July 12 to summarize and discuss the energy assessments previously conducted by EEI and Living Buildings. Both reports had similar findings, but different solutions. It is expected that the upcoming MERP report will clarify the project scope for the energy system upgrade. An RFP was issued by the town for an Architectural review of Tracy Hall which will be conducted separately but concurrently. The results of both will be considered.
- Discussed the recently released Vermont EV charging grant with Linda Gray. It was decided that there is no need for additional EV chargers in Norwich at this time and our focus is on getting the EV charger at Dan & Whit's operational.

Respectfully submitted,

Jeff Grout, TRORC IREC

August 2, 2023

William B Emmons III, Chair ~ Peter G. Gregory, AICP, Executive Director
128 King Farm Rd. Woodstock, VT 05091 ~ 802-457-3188 ~ trorc.org

Barnard ~ Bethel ~ Bradford ~ Braintree ~ Bridgewater ~ Brookfield ~ Chelsea ~ Corinth ~ Fairlee ~ Granville ~ Hancock ~ Hartford
Hartland ~ Newbury ~ Norwich ~ Pittsfield ~ Plymouth ~ Pomfret ~ Randolph ~ Rochester ~ Royalton ~ Sharon ~ Stockbridge ~ Strafford
Thetford ~ Topsham ~ Tunbridge ~ Vershire ~ West Fairlee ~ Woodstock



NORWICH POLICE DEPARTMENT



CHIEF OF POLICE
MATTHEW S. ROMEI

P.O. Box 311 ~ 10 Hazen Street ~ Norwich VT 05055 ~ 802-649-1460 ~ FAX 802-649-1775

MONTHLY REPORT

JULY 2023

PREPARED BY: Matthew Romei, Interim Chief

DATE: August 16th, 2023

Activity:

The Norwich Police Department received 67 calls for service during the month of July. While 16 of those occurred during times we had no one on duty, only one was serious and time sensitive enough to have VSP respond. The remaining 15 were handled by phone or the next day. Norwich Officers made 18 motor vehicle stops, issuing 8 tickets and 2 written warnings. Norwich Police has answered 651 Calls in the first seven months of 2023.

Crime:

Norwich and surrounding towns are seeing an increase in thefts, especially in venues that have previously been immune to such activity. Most of these are crimes of opportunity, so locking cars and doors are the easiest fix. Recently, several farmstands in Norwich and the surrounding area have suffered significant losses. In one investigation, after viewing security camera footage, Officer Maxham was able to identify a suspect and a warrant has been issued for that individual.

Training:

On July 10, Sergeant Rogers attended the First Line Supervisor class. This one-day progressive course breaks down what it means to be the new Sergeant, shift leader, or crew chief in a first-line supervision capacity. The course theme centers on the responsibility of supervision over the authority to make decisions. Admin. Judy Powell attended a First Responders Wellness Conference in Castleton. This conference gives participants strategies to overcome and insight into vicarious trauma and compassion fatigue, while also providing a variety of wellness events and workshops to learn about overall wellness.

Events of Note:

Chief Cochran, Sergeant Rogers, and Judy Powell joined hundreds of law enforcement officers from all over New England on July 18 to honor fallen Rutland Police Officer, Jessica Ebbighausen, who was killed in the line of duty July 7th. Jessica was the 59th Officer killed in the US this year. As of this writing, 73 Officers have lost their lives in 2023.

Over a dozen citizens attended Coffee With A Cop on July 24. Concerns focused on police department staffing and the budget. **Our next CWAC is set for Thursday, September 14th at 10:00 a.m. More information to follow.**

Staff Notes:

On July 25, Chief Cochran advised NPD staff that he had accepted a position at the Department of Motor Vehicles and would be leaving Norwich. Chief Cochran will be missed! Chief Matthew Romei began working at Norwich on August 3rd, and after a swearing in, took over responsibility for the Department on August 8th. This was an incredibly compressed timeline, and he appreciates the consideration given by the community.

We are actively recruiting! Especially officers who are already certified. Please reach out if you or someone you know are interested.

-Chief