

Norwich Selectboard
Regular Meeting – September 27, 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.
- 1.5 Appointment or employment of an employee, Executive Session anticipated under 1 VSA sec. 313(3)...
.....Motions anticipated.

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

2. Minutes – September 6, 20, 21, 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.

- Town Manager’s Report
- Finance Report

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

5. Womens’ Club request for alcohol ordinance waiver.....Motion(s) possible.
6. Stantec Proposal for Engineering Services for Hemlock Road.....Motion(s) possible.
7. RFP for Tracy Hall Improvement Study.....Motion(s) possible.
8. DPW bid recommendations for contracts: (a) winter sand and gravel; (b) winter snow plowing
.....Motion(s) anticipated.
9. TRORC contract extension for Kyle Katz, Planning Services.....Motion anticipated.

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.

- Fire Dept, IREC, Police Dept.

Discussion Items – Issues being framed for future action.

- None

Future Meeting Dates and Potential Topics

- Oct 11, 2023 Regular Meeting
- Interim Town Manager’s Office
 - Personnel Policies – work in progress
 - H.R. structure, ID nature of assistance, scope/purpose – work in progress
 - Budget preparation for FY 24 – in progress
- 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 Special Selectboard Meeting of
Wednesday, September 6, 2023, at 6:30 pm

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

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

Also participating: Brennan Duffy, Interim Town Manager; Craig Layne; Catherine Harwood; Peter Orner; David Hobson; Kit Burgin; Jeffrey (Jeff) Goodrich; Ernest (Ernie) Ciccotelli

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 6:30 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. There was consensus to postpone discussion of the reciprocal Assistance for Mutual Aid Agreement to the next meeting. The Chair also proposed removing the update on Hemlock Rd. from Informational Items, substituting for it a new #6 under Action Items, which would allow voting regarding the one vendor proposal thus far received. Smith and Vincent objected that the Board had not seen the information necessary to conscientiously effect any such vote. Layton moved, seconded by Arnold, to amend the agenda to put the update on Hemlock Rd. in the Action Items section. Calloway, Arnold, Layton, Vincent, Yes; Smith, No. **Motion Passed.**

Layton moved, seconded by Arnold, to accept the Agenda as amended. Calloway, Arnold, Layton, Vincent, Yes; Smith, No. **Motion Passed.**

2. Minutes. As Vincent recommended, the term “high efficiency” was removed from the minutes of August 16, which were also amended to clarify that the types of heating not considered by Smith and Vincent were only propane, natural gas, and cordwood. Layton moved, seconded by Vincent, to accept the minutes of August 16 and August 23, 2023, as amended. **Passed Unanimously.**

3. Correspondence. Layton moved, seconded by Arnold, to accept the correspondence as submitted. **Passed Unanimously.**

4. AP Warrant. Layton moved, seconded by Vincent, to approve the AP Warrant number 1034 in the amount of \$15,559.70 for the Police Cruiser outfitting. **Passed Unanimously.**

Layton moved, seconded by Vincent, to approve the AP Warrant number 1035 in the amount of \$3,992,296.88 which includes the aforementioned School District Tax. **Passed Unanimously.**

Public Comments for Items not on the Agenda. Catherine Harwood came to the table to draw attention to the scourge of the emerald ash borer, whose devastation she expects will enhance the supply of raw materials for wood pellets, one of the heating sources currently under consideration.

Peter Orner said it was unfortunate that more progress has not yet been made on installing new electronic speed signs, maintaining crosswalks on Beaver Meadow Rd. at Huntley St. and the Ballard Trail, and determining how pedestrian safety on Beaver Meadow Rd. might best be addressed with additional sidewalk. Duffy responded, in part, that the installation of the new signs has proved more involved than anticipated and that the Police Chief is investigating options that may not require hooking up to adjacent utility poles.

Pam Smith wondered if, in the context of the Town having received only one response to its RFP regarding renovations at Tracy Hall, other potential vendors had been informed of the RFP's deadline having been extended to September 14. Duffy said only one other vendor had expressed any interest but has not yet placed a bid.

Smith also asked for an update on the status of the existing oil boilers. Duffy said a technician from ARC Technology had come that day to attempt repairs on the currently inoperable oil burner and plans to return soon to complete the job.

Duffy reported also that the Rosenbloom litigation has been settled with no change in the assessed value of the property in question.

5. Land Management Council Selectboard appointment. Three applicants appeared. Craig Layne emphasized his long familiarity with the land involved developed over his tenure on the Conservation Commission. David Hobson cited Thoreau on the need for natural diversity in the landscape. Kit Burgin said he's only lived in Norwich for about a year but wants to get involved in Town affairs and the current opening would fit well with his interests and professional background in

forest management and outdoor recreation. Arnold moved, seconded by Vincent, to appoint Hobson. Layton, Vincent, Arnold, Smith, Yes; Calloway, No. **Motion Passed.** In parting, Layne commented, "You couldn't have gone wrong here."

6. Update on Hemlock Road and Vendor Review. Duffy said he's been told by FEMA that the situation involves a "toe-cut" slope degradation caused by the severe rain and is likely to be a reimbursable expense to the Town, which he anticipates will be borne 75% by the Feds, 12.5% by the State, and 12.5% by the Town.

He reported there still has been no communication with the landowner whose property would best serve for temporary access. Other potential routes have also proved infeasible. Therefore, Hemlock Rd. itself must serve as the only access point.

Duffy said the Town's request for proposal (RFP) and request for qualifications (RFQ) have yielded only one response thus far, which is from Stantec. He reported that the DPW Director, Chris Kaufman, recommends continued discussions with them. Duffy asked the Board to proceed with negotiations with Stantec. Further information will be necessary to determine engineering requirements and costs. He said he anticipates having more information at the next meeting.

Duffy added that the illicit work done on the road had filled in the cracks, but fortunately they have photographic evidence predating that unapproved intervention. He warned that the road presently should not be considered driveable. He stated that the present goal is to have a plan in place by September 27.

Jeff Goodrich stepped forward to say that as a professional with relevant licensing the three-minute limit for comments might be insufficient, but he wanted to take the opportunity to urge the Town to engage a more local firm for the geo-technical analysis, preferably one for which that is their main focus, as opposed to Stantec, which is a large conglomerate based in Canada. He also said he thought the cracks evident in the road surface did not justify closing the road.

Ernie Ciccotelli said he visited the area by canoe and that he saw no erosion or undercutting of the slope to the river sufficient to justify the road's closing. He said he thought Stantec, as a "transnational" with "400 offices around the world," was "completely inappropriate" for the work, and "it seems like there's some serious self-dealing here, the judgment is self-serving as far as I can tell."

Arnold moved, seconded by Layton, to authorize the Interim Town Manager to accept the Qualification Based Selection (QBS) proposal submitted by Stantec Corporation for the Hemlock Road project, which will allow the next steps of negotiations to determine remedy options, scope of work, and pricing. Arnold, Layton, Vincent, Yes; Vincent, Smith, No. **Motion Passed.**

7. RFP for the Compensation Study to hire a selected vendor. Duffy reported they received information from four consultants with estimates and overviews of their relevant qualifications by the Town's deadline of August 24, 2023. These ranged in cost from \$35,000 to \$16,200. He and Miranda Bergmeier, the Assistant Town Manager, recommended contracting with GovHR USA, which not only had the lowest bid, but also very positive references, evident understanding of the issues involved, and extensive relevant experience. This includes several projects completed for Vermont municipalities despite being headquartered in Northbrook, Illinois. The firm expects to complete the project within 90 days of receipt of an executed contract. Smith asked that the motion specify that the work will concern both wages and benefits and agreed with Arnold these together should be referred to as "total compensation," as is reflected below.

Layton moved, seconded by Vincent, to authorize the Interim Town Manager to engage the firm of GovHR USA to perform a total compensation study for the Town of Norwich for the estimated cost of approximately \$17,000.00 to be paid from the Operational Performance and Development Fund #51. **Passed Unanimously.**

8. Personnel hiring procedures. Calloway proposed that the Board follow the advice she received from the Town Attorney to entertain two motions to clarify the language in the Interim Town Manager's contract, one to authorize hiring decisions he's already made and another to determine what process to follow from now on. Layton moved, seconded by Vincent, to ratify all prior final hiring decisions made by the Interim Town Manager during the entire period of the Interim Town Manager's contract (as adopted and extended). Calloway, Vincent, Arnold, Arnold, Yes; Smith, Abstain. **Motion Passed.**

Layton moved, seconded by Vincent, to authorize the Interim Town Manager to make future final hiring decisions, subject to the prior discussion of candidates with the Selectboard and any parameters or conditions the Selectboard may impose. Calloway, Vincent, Arnold, Arnold, Yes; Smith, No. **Motion Passed.**

Future Meeting Dates and Potential Topics. Duffy said Chris Kaufman had said to avoid any potential violation of the Open Meetings Law he would set aside time between 12 and 4 PM on any given day to meet individually with each Board member and provide a tour of the DPW facilities. Since some members had conflicts with the particular day he and Kaufman had discussed, which was September 13, 2023, Duffy said he would ask Debi Wade, his Administrative Assistant, to facilitate scheduling each visit over the next two weeks.

By consensus, the next full Selectboard meeting will be September 27, 2023, unless something urgent arises in the meantime, and that in the interim, Calloway is authorized to sign any warrants as may be necessary.

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

Meeting Adjourned: 8:48 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.

Norwich Selectboard Special Meeting

September 20, 2023

Time meeting started: 5:12 pm

Active participants: Marcia Calloway, Mary Layton, Priscilla Vincent, Pam Smith (5:12 pm to 6:30 pm), Roger Arnold (executive session only 5:25 to 6:30pm)), Brennan Duffy

Public Comments: None

1. Layton moved, second by Vincent to approve the agenda. Vote: Yes-Calloway, Layton, Vincent, Smith
2. Layton moved, second by Vincent to find that premature public knowledge would place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. section 313(a)(1) Vote: Yes-Calloway, Layton, Vincent, Smith
3. Layton moved, second by Vincent to enter Executive Session under 1 V.S.A. section 313 (a)(1)(A) to discuss the Interim Town Manager Contract and to invite the Interim Town Manager as may be necessary. Vote: Yes-Calloway, Layton, Vincent, Smith
4. Time executive session entered: 5:16 pm
5. Vincent moved, second by Layton to enter public session. Vote: Yes-Calloway, Layton, Vincent
6. Time public session entered: 6:35 pm
7. Layton moved, second by Vincent to adjourn. Vote: Yes-Calloway, Vincent, Layton
8. Time meeting adjourned: 6:36 pm

Minutes taken by Mary Layton

Norwich Selectboard Special Meeting

September 21, 2023

Time meeting started: 5:06 pm

Active participants: Marcia Calloway, Mary Layton, Priscilla Vincent, Pam Smith, Roger Arnold
(executive session only), Brennan Duffy

Public Comments: None

Minutes taken by Mary Layton

1. Layton moved, second by Vincent to approve the agenda. Vote: Yes-Calloway, Layton, Vincent, Smith
2. Layton moved, second by Vincent to find that premature public knowledge would place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. section 313(a)(1) Vote: Yes-Calloway, Layton, Vincent, Smith
3. Layton moved, second by Vincent to enter Executive Session under 1 V.S.A. section 313 (a)(1)(A) to discuss the Interim Town Manager Contract and to invite the Interim Town Manager as may be necessary. Vote: Yes-Calloway, Layton, Vincent, Smith
4. Time executive session entered: 5:09 pm
5. Vincent moved, second by Layton to enter public session. Vote: Yes-Calloway, Layton, Vincent
6. Time public session entered: 6:44 pm
7. Layton moved, second by Vincent to adjourn. Vote: Yes-Calloway, Vincent, Layton
8. Time meeting adjourned: 6:44 pm

To: Norwich Selectboard
From: Jaan Laaspere, Chair, Norwich Planning Commission
Date: September 1, 2023
Re: Planning and zoning files discussion at 8/22/23 PC meeting

Excerpt from Norwich Planning Commission Minutes – August 22, 2023

DRAFT

4. Chair report – P&Z files and maps

The Chair reported on initial attempts to understand the status of background planning & zoning files needed to support the work of this new Commission. It has been difficult to assess availability without specific descriptions of target items. Members stressed the importance of the records of past discussions, previous edits, and unfinished revisions, along with original map files. Members expect there to be a large volume of information in these public records. The Commission agreed to this statement by consensus:

“The Planning Commission asks the Selectboard to take whatever actions are required to locate and make available any and all planning and zoning files. These public records are needed by several town groups to perform their duties.”

[Chair note – On August 24th I met with Brennan Duffy, Pam Mullen and Kyle Katz at Tracy Hall to review the planning and zoning files. A very large amount of information is available in dozens of folders and subfolders. These files are challenging to search given the volume, date range and relative lack of structure. To make efficient use of our staff’s time, it will be necessary to request specific files by topic or date. We discussed the original map files for the zoning regulations and town plan. The zoning maps, such as ridgeline district and scenic resources, date to before 2009 and it is not possible to find any source files from that long ago. The original GIS files for the maps in the 2020 town plan have not been located.]

September 1, 2023 – PC Chair note:

On August 31st I met with Marcia Calloway and Brennan Duffy to discuss this issue. We agreed on a proposed process to provide access to the large number of files in the planning department’s digital archive. We will create a detailed table of contents of the file structure to give a starting point for any searches. To make efficient use of our P&Z staff time, the PC Chair will act as the sole point of contact between PC requests and staff. This initial proposal can be adjusted as needed.

Mrs. Catherine Harwood

PO Box 754

Norwich, VT 05055

September 6, 2023

To: The Select board
Norwich, Vermont

Re: Tracy Hall heating plants: replacement

"The emerald ash borer beetle is now in Vermont eating its way into all species of ash trees. Infected trees die within three to five years" VT Agency of Agriculture Food and Markets 9.6.23

I spoke with a woodlot owner who intends to harvest all his ash trees now before the emerald ash borer kills them. It is my educated guess that millions of board feet of lumber will be destroyed by the beetle and loggers will bring the only slightly damaged trees to pellet mills in the next several decades, making wood pellets an environmentally better choice for heating in the northeastern US than fuel oil or propane, especially for buildings such as Tracy Hall where solar energy is not an option.

I recommend replacing the oldest oil-fired boiler with the pellet option and running the better oil furnace until it breaks down completely, then budget for replacement.

Respectfully,

Catherine Harwood

To: Norwich Selectboard
From: Jaan Laaspere, Chair, Norwich Planning Commission
Date: September 6, 2023
Re: Planning and zoning staff

At our August 22, 2023 meeting the Planning Commission discussed the roles and responsibilities of the PC relative to the planning staff, in particular the current open position.

Excerpt from August 22, 2023 Planning Commission DRAFT minutes

“The relationship between the Planning Commission and planning staff was discussed. The group favored a model of a robust and engaged Planning Commission with staff assisting and implementing, rather than directing.

Vermont statutes outline two options for planning in an urban municipality such as Norwich. One model, appropriate to a larger town, has a staffed planning department, led by a Planning Director, with a more advisory Planning Commission. Another option, also clearly outlined in VT statutes, describes an active and engaged Planning Commission supported by a Zoning Administrator who is nominated by the PC and appointed by the Selectboard. In this model the Commission collaborates with staff to do the town’s planning work.

The Planning Commission passed a unanimous motion empowering the Chair to approach the Selectboard Chair to advocate for the “strong PC” model and discuss next steps. It was suggested that perhaps a small group of 1 or 2 PC members, the Town Manager and a Selectboard member could meet and propose options.

It was acknowledged that this represented a change from the model in place over the past few years and had important consequences relative to the posted job description and hiring process.”

Notes from August 31, 2023 meeting of Calloway, Laaspere and Duffy

According to input from counsel, Norwich “had not taken affirmative action” to be considered an urban municipality. Therefore, we fall under 24 V.S.A §4325 which enables an engaged and working Planning Commission.

We agreed there is a limit to the workload that can realistically be accomplished by a volunteer group and staff is needed to help implement policy and planning decisions made by the PC.

The Planning Commission would like meaningful input into the following:

Job title -

The Planning Director title is more appropriate to the urban municipality model. Can we change this? Perhaps not to simple ZA, but something like Municipal Planner / ZA could be appropriate.

Job description -

Adjust the job tasks to emphasize support of permit applicants and DRB, along with plan, regs and grant writing.

Hiring process -

Brennan talked about enabling the DRB, HPC and PC to participate in candidate review and selection. It is understood that, in a Town Manager form of government, HR supervision of employees is done by the TM and the SB approves the budget. Groups like the PC will work daily with this person and having input into their selection will make the candidate more likely to be successful.

As we discussed, personality matters a great deal. I believe the balance of responsibilities desired by the Planning Commission can be successful with the right candidate. This is another reason why it is critical we are involved in selecting the person.

Can we discuss creating a working group of 1 - 2 PC members, 1 from DRB and the TM to:

- Adjust the job title and description
- Evaluate any current candidates
- Reinvigorate advertising
- Review new candidates

From: [Douglas Wilberding](#)
To: [Marcia Calloway](#); [Pam](#); [Priscilla Vincent](#); [Mary Layton](#); [Roger Arnold](#)
Cc: [Miranda Bergmeier](#); [Brennan Duffy](#)
Subject: Norwich Energy Committee and E-Bike lending.
Date: Tuesday, September 12, 2023 6:16:37 PM
Attachments: [2023 E-Bike Subsidy Liability Waiver.pdf](#)

Miranda - please include this email and attachment in the next available Selectboard packet.

Selectboard - Town Manager and Ass't Town Manager.

I'm sure most if not all of you are aware that the Norwich Energy Committee ("NEC") engages in both outreach and dissemination of energy conservation measures. What you may not be aware of is that the NEC is issuing a "waiver" on behalf of the Town of Norwich for E-Bike lending. This appears to be at odds with both the Town practice of the Town Manager (in this case, Interim) signing contracts and the Vermont statutes. Also, while it appears to be noble, it exposes the Town to legal liability. These events are held at the Norwich Library which is a stand alone legal entity and not the "Town" of Norwich. Further, it is held in conjunction with Vital Communities. To my knowledge there is not a certificate of insurance naming the Town as an additional insured, and there doesn't appear to be much of a hold harmless agreement. I also not certain that the Town attorney has reviewed this waiver.

Questions:

1. Why is the NEC circulating legal documents on behalf of the Town?
2. Has the SB been made aware of this? (Doesn't appear in the NEC or SB minutes)
3. Does the Town has a certificate of insurance naming it as an additional insured?
4. Is the Town aware of the lawsuit in California involving a minor, Molly Steinsapir who used a Rad E-bike? (Same bike being loaned with a waiver issued by the NEC). Molly was a minor who, while wearing a helmet, tragically died.

Historically the NEC has tried diligently to promote green energy and a reduction of CO2 for the Town. This is to be commended. But the execution has been lacking. We've seen over the past few years:

- A. The NEC attempting to Solarize the Norwich Farmers Market, only to be told by the rightful owner, the Hanover Co-op that that wasn't going to happen.
- B. Promote a solar field agreement in 2012 with a purchase option that was eliminated when the solar field ended up in Lunenburg, VT.
- C. Aggressively push a multi million dollar geothermal project only to see it rejected and is now promoting it again.
- D. Has a former NEC and SB member, Aaron Lamperti promoting EEI as a consultant while he has joined EEI and failed to disclose the conflict during his SB tenure.
- E. The Open Meeting Lawsuit ("OML") was brought in part because the Green Fleet Working Group allegedly failed to invite the public and disclose their minutes. This OML litigation has reportedly cost the Town over \$100,000.

In short, there are very noble ideas, but the execution and transparency continues to be lacking. Other towns in Vermont has achieved much more in the past 5 years. Middlebury is using LN Consulting of Burlington to add solar to their town hall. Also, www.VEIC.org is another Vermont based consultant. Neither LN Consulting or VEIC have been contacted by

the NEC or the Town for the Tracy Hall energy RFQ. It continues to fall to the “we posted on VLCT” or “let’s use EEI”

So, the macro questions are “who is overseeing the NEC”? “Are you aware of the legal liability of the E-Bike lending program” “Why is the NEC signing waivers on behalf of the Town? We have both legal liability and financial expenses associated with our energy committee. Can we encourage them to align and work with other towns? E.g Middlebury and Montpelier? Can we receive more transparency? Can we shift the NEC to a sustainability and environment committee and start to think of a circular economy versus the constant refrain of “electrify everything” ?

Will you intercede and have the Town attorney review this waiver, have the interim TM sign and obtain a certificate of insurance naming the Town as additional insured?

Thank you

Doug Wilberding
Norwich

Sent from my iPad

Begin forwarded message:

From: Anna Guenther <anna@vitalcommunities.org>
Date: September 6, 2023 at 1:22:47 PM EDT
To: Douglas Wilberding <wilberding@me.com>
Subject: Re: E-bike lending library

Here you go, Doug! In the attached Liability Waiver PDF for your review before your Norwich e-bike trial, where it currently says the 'town of cornish', it will say the **Norwich Energy Committee** who are the host organization. Let me know if I can answer any other questions!

Sincerely,

Anna Guenther

Project Manager

[Vital Communities](http://VitalCommunities.org)

802-291-9100 x117

195 North Main Street

White River Junction, VT 05001

anna@vitalcommunities.org

Pronouns: she, hers, her



On Tue, Sep 5, 2023 at 9:59 AM Douglas Wilberding <wilberding@me.com>
wrote:

Anna

I'm trying an e-bike at the next Norwich event. Could I get a pdf of the waiver
so I can see it before the rental?

Thanks

Doug

Agreement of Release, Waiver of Liability and Assumption of Risk

I, the undersigned participant, exercising my own free choice to participate voluntarily in bicycling and other associated activities (the "Activities"), and promising to take due care during such participation, hereby release and discharge, indemnify, hold harmless and agree to defend Lebanon Public Libraries Inc. ("Lebanon Public Libraries") and its officers, directors, agents, employees, contractors, volunteers and any other persons or entities acting on its behalf, the **Town of Cornish**("the **HOST** ") and its agencies departments, officers, and employees, and the successors and assigns for any and all of the aforementioned persons and entities (collectively, the "Indemnified Parties"), against any and all claims, demands, and causes of action whatsoever, whether presently known or unknown, either in law or in equity, relating to injury, disability, death or other harm, to person or property or both, arising from my participation in or presence at the Activities, whether caused by the negligence of Lebanon Public Libraries, **the HOST**, the Indemnified Parties, or otherwise, to the fullest extent allowed by law.

I am aware of the hazards and risks which may be associated with my Cornish participation in the Activities, including the risks of bodily injury, death or damage to property which may occur from known or unknown causes. I understand, accept, and assume all such hazards and risks, and waive all claims against Lebanon Public Libraries, the **HOST**, and the Indemnified Parties. I understand that I am solely responsible for any costs arising out of any bodily injury or property damage sustained through my participation in normal or unusual acts associated with the Activities. Lebanon Public Libraries and the **HOST** have offered and advised that I wear a helmet during the use of the rental equipment. I acknowledge that I have been instructed in and have become familiar with the proper operation of brakes, shifting and quick release mechanisms on the rental equipment and I agree to abide by all rules and instructions governing the Activities. However, I am not relying on Lebanon Public Libraries or the **HOST** to supervise or control my participation in the Activities or to warn me of every possible danger associated with it.

I agree that I am responsible for all damage or loss (other than ordinary wear and tear) to the rental equipment and that I will be charged full retail value for such damage or loss occurring during my rental period. I acknowledge that I will be charged at full retail value of the rental equipment if it is not returned within 48 hours of the agreed upon return date and time. Upon the return of the listed equipment I will be credited for the purchase price of the equipment minus additional rental charges for late returns. Failure to return the rental property within 72 hours after delivery to you of notice to return, or within 15 days after this agreement has expired or the presenting of false, fictitious or misleading identification may be considered as evidence of an intention to commit larceny.

I understand that the loan of the Lebanon Public Libraries e-bike is for my use only. If another individual uses the bike and accessories while in my possession with or without my knowledge, the conditions of this waiver will apply.

I have had sufficient time to review and seek explanation of the provisions contained above, have carefully read them, understand them fully, and agree to be bound by them. After careful deliberation, I voluntarily give my consent and agree to this Agreement of Release, Waiver of Liability and Assumption of Risk, which shall be binding upon my heirs and assigns.

DATE: _____

PARTICIPANT NAME: _____

ID #: _____

ADDRESS: _____

Phone _____

SIGNATURE: _____

(Participant)

Seeking Comment on 2023 Consolidated Annual Performance and Evaluation Report (CAPER) to HUD

The report is due to the U. S. Department of Housing and Urban Development (HUD) each year by September 30. Department of Housing and Community Development (DHCD) staff have written the 2023 report. The report is in the format required by HUD. The report includes activity from July 1, 2022, to June 30, 2023.

The report includes the following federal programs:

- Community Development Block Grant (CDBG)
- Community Development Block Grant CARES Act (CDBG-CV)
- HOME Investment Partnership Program (HOME)
- Housing Trust Fund (HTF)
- Emergency Solutions Grant Program (ESG); and
- Emergency Solutions Grant Program CARES Act (ESG-CV).

To learn more about the CAPER go to DHCD's website: <http://accd.vermont.gov/housing/plans-data-rules/hud>. The DRAFT CAPER report will be available on September 12, 2023, on the website.

Send questions or comments to Cindy Blondin at Cindy.Blondin@vermont.gov. or call 802-828-5219 or toll free at 1-866-933-6249. Written comments are due by September 27, 2023, at 4:30 pm. Mail to DHCD, 1 National Life Drive, Montpelier, VT 05620-0501, ATTN: Cindy Blondin.

Espanol:

En busca de comentarios sobre el Informe de evaluación y desempeño anual consolidado (CAPER) de 2023 para HUD

El informe debe presentarse al Departamento de Vivienda y Desarrollo Urbano de los EE. UU. (HUD) cada año antes del 30 de septiembre. El personal del Departamento de Vivienda y Desarrollo Comunitario (DHCD) ha escrito el informe de 2023. El informe está en el formato requerido por HUD. El informe incluye actividad desde el 1 de julio de 2022 hasta el 30 de junio de 2023.

El informe incluye los siguientes programas federales:

- Subvención en Bloque para el Desarrollo Comunitario (CDBG)
- Ley CARES de subvenciones en bloque para el desarrollo comunitario (CDBG-CV)
- Programa de asociación de inversión HOME (HOME)
- Fondo Fiduciario de Vivienda (HTF)
- Programa de subvenciones para soluciones de emergencia (ESG); y
- Ley CARES del Programa de Subvenciones para Soluciones de Emergencia (ESG-CV).

Para obtener más información sobre CAPER, visite el sitio web de DHCD:

<http://accd.vermont.gov/housing/plans-data-rules/hud>. El informe DRAFT CAPER estará disponible el 12 de septiembre de 2023 en el sitio web.

Envíe preguntas o comentarios a Cindy Blondin a Cindy.Blondin@vermont.gov. o llame al 802-828-5219 o al número gratuito 1-866-933-6249. Los comentarios por escrito deben presentarse antes del 27 de septiembre de 2023 a las 4:30 p. m.

Envíe por correo a DHCD, 1 National Life Drive, Montpelier, VT 05620-0501, ATTN: Cindy Blondin.

Français:

Sollicitation de commentaires sur le rapport annuel consolidé de performance et d'évaluation (CAPER) 2023 au HUD

Le rapport doit être remis au Département américain du logement et du développement urbain (HUD) chaque année avant le 30 septembre. Le personnel du Département du logement et du développement communautaire (DHCD) a rédigé le rapport 2023. Le rapport est dans le format requis par le HUD. Le rapport inclut l'activité du 1er juillet 2022 au 30 juin 2023.

Le rapport comprend les programmes fédéraux suivants :

- Subvention globale pour le développement communautaire (CDBG)
- Loi CARES sur les subventions globales de développement communautaire (CDBG-CV)
- Programme de partenariat d'investissement HOME (HOME)
- Fonds d'affectation spéciale pour le logement (HTF)
- Programme de subventions pour les solutions d'urgence (ESG); et
- Loi CARES sur le programme de subventions pour les solutions d'urgence (ESG-CV).

Pour en savoir plus sur le CAPER, rendez-vous sur le site Web du DHCD : <http://accd.vermont.gov/housing/plans-data-rules/hud>. Le rapport DRAFT CAPER sera disponible le 12 septembre 2023 sur le site Web.

Envoyez vos questions ou commentaires à Cindy Blondin à Cindy.Blondin@vermont.gov. ou appelez le 802-828-5219 ou sans frais au 1-866-933-6249. Les commentaires écrits doivent être déposés au plus tard le 27 septembre 2023 à 16 h 30.

Courrier à DHCD, 1 National Life Drive, Montpelier, VT 05620-0501, ATTN : Cindy Blondin.

From: [Nancy Morley](#)
To: [Miranda Bergmeier](#)
Subject: Letter for select board
Date: Wednesday, September 13, 2023 7:46:23 PM

Hello,

I am a resident of Norwich and just want to let you know that I support making Rt 5 more assessable to those not in a car. There is a lot of bicycle traffic, and it would enhance safety for everyone if there was a designated lane for them. with the growing popularity of E bikes, I feel we should keep up the infrastructure for it to be utilized.

Nancy Morley

[Sent from Yahoo Mail for iPhone](#)



VMCTA

September 19, 2023

Norwich Selectboard
300 Main St
Norwich, Vermont 05055

Dear Norwich Selectboard,

It is with great pleasure that I write to tell you that your Town Treasurer was named Vermont Treasurer of the Year at the VMCTA's 87th Annual Awards Banquet in mid-September. Each year, the VMCTA presents this award at its Annual Meeting and Conference.

In addition to being a model of professional excellence in your town, Cheryl Lindberg has been involved in her treasurer profession in a number of ways including conducting workshops for the members of the VMCTA at its spring trainings and fall conference. She is dependable. She has also been very active in the Vermont Government Finance Officers Association. As you know, she has a quietly competent demeanor, which engenders the trust of those attending her trainings. She is always willing to share her extensive knowledge with her peers.

I hope you will join VMCTA in congratulating Cheryl Lindberg on this well-deserved recognition.

Sincerely,

Diane Judd, MMC, CVC, CVT
President, VMCTA

From: [Anna Guenther](#)
To: [Anna Guenther](#)
Cc: [Marcia Calloway](#); [Pam](#); [Priscilla Vincent](#); [Mary Layton](#); [Roger Arnold](#); [Miranda Bergmeier](#); [Brennan Duffy](#)
Subject: Information for Norwich Town Energy Committee/ UV E-bike Lending Library discussion
Date: Tuesday, September 19, 2023 1:09:53 PM
Attachments: [Norwich UV E-Bike Lending Library Information for the Selectboard 9.19.23.pdf](#)

Hi there! My name is Anna and I am the project lead at Vital Communities on the [Upper Valley E-Bike Lending Library](#).

I've written this brief summary of facts about the Lending Library's operations in 2023 (*attached as a PDF*) in the hopes that additional detail will be helpful as the town discusses the Norwich Energy Committee's hosting of the UV E-Bike Lending Library.

Please feel free to reach out with any questions or concerns.

Respectfully Yours,

Anna Guenther

Project Manager

[Vital Communities](#)

802-291-9100 x117

195 North Main Street

White River Junction, VT 05001

anna@vitalcommunities.org

Pronouns: she, hers, her





802-291-9100 • info@vitalcommunities.org • vitalcommunities.org
195 North Main Street • White River Junction, VT 05001

BOARD OF DIRECTORS

Meghan Butts
W. Lebanon, NH

Elyse Crossman
Claremont, NH

Damian DiNicola
Randolph, VT

Laura Ginsburg
Tunbridge, VT

Julia Griffin
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EXECUTIVE DIRECTOR

Sarah Jackson
Randolph Center, VT

Brief Summary and Context about Upper Valley E-Bike Lending Library's operations for the Norwich Selectboard and Norwich Town Energy Committee Discussion

In 2023, the **UV E-Bike Lending Library** program functions as a partnership between Vital Communities, Kilton Library (under the Lebanon Public Libraries and City of Lebanon umbrella), and local town host entities, usually Town Energy Committees, Town Offices, recreation organizations, or local libraries. Town energy committees make up the majority of host entities (*11 town energy committee hosts out of 17 total hosts in 2023*).

- The program's e-bikes, participants, and volunteers are covered by Primex, Lebanon's town insurance, at \$325,000 Each Occurrence and \$925,000 General Aggregate limits, the same level at which other volunteers are covered by the Town of Lebanon.
- The Norwich Energy Committee received a Certificate of Insurance as Additional Named Insured – Also included in the appendix of this document.
- When signing the MOU establishing the partnership, both Vital Communities' legal counsel and Kilton Library's (City of Lebanon's) legal counsel independently reviewed and approved the MOU, Insurance parameters, and the Liability Waiver as one part of the program's operating policies.

To the direct question of, "*Will you intercede and have the Town attorney review this waiver, have the interim TM sign and obtain a certificate of insurance naming the Town as additional insured?*"

- Although this is a Norwich Town discussion and decision, Vital Communities is happy to help with this in any way and the Selectboard should feel free to reach out to UV E-Bike Lending Library Project Manager Anna Guenther, or Transportation Program Manager John Haffner (contact information below).

Additional Program Context: This is the 4th successful season of the UV E-Bike Lending Library, a popular program that the Norwich Energy Committee was instrumental in standing up.

- Through this program we're able to offer a community-oriented, non-commercialized opportunity to trial e-bikes for commuting and recreation. In the 2022 season, the Lending Library facilitated over 500 individual trials of E-Bikes and maintained a high post-borrow purchase rate, one of our program's goals.

- This year, the e-bike fleet is scheduled to travel to 17 hosts total: 11 towns, 2 nonprofit organizations, and 4 businesses (listed below in appendix). These 17 entities operate under the same liability waiver and MOU that is extended to the Norwich Energy Committee.
- To mitigate risk and liability, Vital Communities contracts with Todd Chewing at [Cowbell Mobile Bike Shop](#), a professional e-bike mechanic who carries independent insurance, to transport, store, maintain, and repair the e-bike fleet while the Lending Library is operational. This ensures the e-bikes have, at minimum, a tune up every 1 to 2 weeks.
- In our 4 years of operating, we have not had any claims.
- This presentation on the 2022 Season **does not include liability or risk mitigation information**, but for those members of the Selectboard or concerned Norwich residents who are interested in the impact of the Lending Library program, we invite you to scroll through this [2022 Season Highlights PowerPoint](#).

Appendix

1. **Vital Communities Program Staff Contact Information**
 - a. Anna Guenther, Project Manager: (802) 291-9100x117 or anna@vitalcommunities.org
 - b. John Haffner, Transportation and Housing Program Manager: (802) 291-9100x113 or john@vitalcommunities.org
2. **2023 UV E-Bike Lending Library Participating Host Entities:**
 - a. Town Energy Committees from Sharon VT, Hanover NH (Sustainable Hanover) Hartland VT, New London NH, Cornish-Plainfield NH partnership, Norwich VT, and Woodstock VT (Sustainable Woodstock)
 - b. Town offices, Recreation Centers or Commissions, or Libraries from Rockingham VT, Claremont NH, Orford NH, and Reading VT
 - c. Businesses or Nonprofit Orgs: The Haven, Alice Peck Day Hospital, RSG (Resource Systems Group), Sweetland Farm, Hypertherm, and King Arthur Baking Co.
3. [Certificate of Insurance for the Norwich Energy Committee as Additional Named Insured](#)

From: William T. Wickner <William.T.Wickner@dartmouth.edu>

Sent: Wednesday, September 20, 2023 5:05 AM

To: Debi Wade <dwade@norwich.vt.us>

Subject: Mail delivery to Podunk Road in Norwich

Members of the Selectboard

Town of Norwich

Norwich, VT

Dear Norwich Selectboard,

We receive US mail at our mailboxes which we've clustered together (for the postperson's convenience) on a level stretch of Podunk Road, central to our homes. We've received mail there daily for 30 years. The WRJ post office is now considering stopping service there unless we move our mailboxes to the junction of Podunk with Wildlife, miles from our homes. This raises many issues: 1 We don't own land there for installing mailboxes. 2 Doesn't the law establishing Rural Free Delivery (RFD) specify that it has to be delivered to such a cluster of rural customers? 3 It would diminish our property values if our road is officially deemed so impassable that mail delivery can't occur. We each drive it daily, year round, as does Fedex, UPS, the oil trucks, and many others. 4 After 30 years, there's no reason behind this; the road is kept passable by Hartford and Norwich, and of course there are a few days in the winter when snow and ice render it impassable before the town finishes with it, but we've not complained all these years when mail is delayed a day or two on these occasions. 5 While Podunk Brook has washed out Podunk Road three times in these 30 years, Hartford always repairs the roadway within a day or two.

We'd be grateful if the Town of Norwich would contact the WRJ acting postmaster "Cindy" at 802-2963246, who has said she intends to resolve this issue swiftly (by this Friday, Sept 22), and share our concerns.

Sincerely yours, the affected Norwich residents on Podunk Road:

Bill Wickner

Hali Wickner

Bruce McAdams

Kochava Duchennes

Rick Kenney

Sue Kenney

Aaron Tannenbaum

Allison Marshall

Will Wellborn

Tracy Thaller Wellborn

09/07/23

Town of Norwich Accounts Payable

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03:38 pm

Check Warrant Report # 1039 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 09/08/23 To 09/08/23 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
AAAPOLICE	08/04/23	AAA POLICE SUPPLY PD-ROMEI UNIFORM 29769	01-5-500582.00 UNIFORMS	1197.90	13631	09/08/23
ATG	08/29/23	ADVANTAGE TRUCK GROUP DPW-REPAIRS FREIGHTLINER 701006018:01	01-5-703401.00 OUTSIDE REPAIRS	164.16	13632	09/08/23
ANYTIME	08/20/23	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 734154	01-5-485304.00 CLEANING	410.00	13633	09/08/23
ARC	07/31/23	ARC MECHANICAL CONTRACTOR TH-AC LEAK CLERK'S OFFICE 44662	01-5-706113.00 REPAIRS & MAINTENANCE	207.50	13634	09/08/23
BENS	08/17/23	BEN'S UNIFORMS PD-UNIFORM PANTS 110609	01-5-500582.00 UNIFORMS	360.00	13635	09/08/23
BESTSEPT	09/01/23	BEST SEPTIC SERVICE, LLC DPW-PORTA TOILET RENTAL 42369	01-5-705411.00 REPAIRS & MAINTENANCE	130.00	13636	09/08/23
BETHELMIL	08/03/23	BETHEL MILLS P&R-SPRY PNT & DUCT TAPE 208918/6	01-5-425211.00 EQUIPMENT	24.59	13637	09/08/23
BETHELMIL	08/09/23	BETHEL MILLS P&R-STRIPING PAINT 209881/6	01-5-425324.00 HNTLY LINE MARKING	69.23	13637	09/08/23
BETHELMIL	08/21/23	BETHEL MILLS DPW-KEY & TREE PRUNER 212243/6	01-5-703507.00 SUPPLIES	89.94	13637	09/08/23
BETHELMIL	08/23/23	BETHEL MILLS PD-GOJO ORG 1/2 GAL 212856/6	01-5-485301.00 BUILDING SUPPLIES	14.99	13637	09/08/23
BETHELMIL	08/25/23	BETHEL MILLS DPW-BATTERIES & MARKERS 213207/6	01-5-703507.00 SUPPLIES	17.57	13637	09/08/23
BETHELMIL	07/27/23	BETHEL MILLS TS-SUPPLIES 213268/8	01-5-705403.00 PARTS & SUPPLIES	163.75	13637	09/08/23
BETHELMIL	08/28/23	BETHEL MILLS B&G-ROPE 213676/6	01-5-704403.00 PARTS & SUPPLIES	35.96	13637	09/08/23
BOUNDTREE	08/16/23	BOUND TREE MEDICAL LLC FD-ASSRTD MEDICAL SUPPLIE 85059417	01-5-555424.00 EMS TOOLS/ EQUIP	141.57	13638	09/08/23
SWENBR	09/06/23	BRIE SWENSON P&R-PROGRAM SNACKS & EQUIP 906EMPRESIMB	01-5-425211.00 EQUIPMENT	245.85	13639	09/08/23
CCI	08/30/23	CCI MANAGED SERVICES FIN-BARRIE COMPUTER CW-57459	01-5-200611.00 OFFICE EQUIPMENT	1587.00	13640	09/08/23
CKAUFMAN	09/06/23	CHRIS KAUFMAN DPW-CHRIS BOOTS 906EMPRESIMB	01-5-703515.00 ADMINISTRATION	160.00	13641	09/08/23
WILLCODY	08/21/23	CODY WILLIAMS NCC-WEBSITE DOMAINS 821EMPRESIMB	01-5-650615.00 DUES/MTGS/EDUC	32.34	13642	09/08/23
COMCAST	08/20/23	COMCAST DPW-SEPT '23 INTERNET 820DPWINT	01-5-703505.00 TELEPHONE	236.16	13643	09/08/23
LAYNE	08/21/23	CRAIG LAYNE NCC-FENCE MATERIALS 821EMPRESIMB	01-5-650630.00 TRAILS	180.71	13644	09/08/23
CRYSTAL	08/15/23	CRYSTAL ROCK, LLC DPW-WATER COOLER 736065081523	01-5-703507.00 SUPPLIES	47.97	13645	09/08/23
DHMC	08/09/23	DARTMOUTH-HITCHCOCK PD-MAXHAM MED TEST/SCREEN 809MAXHAM	01-5-500501.00 ADMINISTRATION	160.00	13646	09/08/23
DELTA DEN	08/15/23	DELTA DENTAL TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-005125.00 DENTAL INSURANCE	275.44	13647	09/08/23
DELTA DEN	08/15/23	DELTA DENTAL TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-100125.00 DENTAL INSURANCE	187.46	13647	09/08/23
DELTA DEN	08/15/23	DELTA DENTAL TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-200125.00 DENTAL INSURANCE	35.98	13647	09/08/23

09/07/23

Town of Norwich Accounts Payable

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03:38 pm

Check Warrant Report # 1039 Current Prior Next FY Invoices For Fund (General)

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For Check Acct 03(General) All check #s 09/08/23 To 09/08/23 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
DELTA DEN DELTA DENTAL	08/15/23	TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-500125.00 DELTA DENTAL	291.17	13647	09/08/23
DELTA DEN DELTA DENTAL	08/15/23	TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-555126.00 DENTAL INSURANCE	67.73	13647	09/08/23
DELTA DEN DELTA DENTAL	08/15/23	TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-703125.00 DENTAL INSURANCE	243.40	13647	09/08/23
DELTA DEN DELTA DENTAL	08/15/23	TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-704125.00 DENTAL INSURANCE	103.71	13647	09/08/23
DELTA DEN DELTA DENTAL	08/15/23	TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-100125.00 DENTAL INSURANCE	67.73	13647	09/08/23
DELTA DEN DELTA DENTAL	08/15/23	TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-703125.00 DENTAL INSURANCE	35.98	13647	09/08/23
DELTA DEN DELTA DENTAL	08/15/23	TH-SEPT '23 DENTAL INS SEPT23DENTAL	01-5-500125.00 DELTA DENTAL	-119.73	13647	09/08/23
DEWOLFE DEWOLFE ENGINEERING ASSC	08/15/23	DPW-GARAGE STRCTRE REPRS 23-053023148	01-5-703511.00 REPAIRS & MAINTENANCE	1815.08	13648	09/08/23
DYERS DYERS WELDING AND UPPER V	08/28/23	DPW-WINTER UNDERCOATING 007116	01-5-703401.00 OUTSIDE REPAIRS	265.00	13649	09/08/23
DYERS DYERS WELDING AND UPPER V	08/29/23	DPW-WINTER UNDERCOATING 007136	01-5-703401.00 OUTSIDE REPAIRS	425.00	13649	09/08/23
DYERS DYERS WELDING AND UPPER V	09/05/23	DPW-WINTER UNDERCOATING 007176	01-5-703401.00 OUTSIDE REPAIRS	265.00	13649	09/08/23
ECFIBER ECFIBER	09/01/23	FD-SEPT '23 INTERNET 23090190072	01-5-555625.00 TELEPHONE & INTERNET	76.00	13650	09/08/23
EVANSMOTO EVANS GROUP, INC.	08/16/23	DPW-650 GAL DIESEL 0051943-IN	01-1-004105.00 Inventory-DPW Fueling Sta	2150.28	13651	09/08/23
EVANSMOTO EVANS GROUP, INC.	08/22/23	DPW-420 GAL REG GAS 0052103-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1471.81	13651	09/08/23
EYEMED EYEMED/FIDELITY SECURITY	08/22/23	TH-SEPT '23 VISION INS 165926550	01-2-001126.00 VISION SERV PLAN-PAYROLL	142.37	13652	09/08/23
FIRSTLIGH FIRSTLIGHT FIBER	08/15/23	TH-FIBER OPTIC JULY '23 14956664	01-5-005531.00 ADMIN TELEPHONE	1.49	13653	09/08/23
FIRSTLIGH FIRSTLIGHT FIBER	08/15/23	TH-FIBER OPTIC JULY '23 14956664	01-5-100531.00 TELEPHONE	6.00	13653	09/08/23
FIRSTLIGH FIRSTLIGHT FIBER	08/15/23	TH-FIBER OPTIC JULY '23 14956664	01-5-200531.00 TELEPHONE	10.55	13653	09/08/23
FIRSTLIGH FIRSTLIGHT FIBER	08/15/23	TH-FIBER OPTIC JULY '23 14956664	01-5-275531.00 TELEPHONE	0.92	13653	09/08/23
FIRSTLIGH FIRSTLIGHT FIBER	08/15/23	TH-FIBER OPTIC JULY '23 14956664	01-5-300531.00 TELEPHONE	1.54	13653	09/08/23
FIRSTLIGH FIRSTLIGHT FIBER	08/15/23	TH-FIBER OPTIC JULY '23 14956664	01-5-350531.00 TELEPHONE	4.59	13653	09/08/23
FIRSTLIGH FIRSTLIGHT FIBER	08/15/23	TH-FIBER OPTIC JULY '23 14956664	01-5-425127.00 TELEPHONE	0.92	13653	09/08/23
FIRSTLIGH FIRSTLIGHT FIBER	08/15/23	TH-FIBER OPTIC JULY '23 14956664	01-5-705505.00 TELEPHONE	1.38	13653	09/08/23
GMPC GREEN MOUNTAIN POWER CORP	08/29/23	STRT LTS 24926000001 0829STRTLTS	01-5-703307.00 STREETLIGHTS	1201.60	13655	09/08/23
GMPC GREEN MOUNTAIN POWER CORP	08/16/23	ACDMY RD LTS 05119200003 816ACDMYRD	01-5-703307.00 STREETLIGHTS	39.85	13655	09/08/23

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Town of Norwich Accounts Payable

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03:38 pm

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For Check Acct 03(General) All check #s 09/08/23 To 09/08/23 & Fund 01

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
GMPC	GREEN MOUNTAIN POWER CORP	08/24/23	BNDSTND 95726000003 824BNDSTND	01-5-706101.00 ELECTRICITY	25.52	13655	09/08/23
GMPC	GREEN MOUNTAIN POWER CORP	08/24/23	SS-BVR MDW RD 24966000002 824BVRMDWRD	01-5-500204.00 SPEED SIGNS	5.61	13655	09/08/23
GMPC	GREEN MOUNTAIN POWER CORP	08/24/23	MN ST TWR 35066725603 824MNSTTWR	01-5-575233.00 TOWER POWER	96.96	13655	09/08/23
GMPC	GREEN MOUNTAIN POWER CORP	08/24/23	24 NW BSTN RD 14695000001 824NWBSTN	01-5-705501.00 ELECTRICITY	79.97	13655	09/08/23
GMPC	GREEN MOUNTAIN POWER CORP	08/24/23	SS-RT 10A 65726000006 824RTE10A	01-5-500204.00 SPEED SIGNS	1.18	13655	09/08/23
GMPC	GREEN MOUNTAIN POWER CORP	08/24/23	SS-UNN VLLG 85726000004 824UNNVLLG	01-5-500204.00 SPEED SIGNS	0.80	13655	09/08/23
GMPC	GREEN MOUNTAIN POWER CORP	08/30/23	319 MN ST SLR 48815990790 830MNSTSLR	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	24.34	13655	09/08/23
GMPC	GREEN MOUNTAIN POWER CORP	08/31/23	111 TRNPK RD 38951919299 831TRNPKRD	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	149.94	13655	09/08/23
FAIRFIELD	HOWARD P FAIRFIELD, LLC	08/21/23	DPW-WINDOW REPLACE PARTS 8659559	01-5-703403.00 PARTS & SUPPLIES	5296.29	13656	09/08/23
MISC	JEFFREY & MICHELLE O'BRIE	08/28/23	11-165.000 TAX REFUND 828O'BRIEN	01-2-001149.00 TAX CLEARING ACCOUNT	6662.50	13657	09/08/23
POWELLJUD	JUDITH POWELL	08/24/23	PD-ROMEI NAME TAGS 824EMPREIMB	01-5-500582.00 UNIFORMS	17.50	13658	09/08/23
LEAF	LEAF CAPITAL FUNDING, LLC	09/25/23	PD-COPIER LEASE 15261579	01-5-500501.00 ADMINISTRATION	82.00	13659	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-005124.00 DISABILITY/LIFE INSUR	101.17	13660	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-100124.00 DISABILITY/LIFE INS	110.98	13660	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-200124.00 DISABILITY/LIFE INS	50.13	13660	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-425124.00 DISABILITY/LIFE INSUR	65.52	13660	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-704124.00 DISABILITY/LIFE	94.35	13660	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-500124.00 DISABILITY/LIFE INS	249.34	13660	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	13660	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-703124.00 DISABILITY/LIFE	285.71	13660	09/08/23
NAT'L INS	MADISON NATIONAL LIFE INS	08/15/23	TH-SEPT '23 LIFE INS 1575635	01-5-500124.00 DISABILITY/LIFE INS	-98.46	13660	09/08/23
MAYER	MAYER & MAYER	08/25/23	Payroll Transfer PR-08/25/23	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	13661	09/08/23
MAYER	MAYER & MAYER	09/08/23	Payroll Transfer PR-09/08/23	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	13661	09/08/23
GEORGE	MICHELE S. GEORGE	08/30/23	P&R-YOGA 8/14-8/18 830YOGA	01-5-425200.00 Instructor/Contractor Fee	491.40	13662	09/08/23
PBA	NEW ENGLAND PBA, INC	09/01/23	TH-UNION DUES 35604	01-2-001117.00 UNION DUES PAYABLE	225.36	13663	09/08/23

09/07/23

Town of Norwich Accounts Payable

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03:38 pm

Check Warrant Report # 1039 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 09/08/23 To 09/08/23 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
OTIS	08/14/23	TH-ELEVATOR INCREASE F10000115948	01-5-706107.00 ELEVATOR MAINTENANCE	100.00	13664	09/08/23
ROBERT HA	08/29/23	FIN-JOYCE WK END 8/25 62485230	01-5-200112.10 FINANCE OFFICER WAGE	3669.44	13665	09/08/23
ROBERT HA	09/04/23	FIN-JOYCE WK END 9/1 62503723	01-5-200112.10 FINANCE OFFICER WAGE	3909.10	13665	09/08/23
SAFETYKLE	08/07/23	DPW-EMPTY WASTE OIL TANK 92154225	01-5-703511.00 REPAIRS & MAINTENANCE	340.99	13666	09/08/23
STAPLES.	07/27/23	FD-PAPER 21112	01-5-555630.00 OFFICE SUPPLIES	106.20	13667	09/08/23
STITZEL	08/17/23	TH-JULY '23 LEGAL 77238	01-5-005305.00 LEGAL	13589.50	13668	09/08/23
SULLIVAN	07/31/23	FIN-FY23 AUDIT PROGRESS 132866	01-5-200322.00 INDEPENDENT AUDIT	630.00	13669	09/08/23
HARTFORD	07/31/23	PD-VERIZON JULY '23 13352	01-5-500535.00 VIBRS	395.07	13670	09/08/23
VTTREASUR	09/05/23	TC-5/1-8/31 DOG LICENSES 905DOGLCNSE	01-5-100207.00 DOG/CAT LICENSE	625.00	13671	09/08/23
UNIFIRST	08/21/23	DPW-UNIFORM CLEANING 1070253835	01-5-703311.00 UNIFORMS	269.21	13672	09/08/23
UNIFIRST	08/21/23	DPW-UNIFORM CLEANING 1070253835	01-5-704311.00 UNIFORMS	60.00	13672	09/08/23
UNIFIRST	08/28/23	DPW-UNIFORM CLEANING 1070255702	01-5-703311.00 UNIFORMS	269.21	13672	09/08/23
UNIFIRST	08/28/23	DPW-UNIFORM CLEANING 1070255702	01-5-704311.00 UNIFORMS	60.00	13672	09/08/23
UNIFIRST	09/04/23	DPW-UNIFORM CLEANING 1070257471	01-5-703311.00 UNIFORMS	269.21	13672	09/08/23
UNIFIRST	09/04/23	DPW-UNIFORM CLEANING 1070257471	01-5-704311.00 UNIFORMS	60.00	13672	09/08/23
UNITED AG	08/22/23	DPW-REPAIRS TO MACHINE 10174550	01-5-703401.00 OUTSIDE REPAIRS	423.75	13673	09/08/23
UNITED AG	08/22/23	DPW-REPAIRS TO MACHINE 10174550	01-5-703403.00 PARTS & SUPPLIES	695.66	13673	09/08/23
UNITED AG	08/29/23	DPW-JOHN DEERE REPAIRS 1356690	01-5-703401.00 OUTSIDE REPAIRS	629.33	13673	09/08/23
VALA	09/01/23	LISTERS-FY24 VALA MMBRSHP 901MMBRSHP	01-5-300615.00 DUES/MTGS/EDUC	50.00	13674	09/08/23
VALLEYNEW	08/30/23	TH-RFP IMPROVEMENT 426263	01-5-005540.00 ADVERTISING	34.20	13675	09/08/23
VALLEYTUR	09/06/23	P&R-FIELD SET-UP 1449	01-5-425200.00 Instructor/Contractor Fee	2200.00	13676	09/08/23
VACD	09/05/23	FD-ASSRTD SUPPLES 523NORWICHVT	01-5-555635.00 DRY HYDRANT	690.00	13677	09/08/23
VLCT	08/17/23	FIN-MIRANDA TOWN FAIR 2730	01-5-005615.00 DUES/MTS/EDUC	149.00	13678	09/08/23
VLCT	08/30/23	FIN-ASHLEY TOWN FAIR 2922	01-5-200615.00 DUES/MTGS/EDUC	149.00	13678	09/08/23
VLCTERB	08/28/23	TH-Q4 QUARTERLY CONTRIBUT REN035592-Q4	01-5-800517.00 UNEMP INS RATE ASSMT	1067.00	13679	09/08/23

09/07/23

Town of Norwich Accounts Payable

Page 5 of 5

03:38 pm

Check Warrant Report # 1039 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 09/08/23 To 09/08/23 & Fund 01

Vendor	Invoice Description	Invoice Date	Invoice Number	Account	Amount Paid	Check Number	Check Date
VLCTPACIF	VLCT PROP & CASUALTY INTE	08/28/23	TH-Q4 INSURANCE CONTRIBUT	01-5-800518.00	28352.50	13680	09/08/23
			REN230455-Q4	PROP & CAS INSURANCE			
VLCTPACIF	VLCT PROP & CASUALTY INTE	08/28/23	TH-Q4 INSURANCE CONTRIBUT	01-5-800520.00	18807.75	13680	09/08/23
			REN230455-Q4	WORKER'S COMP INS			
VMERS	VMERS DB	08/11/23	Payroll Transfer	01-2-001111.00	5453.37	13681	09/08/23
			PR-08/11/23	VMERS GRP B PAYABLE			
VMERS	VMERS DB	08/11/23	Payroll Transfer	01-2-001113.00	2599.41	13681	09/08/23
			PR-08/11/23	VMERS GRP C PAYABLE			
VMERS	VMERS DB	08/25/23	Payroll Transfer	01-2-001111.00	5453.05	13681	09/08/23
			PR-08/25/23	VMERS GRP B PAYABLE			
VMERS	VMERS DB	08/25/23	Payroll Transfer	01-2-001113.00	3308.74	13681	09/08/23
			PR-08/25/23	VMERS GRP C PAYABLE			
WBMASON	W.B. MASON CO., INC.	09/01/23	TM-HIGHLIGHTER	01-5-005610.00	4.79	13682	09/08/23
			240849549	OFFICE SUPPLIES			
WBMASON	W.B. MASON CO., INC.	09/01/23	TC-TAPE & NOTE PADS	01-5-100610.00	54.11	13682	09/08/23
			240861944	OFFICE SUPPLIES			
WINDSORCL	WINDSOR COUNTY TREASURER	02/14/23	TH-FY23 BOND PYMNT #2	01-2-001128.00	9047.57	13683	09/08/23
			FY23 BOND	DUE TO WINDSOR COUNTY			
WINDSORCL	WINDSOR COUNTY TREASURER	02/14/23	TH-FY23 BOND PYMNT #2	01-2-001128.00	21987.28	13683	09/08/23
			FY23 BOND	DUE TO WINDSOR COUNTY			
Report Total					154385.72		

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 \$ ***154,385.72
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler
Ashley Wohler

Town Manager: Brennan Duffy
Brennan Duffy

SELECTBOARD:

DocuSigned by:
Marcia Calloway
Marcia Calloway
Chair

Mary Layton
Mary Layton
Vice Chair

Priscilla Vincent
Priscilla Vincent

Roger Arnold
Roger Arnold

Pam Smith
Pam Smith

09/07/23

Town of Norwich Accounts Payable

03:38 pm

Check Warrant Report # 1040 Current Prior Next FY Invoices For Fund (HIGHWAY EQUIPMENT FUND)
For Check Acct 03 (General) All check #s 09/08/23 To 09/08/23 & Fund 07

ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FLETCHS	07/31/23	FLETCH'S SANDBLASTING & P DPW-SNDBLST/PAINT TRK#5 24084	07-5-700401.00 Hiway Equip Repairs&Maint	5200.00	13654	09/08/23
Report Total				5200.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****5,200.00
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler
Ashley Wohler

Town Manager: Brennan Duffy
Brennan Duffy

SELECTBOARD:

DocuSigned by:
Marcia Calloway
Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

Instructions for Participating in the Review of the Attached Net-Metering Application

Any person may file a public comment addressing whether the application should be approved. Public comments may be filed via the Commission's online document management system, known as ePUC, which you can access on the Commission's website at puc.vermont.gov, or mailed to the Commission at 112 State Street, 4th Floor, Montpelier, VT 05620-2701.

If you wish to participate in the review of a CPG application as a party, which is a prerequisite for filing an appeal of a final Commission decision, you must obtain party status from the Commission. The following persons may obtain party status by filing a notice of intervention form with the Commission by the deadline that is stated on the first page of the application:

- adjoining landowners,
- the municipal legislative bodies and the municipal and regional planning commissions where the net-metering system will be located,
- under certain circumstances, the municipal legislative bodies and the municipal and regional planning commissions of an adjacent municipality or region (see Commission Rule 5.116(B) for more information),
- the Vermont Agency of Agriculture, Food and Markets,
- the Vermont Division for Historic Preservation, and
- the applicant's electric utility service provider.

If a party wishes to offer contrary evidence or to challenge the accuracy of information contained in an application, the party must request a hearing to present such evidence and argument. To request a hearing, a party may use the hearing request form available on the Commission's website. All requests for hearing must be filed by the deadline that is stated on the first page of the application.

Motions to intervene, notices of intervention, and requests for hearing must be filed with the Commission via the Commission's online document management system, known as ePUC, unless one of the exceptions stated in Commission Rule 2.110 applies. You can access ePUC on the Commission's website at puc.vermont.gov. ePUC will then automatically provide notice of and access to your filing to all other parties who are participating in the case electronically. You must mail a copy of your filing to any party who is not participating in the case electronically (i.e., any party who does not have an email address listed on the People tab in ePUC).

To request a waiver under Commission Rule 2.110(B) of the requirement to use ePUC, you can file the "Request for Waiver of Requirement to Use ePUC and Notice of Appearance" form that is available on the Commission's website and from the Clerk of the Commission at 802-828-2358 and puc.clerk@vermont.gov. If you mail your filing to the Commission at 112 State Street, 4th Floor, Montpelier, VT 05620-2701, you must also mail a copy of your filing to all other parties in the case.

For more information about participating in the review of applications for CPGs, see Commission Rule 5.100 on the Commission's website (puc.vermont.gov).

Net-Metering Application Form

Applicant Information	
Applicant Name	Michael Hennessey
Applicant Mailing Address	249 Bragg Hill Rd
Town/City/State	Norwich
Zip Code	05055
Daytime Telephone	(401) 225-8187
Email Address	mhh@provri.net
Name of Utility	Green Mountain Power Corporation
Consumption Meter Number	new generation meter
Is this a group net-metering system?	Yes
Is the property owner the same as the net-metering customer/applicant?	Yes
Do you elect to retain or transfer ownership of any environmental attributes associated with the system?	Transfer Ownership
Advance Filing Reference Number	23-2205-AN

System Information	
System Location	249 Bragg Hill Rd
Town/City/State	Norwich
Zip Code	05055
Existing CPG Number (if amendment)	
Description of Proposed Amendment	
Number of Act 250 Land Use Permit applicable to the host parcel (if any)	
Are there one or more existing, approved, or other proposed net-metering systems at this service address?	N
Case Number(s) or CPG Number(s) of Other Systems	

Photovoltaic System Information	
System Capacity (AC nameplate capacity of the inverter(s))	50.0 AC Kilowatts
PV Module Manufacturer	Hanwha QCELLS
PV Module Model Number	Q.PEAK DUO XL-G10.3/BFG
Number of Modules	152
Power Rating per Module	485 Watts
Total Array Output (no. of modules x power rating)	73.72 Kilowatts
Inverter Manufacturer	Fronius
Inverter Model Number	(4) Primo 12.5-US
Physical Location of the Facility's Lockable Disconnect Switch	At the inverter rack on back side of the array
Interconnection Configuration	Generation Meter
Installation Type	Ground Mount
System Orientation	Fixed
Will the applicant own or lease the generation equipment?	Own
Setback Information	
Distance to the Nearest Residence	500 ft.
Name of and Distance to Each Adjoining Municipal or State Highway	Bragg Hill Rd, 570 ft.
Distance to All Adjoining Property Boundaries that Are Not State or Municipal Highways	nearest boundary to east, 150 ft.
Do the municipal bylaws or ordinances of the municipality where the project will be located contain any screening requirements for ground-mounted solar facilities?	No
Is the proposed project in compliance with the municipality's screening requirements?	
System Installer Information (if different than Applicant information)	
Installer Name	Liz SMITHIES, Catamount Solar
Mailing Address	4 Randolph Ave
Town/City/State	Randolph, VT
Zip Code	05060
Daytime Telephone	(802) 728-3600
Email Address	liz@catamountsolar.com
Owner of Generation Equipment (if different than Applicant)	
Owner Name	
Mailing Address	
Town/City/State	
Zip Code	
Daytime Telephone	
Email Address	

Environmental Information / Preferred Sites	
System will be sited on, near, or within the following resources	Stream
Type(s) of Preferred Site	Near customer load Customer has 3 meters on this property - E22088229, E22088330, E22088331. The customer intends to use 100% of the project's output

Aesthetic Impact	
Description of the aesthetic impact of the project and why it will not have an undue adverse effect on aesthetics and the scenic and natural beauty of the area. Description of the location of the facility in relation to adjoining properties, including a specific statement about the visibility of the facility from adjoining properties; and, if it is highly visible, what measures the applicant has taken, if any, to minimize the visual impact.	The project is on a 197 acre property, in an open field surrounded by woods on the closest boundaries. The installation will not be viewable from roads or adjacent properties.

Certification

The undersigned declares, under the pains and penalties of perjury, that to the best of my knowledge:

- (1) having exercised due diligence and made reasonable inquiry, the information that I have provided on this form and any attachments is true and correct;
- (2) I have complied with the advance notice requirements of Public Utility Commission Rule 5.106(C);
- (3) the project for which this application seeks approval is in compliance with the land conservation measures contained in the applicable Town Plan;
- (4) the project is in compliance with all applicable local, state, and federal requirements and has all other necessary approvals for operation of this type of system;
- (5) any waste generated by the construction of this project will be disposed of at a state-approved disposal facility;
- (6) any construction activities will follow the recommendations of the Low Risk Site Handbook for Erosion Prevention and Sediment Control (available from the Agency of Natural Resources Stormwater Program);
- (7) the system will be installed in compliance with the interconnection, safety, and technological requirements of Vermont Public Utility Commission Rule 5.100;
- (8) this application will not result in more than 500 kW of cumulative net-metering generation being allocated to any customer consistent with Commission Rule 5.129(D) and the definitions of the terms "account" and "customer" contained in Commission Rule 5.103, unless the customer is a school or school district, in which case the school or school district may be allocated greater capacity but not more than the limit set forth in Section 6 of Act 81 of 2019;
- (9) within two business days of a determination that this application is administratively complete, I will mail a copy of this complete application to all parties as required by this form;
- (10) site preparation or construction of the project will not commence until a Certificate of Public Good is issued;
- (11) if I am a system installer, the Applicant has authorized me to submit this registration form on behalf of the Applicant and the Applicant has signed a binding contract for the installation; and
- (12) I have paid the required Department/Commission Application Fee to the Department of Public Service.

Making false or misleading statements on this application is subject to penalties under 30 V.S.A. § 30 and/or amendment or revocation of any approval granted. Such revocation could require you to remove the project and restore the site to its original condition.

Kevin McCollister

Filer Name

08/24/23

Date Filed with the Commission

4 Randolph Avenue, Randolph, VT 05060



(802) 728-3600

**Act 250 Consistency
Hennessey Solar, Norwich Vermont**

The Hennessey Parcel in Norwich, location of the planned 50kW solar array is not subject to an Act 250 Permit.

**Michael Hennessey – Proposed Solar Project in Norwich, VT
List of Persons and Entities Receiving the Application**

By ePUC:

Vermont Public Utility Commission
112 State Street, 4th floor
Montpelier, VT 05620-2701
(1 hard copy via first class mail)

Vermont Division for Historic Preservation
1 National Life Drive, # 6
Montpelier, VT 05620

Vermont Public Service Department
Commissioner's Office
112 State Street, 3rd Floor
Montpelier, VT 05620-2601

Vermont Agency of Agriculture,
Food and Markets
116 State Street
Montpelier, VT 05602

Vermont Agency of Natural Resources
Secretary's Office
1 National Life Dr., Davis 2
Montpelier, VT 05620-3901

Green Mountain Power
163 Acorn Lane
Colchester, VT 05446

By first class mail:

Town of Norwich Selectboard
Tracy Hall
300 Main St.
PO Box 376
Norwich, VT 05055

Two Rivers-Ottawaquechee
Regional Commission
128 King Farm Rd
Woodstock, VT 05091

Town of Norwich Planning Commission
Tracy Hall
300 Main St.
PO Box 376
Norwich, VT 05055

Adjoining Landowners (by first class mail)

Dept Of Interior National Park Service
1849 C Street NW
Washington, DC 20241

Jon Wilkinson
391 Bragg Hill Rd
Norwich, VT 05055

Peter Silberfarb
287 Bragg Hill Rd
Norwich, VT 05055

Phillip McCaull
28 Goddard Rd
Norwich, VT 05055

Redpath Trust Margaret C
PO Box 202
Norwich, VT 05055

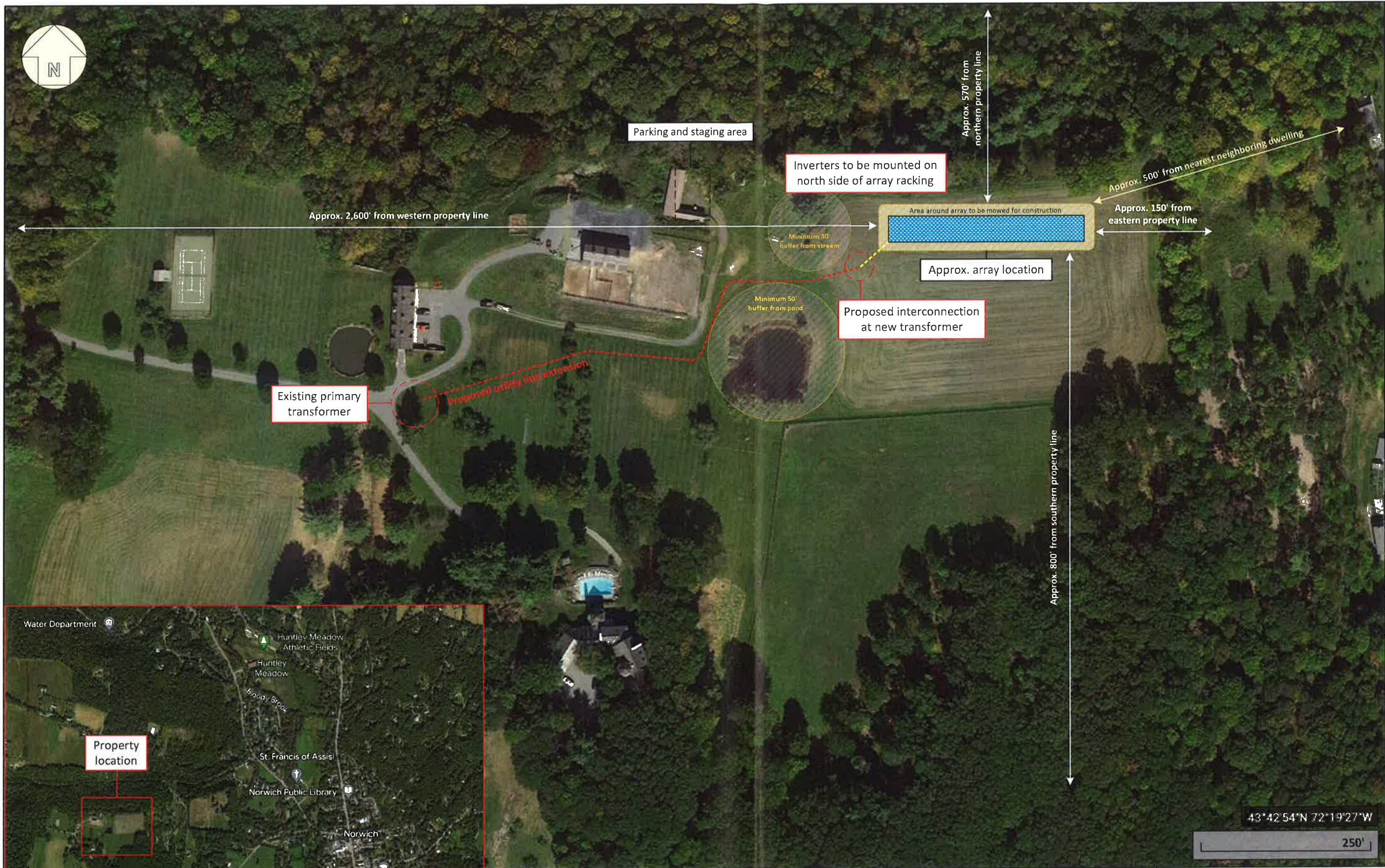
Katherine Fisher
117 Dutton Hill Rd
Norwich, VT 05055

Sarah Reeves
PO Box 887
Norwich, VT 05055

Peter Griggs
256 Dutton Hill Rd
Norwich, VT 05055

Charles Richards
54 Simpson Rd
Norwich, VT 05055

Michael Hennessey
249 Bragg Hill Rd
Norwich, VT 05055



Catamount Solar
 44 Hull St, Suite #3,
 Randolph, VT 05060
 802-728-3600
 www.catamountsolar.com

PROJECT NAME
 HENNESSEY, MICHAEL
 ADDRESS
 249 BRAGG HILL ROAD, NORWICH, VT

DATE
 6/22/2023

REVISIONS	
#	DATE

SHEET
 SITE PLAN

DRAWN BY
 CB

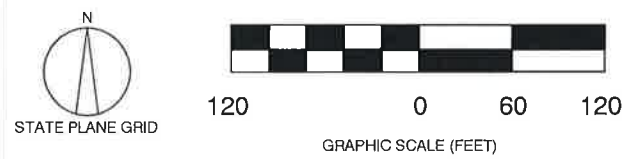
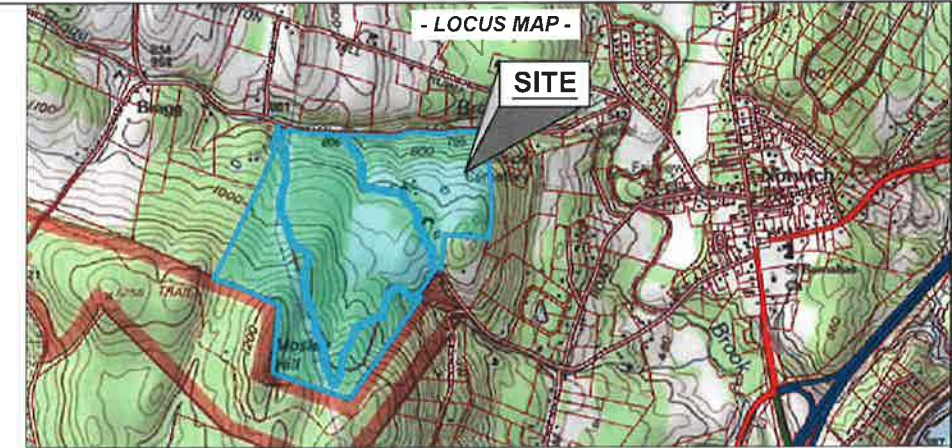
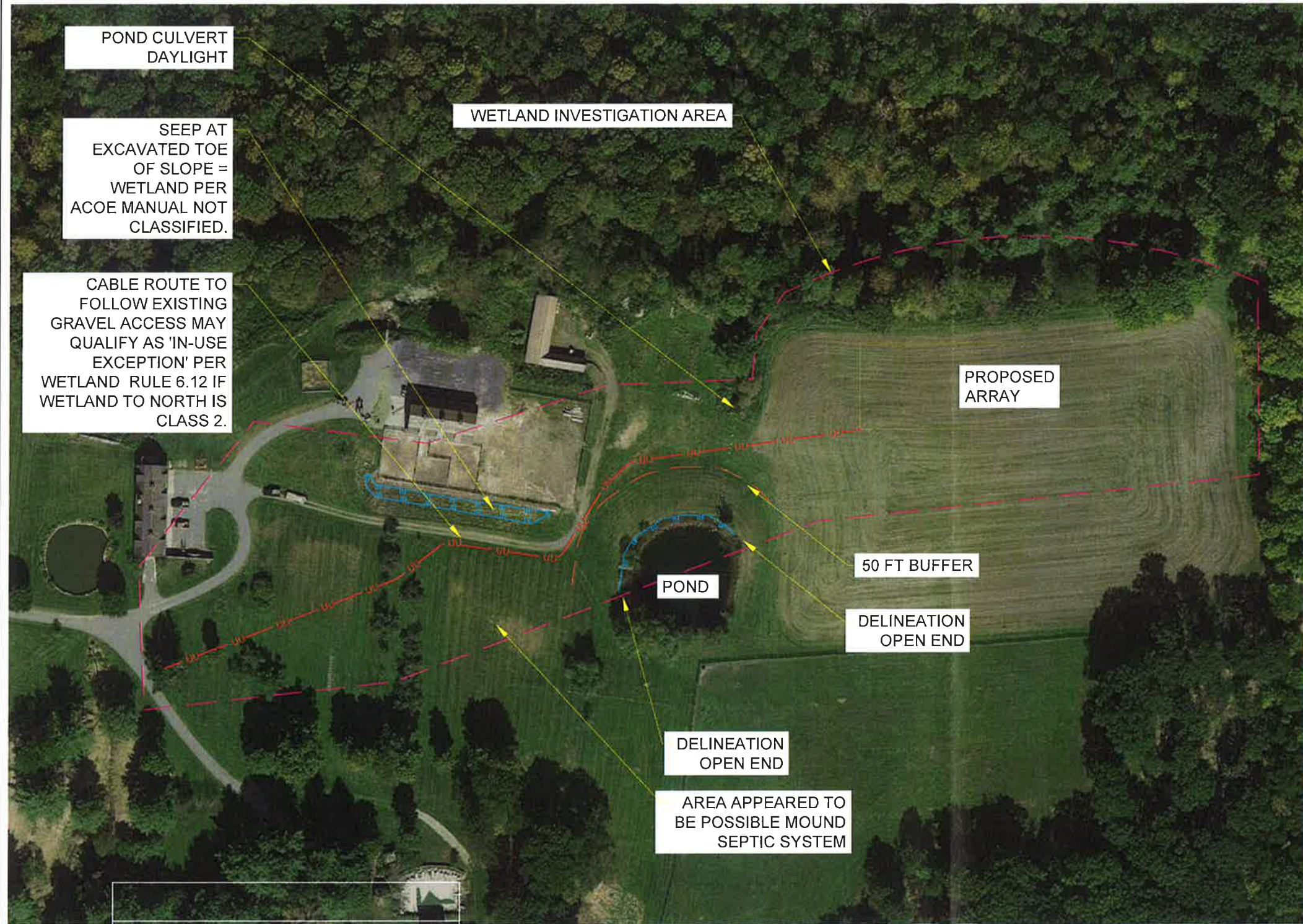
SCALE
 NTS

ORIGINAL SHEET SIZE
 11" x 17"

Hennessey Residence Site Plan
 (152) Hanwha Q Cell 485 Modules
 (4) Fronius Primo 12.5k Inverters

- Impacts:**
- Limits of disturbance: 0.42 acres +/-
 - Array area: 0.37 acres +/-
 - Utility trench area: 0.055 acres +/-
 - Transformer area: 0.0022 acres +/-

THIS DRAWING IS THE PROPERTY OF CATAMOUNT SOLAR. THIS INFORMATION IS CONFIDENTIAL AND IS TO BE USED ONLY IN CONNECTION WITH WORK DESCRIBED BY CATAMOUNT SOLAR. NO PART IS TO BE DISCLOSED TO OTHERS WITHOUT WRITTEN CONSENT FROM CATAMOUNT SOLAR.



WETLAND DELINEATION 8-9-23 BY M. BANNON PER THE TECHNICAL CRITERIA OF THE US ACOE DELINEATION MANUAL (TR Y-87-1 1/1987) WITH NORTH CENTRAL AND NORTHEAST REGIONAL SUPPLEMENT, V 2.0 (1/2012)

IMAGERY = GOOGLE EARTH

Bannon
ENGINEERING

WWW.BANNONENGINEERING.COM
802.728.6500

- CIVIL - ENVIRONMENTAL - DESIGN - PLANNING -

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WETLAND SITE PLAN

CLIENT: MICHAEL HENNESSEY
PROJECT: CATAMOUNT SOLAR INSTALLATION
LOCATION: 249 BRAGG HILL ROAD, NORWICH, VT
DATE: 8-16-23

09/21/23

Town of Norwich Accounts Payable

Page 1 of 5

01:01 pm

Check Warrant Report # 1050 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 09/27/23 To 09/27/23 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	ADVANCE AUTO PARTS	07/27/23 DPW-OIL & AIR FILTER 084320806981	01-5-703403.00 PARTS & SUPPLIES	96.35	13695	09/27/23
ADVANCE	ADVANCE AUTO PARTS	07/31/23 DPW-DEGREASER 084321275133	01-5-703403.00 PARTS & SUPPLIES	45.51	13695	09/27/23
ANYTIME	ANYTIME CARPET CARE & CLE	09/04/23 PD-CLEANING 734155	01-5-485304.00 CLEANING	410.00	13696	09/27/23
BOUNTREE	BOUND TREE MEDICAL LLC	08/29/23 PD-MEDICAL SUPPLIES 85072453	01-5-500501.00 ADMINISTRATION	311.96	13697	09/27/23
BUSINESS	BUSINESS CARD	08/22/23 FIN-ENVELOPES FOLDERS PNS 1256207	01-5-200610.00 OFFICE SUPPLIES	73.71	13698	09/27/23
BUSINESS	BUSINESS CARD	08/17/23 TM-PHONE HANDSET CORD 2349014	01-5-005610.00 OFFICE SUPPLIES	10.98	13698	09/27/23
BUSINESS	BUSINESS CARD	08/17/23 TC-TELEPHONE EXTEN CORD 4369840	01-5-100611.00 OFFICE EQUIPMENT	6.88	13698	09/27/23
BUSINESS	BUSINESS CARD	08/16/23 TC-HANGING FILE ORGANIZER 4767404	01-5-100610.00 OFFICE SUPPLIES	39.74	13698	09/27/23
BUSINESS	BUSINESS CARD	08/30/23 P&R-BASEBALLS 7179454	01-5-425211.00 EQUIPMENT	262.89	13698	09/27/23
BUSINESS	BUSINESS CARD	08/23/23 TC-ADDRESS LOOK UP 823WHTPGS	01-5-100538.00 POSTAGE	22.99	13698	09/27/23
BUSINESS	BUSINESS CARD	08/25/23 TM-DEBI NAME PLATE 9293837	01-5-005610.00 OFFICE SUPPLIES	6.99	13698	09/27/23
BUSINESS	BUSINESS CARD	08/20/23 TH-AUG '23 ZOOM INV215653876	01-5-275627.00 Remote Meeting Services	503.83	13698	09/27/23
BUSINESS	BUSINESS CARD	08/28/23 PD-BATTERIES P65289236	01-5-500501.00 ADMINISTRATION	319.16	13698	09/27/23
BUSINESS	BUSINESS CARD	08/15/23 PD-ARMORER'S COURSE TRP100187178	01-5-500538.00 TRAINING	250.00	13698	09/27/23
CCI	CCI MANAGED SERVICES	08/31/23 TH-APC & CABLES CW-57465	01-5-275630.00 COMPUTER HARDWARE	790.50	13699	09/27/23
CCI	CCI MANAGED SERVICES	09/18/23 TH-BRIE PRINTER CONNECTIO CW-57643	01-5-275630.00 COMPUTER HARDWARE	309.00	13699	09/27/23
LINDBERG	CHERYL A LINDBERG	09/14/23 TH-CHERYL GFOA CONFERENCE 914EMPREIMB	01-5-005615.00 DUES/MTS/EDUC	898.31	13700	09/27/23
LINDBERG	CHERYL A LINDBERG	09/08/23 LISTERS-CHERYL MLG REIMB 914MLGREIMB	01-5-300580.00 MILEAGE REIMB	55.02	13700	09/27/23
LEBANON	CITY OF LEBANON	09/07/23 P&R-SOCCER REGSTRITION FEE 907GAMEFEE	01-5-425218.00 REGISTRATION FEES	300.00	13701	09/27/23
COMCAST	COMCAST	09/01/23 PD-SEPT '23 INTERNET 901PDINT	01-5-485238.00 PHONE & INTERNET	441.91	13702	09/27/23
COMCAST	COMCAST	09/06/23 TH-SEPT '23 INTERNET 906THINT	01-5-275632.00 SERVER MAINTENANCE	24.95	13702	09/27/23
DYERS	DYERS WELDING AND UPPER V	09/12/23 DPW-PLOW REPAIR 007264	01-5-703401.00 OUTSIDE REPAIRS	180.00	13703	09/27/23
DYERS	DYERS WELDING AND UPPER V	09/12/23 DPW-PLOW REPAIR 007264	01-5-703403.00 PARTS & SUPPLIES	968.65	13703	09/27/23
EAGLEPOIN	EAGLE POINT GUN/T.J. MORR	08/29/23 PD-TRAINING SUPPLIES 136309	01-5-500543.00 TRAINING SUPPLIES	1146.36	13704	09/27/23
GRAN STGL	GRANITE STATE GLASS	08/31/23 DPW-MIRROR INSTALLED E0045431	01-5-703403.00 PARTS & SUPPLIES	30.00	13705	09/27/23

09/21/23

Town of Norwich Accounts Payable

Page 2 of 5

01:01 pm

Check Warrant Report # 1050 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 09/27/23 To 09/27/23 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
GREAT	09/09/23	GREATER GOOD MEDIA SB-FALL 2023 1/2 PAGE 2023-6147	01-5-005300.00 PROFESS SERV	250.00	13706	09/27/23
HOMEDEPOT	08/30/23	HOME DEPOT CREDIT SERVICE FD-NOZZLE 518953	01-5-555422.00 FIRE TOOLS & EQUIPMENT	25.96	13707	09/27/23
IIMC	09/20/23	INTERNATIONAL INSTITUTE O TC-MEMBERSHIP FEES 920MEMBER	01-5-100615.00 DUES/MTGS/EDUC	185.00	13708	09/27/23
POWELLJUD	08/29/23	JUDITH POWELL PD-JUDY MILEAGE REIMBURSE 829MLGREIMB	01-5-500580.00 MILEAGE REIMB	91.70	13709	09/27/23
POWELLJUD	09/14/23	JUDITH POWELL PD-JUDY POSTAGE REIMBURSE 914EMPREIMB	01-5-500501.00 ADMINISTRATION	38.60	13709	09/27/23
K&R	09/01/23	K & R PORTABLE RESTROOM S P&R-AUG '23 TOILET RENTAL 25009	01-5-425326.00 PORTABLE TOILET	650.00	13710	09/27/23
KEYCOMM	06/13/23	KEY COMMUNICATIONS INC TH-PHONE JACK 56421	01-5-706113.00 REPAIRS & MAINTENANCE	236.45	13711	09/27/23
KEYCOMM	09/14/23	KEY COMMUNICATIONS INC FD-WIRING 56731	01-5-485234.10 Apparatus Bay FD	591.13	13711	09/27/23
LEBFORD	07/27/23	LEBANON FORD FD-VEHICLE MAINTENANCE 440936/1	01-5-555528.00 FIRE TRK R & M	183.81	13713	09/27/23
LEBFORD	09/11/23	LEBANON FORD FD-REPAIRS 441225/1	01-5-555528.00 FIRE TRK R & M	274.89	13713	09/27/23
MAYER	09/22/23	MAYER & MAYER Payroll Transfer PR-09/22/23	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	13714	09/27/23
NESPIN	07/01/23	NE STATE POLICE INFORMATI PD-ANNUAL MEMBERSHIP INV202300887	01-5-500581.00 DUES/MTGS/EDUC	100.00	13715	09/27/23
NETTC	09/08/23	NEW ENGLAND TRUCK TIRE CE DPW-LOADER PARTS & REPAIR 148031-07	01-5-703401.00 OUTSIDE REPAIRS	391.00	13716	09/27/23
NETTC	09/08/23	NEW ENGLAND TRUCK TIRE CE DPW-LOADER PARTS & REPAIR 148031-07	01-5-703403.00 PARTS & SUPPLIES	3828.50	13716	09/27/23
NORFIREDI	09/09/23	NFD-WATER DEPT FD-HYDRANT USE 7/1-12/31 909HYDRANT	01-5-555634.00 HYDRANT RENTAL	30000.00	13717	09/27/23
NRRA	08/31/23	NORTHEAST RESOURCE RECOVE DPW-RELEASE #703040 134599	01-5-705305.00 RECYCLING	191.20	13718	09/27/23
NORSCHOOL	09/18/23	NORWICH SCHOOL DISTRICT TH-FY24 2ND INSTALLMENT FY24 2ND HLF	01-2-001123.00 SCHOOL DISTRICT TAX	4176005.97	13719	09/27/23
OTIS	09/18/23	OTIS ELEVATOR COMPANY TH-OCT '23 ELEVATOR MAINT 100401315616	01-5-706107.00 ELEVATOR MAINTENANCE	311.48	13720	09/27/23
PITNEY	08/30/23	PITNEY BOWES TH-PB MAILING METER LEASE 3317969889	01-5-275536.00 POSTAGE METER RENTAL	159.57	13721	09/27/23
PITNEYPOST	09/08/23	PITNEY BOWES TH-PB POSTAGE REFIL 908POSTAGE	01-5-275538.00 POSTAGE	1000.00	13722	09/27/23
ROBERT HA	07/31/23	ROBERT HALF FIN-JOYCE WK END 7/28 62348117	01-5-200112.10 FINANCE OFFICER WAGE	3841.45	13723	09/27/23
ROBERT HA	09/11/23	ROBERT HALF FIN-JOYCE WK END 9/8 62534397	01-5-200112.10 FINANCE OFFICER WAGE	4042.12	13723	09/27/23
ROBERT HA	09/11/23	ROBERT HALF FIN-JOYCE WK END 9/1 62534399	01-5-200112.10 FINANCE OFFICER WAGE	176.33	13723	09/27/23
ROBERT HA	09/19/23	ROBERT HALF FIN-JOYCE WK END 9/8 62576752	01-5-200112.10 FINANCE OFFICER WAGE	176.33	13723	09/27/23
SABIL	09/08/23	SABIL & SONS INC FD-INSPECTION & REPAIRS 98870	01-5-555528.00 FIRE TRK R & M	1936.23	13724	09/27/23

09/21/23

Town of Norwich Accounts Payable

Page 3 of 5

01:01 pm

Check Warrant Report # 1050 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 09/27/23 To 09/27/23 & Fund 01

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
SOLAFLECT	09/15/23	SOLAFLECT SOLAR PARK I, L SEPT '23 SOLAR ALLOCATION SEPT23	01-5-705501.00 ELECTRICITY	239.04	13725	09/27/23
SOLAFLECT	09/15/23	SOLAFLECT SOLAR PARK I, L SEPT '23 SOLAR ALLOCATION SEPT23	01-5-706101.00 ELECTRICITY	609.09	13725	09/27/23
SOLAIV	09/15/23	SOLAFLECT SOLAR PARK IV, 2309_01	SEPT '23 SOLAR ALLOCATION TOWER POWER	22.36	13726	09/27/23
SOLAIV	09/15/23	SOLAFLECT SOLAR PARK IV, 2309_01	SEPT '23 SOLAR ALLOCATION SPEED SIGNS	84.41	13726	09/27/23
SOLAIV	09/15/23	SOLAFLECT SOLAR PARK IV, 2309_01	SEPT '23 SOLAR ALLOCATION ELECTRICITY	698.87	13726	09/27/23
SOLAIV	09/15/23	SOLAFLECT SOLAR PARK IV, 2309_01	SEPT '23 SOLAR ALLOCATION ELECTRICITY	76.77	13726	09/27/23
SOLAIV	09/15/23	SOLAFLECT SOLAR PARK IV, 2309_01	SEPT '23 SOLAR ALLOCATION BNDSTND/SIGN/EVCH ELECTRI	17.59	13726	09/27/23
SUNPAVE	08/21/23	SUNAPEE PAVING LLC DBA SP DPW-TRANSFER STATION PAVE 2439	01-5-703313.00 PAVING	30000.00	13728	09/27/23
SUNPAVE	08/22/23	SUNAPEE PAVING LLC DBA SP DPW-PAVEMENT REPAIR GARAG 2440	01-5-703315.00 OTHER PROJECTS	2030.99	13728	09/27/23
EMBLAUTH	09/13/23	THE EMBLEM AUTHORITY PD-SHOULDER PATCHES 43357	01-5-500582.00 UNIFORMS	462.00	13729	09/27/23
TOTAL CLI	09/01/23	TOTAL CLIMATE CONTROL, IN PD-TUNE-UP & CLEANING 46996128	01-5-485302.00 REPAIRS & MAINTENANCE	656.44	13730	09/27/23
UNIFIRST	09/11/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070259361	01-5-703311.00 UNIFORMS	269.21	13731	09/27/23
UNIFIRST	09/11/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070259361	01-5-704311.00 UNIFORMS	60.00	13731	09/27/23
VALLEYNEW	09/09/23	VALLEY NEWS TH-LEAGL ADVERTISEMENT 865500	01-5-005540.00 ADVERTISING	108.00	13732	09/27/23
VERIZWIRE	09/04/23	VERIZON WIRELESS SEPT '23 WIRELESS PHONES 9943625991	01-5-555625.00 TELEPHONE & INTERNET	40.01	13733	09/27/23
VERIZWIRE	09/04/23	VERIZON WIRELESS SEPT '23 WIRELESS PHONES 9943625991	01-5-500501.00 ADMINISTRATION	161.44	13733	09/27/23
VERIZWIRE	09/04/23	VERIZON WIRELESS SEPT '23 WIRELESS PHONES 9943625991	01-5-555625.00 TELEPHONE & INTERNET	40.36	13733	09/27/23
VERIZWIRE	09/04/23	VERIZON WIRELESS SEPT '23 WIRELESS PHONES 9943625991	01-5-425127.00 TELEPHONE	40.36	13733	09/27/23
VERIZWIRE	09/04/23	VERIZON WIRELESS SEPT '23 WIRELESS PHONES 9943625991	01-5-005532.00 T MNGR CELL PHONE	40.36	13733	09/27/23
VLS	08/18/23	VERMONT LIFE SAFETY, LC TH-FRE ALRM TEST/INSPECT 48350	01-5-706105.00 ALARM MONITORING	642.00	13734	09/27/23
VLS	08/18/23	VERMONT LIFE SAFETY, LC DPW-FRE ALRM TEST/INSPECT 48351	01-5-703509.00 ALARM MONITORING	335.00	13734	09/27/23
VLS	08/18/23	VERMONT LIFE SAFETY, LC PSB-FRE ALRM TEST/INSPECT 48352	01-5-485303.00 ALARM MONITORING	767.00	13734	09/27/23
VLS	08/23/23	VERMONT LIFE SAFETY, LC DPW-FIRE EXTINGUISHER SRV 48406	01-5-703511.00 REPAIRS & MAINTENANCE	64.50	13734	09/27/23
VTMUNI	09/01/23	VERMONT MUNICIPAL ASSESSO LISTERS-AUG '23 ASSESSOR 1427	01-5-300300.00 PROFESS SERVICES	2919.36	13735	09/27/23
VTMUNI	09/07/23	VERMONT MUNICIPAL ASSESSO LISTERS-SEPT '23 ASSESSOR 1429	01-5-300300.00 PROFESS SERVICES	710.84	13735	09/27/23

09/21/23
01:01 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1050 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 09/27/23 To 09/27/23 & Fund 01

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
OFFICESYS VISUAL EDGE IT, INC	08/30/23	PD-ANNUAL MAINTENANCE 24AR1082992	01-5-500501.00 ADMINISTRATION	528.94	13736	09/27/23
WBMASON W.B. MASON CO., INC.	07/14/23	TH-COPIER PAPER 239722658	01-5-005610.00 OFFICE SUPPLIES	47.99	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/01/23	TS-INK CARTRIDGES 240847844	01-5-703507.00 SUPPLIES	33.98	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/01/23	PD-ASSORTED SUPPLIES 240849925	01-5-485301.00 BUILDING SUPPLIES	443.91	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/07/23	TC-AUDIO RECORDER 240963464	01-5-100610.00 OFFICE SUPPLIES	42.99	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/07/23	DPW-TONER, MARKERS, PAPER 240965685	01-5-703507.00 SUPPLIES	832.98	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/07/23	TH-4 PACK NOTE PADS 240967194	01-5-005610.00 OFFICE SUPPLIES	26.89	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/07/23	DPW-WIRELESS MOUSE 240969275	01-5-703507.00 SUPPLIES	23.99	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/11/23	PD-TOILET PAPER 241045597	01-5-485301.00 BUILDING SUPPLIES	147.96	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/12/23	FIN-NOTEBOOK 241052093	01-5-200610.00 OFFICE SUPPLIES	1.33	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/13/23	TM-STORAGE BOXES 241099425	01-5-005610.00 OFFICE SUPPLIES	17.99	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/13/23	PD-COFFE & INK CARTRIDGES 241099612	01-5-500501.00 ADMINISTRATION	213.92	13737	09/27/23
WBMASON W.B. MASON CO., INC.	09/11/23	PD-CREDIT TOILET PAPER CM2135848	01-5-485301.00 BUILDING SUPPLIES	-280.98	13737	09/27/23
EARTHLINK WINDSTREAM	09/01/23	TH-SEPT '23 PHONE 75903889	01-5-005531.00 ADMIN TELEPHONE	40.25	13738	09/27/23
EARTHLINK WINDSTREAM	09/01/23	TH-SEPT '23 PHONE 75903889	01-5-100531.00 TELEPHONE	40.25	13738	09/27/23
EARTHLINK WINDSTREAM	09/01/23	TH-SEPT '23 PHONE 75903889	01-5-200531.00 TELEPHONE	40.25	13738	09/27/23
EARTHLINK WINDSTREAM	09/01/23	TH-SEPT '23 PHONE 75903889	01-5-275531.00 TELEPHONE	40.25	13738	09/27/23
EARTHLINK WINDSTREAM	09/01/23	TH-SEPT '23 PHONE 75903889	01-5-300531.00 TELEPHONE	40.25	13738	09/27/23
EARTHLINK WINDSTREAM	09/01/23	TH-SEPT '23 PHONE 75903889	01-5-350531.00 TELEPHONE	40.25	13738	09/27/23
EARTHLINK WINDSTREAM	09/01/23	TH-SEPT '23 PHONE 75903889	01-5-425127.00 TELEPHONE	40.25	13738	09/27/23
EARTHLINK WINDSTREAM	09/01/23	TH-SEPT '23 PHONE 75903889	01-5-705505.00 TELEPHONE	34.94	13738	09/27/23

09/21/23

Town of Norwich Accounts Payable

01:01 pm

Check Warrant Report # 1050 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 09/27/23 To 09/27/23 & Fund 01

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

4275712.99

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 \$ *4,275,712.99
Let this be your order for the payments of these amounts.

Staff Accountant

Ashley Wohler
Ashley Wohler

Town Manager:

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

09/21/23
01:02 pm

Town of Norwich Accounts Payable

Check Warrant Report # 1051 Current Prior Next FY Invoices For Fund (TOWN REAPPRAISAL FUND)
For Check Acct 03(General) All check #s 09/27/23 To 09/27/23 & Fund 12

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
KRT	09/11/23	LISTERS-APPRAISAL 2705	12-5-300322.00 REAPPRAISAL	3795.89	13712	09/27/23
Report Total				3795.89		

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 \$ *****3,795.89
Let this be your order for the payments of these amounts:

Staff Accountant: Ashley Wöhler
Ashley Wöhler

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

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

09/21/23

Town of Norwich Accounts Payable

01:02 pm

Check Warrant Report # 1052 Current Prior Next FY Invoices For Fund (POLICE SPEC EQUIP FUND)

ashleyw

For Check Acct 03(General) All check #s 09/27/23 To 09/27/23 & Fund 21

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
SONSLIB	09/08/23	SONS OF LIBERTY GUN WORKS PD-4 GUNS AND ACCESSORIES LE18873	21-2-001160.00 Accounts Payable Fund 21	12964.00	13727	09/27/23
Report Total				12964.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****12,964.00
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler
Ashley Wohler

DocuSigned by:
Brennan Duffy
D4520EG72DA7484...
Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith


09/21/23
01:02 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1053 Current Prior Next FY Invoices For Fund (DPW-PAVING FUND)
For Check Acct 03(General) All check #s 09/27/23 To 09/27/23 & Fund 42

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
SUNPAVE	08/21/23	SUNAPEE PAVING LLC DBA SP DPW-TRANSFER STATION PAVE	42-5-700565.00	19151.00	13728	09/27/23
		2439	PAVING			
Report Total				19151.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****19,151.00
Let this be your order for the payments of these amounts.

Staff Accountant 
Ashley Wohler

Town Manager: 
D4520EG72DA7484...
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

September 21, 2023

RE: July-August 2023 Financial Highlights

New Finance Director: we welcomed Barrie on August 28th and she hit the ground running. She has been deep in the weeds as we work together on all aspects of the director's job. We are glad to have her on board.

Audit: We began providing data to the Auditors on Sept 4th and they began reviewing the work on August 14th with their first on-site visit. Having received the task lists for the Cemetery Commission and the Trustee of Public funds at that time, I then contacted the department heads and now all groups are currently working on gathering data to be provided to the auditors. Their next on-site visit is slated for October 2 and 3. Until then we will continue to work on the tasks assigned. I expect more reconciling entries as we work our way through the audit.

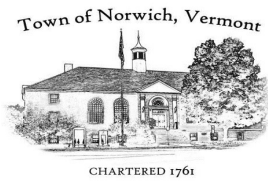
Capital Planning: we kicked off Capital planning at the Department head meeting on Sept 18th when all managers were provided, a workbook to compile data so it can be merged into one document. This includes looking at the capital assets already on the books, creating a reasonable replacement schedule, and ways to finance the items over time in order to meet the purchase/replacement needs. The goal is to have a 5 yr project ready for insertion into the FY25 budgeting process. There will be more to come on this over the next few weeks.

Financials: The presentation in the packet is representative of July and August, combined to give you fiscal 24 year to date figures.

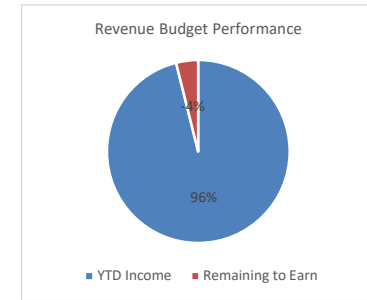
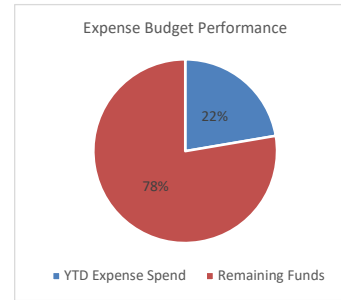
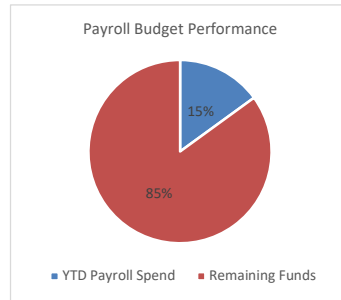
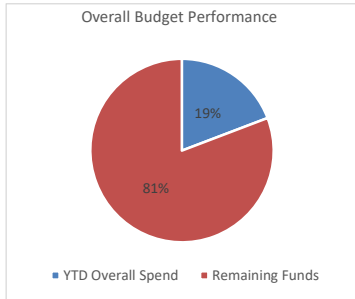
- Town Clerk Health Insurance budget line is too low. Using the current health insurance plan selections, the projected total expenses for the department will be \$53,014. Depending on the premium increase in January this may increase. The change is attributed to 1. a change in the Town Clerk and the plan selected and 2. a low budget projection which was based on unreconciled and lower than actual figures. Hopefully, now that the back-end coding errors that had been occurring for 2 years have been fixed, the FY25 budget will be more in line with the actuals. Because the back-end coding caused errors of lesser degrees in other departments, I expect the Health Insurance budget lines for most departments for FY24 to be lower than actuals.
- Property Tax Revenues - current month shows a large decrease (\$14.6M). This is because I reclassified the School District portion, Windsor County portion and the Monetary Articles to their respective line items all during August. Please refer to the YTD amount for the YTD current tax revenue booked. Tax reconciliations will be done during December and will be reflected in the December financials.

Thank you.

Joyce



TOWN OF NORWICH FINANCIAL DASHBOARD
As of August 31, 2023

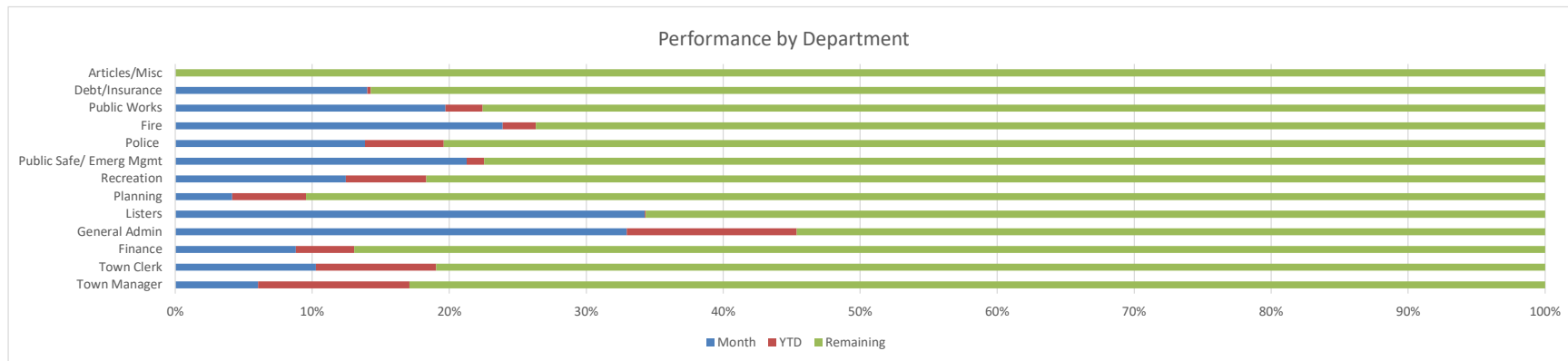


FY23 Overall Budget \$ 5,913,969
YTD Overall Spend \$ 1,136,791
Remaining Funds \$ 4,777,178
FY 23 Performance 19.22%

FY23 Payroll Budget \$ 2,509,109
YTD Payroll Spend \$ 376,116
Remaining Funds \$ 2,132,993
FY23 Performance 14.99%

FY23 Expense Budget \$ 3,404,860
YTD Expense Spend \$ 760,675
Remaining Funds \$ 2,644,185
FY23 Performance 22.34%

FY23 Revenue Projection \$ 5,375,482
YTD Income \$ 5,601,967
Remaining to Earn \$ (226,485)
FY 23 Performance 104.21%



Town of Norwich Revenue Report
August 31, 2023 Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 31-Aug	FY 24 YTD PERF
PROPERTY TAX REVENUES						
TOWN PROPERTY TAX	\$ 4,098,806	\$ 4,283,028	\$ 4,621,999	\$ 4,760,855	\$ (14,635,233)	103.00%
WINDSOR COUNTY TAX		\$ 58,829	\$ -	\$ 61,444	\$ 61,444	0.00%
PROPERTY TAX FOR OTHER MONETARY ARTICLES	\$ 425,938	\$ 406,654	\$ 450,560	\$ 450,560	\$ 450,560	100.00%
VT LAND USE TAX (HOLD HARMLESS PAYMENT)	\$ 187,863	\$ 219,466	\$ 205,000	\$ -	\$ -	0.00%
PROPERTY TAX INTEREST	\$ 30,000	\$ 21,795	\$ 30,000	\$ 19,779	\$ 6,541	65.93%
PROPERTY TAX COLLECTION FEE	\$ 20,000	\$ 33,207	\$ 20,000	\$ 5,798	\$ -	28.99%
TOTAL PROPERTY TAX REVENUE	\$ 4,762,607	\$ 5,022,979	\$ 5,327,559	\$ 5,298,435	\$ (14,116,689)	111.25%
LICENSE & PERMIT REVENUE						
LIQUOR LICENSE	\$ 600	\$ 600	\$ 600	\$ 70	\$ -	11.67%
DOG LICENSE	\$ 1,750	\$ 2,593	\$ 1,750	\$ 72	\$ 28	4.11%
HUNTING & FISHING LICENSES	\$ 200	\$ 84	\$ 200	\$ 21	\$ 18	10.50%
PEDDLER LICENSE	\$ -	\$ 25	\$ -	\$ -	\$ -	0.00%
BUILDING/DEVELOPMENT PERMITS	\$ 8,000	\$ 7,880	\$ 9,000	\$ 1,519	\$ 827	16.88%
LAND POSTING PERMIT	\$ 200	\$ 215	\$ 200	\$ 15	\$ 15	7.50%
TOTAL LICENSE & PERMIT REVENUE	\$ 10,750	\$ 11,397	\$ 11,750	\$ 1,697	\$ 888	15.79%
INTERGOVERNMENTAL REVENUE						
VT HIWAY GAS TAX	\$ 160,000	\$ 163,688	\$ 160,000	\$ 122,428	\$ 40,809	76.52%
VT ACT 60	\$ 13,750	\$ 15,495	\$ 15,000	\$ -	\$ -	0.00%
PILOT PAYMENTS	\$ 10,000	\$ 13,930	\$ 10,000	\$ 2,427	\$ 2,427	24.27%
VT NATURAL RESRCS	\$ 2,500	\$ -	\$ 2,500	\$ 78	\$ 78	3.12%
LATE FEES-REVISED TAX BILLS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
EDUCATION TAX RETAINER	\$ 27,000	\$ -	\$ 27,000	\$ -	\$ -	0.00%
TOTAL INTERGOVERNMENTAL REVENUE	\$ 213,250	\$ 193,112	\$ 214,500	\$ 124,933	\$ 43,314	58.59%
SERVICE FEE REVENUE						
RECORDING FEE & RESTORATION	\$ 25,000	\$ 23,909	\$ 25,000	\$ 4,192	\$ 3,014	16.77%
RESTORATION		\$ -	\$ -	\$ -	\$ -	0.00%
DOCUMENT COPY FEE	\$ 2,100	\$ 3,696	\$ 2,100	\$ 289	\$ 111	13.76%
USE OF RECRD FEE	\$ 250	\$ 589	\$ 250	\$ 54	\$ 18	21.60%
VITAL STATISTIC FEE	\$ 800	\$ 1,610	\$ 800	\$ 290	\$ 200	36.25%
MOTOR VEHICLE RENEWAL FEE	\$ 50	\$ 30	\$ 50	\$ -	\$ -	0.00%
PHOTOCOPYING FEE	\$ 50	\$ 2	\$ 50	\$ -	\$ -	0.00%
EV CHARGING FEES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TRACY HALL RENTAL FEE	\$ 3,500	\$ 4,910	\$ 3,500	\$ 70	\$ -	2.00%
POLICE REPORT FEE	\$ 500	\$ 236	\$ 500	\$ 63	\$ 51	12.60%
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	\$ 125,000	\$ 106,716	\$ 155,000	\$ 61,485	\$ 14,891	39.67%
TRANSFER STATION STICKERS	\$ 40,000	\$ 46,255	\$ 40,000	\$ 29,092	\$ 7,457	72.73%
RECYCLING SOLID WASTE FEES	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	0.00%
E-WASTE REVENUE	\$ 3,500	\$ 3,456	\$ 3,500	\$ 855	\$ 383	24.42%
RECYCLING REBATES	\$ 6,500	\$ 15,005	\$ 6,500	\$ 2,965	\$ 837	45.61%
C & D WASTE REVENUE	\$ 10,000	\$ 13,458	\$ 10,000	\$ 3,589	\$ 1,628	35.89%
TRASH COUPON	\$ 105,000	\$ 100,970	\$ 105,000	\$ 22,570	\$ 9,405	21.50%
TOTAL SERVICE FEE REVENUE	\$ 325,750	\$ 320,842	\$ 355,750	\$ 125,514	\$ 37,995	38.53%
GRANT REVENUE						
BETTER BACK ROADS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HIWAY PAVING GRANT		\$ 210,302	\$ -	\$ -	\$ -	0.00%
HIWAYBRIDGE GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
FEMA	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HISTORIC PRESERVATION GRANT	\$ -	\$ 9,000	\$ -	\$ -	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ 3,038	\$ -	\$ -	\$ -	0.00%
ENERGY GRANT			\$ -	\$ 4,000	\$ -	0.00%
VLCT GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GRANTS IN AID PROJECT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Town of Norwich Revenue Report
August 31, 2023 Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 31-Aug	FY 24 YTD PERF
BEAVER MEADOW SIDEWALK SCOPING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HIWAY CULVERT GRANT	\$ -	\$ -	\$ -	\$ 7,613	\$ 7,613	0.00%
VLCT PACIF GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GOVERNORS HIGHWAY SAFETY GRANT	\$ -	\$ 8,171	\$ -	\$ 179	\$ 179	0.00%
PLANNING GRANT	\$ -	\$ 7,835	\$ -	\$ -	\$ -	0.00%
RECREATION DEPT GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MAHHC GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
NORWICH WOMEN'S CLUB GRANTS	\$ -	\$ 800	\$ -	\$ -	\$ -	0.00%
RECREATION RESTART GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS TAP GRANT	\$ -	\$ 219,638	\$ -	\$ -	\$ -	0.00%
CONSERV COMM GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COVID 19 GRANT	\$ -	\$ 25,663	\$ -	\$ -	\$ -	0.00%
VTRANS BIKE & PED GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL GRANT REVENUE	\$ -	\$ 484,446	\$ -	\$ 11,791	\$ 7,791	0.00%
OTHER TOWN REVENUES						
TOWN REPORT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BANK INTEREST	\$ 20,000	\$ 26,170	\$ 20,000	\$ 26,731	\$ 15,087	133.66%
TRX FROM SCHOLARSHIP FUND	\$ -	\$ 2,330	\$ -	\$ -	\$ -	0.00%
INSURANCE CLAIMS	\$ -	\$ 4,158	\$ -	\$ -	\$ -	0.00%
ATHLETIC FIELD RENTAL	\$ 32,000	\$ 25,125	\$ 32,000	\$ 325	\$ -	1.02%
LINE OF CREDIT (FEMA)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER TOWN REVENUES	\$ 52,000	\$ 57,783	\$ 52,000	\$ 27,056	\$ 15,087	52.03%
PUBLIC SAFETY REVENUES						
POLICE FINE	\$ 10,000	\$ 2,402	\$ 10,000	\$ 377	\$ 38	3.77%
PARKING FINE	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
DOG FINE	\$ 125	\$ -	\$ 125	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,625	\$ 2,402	\$ 10,625	\$ 377	\$ 38	3.54%
MISCELLANEOUS REVENUE						
AMBULANCE BILLS PAID	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COBRA REIMBURSEMENTS	\$ -	\$ 775	\$ -	\$ -	\$ -	0.00%
TOWN CLERK	\$ -	\$ 38	\$ -	\$ 2	\$ 2	0.00%
VTGFOA SCHOLARSHIP	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING DEPT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POLICE DEPT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RECREATION DEPT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FIRE DEPT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HIGHWAY DEPT	\$ -	\$ 276	\$ -	\$ -	\$ -	0.00%
CONSERVATION COMM.	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ARPA REVENUE	\$ -	\$ 1,019,279	\$ -	\$ -	\$ -	0.00%
OPIOID SETTLEMENT REVENUE	\$ -	\$ -	\$ -	\$ 11,765	\$ 11,765.44	0.00%
FIN DEPT MISCEL	\$ -	\$ 210	\$ -	\$ 70	\$ -	0.00%
MISCELLANEOUS	\$ 500	\$ 5,277	\$ 500	\$ 327	\$ 140.00	65.38%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 1,025,855	\$ 500	\$ 12,164	\$ 11,907	2432.87%
TOTAL FEES & SERVICES	\$ 612,875	\$ 2,095,837	\$ 645,125	\$ 303,532	\$ 117,020	49.53%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL TOWN REVENUES	\$ 5,375,482	\$ 7,118,816	\$ 5,972,684	\$ 5,601,967	\$ (13,999,669)	104.21%

Town of Norwich
Department Expense Summary
August 31, 2023 Unaudited

	FY 23 Budget	FY 24 Budget	FY 24 YTD	FY 24 August	FY 24 Performance
TOWN ADMINISTRATION	\$ 383,197	\$ 467,631	\$ 79,958	\$ 28,291	17.10%
BCA/BOA	\$ 975	\$ 985	\$ 5	\$ -	0.48%
STATUTORY MEETINGS	\$ 14,025	\$ 9,575	\$ 52	\$ 16	0.54%
TOWN CLERK	\$ 183,230	\$ 191,728	\$ 38,461	\$ 20,765	20.06%
FINANCE	\$ 215,646	\$ 235,584	\$ 30,789	\$ 20,726	13.07%
GENERAL ADMINISTRATION	\$ 64,822	\$ 65,800	\$ 29,849	\$ 21,694	45.36%
LISTER	\$ 121,767	\$ 112,890	\$ 38,766	\$ 38,701	34.34%
PLANNING	\$ 185,801	\$ 160,330	\$ 15,282	\$ 6,668	9.53%
RECREATION	\$ 260,412	\$ 294,151	\$ 53,890	\$ 36,585	18.32%
PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,062	\$ 3,625	\$ 2,558	10.05%
POLICE	\$ 642,802	\$ 746,344	\$ 146,193	\$ 103,385	19.59%
FIRE/FAST	\$ 473,816	\$ 526,236	\$ 138,528	\$ 125,752	26.32%
EMERGENCY MGMT.	\$ 47,875	\$ 47,910	\$ 15,314	\$ 15,293	31.96%
CONSERVATION COMMISSION	\$ 9,300	\$ 8,500	\$ -	\$ -	0.00%
PUBLIC WORKS	\$ 1,970,385	\$ 2,201,983	\$ 494,285	\$ 434,329	22.45%
LONG TERM DEBT	\$ 162,881	\$ 167,400	\$ 51,793	\$ 50,890	30.94%
TAXES	\$ 3,000	\$ 3,000	\$ -	\$ -	0.00%
INSURANCES	\$ 188,250	\$ 192,300	\$ 1	\$ 1	0.00%
TOWN TOTAL	\$ 4,958,866	\$ 5,468,410	\$ 1,136,791	\$ 905,655	\$ 3
OUTSIDE APPROPRIATIONS	\$ 416,608	\$ 445,560	\$ -	\$ -	0.00%
TOTAL	\$ 5,375,474	\$ 5,913,969	\$ 1,136,791	\$ 905,655	\$ 3

Town of Norwich
Expenditures Detail
August 31, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month August 31, 2023	FY 24 PERF
TOWN ADMINISTRATION						
SELECTBOARD STIPEND	\$ 2,500	\$ 2,582	\$ 500	\$ -	\$ -	0.00%
TOWN MANAGER WAGE	\$ 96,877	\$ 197,368	\$ 103,997	\$ 23,825	\$ 12,040	22.91%
TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ -	\$ -	0.00%
ADMIN ASSIST WAGE	\$ 58,458	\$ 64,203	\$ 89,284	\$ 12,346	\$ 6,819	13.83%
ADMIN ASSIST OT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 9,631	\$ 16,261	\$ 12,247	\$ 2,172	\$ 1,106	17.74%
MEDI TAX	\$ 2,175	\$ 3,803	\$ 2,864	\$ 508	\$ 259	17.74%
HEALTH INSUR	\$ 43,929	\$ 37,611	\$ 43,087	\$ 14,942	\$ 4,786	34.68%
DISABILITY/LIFE INSURANCE	\$ 1,541	\$ 892	\$ 1,857	\$ 202	\$ 144	10.90%
DENTAL INSURANCE	\$ 884	\$ 579	\$ 1,105	\$ 96	\$ 144	8.70%
VT RETIREMENT	\$ 10,485	\$ 17,150	\$ 13,046	\$ 2,669	\$ 1,388	20.46%
VT RETIREMENT ADJUSTMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PROFESSIONAL SERVICES	\$ 17,500	\$ 8,503	\$ 18,000	\$ -	\$ -	0.00%
CONTRACTED SERVICES	\$ 30,670	\$ 30,670	\$ -	\$ -	\$ -	0.00%
LEGAL	\$ 90,000	\$ 174,772	\$ 95,000	\$ -	\$ -	0.00%
VLCT MEMBERSHIP	\$ 5,657	\$ 5,657	\$ 5,863	\$ 5,863	\$ -	100.00%
TOWN REPORT	\$ 3,750	\$ 4,046	\$ 4,000	\$ -	\$ -	0.00%
TELEPHONE	\$ 800	\$ 556	\$ 800	\$ 88	\$ 47	10.98%
T MNGR CELL PHONE	\$ 480	\$ 944	\$ 1,500	\$ 40	\$ 40	2.69%
T MNGR RECRUITMENT	\$ -	\$ -	\$ 30,000	\$ -	\$ -	0.00%
T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 100	\$ 56	\$ 100	\$ -	\$ -	0.00%
ADVERTISING	\$ 1,000	\$ 2,149	\$ 3,000	\$ 842	\$ 842	28.05%
PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILEAGE	\$ 200	\$ 182	\$ 200	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,500	\$ 1,768	\$ 2,000	\$ 869	\$ 518	43.47%
OFFICE EQUIP	\$ 300	\$ 290	\$ 1,000	\$ 56	\$ 56	5.60%
DUES/MTS/EDUC	\$ 750	\$ 1,105	\$ 3,000	\$ 35	\$ 35	1.17%
SB COMMITTEE EXPENSES	\$ -	\$ 118	\$ 500	\$ -	\$ -	0.00%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE	\$ 1,760	\$ 722	\$ 1,760	\$ -	\$ -	0.00%
EVCS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
NEGRASS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-FACILITIES STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-CITIZEN ASSISTANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND - CLIMATE EMERGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
REGIONAL ENERGY COORDINATOR	\$ -	\$ -	\$ 30,670	\$ 15,335	\$ -	50.00%
MISCELLANEOUS	\$ 500	\$ 82	\$ 500	\$ 69	\$ 69	13.70%
BUSINESS E-MAIL COMPROMISES (BEC'S)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 383,197	\$ 573,820	\$ 467,631	\$ 79,958	\$ 28,291	17.10%
BOARD OF CIVIL AUTHORITY/ABATEMENT						
JUSTICES WAGE	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
FICA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MEDI TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 150	\$ -	\$ 160	\$ 5	\$ -	2.97%
OFFICE SUPPLIES	\$ 25	\$ -	\$ 25	\$ -	\$ -	0.00%
DUES/MTS/EDUC	\$ 300	\$ -	\$ 300	\$ -	\$ -	0.00%
TOTAL	\$ 975	\$ -	\$ 985	\$ 5	\$ -	0.48%
STATUTORY MEETINGS						
POLLWORKERS WAGE	\$ 700	\$ -	\$ 500	\$ -	\$ -	0.00%
FICA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MEDI TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONTRACTED SERVICES	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	0.00%
POSTAGE	\$ 2,500	\$ 575	\$ 400	\$ 52	\$ 16	12.94%
ADVERTISING	\$ 200	\$ 290	\$ 225	\$ -	\$ -	0.00%
PRINTING	\$ 5,000	\$ 2,298	\$ 3,000	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 400	\$ 97	\$ 450	\$ -	\$ -	0.00%
VOTING MACH EXPENSE	\$ 75	\$ -	\$ 100	\$ -	\$ -	0.00%
VOTING MACH MAINT AGRMT	\$ 650	\$ -	\$ 400	\$ -	\$ -	0.00%
VTG MCHN PROGRAMING	\$ 3,500	\$ 1,589	\$ 3,500	\$ -	\$ -	0.00%
TOTAL	\$ 14,025	\$ 4,848	\$ 9,575	\$ 52	\$ 16	0.54%
TOWN CLERK						
TOWN CLERK WAGE	\$ 75,848	\$ 91,523	\$ 78,472	\$ 9,545	\$ 5,467	12.16%
ASST CLK WAGE	\$ 49,982	\$ 55,006	\$ 52,316	\$ 7,528	\$ 4,064	14.39%
FICA TAX	\$ 7,787	\$ 8,479	\$ 8,109	\$ 1,014	\$ 553	12.50%
MEDI TAX	\$ 1,758	\$ 2,005	\$ 1,896	\$ 237	\$ 129	12.50%
HEALTH INS	\$ 30,633	\$ 27,469	\$ 33,113	\$ 12,598	\$ 4,124	38.04%
DISABILITY/LIFE INS	\$ 1,340	\$ 1,264	\$ 1,340	\$ 238	\$ 130	17.80%
DENTAL INSURANCE	\$ 884	\$ (236)	\$ 884	\$ 76	\$ (64)	8.62%
VT RETIREMENT	\$ 8,478	\$ 9,545	\$ 8,828	\$ 1,176	\$ 643	13.32%
DOG/CAT LICENSE	\$ 275	\$ -	\$ 300	\$ -	\$ -	0.00%
VITAL STATISTICS	\$ 20	\$ 38	\$ 50	\$ -	\$ -	0.00%
RECORD RESTORATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
TELEPHONE	\$ 550	\$ 595	\$ 600	\$ 87	\$ 46	14.55%
POSTAGE	\$ -	\$ 31	\$ -	\$ 21	\$ 21	0.00%
OFFICE SUPPLIES	\$ 1,200	\$ 682	\$ 1,290	\$ 97	\$ 97	7.52%
OFFICE EQUIPMENT	\$ 500	\$ 33	\$ 500	\$ -	\$ -	0.00%
SOFTWARE	\$ 3,600	\$ 3,900	\$ 3,480	\$ 580	\$ 290	16.67%
DUES/MTGS/EDUC	\$ 175	\$ 125	\$ 350	\$ 264	\$ 264	75.43%
WOMEN'S CLUB GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-RECORD RESTORATION	\$ -	\$ 854	\$ -	\$ 5,000	\$ 5,000	0.00%
TOTAL	\$ 183,230	\$ 201,314	\$ 191,728	\$ 38,461	\$ 20,765	20.06%
FINANCE DEPARTMENT						
FINANCE ASSISTANT WAGE	\$ 49,982	\$ 57,822	\$ 55,389	\$ 7,682	\$ 4,239	13.87%
FINANCE OFFICER WAGE	\$ 83,428	\$ 164,769	\$ 91,054	\$ 18,149	\$ 14,508	19.93%

**Town of Norwich
Expenditures Detail
August 31, 20230 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month August 31, 2023	FY 24 PERF
FICA TAX	\$ 8,508	\$ 9,160	\$ 9,079	\$ 1,136	\$ 582	12.51%
MEDI TAX	\$ 1,921	\$ 2,142	\$ 2,123	\$ 266	\$ 136	12.51%
HEALTH INS	\$ 37,522	\$ 15,388	\$ 27,400	\$ 2,606	\$ 806	9.51%
DISABILITY/LIFE INS	\$ 1,445	\$ 836	\$ 1,445	\$ 110	\$ 61	7.65%
DENTAL INSURANCE	\$ 884	\$ 902	\$ 884	\$ 72	\$ 36	8.14%
VT RETIREMENT	\$ 9,005	\$ 5,908	\$ 9,885	\$ 542	\$ 286	5.49%
PROFESSIONAL SERVICES	\$ 3,000	\$ 2,627	\$ 3,000	\$ 30	\$ 30	1.00%
INDEPENDENT AUDIT	\$ 14,250	\$ 29,430	\$ 28,600	\$ -	\$ -	0.00%
TELEPHONE	\$ 1,000	\$ 892	\$ 1,000	\$ 84	\$ 43	8.41%
POSTAGE	\$ -	\$ 2	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 175	\$ -	\$ 175	\$ -	\$ -	0.00%
PRINTING	\$ 75	\$ 119	\$ 100	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,750	\$ 1,067	\$ 1,750	\$ 112	\$ -	6.39%
OFFICE EQUIPMENT	\$ 750	\$ -	\$ 750	\$ -	\$ -	0.00%
SOFTWARE	\$ 1,425	\$ 4,586	\$ 1,425	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 525	\$ 20	\$ 525	\$ -	\$ -	0.00%
BANK CHARGE	\$ -	\$ 278	\$ 1,000	\$ -	\$ -	0.00%
TOTAL	\$ 215,646	\$ 295,948	\$ 235,584	\$ 30,789	\$ 20,726	13.07%
GENERAL ADMINISTRATION						
TELEPHONE	\$ 600	\$ 496	\$ 650	\$ 83	\$ 42	12.84%
POSTAGE METER RENTAL	\$ 700	\$ 638	\$ 750	\$ -	\$ -	0.00%
POSTAGE	\$ 4,000	\$ 3,973	\$ 4,300	\$ 1,517	\$ (20)	35.27%
OFFICE SUPPLIES	\$ 1,250	\$ 755	\$ 1,300	\$ -	\$ -	0.00%
PHOTOCOPIER	\$ 1,600	\$ 1,695	\$ 1,700	\$ -	\$ -	0.00%
Remote Meeting Services	\$ -	\$ 6,550	\$ -	\$ 504	\$ 504	0.00%
COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ 240	\$ -	0.00%
COMPUTER EQUIPMENT	\$ 1,400	\$ 4,363	\$ 1,500	\$ -	\$ -	0.00%
WEB SITE SUPPORT	\$ 600	\$ 541	\$ 600	\$ -	\$ -	0.00%
SERVER MAINTENANCE	\$ 39,672	\$ 44,150	\$ 40,000	\$ 12,505	\$ 6,168	31.26%
DESIGNATED FUND EQUIPMENT	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	100.00%
TOTAL	\$ 64,822	\$ 78,160	\$ 65,800	\$ 29,849	\$ 21,694	45.36%
BOARD OF LISTERS						
LISTER WAGE	\$ 4,500	\$ 3,245	\$ 4,500	\$ -	\$ -	0.00%
ASSESSING CLERK WAGE	\$ 22,547	\$ -	\$ 27,000	\$ 616	\$ 616	2.28%
FICA TAX	\$ 1,677	\$ 201	\$ 1,953	\$ 38	\$ 38	1.96%
MEDI TAX	\$ 663	\$ 47	\$ 457	\$ 9	\$ 9	1.96%
HEALTH INS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DISABILITY/LIFE INS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DENTAL INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VT RETIREMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PROFESSIONAL ASSESSOR SERVICES	\$ 35,000	\$ 34,834	\$ 36,000	\$ 2,919	\$ 2,919	8.11%
TAX MAPPING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 5,680	\$ 6,000	\$ -	\$ -	0.00%
TELEPHONE	\$ 530	\$ 528	\$ 600	\$ 85	\$ 43	14.10%
POSTAGE	\$ 150	\$ 442	\$ 180	\$ -	\$ -	0.00%
ADVERTISING	\$ 150	\$ -	\$ 180	\$ -	\$ -	0.00%
PRINTING	\$ 100	\$ 66	\$ 180	\$ 24	\$ -	13.33%
MILEAGE REIMB	\$ 100	\$ 11	\$ 180	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 125	\$ 168	\$ 180	\$ -	\$ -	0.00%
OFFICE EQUIPMENT	\$ 125	\$ 1,393	\$ 180	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 100	\$ 20	\$ 300	\$ 75	\$ 75	25.00%
DESIGNATED FUND REAPPRAISAL	\$ 50,000	\$ 50,000	\$ 35,000	\$ 35,000	\$ 35,000	100.00%
TOTAL	\$ 121,767	\$ 96,635	\$ 112,890	\$ 38,766	\$ 38,701	34.34%
PLANNING/DRB DEPARTMENT						
PLAN ADMIN WAGE	\$ 78,874	\$ 28,612	\$ 88,803	\$ 2,926	\$ 2,926	3.29%
PLANNING DEPT. WAGES	\$ 58,357	\$ 31,996	\$ 28,601	\$ 5,745	\$ 3,289	20.08%
FICA TAX	\$ 8,508	\$ 2,801	\$ 7,279	\$ 370	\$ 204	5.08%
MEDI TAX	\$ 1,921	\$ 655	\$ 1,702	\$ 86	\$ 48	5.08%
HEALTH INS	\$ 15,408	\$ 2,058	\$ 9,671	\$ -	\$ -	0.00%
DISABILITY/LIFE INS	\$ 779	\$ 113	\$ 779	\$ -	\$ -	0.00%
DENTAL INSURANCE	\$ 442	\$ 72	\$ 442	\$ -	\$ -	0.00%
VT RETIREMENT	\$ 5,324	\$ 882	\$ 5,994	\$ -	\$ -	0.00%
TOWN PLAN	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING SERVICES	\$ 3,000	\$ 604	\$ 3,000	\$ -	\$ -	0.00%
TWO RIVER PLANNING COMM.	\$ 5,223	\$ 5,707	\$ 5,600	\$ 5,888	\$ -	105.14%
U.V. TRANSPORTATION MGMT	\$ 1,134	\$ -	\$ 1,225	\$ -	\$ -	0.00%
MAPPING	\$ 2,000	\$ 822	\$ 2,144	\$ -	\$ -	0.00%
HISTORIC PRES CLG GRANT	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	0.00%
RURAL SETTLEMENT GRANT	\$ -	\$ 4,340	\$ -	\$ -	\$ -	0.00%
TELEPHONE	\$ 930	\$ 648	\$ 1,000	\$ 87	\$ 46	8.68%
POSTAGE	\$ 450	\$ 130	\$ 500	\$ 30	\$ 5	6.01%
ADVERTISING	\$ 500	\$ 1,061	\$ 540	\$ 81	\$ 81	15.00%
PRINTING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
MILEAGE REIMB	\$ 400	\$ 52	\$ 400	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 350	\$ 254	\$ 375	\$ 70	\$ 70	18.77%
OFFICE EQUIPMENT	\$ 250	\$ -	\$ 275	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 750	\$ 169	\$ 800	\$ -	\$ -	0.00%
TOTAL	\$ 185,801	\$ 80,977	\$ 160,330	\$ 15,282	\$ 6,668	9.53%
RECREATION DEPARTMENT						
RECREATION ADMINISTRATION						
RECREATION DIR WAGE	\$ 71,796	\$ 78,245	\$ 74,280	\$ 10,860	\$ 5,915	14.62%
RECREATION ADMIN ASST	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 4,451	\$ 5,219	\$ 7,192	\$ 1,096	\$ 634	15.24%
MEDI TAX	\$ 1,005	\$ 1,220	\$ 1,682	\$ 256	\$ 148	15.24%
HEALTH INS	\$ 23,046	\$ 400	\$ 17,729	\$ -	\$ -	0.00%
DISABILITY/LIFE INSUR	\$ 756	\$ 738	\$ 1,511	\$ 143	\$ 82	9.47%
DENTAL INSURANCE	\$ 442	\$ 84	\$ 884	\$ -	\$ -	0.00%
VT RETIREMENT	\$ 4,846	\$ 5,092	\$ 7,830	\$ 769	\$ 399	9.82%
TELEPHONE	\$ 1,005	\$ 955	\$ 1,075	\$ 174	\$ 112	16.16%

Town of Norwich
Expenditures Detail
August 31, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month August 31, 2023	FY 24 PERF
POSTAGE	\$ 50	\$ 12	\$ 50	\$ -	\$ -	0.00%
ADVERTISING	\$ 245	\$ 76	\$ 245	\$ -	\$ -	0.00%
PRINTING	\$ 75	\$ -	\$ 80	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 1,300	\$ 430	\$ 1,400	\$ 180	\$ 180	12.86%
OFFICE EQUIPMENT	\$ 50	\$ -	\$ 55	\$ -	\$ -	0.00%
MILEAGE REIMBURSEMENT	\$ 250	\$ 64	\$ 275	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 225	\$ -	\$ 225	\$ -	\$ -	0.00%
TOTAL ADMINISTRATION	\$ 109,542	\$ 92,535	\$ 114,512	\$ 13,478	\$ 7,471	11.77%
RECREATION PROGRAMS						
INSTRUCTOR FEE	\$ 25,000	\$ 14,564	\$ 25,000	\$ 1,548	\$ 1,548	6.19%
COACHING MATERIALS	\$ 800	\$ 500	\$ 800	\$ -	\$ -	0.00%
TEE SHIRT/HAT	\$ 3,000	\$ 2,507	\$ 3,000	\$ -	\$ -	0.00%
EQUIPMENT	\$ 6,500	\$ 5,386	\$ 6,500	\$ 270	\$ 134	4.15%
PROGRAM WAGE	\$ 60,000	\$ 27,506	\$ 60,000	\$ 24,859	\$ 14,843	41.43%
REFEREE/UMPIRE	\$ 4,000	\$ 6,552	\$ 5,500	\$ -	\$ -	0.00%
TOURNAMENT FEES	\$ 2,500	\$ 535	\$ 2,500	\$ -	\$ -	0.00%
REGISTRATION FEES (MYREC)	\$ 6,000	\$ 6,924	\$ 6,000	\$ 200	\$ 200	3.33%
M.CROSS SCHOOL RENTAL FEE	\$ -	\$ 17,730	\$ 17,500	\$ 1,000	\$ 1,000	5.71%
SPECIAL EVENTS /SUPPLIES	\$ 2,500	\$ 229	\$ 2,500	\$ 13	\$ 13	0.52%
FICA	\$ 3,720	\$ 1,541	\$ 5,270	\$ 1,087	\$ 589	20.63%
MEDI	\$ 840	\$ 360	\$ 1,233	\$ 254	\$ 138	20.62%
UNIFORM	\$ 1,200	\$ 1,634	\$ 1,500	\$ -	\$ -	0.00%
TOTAL RECREATION PROGRAMS	\$ 116,060	\$ 85,967	\$ 137,303	\$ 29,232	\$ 18,465	21.29%
RECREATION FACILITIES						
REC FIELD CARE	\$ 10,500	\$ 699	\$ 11,256	\$ -	\$ -	0.00%
HUNTLEY LINE MARKING	\$ 2,440	\$ 178	\$ 5,500	\$ -	\$ -	0.00%
PORTABLE TOILET	\$ 2,500	\$ 3,079	\$ 3,200	\$ 1,180	\$ 650	36.88%
ICE RINK	\$ 3,500	\$ 2,727	\$ 3,500	\$ -	\$ -	0.00%
REPAIRS & MAINT	\$ 2,500	\$ 418	\$ 2,680	\$ -	\$ -	0.00%
WATER USAGE	\$ 420	\$ 332	\$ 450	\$ -	\$ -	0.00%
WOMEN'S CLUB GRANT	\$ 2,500	\$ -	\$ 5,500	\$ -	\$ -	0.00%
MAHHC PREVENTION GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VT REC RESTART GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SITE WORK	\$ 250	\$ -	\$ 250	\$ -	\$ -	0.00%
SUMMER MATTERS FOR ALL GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
KING ARTHUR GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DESIGNATED FUND-T COURTS	\$ 10,200	\$ 10,200	\$ 10,000	\$ 10,000	\$ 10,000	100.00%
TOTAL RECREATION FACILITIES	\$ 34,810	\$ 17,633	\$ 42,336	\$ 11,180	\$ 10,650	26.41%
RECREATION TOTAL	\$ 260,412	\$ 196,135	\$ 294,151	\$ 53,890	\$ 36,585	18.32%
PUBLIC SAFETY FACILITY						
WATER USAGE	\$ 1,100	\$ 719	\$ 1,200	\$ -	\$ -	0.00%
ELECTRICITY	\$ 7,700	\$ 8,223	\$ 8,000	\$ 1,313	\$ 656	16.41%
HEATING (Inc. Apparatus Bay)	\$ -	\$ 4,619	\$ 3,450	\$ -	\$ -	0.00%
ADMIN TELEPHONE & INTERNET	\$ 4,830	\$ 4,749	\$ 5,492	\$ 881	\$ 881	16.05%
SUPPLIES	\$ 650	\$ 568	\$ 700	\$ -	\$ -	0.00%
REPAIRS & MAINTENANCE	\$ 5,000	\$ 6,921	\$ 5,000	\$ 201	\$ 201	4.01%
ALARM MONITORING	\$ 1,400	\$ 1,276	\$ 1,500	\$ -	\$ -	0.00%
CLEANING	\$ 10,000	\$ 9,360	\$ 10,720	\$ 1,230	\$ 820	11.47%
DESIGNATED FUND - POLICE/FIRE STATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,435	\$ 36,062	\$ 3,625	\$ 2,558	10.05%
POLICE DEPARTMENT						
WAGES & BENEFITS						
POLICE CHIEF WAGE	\$ 85,761	\$ 72,929	\$ 96,998	\$ 22,793	\$ 15,932	23.50%
POLICE OFFICER WAGE	\$ 178,626	\$ 121,364	\$ 197,539	\$ 22,355	\$ 12,030	11.32%
ON-CALL WAGE	\$ 5,472	\$ 4,875	\$ 5,500	\$ 328	\$ -	5.95%
OVERTIME OFFICER WAGE	\$ 20,138	\$ 19,357	\$ 24,000	\$ 3,969	\$ 1,953	16.54%
ADMINISTRATIVE WAGE	\$ 54,820	\$ 57,332	\$ 58,346	\$ 8,188	\$ 4,732	14.03%
PARTTIME OFFICER WAGE	\$ 3,250	\$ -	\$ 3,250	\$ -	\$ -	0.00%
CROSSING GUARD WAGE	\$ 17,442	\$ 8,540	\$ 22,804	\$ 112	\$ -	0.49%
GOVERNOR'S HIGHWAY SAFETY GRANT WAGE	\$ -	\$ 181	\$ -	\$ -	\$ -	0.00%
SPECIAL DUTY WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 19,984	\$ 13,283	\$ 25,323	\$ 2,793	\$ 1,736	11.03%
MEDI TAX	\$ 4,513	\$ 3,107	\$ 5,922	\$ 653	\$ 406	11.03%
HEALTH INS	\$ 69,648	\$ 53,028	\$ 88,947	\$ 17,420	\$ 2,348	19.58%
DISABILITY/LIFE INS	\$ 3,289	\$ 2,154	\$ 3,305	\$ 681	\$ 392	20.61%
DELTA DENTAL	\$ 2,209	\$ 3,618	\$ 2,209	\$ 443	\$ 264	20.07%
VT RETIREMENT	\$ 21,757	\$ 22,208	\$ 26,030	\$ 4,756	\$ 2,862	18.27%
TOTAL	\$ 486,908	\$ 381,977	\$ 560,174	\$ 84,491	\$ 42,655	15.08%
COMMUNITY POLICING						
ANIMAL CONTROL	\$ 2,750	\$ 1,036	\$ 2,950	\$ -	\$ -	0.00%
COMMUNITY RELATIONS	\$ 650	\$ 386	\$ 700	\$ 85	\$ 85	12.10%
SPEED SIGNS	\$ 2,000	\$ 9,965	\$ 2,150	\$ 167	\$ 86	7.79%
NORWICH CADET PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 5,400	\$ 11,387	\$ 5,800	\$ 252	\$ 171	4.35%
EQUIPMENT & MAINTENANCE						
RADIO MAINTENANCE	\$ 750	\$ 2,045	\$ 800	\$ -	\$ -	0.00%
PETROLEUM PRODUCTS	\$ 7,250	\$ 7,658	\$ 9,063	\$ 1,361	\$ 868	15.02%
CRUISER VIDEO EQUIP	\$ 4,044	\$ 1,599	\$ 4,300	\$ -	\$ -	0.00%
CRUISER MAINT	\$ 8,250	\$ 11,340	\$ 8,800	\$ 2,791	\$ 2,791	31.72%
CRUISER SUPPLIES	\$ 500	\$ 362	\$ 500	\$ 541	\$ 541	108.29%
TOTAL	\$ 20,794	\$ 23,003	\$ 23,463	\$ 4,694	\$ 4,201	20.01%
GRANTS (Inc PACIF Equip & Women's Club)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SUPPORT						

Town of Norwich
Expenditures Detail
August 31, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month August 31, 2023	FY 24 PERF
ADMINISTRATION	\$ 4,000	\$ 4,318	\$ 4,250	\$ 415	\$ 243	9.77%
VIBRS	\$ 3,000	\$ 3,255	\$ 3,000	\$ -	\$ -	0.00%
DISPATCH SERVICES	\$ 73,000	\$ 72,911	\$ 95,800	\$ 16,020	\$ 16,020	16.72%
TRAINING	\$ 2,500	\$ 2,299	\$ 3,500	\$ 225	\$ -	6.43%
TRAINING SUPPLIES	\$ 2,000	\$ 2,184	\$ 4,500	\$ -	\$ -	0.00%
MILEAGE REIMB	\$ 200	\$ 304	\$ 250	\$ 73	\$ 73	29.34%
DUES/MTGS/EDUC	\$ 1,000	\$ 682	\$ 1,000	\$ -	\$ -	0.00%
UNIFORM	\$ 2,500	\$ 4,046	\$ 3,000	\$ -	\$ -	0.00%
UNIFORMS CLEANING	\$ 1,500	\$ 919	\$ 1,608	\$ 23	\$ 23	1.40%
BULLET PROOF VESTS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 89,700	\$ 90,917	\$ 116,908	\$ 16,756	\$ 16,359	14.33%
DESIGNATED FUNDS						
DESIGNATED FUND-SPECIAL EQUIP	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	100.00%
DESIGNATED FUND-CRUISER	\$ 35,000	\$ 37,669	\$ 35,000	\$ 35,000	\$ 35,000	100.00%
TOTAL	\$ 40,000	\$ 42,669	\$ 40,000	\$ 40,000	\$ 40,000	100.00%
TOTAL POLICE DEPARTMENT	\$ 642,802	\$ 549,953	\$ 746,344	\$ 146,193	\$ 103,385	19.59%
FIRE/FAST DEPT.						
FIRE CHIEF WAGES	\$ 70,761	\$ 77,733	\$ 73,168	\$ 10,569	\$ 5,739	14.44%
FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	\$ -	0.00%
FIREFIGHTERS WAGE	\$ 30,000	\$ 30,478	\$ 31,125	\$ 3,717	\$ 1,492	11.94%
FF DRILLS/MTGS WAGE	\$ 2,500	\$ 1,512	\$ 2,500	\$ 420	\$ 120	16.80%
C-19 GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
C-19 MILEAGE REIUMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 6,532	\$ 6,739	\$ 6,751	\$ 918	\$ 449	13.60%
MEDI TAX	\$ 1,528	\$ 1,576	\$ 1,579	\$ 215	\$ 105	13.60%
HEALTH INSURANCE	\$ 21,141	\$ 14,688	\$ 15,102	\$ 4,635	\$ 1,380	30.69%
DISABILITY/LIFE INSURANCE	\$ 736	\$ 719	\$ 736	\$ 160	\$ 100	21.71%
VT RETIREMENT	\$ 4,770	\$ 5,051	\$ 5,081	\$ 751	\$ 387	14.77%
DENTAL INSURANCE	\$ 442	\$ 448	\$ 442	\$ 72	\$ 36	16.28%
TOTAL	\$ 140,510	\$ 141,044	\$ 138,583	\$ 21,456	\$ 9,807	15.48%
EMS WAGES						
EMS WAGE	\$ 5,000	\$ 7,722	\$ 5,000	\$ 2,069	\$ 1,552	41.38%
EMS DRILL WAGE	\$ 1,900	\$ 1,200	\$ 1,900	\$ 100	\$ 100	5.26%
EMS FICA TAX	\$ 428	\$ 420	\$ 444	\$ 102	\$ 75	23.04%
EMS MEDI TAX	\$ 100	\$ 98	\$ 104	\$ 24	\$ 17	22.99%
TOTAL	\$ 7,428	\$ 9,440	\$ 7,448	\$ 2,295	\$ 1,744	30.82%
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	\$ 750	\$ 909	\$ 750	\$ -	\$ -	0.00%
EMS EDUC/TRNG	\$ 1,200	\$ 775	\$ 1,200	\$ -	\$ -	0.00%
FIRE DUES/MTGS/EDUC	\$ 500	\$ 480	\$ 500	\$ 255	\$ -	51.00%
TOTAL	\$ 2,450	\$ 2,164	\$ 2,450	\$ 255	\$ -	10.41%
TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	\$ 4,000	\$ 4,304	\$ 4,200	\$ -	\$ -	0.00%
EMS TOOLS/ EQUIP	\$ 1,900	\$ 2,171	\$ 2,000	\$ -	\$ -	0.00%
RADIO PURCH/REPAIR	\$ 750	\$ 1,785	\$ 800	\$ -	\$ -	0.00%
TOTAL	\$ 6,650	\$ 8,260	\$ 7,000	\$ -	\$ -	0.00%
MAINTENANCE						
FIRE TRK R & M	\$ 13,000	\$ 21,169	\$ 14,500	\$ 125	\$ 125	0.86%
EQUIPMENT MAINTENANCE & SAFETY TESTING	\$ 4,000	\$ 1,106	\$ 4,000	\$ -	\$ -	0.00%
RADIO MAINTENANCE	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
SOFTWARE MAINTENANCE	\$ -	\$ 120	\$ -	\$ -	\$ -	0.00%
COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VEHICLE FUEL	\$ 3,500	\$ 3,137	\$ 4,500	\$ 427	\$ 126	9.48%
TOTAL	\$ 21,000	\$ 25,531	\$ 23,500	\$ 552	\$ 251	2.35%
SUPPORT						
RECRUITMENT	\$ 100	\$ 179	\$ 100	\$ -	\$ -	0.00%
POSTAGE	\$ 25	\$ 10	\$ 25	\$ -	\$ -	0.00%
FIRE PREVENTION BOOKS & MATERIALS	\$ 100	\$ -	\$ 100	\$ -	\$ -	0.00%
FIREFIGHTERS CASUL INS	\$ 5,800	\$ 3,610	\$ 5,800	\$ -	\$ -	0.00%
TELEPHONE & INTERNET	\$ -	\$ 1,226	\$ -	\$ 226	\$ 206	0.00%
OFFICE SUPPLIES	\$ 600	\$ 724	\$ 650	\$ 105	\$ 105	16.14%
DISPATCH SERVICE	\$ 25,004	\$ 24,698	\$ 28,755	\$ 405	\$ 405	1.41%
UNIFORM	\$ 225	\$ -	\$ 250	\$ 370	\$ 370	147.98%
HYDRANT RENTAL	\$ 34,000	\$ 34,000	\$ 34,000	\$ -	\$ -	0.00%
DRY HYDRANT	\$ 500	\$ 670	\$ 500	\$ -	\$ -	0.00%
OSHA COMPLIANCE	\$ 1,000	\$ 665	\$ 1,000	\$ -	\$ -	0.00%
WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 67,354	\$ 65,783	\$ 71,180	\$ 1,106	\$ 1,086	1.55%
DESIGNATED FUNDS						
DESIGNATED FUND-APPARATUS	\$ 60,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ 80,000	100.00%
DESIGNATED FUND-EQUIPMENT	\$ 10,000	\$ 10,000	\$ 30,000	\$ 30,000	\$ 30,000	100.00%
TOTAL	\$ 70,000	\$ 70,000	\$ 110,000	\$ 110,000	\$ 110,000	100.00%
GRANT						
VLCT PACIF GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ 2,940	\$ -	\$ -	\$ -	0.00%
FY 17 HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ 2,940	\$ -	\$ -	\$ -	0.00%
AMBULANCE EXPENDITURES						
AMBULANCE CONTRACT	\$ 152,925	\$ 149,212	\$ 160,575	\$ -	\$ -	0.00%
AMBULANCE LIAB	\$ 5,500	\$ 8,667	\$ 5,500	\$ 2,864	\$ 2,864	52.07%

Town of Norwich
Expenditures Detail
August 31, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month August 31, 2023	FY 24 PERF
TOTAL	\$ 158,425	\$ 157,878	\$ 166,075	\$ 2,864	\$ 2,864	1.72%
TOTAL FIRE DEPT.	\$ 473,816	\$ 483,040	\$ 526,236	\$ 138,528	\$ 125,752	26.32%
EMERGENCY MANAGEMENT						
DEBT SERVICE ON TOWER BOND PRINCIPAL	\$ 26,775	\$ 27,500	\$ 26,775	\$ -	\$ -	0.00%
DEBT SERVICE ON TOWER BOND INTEREST	\$ 3,025	\$ 1,422	\$ 3,025	\$ -	\$ -	0.00%
TOWER POWER	\$ 400	\$ 1,220	\$ 430	\$ 137	\$ 116	31.89%
EMERG MAN ADMIN	\$ 25	\$ -	\$ 30	\$ -	\$ -	0.00%
EMERG MNGMT SUPPLIES	\$ 50	\$ 24	\$ 50	\$ 177	\$ 177	354.00%
GENERATOR FUEL	\$ 100	\$ 248	\$ 100	\$ -	\$ -	0.00%
EMERG GEN MAINT	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -	0.00%
EMERG GENERATOR REPAIR		\$ 436	\$ -	\$ -	\$ -	
BASE RADIO MAINTENANCE PD & DPW		\$ -	\$ -	\$ -	\$ -	0.00%
HAZARD MITIGATION PLAN (FEMA Grant) - Consultant		\$ -	\$ -	\$ -	\$ -	0.00%
DESIGNATED FUND- GENERATORS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	100.00%
TOTAL	\$ 47,875	\$ 45,850	\$ 47,910	\$ 15,314	\$ 15,293	31.96%
GRANTS						
LOCAL HAZARD MITIGATION GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONSERVATION COMM.						
PRINTING						-
OFFICE SUPPLIES & EMAIL						-
DUES/MTGS/EDUC	\$ 300	\$ -	\$ 200	\$ -	\$ -	0.00%
SPKRS/PUBLIC INFO / GEN'L PUBLIC EDUCATION	\$ 500	\$ 250	\$ 1,250	\$ -	\$ -	0.00%
PUBLICITY / OUTDOOR STUDENT PROGRAMS - LEEEP	\$ 1,750	\$ 2,100	\$ 750	\$ -	\$ -	0.00%
TRAILS	\$ 2,750	\$ 2,390	\$ 1,800	\$ -	\$ -	0.00%
WATER QUAL MONIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILT FRYE NATURE AREA	\$ 1,500	\$ 924	\$ 1,500	\$ -	\$ -	0.00%
NATRL RESRCS INVEN	\$ 1,000	\$ 490	\$ 1,000	\$ -	\$ -	0.00%
PROJECT RESTORATION / NATURAL RES. PROJS.	\$ 1,500	\$ 1,449	\$ 2,000	\$ -	\$ -	0.00%
WOMAN'S CLUB GRANT	\$ -	\$ 799	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 9,300	\$ 8,402	\$ 8,500	\$ -	\$ -	0.00%
PUBLIC WORKS DEPARTMENT						
HIGHWAY DIVISION						
DIRECTOR OF PUBLIC WORKS	\$ 87,664	\$ 96,269	\$ 96,520	\$ 13,455	\$ 7,351	13.94%
ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 22,385	\$ 1,221	\$ 22,823	\$ 2,951	\$ 1,701	12.93%
ROAD CREW WAGES	\$ 271,472	\$ 187,537	\$ 316,182	\$ 31,156	\$ 17,880	9.85%
ROAD CREW OVERTIME	\$ 46,150	\$ 39,813	\$ 47,881	\$ 2,396	\$ 921	5.00%
PAGER COMPENSATION	\$ 4,650	\$ 4,482	\$ 4,650	\$ 287	\$ 164	6.17%
FICA	\$ 26,884	\$ 19,842	\$ 30,259	\$ 3,029	\$ 1,666	10.01%
MEDICARE	\$ 6,071	\$ 4,641	\$ 7,077	\$ 708	\$ 390	10.01%
HEALTH INSURANCE	\$ 90,929	\$ 45,419	\$ 76,438	\$ 17,363	\$ 5,473	22.71%
DISABILITY & LIFE INSURANCE	\$ 3,859	\$ 2,685	\$ 4,176	\$ 704	\$ 441	16.86%
DENTAL INSURANCE	\$ 2,651	\$ 1,902	\$ 2,872	\$ 396	\$ 324	13.78%
RETIREMENT	\$ 27,761	\$ 21,463	\$ 31,403	\$ 3,234	\$ 1,776	10.30%
TOTAL	\$ 590,476	\$ 425,274	\$ 640,281	\$ 75,680	\$ 38,088	11.82%
MATERIALS						
SALT & CHEMICALS	\$ 115,000	\$ 116,830	\$ 119,626	\$ -	\$ -	0.00%
SAND	\$ 115,000	\$ 97,094	\$ 125,511	\$ -	\$ -	0.00%
DUST CONTROL	\$ 22,500	\$ 10,115	\$ 24,120	\$ -	\$ -	0.00%
GRAVEL & STONE	\$ 55,000	\$ 54,097	\$ 58,960	\$ -	\$ -	0.00%
CULVERTS & OTHER ROAD SUPPLIES	\$ 12,000	\$ 13,000	\$ 20,000	\$ -	\$ -	0.00%
ASPHALT PRODUCTS	\$ 3,000	\$ 1,118	\$ 3,100	\$ -	\$ -	0.00%
BRIDGE REPAIR & MAINTENANCE	\$ 2,000	\$ 1,865	\$ 2,000	\$ -	\$ -	0.00%
OTHER PROJECTS	\$ 1,785	\$ 6,426	\$ 1,900	\$ -	\$ -	0.00%
SIGNS	\$ 2,250	\$ 2,360	\$ 2,400	\$ -	\$ -	0.00%
TOTAL	\$ 328,535	\$ 302,906	\$ 357,617	\$ -	\$ -	0.00%
CONTRACTED SERVICES						
PLOWING & SANDING	\$ 25,000	\$ 78,560	\$ 25,683	\$ -	\$ -	0.00%
ROAD SWEEPING	\$ -	\$ 2,480	\$ 2,325	\$ -	\$ -	0.00%
LEAF REMOVAL	\$ 3,000	\$ -	\$ 3,220	\$ -	\$ -	0.00%
STREETLIGHTS	\$ 13,000	\$ 14,109	\$ 13,900	\$ 1,168	\$ 1,168	8.40%
TREE CUTTING & REMOVAL	\$ 10,000	\$ 6,250	\$ 10,275	\$ -	\$ -	0.00%
UNIFORMS	\$ 12,000	\$ 13,000	\$ 12,325	\$ 1,558	\$ 927	12.64%
PAVING	\$ 7,500	\$ 4,648	\$ 30,000	\$ -	\$ -	0.00%
OTHER PROJECTS	\$ 15,500	\$ 13,014	\$ 16,000	\$ 20,091	\$ 20,091	125.57%
CRACK SEALING	\$ 15,000	\$ 18,000	\$ 18,000	\$ -	\$ -	0.00%
PAVEMENT MARKING	\$ 38,000	\$ 20,105	\$ 39,000	\$ -	\$ -	0.00%
BRIDGES	\$ 50,000	\$ 45,968	\$ 51,375	\$ 4,892	\$ 4,892	9.52%
TOTAL	\$ 189,000	\$ 216,134	\$ 222,103	\$ 27,708	\$ 27,077	12.48%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 35,000	\$ 36,921	\$ 45,000	\$ 1,198	\$ 1,198	2.66%
PARTS & SUPPLIES	\$ 50,000	\$ 50,301	\$ 55,000	\$ 2,336	\$ 2,336	4.25%
PETROLEUM PRODUCTS	\$ 70,000	\$ 49,025	\$ 77,070	\$ 8,486	\$ 5,370	11.01%
TOTAL	\$ 155,000	\$ 136,246	\$ 177,070	\$ 12,020	\$ 8,904	6.79%
HIGHWAY GARAGE						
ELECTRICITY	\$ 4,000	\$ 936	\$ 6,000	\$ -	\$ -	0.00%
PROPANE	\$ 9,000	\$ 4,915	\$ 10,395	\$ -	\$ -	0.00%
TELEPHONE (Inc. Internet)	\$ 6,500	\$ 4,507	\$ 6,950	\$ 530	\$ 276	7.63%

**Town of Norwich
Expenditures Detail
August 31, 20230 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month August 31, 2023	FY 24 PERF
SUPPLIES	\$ 8,250	\$ 4,968	\$ 8,800	\$ 2,158	\$ 2,158	24.52%
ALARM MONITORING	\$ 900	\$ 119	\$ 1,000	\$ -	\$ -	0.00%
REPAIRS & MAINTENANCE	\$ 7,750	\$ 7,159	\$ 8,300	\$ 363	\$ 363	4.38%
TOOLS	\$ 7,250	\$ 16	\$ 7,775	\$ 135	\$ 135	1.74%
ADMINISTRATION	\$ 5,000	\$ 10,547	\$ 5,300	\$ 10	\$ -	0.19%
TOTAL	\$ 48,650	\$ 33,168	\$ 54,520	\$ 3,196	\$ 2,932	5.86%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ 40,000	\$ 40,000	\$ 75,000	\$ 75,000	\$ 75,000	100.00%
DESIGNATED FUND-SIDEWALK	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	100.00%
DESIGNATED FUND-PAVING	\$ 45,000	\$ 45,000	\$ 75,000	\$ 75,000	\$ 75,000	100.00%
DESIGNATED FUND-BRIDGES	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	100.00%
DESIGNATED FUND-GARAGE	\$ 25,000	\$ 25,000	\$ 27,000	\$ 27,000	\$ 27,000	100.00%
TOTAL	\$ 220,000	\$ 220,000	\$ 287,000	\$ 287,000	\$ 287,000	100.00%
GRANTS						
VTRANS - PAVING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Two Rivers-Betr Back Road	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BETTER ROADS / GRANTS IN AID	\$ -	\$ 4,310	\$ -	\$ -	\$ -	0.00%
VTRANS - BIKE & PED	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS - TAP GRANT (Tigertown Culverts - 20%)	\$ -	\$ 645,132	\$ -	\$ -	\$ -	0.00%
VTRANS - STRUCTURES GRANT (10% Local)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ 649,442	\$ -	\$ -	\$ -	0.00%
TOTAL-HIGHWAY DIVISION	\$ 1,531,661	\$ 1,983,170	\$ 1,738,591	\$ 405,604	\$ 364,001	23.33%
BUILDINGS & GROUNDS DIVISION						
BUILDING & GROUND WAGES	\$ 96,545	\$ 71,513	\$ 105,475	\$ 13,347	\$ 7,624	12.65%
OVERTIME WAGES	\$ 5,793	\$ 1,522	\$ 6,000	\$ 103	\$ -	1.71%
PAGER COMPENSATION	\$ 750	\$ 1,034	\$ 750	\$ -	\$ -	0.00%
FICA	\$ 6,478	\$ 4,749	\$ 6,958	\$ 823	\$ 466	11.82%
MEDICARE	\$ 1,463	\$ 1,111	\$ 1,627	\$ 192	\$ 109	11.82%
HEALTH INSURANCE	\$ 29,180	\$ 16,960	\$ 24,570	\$ 7,624	\$ 1,983	31.03%
DISABILITY & LIFE INSURANCE	\$ 1,089	\$ 694	\$ 1,088	\$ 200	\$ 108	18.35%
DENTAL INSURANCE	\$ 884	\$ 735	\$ 884	\$ 144	\$ 72	16.28%
RETIREMENT	\$ 7,052	\$ 4,919	\$ 7,525	\$ 911	\$ 518	12.11%
TOTAL	\$ 149,233	\$ 103,238	\$ 154,877	\$ 23,343	\$ 10,880	15.07%
MATERIALS						
GARDEN SUPPLIES & PLANTS	\$ 1,575	\$ 418	\$ 1,575	\$ -	\$ -	0.00%
TOTAL	\$ 1,575	\$ 418	\$ 1,575	\$ -	\$ -	0.00%
CONTRACTED SERVICES						
FOLEY PARK & MEDIANS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
UNIFORMS	\$ 4,800	\$ 2,550	\$ 5,100	\$ 420	\$ 240	8.24%
TOTAL	\$ 4,800	\$ 2,550	\$ 5,100	\$ 420	\$ 240	8.24%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 2,000	\$ 106	\$ 2,100	\$ -	\$ -	0.00%
PARTS & SUPPLIES	\$ 2,500	\$ 2,602	\$ 2,600	\$ 80	\$ 80	3.10%
PETROLEUM PRODUCTS	\$ 2,800	\$ 616	\$ 3,083	\$ 622	\$ 365	20.17%
TOOLS	\$ 500	\$ 136	\$ 550	\$ -	\$ -	0.00%
TOTAL	\$ 7,800	\$ 3,459	\$ 8,333	\$ 702	\$ 446	8.43%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION	\$ 163,408	\$ 109,665	\$ 169,885	\$ 24,465	\$ 11,566	14.40%
SOLID WASTE DIVISION						
TRANSFER STATION WAGES	\$ 43,097	\$ 46,181	\$ 45,482	\$ 6,427	\$ 3,258	14.13%
FICA	\$ 2,672	\$ 2,872	\$ 2,820	\$ 417	\$ 202	14.80%
MEDICARE	\$ 603	\$ 672	\$ 659	\$ 98	\$ 47	14.80%
TOTAL	\$ 46,372	\$ 49,724	\$ 48,961	\$ 6,942	\$ 3,507	14.18%
CONTRACTED SERVICES						
GUVSWMD ASSESSMENT	\$ 36,120	\$ 36,120	\$ 32,508	\$ 32,508	\$ 32,508	100.00%
MUNICIPAL SOLID WASTE	\$ 51,250	\$ 45,393	\$ 52,650	\$ 4,042	\$ 4,042	7.68%
RECYCLING	\$ 42,250	\$ 43,712	\$ 45,300	\$ 3,837	\$ 3,837	8.47%
C & D WASTE DISPOSAL	\$ 10,250	\$ 14,362	\$ 15,600	\$ 2,259	\$ 2,259	14.48%
FOOD WASTE DISPOSAL	\$ 21,250	\$ 24,654	\$ 22,780	\$ 2,055	\$ 2,055	9.02%
UNIFORMS	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 161,620	\$ 164,241	\$ 168,838	\$ 44,700	\$ 44,700	26.48%
EQUIPMENT						
PARTS & SUPPLIES	\$ 1,000	\$ 1,384	\$ 1,075	\$ 201	\$ 201	18.69%
REPAIRS & MAINTENANCE	\$ 3,000	\$ 6,390	\$ 3,000	\$ 1,605	\$ 1,605	53.49%
SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
TOTAL	\$ 4,500	\$ 7,774	\$ 4,575	\$ 1,806	\$ 1,806	39.47%
TRANSFER STATION						
PURCHASED SERVICES	\$ 2,500	\$ 825	\$ 4,000	\$ 1,500	\$ 1,500	37.50%
ELECTRICITY	\$ 2,250	\$ 5,197	\$ 2,300	\$ 709	\$ 390	30.83%
PROPANE	\$ 750	\$ 608	\$ 866	\$ -	\$ -	0.00%
TELEPHONE	\$ 500	\$ 447	\$ 525	\$ 71	\$ 36	13.53%
ADMINISTRATION	\$ 1,000	\$ 1,960	\$ 1,000	\$ -	\$ -	0.00%
FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 715	\$ 2,150	\$ 371	\$ -	17.26%
TOTAL	\$ 9,000	\$ 9,752	\$ 10,841	\$ 2,651	\$ 1,926	24.46%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	0.00%

**Town of Norwich
Expenditures Detail
August 31, 20230 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month August 31, 2023	FY 24 PERF
	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	
TOTAL-TRANSFER STATION DIVISION	\$ 221,492	\$ 231,490	\$ 233,215	\$ 61,100	\$ 56,939	26.20%
TRACY HALL						
WATER USAGE	\$ 875	\$ 714	\$ 900	\$ -	\$ -	0.00%
ELECTRICITY	\$ 16,000	\$ 13,127	\$ 18,192	\$ 1,307	\$ 653	7.18%
HEATING	\$ 15,000	\$ 15,869	\$ 18,750	\$ -	\$ -	0.00%
ALARM MONITORING	\$ 1,250	\$ 119	\$ 1,300	\$ -	\$ -	0.00%
ELEVATOR MAINT	\$ 3,250	\$ 4,307	\$ 3,300	\$ 934	\$ 311	28.32%
CUSTODIAN PAGER	\$ 750	\$ -	\$ 750	\$ -	\$ -	0.00%
BUILDING SUPPLIES	\$ 4,200	\$ 2,801	\$ 4,300	\$ -	\$ -	0.00%
REPAIRS & MAINT	\$ 10,000	\$ 13,982	\$ 10,300	\$ 750	\$ 750	7.28%
BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,500	\$ 1,223	\$ 2,500	\$ 126	\$ 109	5.03%
DESIGNATED FUND-TRACY HALL	\$ -	\$ 1,250	\$ -	\$ -	\$ -	0.00%
TOTAL TRACY HALL	\$ 53,825	\$ 53,391	\$ 60,292	\$ 3,117	\$ 1,823	5.17%
TOTAL PUBLIC WORKS DEPARTMENT	\$ 1,970,385	\$ 2,377,717	\$ 2,201,983	\$ 494,285	\$ 434,329	22.45%
DEBT SERVICE EXPENDITURES						
PUBLIC SAFETY FACILITY BOND - PRINCIPAL	\$ 47,000	\$ 47,000	\$ 47,000	\$ -	\$ -	0.00%
Windsor County Bond		\$ 18,433	\$ -	\$ -	\$ -	0.00%
Windsor County Equalization		\$ 40,397	\$ -	\$ -	\$ -	0.00%
PUBLIC SAFETY FACILITY - INTEREST	\$ 46,381	\$ 45,437	\$ 49,500	\$ -	\$ -	0.00%
BROWNS SCHOOLHOUSE RD PED. BRIDGE - PRIN/INT	\$ 14,000	\$ -	\$ 14,400	\$ 903	\$ -	6.27%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - "OVER."	\$ 48,000	\$ 48,000	\$ 49,000	\$ 48,000	\$ 48,000	97.96%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - INTEREST	\$ 7,500	\$ 4,236	\$ 7,500	\$ 2,890	\$ 2,890	38.54%
FEMA LTR OF CREDIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA LTR OF CREDIT - INTEREST PAID TO CLOSEOUT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 162,881	\$ 203,503	\$ 167,400	\$ 51,793	\$ 50,890	30.94%
TAX EXPENDITURES						
TAX ADJUSTMENTS & ABATEMENT	\$ 3,000	\$ 18,019	\$ 3,000	\$ -	\$ -	0.00%
INTEREST EXPENSE		\$ 7	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 3,000	\$ 18,026	\$ 3,000	\$ -	\$ -	0.00%
INSURANCES						
SOCIAL SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COBRA (Inc. an HRA adjust. In FY20 Actual)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
UNEMP INS RATE ASSMT	\$ 3,250	\$ 4,042	\$ 3,300	\$ -	\$ -	0.00%
PROP & CAS INSURANCE	\$ 90,000	\$ 120,583	\$ 92,000	\$ -	\$ -	0.00%
WORKER'S COMP INS	\$ 95,000	\$ 69,953	\$ 97,000	\$ 1	\$ 1	0.00%
TOTAL	\$ 188,250	\$ 194,578	\$ 192,300	\$ 1	\$ 1	0.00%
TOTAL TOWN EXPENDITURES	\$ 4,958,866	\$ 5,445,340	\$ 5,468,410	\$ 1,136,791	\$ 905,655	20.79%
OTHER MONETARY ARTICLES						
ADVANCE TRANSIT	\$ 13,514	\$ 13,514	\$ 13,920	\$ -	\$ -	0.00%
CATV	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	0.00%
CLIMATE EMERGENCY FUND	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ASH BORER REMEDIATION FUND	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	0.00%
POLICING STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GOOD BEGINNINGS	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	0.00%
GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP	\$ 1,659	\$ 1,705	\$ 1,705	\$ -	\$ -	0.00%
HEADREST	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	0.00%
NORWICH AMERICAN LEGION	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ -	0.00%
NORWICH CEMETERY ASSOCATN	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	0.00%
NORWICH CHILD CARE SCHOLARSHIP	\$ 4,348	\$ 4,348	\$ 4,348	\$ -	\$ -	0.00%
NORWICH HISTORICAL SOCIETY	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ -	0.00%
NORWICH LIONS CLUB FIREWORKS	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	\$ -	0.00%
NORWICH PUBLIC LIBRARY - OPERATING	\$ 300,000	\$ 300,000	\$ 337,000	\$ -	\$ -	0.00%
PUBLIC HEALTH COUNCIL OF THE UPPER VALLEY	\$ 337	\$ 337	\$ 337	\$ -	\$ -	0.00%
SENIOR SOLUTIONS	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	\$ -	0.00%
SEVCA	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	\$ -	0.00%
SPECIAL NEEDS SUPPORT CENTER	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	0.00%
THE FAMILY PLACE	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ -	0.00%
UPPER VALLEY TRAILS ALLIANCE	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ -	0.00%
VISITING NURSE ASSOC. & HOSPICE	\$ 18,500	\$ 18,500	\$ 18,500	\$ -	\$ -	0.00%
WHITE RIVER COUNCIL ON AGING	\$ 5,300	\$ 5,300	\$ 5,300	\$ -	\$ -	0.00%
WINDSOR COUNTY MENTORS	\$ 1,000	\$ 1,000	\$ 2,500	\$ -	\$ -	0.00%
WISE	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	0.00%
YOUTH-IN-ACTION	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -	0.00%
TOTAL VOTED MONETARY ARTICLES	\$ 416,608	\$ 416,654	\$ 445,560	\$ -	\$ -	0.00%
TOTAL TOWN EXPENDITURES IF ALL	\$ 5,375,474	\$ 5,861,993	\$ 5,913,969	\$ 1,136,791	\$ 905,655	19.22%

Account	Curr Yr Pd 2 Aug Encumbrances	Curr Yr Pd 2 Aug Actual
ASSET		
01-1-001 CASH	0.00	8,278,404.44
01-1-002 INVESTMENTS	0.00	2,023,531.29
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE	0.00	12,076.29
01-1-0031 GRANT RECEIVABLE	0.00	60,640.00
01-1-0032 NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE	0.00	9,674,308.31
Total RECEIVABLES	0.00	9,747,024.60
01-1-004 OTHER ASSETS	0.00	99,343.15
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-3,654,724.31
Total Asset	0.00	16,493,579.17
LIABILITY		
01-2-001 ACCOUNTS PAYABLE	0.00	10,280,372.26
01-2-002 GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES	0.00	-13,140.00
01-2-004 DEFERRED REVENUES	0.00	0.00
Total Liability	0.00	10,267,232.26
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS	0.00	1,761,170.93
Total Prior Years Fund Balance	0.00	1,761,170.93
Fund Balance Current Year	0.00	4,465,175.98
Total Fund Balance	0.00	6,226,346.91
Total Liability, Reserves, Fund Balance	0.00	16,493,579.17

The logo for the Norwich Women's Club features the text "NORWICH WOMEN'S CLUB" in a serif font, centered over a faint, light-colored circular emblem that appears to be a stylized floral or geometric design.

NORWICH
WOMEN'S
CLUB

FROM: The Norwich Women's Club

TO: The Norwich Selectboard as the Norwich Liquor Board

September 20, 2023

Re: Request for Waiver of Town Alcohol Policy

The Norwich Women's Club, a non-profit Norwich organization, will be holding a 1950s-themed sock hop on the evening of Saturday, November 4th, 2023. The event will encourage attendees to dress up and will feature music from 1955-65. It is meant to be both a fundraiser for the Women's Club and a mixer for the community. The proceeds, if any, will be applied to the NWC's community grant fund and scholarship fund, the combination of which distributes about \$70,000 each year in scholarships and grants to Norwich residents and organizations.

We are requesting a waiver of the ordinance regulating the possession and consumption of alcohol in Tracy Hall for that evening in order for us to serve wine and beer. We have tentatively engaged Trail Break Tacos (dba Collaborative Stoke) to provide alcoholic beverages at a cash bar between the hours of 7 and 10pm. They will obtain all necessary licensing from the state. We will be certain that the caterer has a current insurance policy covering catered events, uses trained servers and will name the Town of Norwich as an additional named insured for our event.

Respectfully,

Lily Trajman, organizer

On behalf of the Norwich Women's Club



Stantec Consulting Services Inc.
55 Green Mountain Drive, South Burlington VT 05403-7824

September 20, 2023
File: 179499000

Attention: Chris Kaufman, Public Works Director

Town of Norwich
Department of Public Works
P.O. Box 376
300 Main St
Norwich, VT 05055

Dear Chris,

Reference: Hemlock Road Toe Cut

We have developed the following scope of work and staff hour estimate to develop a Geotechnical report, bid plans, specifications and cost estimates to stabilize Hemlock Road in the area of toe cut adjacent to the Ompompanoosuc River. The toe cut was caused by a July rain event that caused saturation of the embankment and erosion of the slope toe. Stantec will be partnering with Sanborn, Head & Associates as a subconsultant to provide the services outlined in the scope of work below.

The project is potentially reimbursable using FEMA disaster relief funding, so the project will follow all applicable federally approved standards.

SCOPE OF WORK

To maintain federal compliance the scope of this project will generally follow the project development process used by VTrans' Municipal Assistance Bureau (MAB). The process has been scaled back to reduce the schedule:

- ⇒ Project kick-off (completed)
- ⇒ Development of Preliminary Plans
- ⇒ Develop Contract Plans, technical specifications, final engineer's estimate and bid documents and assist with the bidding process
- ⇒ Limited engineering assistance during construction

TASK 1 – DATA COLLECTION / ALTERNATIVES

a. Right-of-Way and Deed Information

It is assumed that all impacts will be within town right of way and no deed research or property line determination will be required. Existing tax map data will be utilized to approximate existing right of way.

Reference: Hemlock Road Toe Cut

- b. Utility Location**
It is assumed that no subsurface utilities are present in the project area. Stantec will determine location of aerial utilities from publicly available orthophotography. No effort has been included for identifying subsurface utilities.
- c. Ground Survey**
To reduce schedule and limit cost, we will utilize publicly available LiDAR information supplemented with limited ground survey. Stantec will set control points for contractor layout and collect edge of roadway, top of slope and bottom of slope data.
- d. Alternatives**
Stantec will work with Sanborn Head to develop and evaluate 2 alternatives. A single alternative will be determined based on input from the Town, FEMA and regulatory agencies. The selected alternative will be developed into a plan set for permitting and construction.
- e. Regulatory Coordination**
Stantec will share alternatives with Army Corps of Engineers, Stream Alterations Engineer, and FEMA for initial feedback in determining the preferred alternative.

TASK 2 – GEOTECHNICAL REPORT

Stantec has partnered with subconsultant Sanborn, Head & Associates for subsurface explorations, slope stability analysis, and Geotechnical Report. (See attached Proposal)

TASK 3 – PERMITTING

Permits will be applied for based on the impacts shown in the approved Preliminary Plans. The Town will be responsible for application fees.

- a. Stream Alterations**
Stantec will coordinate with the regional river management engineer Scott Jensen on the proposed alternatives prior to filling out the required application. If there are any impacts below the Ordinary High Water Line, a stream alterations permit will be required. It is assumed that impacts will be minor and not require Hydraulic Analysis.
- b. Army Corps of Engineers (ACOE) General Permit**
Based on the calculated impacts to the stream and buffer, Stantec will coordinate with the ACOE and fill out the general permit application.
- c. Wetland Permit**
The topography is very steep from the roadway to the river and therefore no wetlands are assumed to be present in the project area. Stantec has not included effort for wetland delineation or wetland permitting.
- d. National Environmental Protection Agency (NEPA)**
Since this project will be potentially funded by FEMA, NEPA compliance will be required. It is assumed that a categorical exclusion will apply. Stantec will fill out necessary forms for categorical

Reference: Hemlock Road Toe Cut

exclusion. Although this area is adjacent to a river, the topography is extremely steep which makes it undesirable for human activity. It is assumed that archeological resource assessment will not be required.

PHASE B - PROJECT DESIGN

TASK 4 – 50% PLANS

Stantec will prepare Preliminary (50%) Plans and a conceptual construction cost estimate for the repair. The Preliminary Plans will indicate the existing topography and other base information and illustrate the proposed work. The design will be in accordance with and the basis for project pay items will be the 2024 VTrans Standard Specifications for Construction.

a. Plan Development

The Preliminary Plans will contain:

- Title Sheet (1)
- Quantity Sheets (1)
- Typical Sections (Roadway and Slope)(1)
- Layout Sheet showing proposed grading and existing and proposed features (2)
- Roadway Profile (2)
- Cross Sections (25' intervals)
- Erosion Prevention Measures Plans and Detail Sheets (3)
- Signs (assume plan not required, information will be shown on Layout Plan if required)
- Traffic Control Plans (Assume not required, roadway closed during construction)
- Utility Relocation Sheets (assume not required)

Stantec will provide electronic (PDF) copies of the Preliminary Plans and construction cost estimate to the Town. Stantec will develop the construction cost estimate utilizing individual items and unit prices.

TASK 5 – RIGHT OF WAY PLANS AND ACQUISITION PROCESS

It is assumed that project can be constructed within the existing right of way limits and no easements will be required. We have not included any effort associated with ROW easements or acquisitions.

TASK 6 – FINAL DESIGN (90%)/CONTRACT PLANS(100%)/BIDDING

Stantec will prepare the final design of the project upon approval of Preliminary Plans by the Town.

b. Final Plans (90%) and Bid Documents

Stantec will update the 50% plans with any comments received. Specifications will be developed at and the 90% plans package will be submitted.

Reference: Hemlock Road Toe Cut

c. Contract Plans/Specifications/Estimate

Stantec will prepare Contract (100%) Plans along with an updated list of items, quantities and an associated cost estimate. These plans will incorporate any final changes since the review and acceptance of Final (90%) Plans. These plans will be signed and stamped by a Professional Engineer licensed in Vermont.

Stantec will develop one (1) project special provision to cover items not contained in the VTrans 2024 Standard Specifications for Construction, or those items that vary from the standard specifications. If more than one (1) special provision is required, the Town can anticipate that this work will take approximately four (4) hours of engineering time per special provision to complete.

Stantec will provide the Town with a complete package which can be put out to bid. The Town is responsible for the bid advertising process. The complete construction bid package will include the following items:

- Complete Contract (100%) plans.
- Construction cost estimate.
- Final utility relocations (not anticipated), and special provisions.
- Construction special provisions.
- All necessary permits acquired, and conditions noted.
- Construction contract specifications.
- Stantec will use the VTrans bid document template that will be used as the basis for the bid documents.

TASK 7 – CONSTRUCTION

a. Invitation for Bids

The Town will advertise the project for bid. It is assumed that no pre-bid meeting will be required and attendance at the bid opening is not required.

b. Bid Analysis

Stantec will perform an analysis of all bids per FHWA procedures to determine if bids are unbalanced or disadvantageous to the town. If there are no concerns, Stantec will make a recommendation to award.

c. Pre-Construction Meeting

It is assumed that the Pre-Construction meeting will be coordinated by the Town. Stantec will attend to clarify any questions about the Plans and Specifications.

d. Construction Services (Phase C)

Stantec will provide limited assistance during the construction phase. This limited assistance consists of shop drawing review, question responses, and site visits (2).

Reference: Hemlock Road Toe Cut

PROJECT TEAM

The project team will consist of the following individuals:

Stantec - Greg Goyette, PE – Principal
Stantec - Israel Maynard, PE – Project Manager
Stantec - Dave Youlen, PE – Project Engineer
Sanborn Head – Shawn Kelley, PhD, PE – Principal
Sanborn Head – Ryan Henderson, PE – Project Manager
Sanborn Head – Dan Thabault, Project Engineer, PE – Lead Engineer
Sanborn Head – Alex Lulias, EIT – Project Engineer

Other technical support staff may be brought on depending on the technical skill required for specific tasks.

PROJECT SCHEDULE

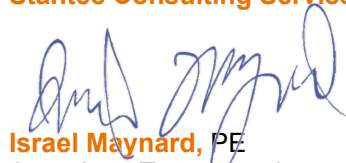
See attached draft project schedule. Note that there are schedule items not controlled by Stantec. These items are on the critical path for project completion and any delays could potentially impact subsequent milestones. Permitting duration is heavily dependent on level of impact. Some permits may require significant public comment periods that can impact schedule.

FEE & SCHEDULE

Estimated fee for the services described above is \$95,296. A detailed Task - Labor Hour Schedule, Cost Schedule and Direct Expense Schedule are attached. The Town will be billed at cost plus fixed fee based on actual hourly rates of the staff that works on the project. If necessary, additional tasks outside the above scope will be addressed with a contract amendment.

Regards,

Stantec Consulting Services Inc.



Israel Maynard, PE
Associate, Transportation
Phone: (802) 497-6415
Israel.maynard@stantec.com

September 20, 2023
Chris Kaufman, Public Works Director
Page 6 of 6

Reference: Hemlock Road Toe Cut

By signing this proposal, Town of Norwich, Vermont authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

Per: Town of Norwich, Vermont

Enter Name & Title

Print Name & Title

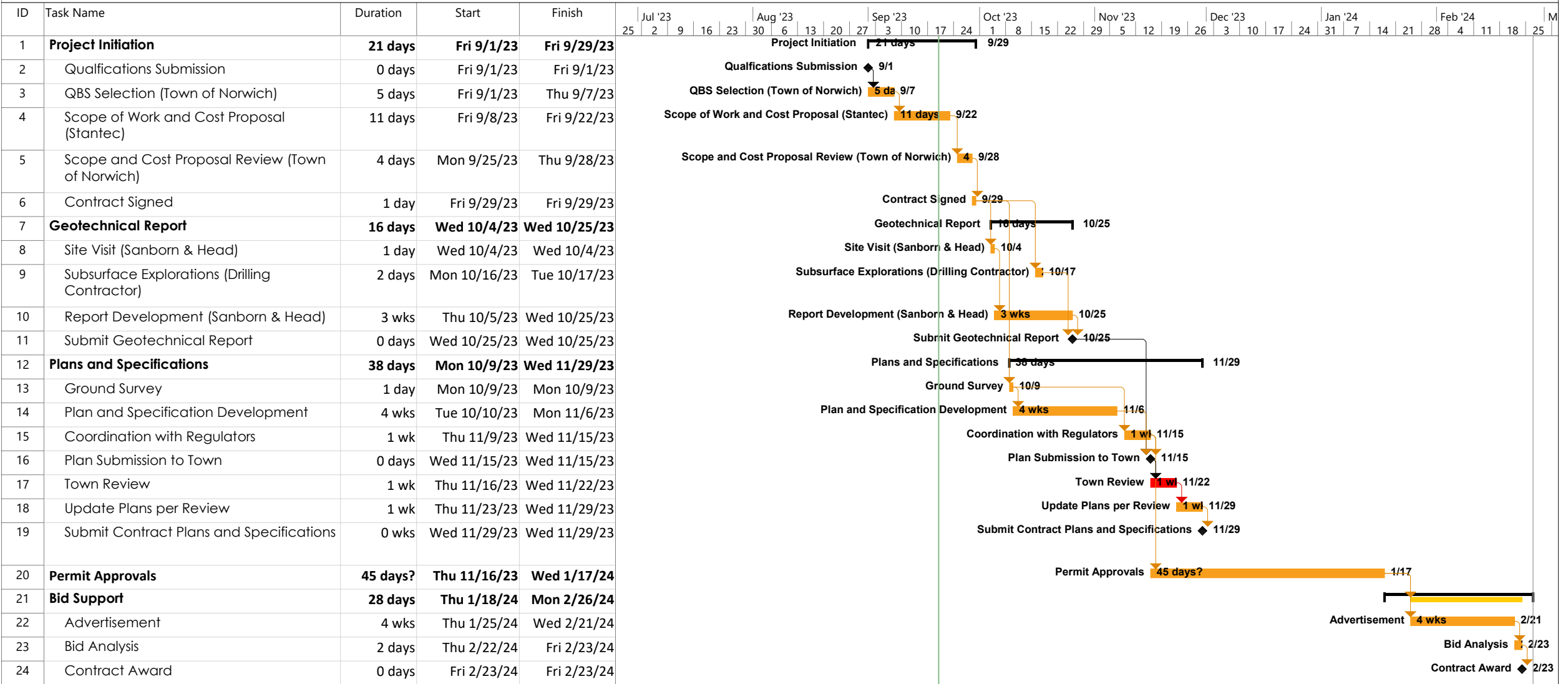
Signature

Date

Attachment: Project Schedule, Cost Schedule, Sanborn-Head Scope and Fee, Professional Services Terms and Conditions

Proposed Project Schedule

Hemlock Road Slope Failure Norwich, VT



Project: Norwich Project schedule.mpp
Date: Wed 9/20/23

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



TASK, LABOR HOURS AND FEE SCHEDULE

Norwich - Hemlock Road Slope Failure

September 20, 2023

TASK	Principal	Project Manager	Project Engineer	Env/Tech	TOTAL
1. Data Collection / Alternatives					
a	Right of Way and Deed Information				0
b	Utility Location				0
c	Field reconnaissance & Survey				18
e	Alternatives Analysis (2 Alternatives)				24
f	Regulatory Coordination (Stream Alteration, ACOE)				10
2. Geotechnical Report					
a	Geotechnical Evaluation Coordination				4
b	Geotechnical Report (By Sanborn Head)				
3. Permitting					
a	Stream Alterations				12
b	Army Corps of Engineers General Permit				12
a	Wetland Permit				12
c	NEPA PACE				12
4. Preliminary Plans					
a	Title Sheet				2
b	Typical Sections Sheet (Assume 1)				8
c	Layout Sheets (2 Sheets)				26
d	Roadway Profiles (2 Sheets)				13
e	Cross-Section Sheets (25 FT Intervals)				21
f	EPSC Plan Sheets and Details				21
g	Traffic Control Plans				12
h	Quantifies and Cost Estimate				22
i	Quality Assurance/Quality Review				12
j	Submit 50% Plans and estimate				1
5. Right of Way					
Assume Not Required					
6. Final Design					
a	Resolve Comments on 50% Plans				34
b	Specifications				18
c	Quality Assurance/Quality Review				12
d	Submit 90% Plans, Specifications and Estimate				1
e	Resolve Comments on 90% Plans				26
f	Final Review, Stamp Plans				2
g	Submit Contract Plans Specifications and Estimate				1
7. Bid Advertisement and Construction Support					
1	Pre-Construction Meeting				4
2	Bid Tabulation/Bid Analysis				9
3	Support During Construction (2 Site Visits)				0
4	Final Walkthrough				6
TOTAL LABOR HOURS					
	8	47	160	118	322
Hourly Rate	\$80.00	\$65.00	\$55.00	\$32.00	
Labor Costs	\$640.00	\$3,055.00	\$8,800.00	\$3,776.00	\$16,271.00
Overhead (165.248%)	\$1,058	\$5,048	\$14,542	\$6,240	\$26,887.50
Fixed Fee (10%)					\$4,316
Direct Expenses (5 trips to site x 200 miles/trip x \$0.655/mile)					\$655
STANTEC TOTAL					\$48,129
B. Subconsultants					
1	Sanborn, Head & Associates (Labor, Overhead and Fixed Fee)				\$35,429
a.	expense: G&M Subsurface				\$7,148
b.	expense: GeoTesting Express				\$740
c.	expense: GeoTexting Express (Add/Alternate)				\$2,880
d.	expenses: Shipping				\$250
e.	expense: Mileage (1100 miles @ \$0.655/mile)				\$721
SUBCONSULTANT TOTAL					\$47,167
PROJECT TOTAL					\$95,296

SANBORN, HEAD & ASSOCIATES - OBJECTIVE AND SCOPE OF SERVICES

Our objective is to provide geotechnical engineering services for emergency response to a recent slope failure located on Hemlock Road. We propose to conduct a subsurface exploration program consisting of up to two (2) days of geotechnical test borings and one (1) day of hand augers to evaluate the subsurface conditions near the slope failure and tension cracking, obtain geotechnical information for use in evaluating the stability of the slope, and to develop repair concepts for consideration by the Town of Norwich. The results of the exploration program, our geotechnical engineering analyses, and recommendations for repair of the slope will be summarized in a geotechnical engineering report. Our scope of services and assumptions are described in more detail below:

Task 1 – Site Reconnaissance, Exploration Planning, and Layout

Sanborn Head will perform a site reconnaissance to visually inspect the condition of the slope, delineate the extent of the failed groundmass (to the extent possible), and document pertinent geologic site features. We will compare our observations to previous inspection reports to ensure all reported conditions are up to date. The information documented during the site reconnaissance will be summarized in our geotechnical engineering report.

We will also review drawings provided by the project team and publicly available subsurface information for the site to develop an exploration program. Sanborn Head will complete (1) visit to the site to mark proposed exploration locations. We will notify DigSafe at least 48 hours prior to the exploration program to obtain clearance for subsurface utilities in the area. Sanborn Head and its subcontractors will not be responsible for damages to, or repair of, utilities that are not clearly marked in the field at the time of the exploration program.

Task 2 – Subsurface Exploration Program

To obtain geotechnical information near the Hemlock Road slope failure, Sanborn Head will retain a drilling subcontractor to perform up to two (2) days of drilling to advance up to three (3) geotechnical test borings. Additionally, Sanborn Head will perform one (1) day of hand augers at locations not accessible to the drill rig. We anticipate the test borings will be advanced to depths ranging between approximately 40 and 70 feet below existing site grades, or practical refusal, whichever occurs first. The test borings will be advanced using rotary wash drilling techniques via a track-mounted drill rig. Standard Penetration Tests (SPTs) will be performed in the test borings in general accordance with ASTM D1586.

The proposed test borings will be performed at the crest of the slope (i.e., along Hemlock Road). One (1) of the test borings will be completed as a groundwater observation well to monitor groundwater levels and to assist in developing representative cross-sections for use in slope stability analyses.

Based on published geologic mapping, the subsurface conditions could consist of soft, plastic soils (i.e., silts and clays). If encountered, up to four (4) undisturbed fixed-piston samples will be retrieved from the borings and submitted for advanced geotechnical laboratory testing.

Sanborn Head personnel will observe and log the subsurface conditions encountered in the test borings on a full-time basis. After completion, the test borings will be backfilled with soil cuttings, sand, and/or bentonite chips to match the existing ground surface.

Task 3 – Slope Stability Analyses and Geotechnical Engineering Report

The results of the geotechnical test borings will be used to develop our slope stability model. A summary of our approach is as follows:

- Establish geotechnical engineering parameters of the subsurface materials using the field exploration and laboratory testing data.
- Develop a representative cross-section of the slope based on topographic mapping developed by Stantec and the subsurface information obtained from the borings.
- Perform slope stability analyses and provide geotechnical engineering recommendations that will provide a minimum factor of safety against global stability failure per the Vermont Department of Transportation (VTrans) *GEI 14-01 Slope Stability Investigation and Evaluation Manual*. At least two (2) repair concepts will be developed for consideration.

The results of the test borings will be summarized in a geotechnical engineering report that will describe the exploration program, the subsurface conditions encountered, the results of our slope stability analyses, and our geotechnical engineering recommendations for repair of the Hemlock Road slope. The report will include subsurface exploration logs prepared by Sanborn Head and an exploration location plan. The report will be issued electronically in PDF format. The information in our report will be used to create the project plans and specifications.

Task 4 – Permitting, Construction Drawings, and Project Specifications

Sanborn Head will assist Stantec to develop construction drawings for repair of the slope as well as assist in the permit application process. The following scope of services will be performed by Sanborn Head as part of Task 4:

- Stantec will prepare 50% design drawings based on geotechnical engineering recommendations provided by Sanborn Head. Sanborn Head will provide two (2) concept sections of the proposed restoration (typical section) for which Stantec will build out a full site grading plan with associated details. The plan set will be provided to Sanborn Head and the Town of Norwich for review and comments. Sanborn Head and Stantec will meet to review and resolve any comments before proceeding with the project.
- Stantec will prepare 90% design drawings with assistance from Sanborn Head and will make design revisions based on comments from the Town of Norwich. Sanborn Head will attend board meetings as requested by the project team. For budgeting purposes, we have assumed attendance at two (2) board meetings.
- Sanborn Head will review final design plans and specifications prepared by Stantec prior to the public bid process. We have included up to eight (8) hours for a Project Manager

or Principal to provide (Q&A) during the bid process as it relates to the geotechnical aspects of the project.

Task 5 – Construction Quality Assurance (CQA)

Sanborn Head will provide periodic construction quality assurance (CQA) services throughout the duration of the project. Specifically, we will perform up to two (2) site visits during construction to address any technical issues during restoration of the slope. Sanborn Head will also perform one (1) site visit with Stantec and the Town of Norwich for final inspection and approval.

ADDITIONAL ITEMS

Advanced Geotechnical Laboratory Testing

Published geologic mapping suggests that the subsurface conditions could consist of soft, plastic soils (i.e., silts and clays). If encountered, we recommend performing advanced geotechnical laboratory testing on the undisturbed fixed piston samples retrieved from the test borings to obtain stress history and shear strength information for use in slope stability analyses. For budgeting purposes, we have assumed up to five (5) samples will be submitted for laboratory analysis consisting of the following tests:

- Up to two (2) Consolidated Anisotropically Drained Compression (CADC) Shear Strength Tests (ASTM D7181)
- Up to three (3) Direct Simple Shear (DSS) Shear Strength Tests (ASTM D6528)

BUDGET ESTIMATE AND BASIS OF BILLINGS

We anticipate that we can provide the scope of services described herein on a Cost-Plus-Fixed-Fee (CPFF) basis for an estimated cost of **\$42,396.24** as summarized below and in the attached Estimated Costs Table. This cost estimate is based on our judgement at this time as to the level of effort required to meet the objectives of the project and is subject to the assumptions described herein.

If additional services are requested of us beyond those included in this proposal, we will perform the additional services by amendment to this agreement. Costs associated with each objective are shown in the following table:

	Scope of Services	Labor	Subcontractor	Expenses	Total
Geotechnical Engineering Services					
Task 1	Site Reconnaissance, Exploration Planning, and Layout	\$3,260.75	-	\$26.20	\$3,286.95
Task 2	Subsurface Exploration Program - Test Borings (2-Days) - Hand Augers (1-Day)	\$5,764.23	\$7,887.50	\$443.00	\$14,094.73
Task 3	Slope Stability Analyses and Geotechnical Engineering Report	\$11,241.47	-	-	\$11,241.47

Task 4	Permitting, Construction Drawings, and Project Specifications	\$8,907.43	-	\$26.20	\$8,933.63
Task 5	Construction Quality Assurance (CQA)	\$4,564.36	-	\$275.10	\$4,839.46
Total Estimated Budget		\$33,738.24	\$7,887.50	\$770.50	\$42,396.24
Add/Alternate Items (Not Included in Budget Estimate Above)					
	Advanced Geotechnical Laboratory Testing	\$1,690.89	\$2,880.00	\$200.00	\$4,770.89

ASSUMPTIONS

- Sanborn Head and our drilling subcontractor will be provided ready access to the site, as necessary, to perform the subsurface exploration program, and will be provided access for full 8-hour business days.
- Costs associated with hazardous materials or environmental hazards encountered during the subsurface exploration program have not been included.
- Water for drilling operations will be pumped from the river, as needed, to perform the subsurface exploration program.
- Test borings may be backfilled with drill cuttings, sand, or bentonite chips.



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make payment by Electronic Funds Transfer when requested by Consultant.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.



FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

COVID-19: The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal is based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

BUSINESS PRACTICES: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose of illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

FLORIDA CONTRACTS: PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE.

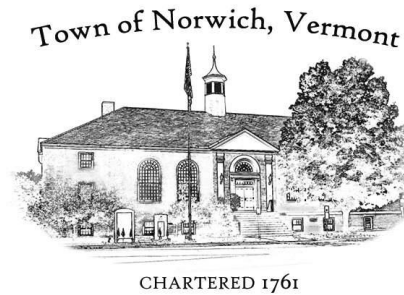
TO: Brennan Duffy, Interim Town Manager
FROM: Chris Kaufman
RE: Hemlock Road Engineering Services Cost Proposal
DATE: September 21, 2023

Based on the acceptance of Stantec's Qualifications Based Selection (QBS) proposal for the Hemlock Rd toe cut failure, the Selectboard approved the Interim TM and DPW Director to request development of a cost proposal with Stantec. On September 20, 2023, we received a cost and scope proposal from Stantec and their geotechnical subconsultant, Sanborn Head. The proposal includes the following:

1. Data Collection/Alternatives Analysis – Two preliminary alternatives will be developed and discussed with the Town, FEMA, and the regulatory agencies prior to determining which alternative to proceed with.
2. Geotechnical Report – a geotechnical report will be developed by Sanborn Head, including soils data collection and a slope stability report.
3. Permitting – The two main permits appear to be the Stream Bed Alteration Permit (Vermont ANR) and the Army Corps of Engineers General Permit. There will be a NEPA compliance issue, but due to the location of the site, it is likely to receive a categorical exclusion.
4. Project Design – Stantec will provide at least two preliminary design submittals (50% and 90%) for review prior to issuance of the final plans and specifications. This will also include a complete “ready to bid” package with an engineer’s construction cost estimate.
5. Construction – Stantec will provide a bid analysis, attend the pre-construction meeting, and provide technical support during construction.
6. A timeline has been proposed for development of the project based on input from the DPW. The overall design package will be ready for bidding by the end of November 2023 and ready to bid in January 2024.
7. The costs presented by Stantec, and their consultant, are a cost+fixed fee contract, thus the Town will not be invoiced for an expense if it is determined not to be required based on the results of the preliminary geotechnical testing. This process will reduce the potential for a change order during the design process. Current anticipated costs for Stantec will be approximately \$48,129.00 and for Sanborn Head approximately \$47,167.00 for a total of \$95,296.00.

As a reminder, based on in-person discussions and a site visit with FEMA on Friday August 25, 2023, it appears that the Hemlock Road “toe cut” project will qualify for FEMA reimbursement. FEMA’s reimbursement is anticipated to be 75% and the state’s reimbursement is expected to be 12.5%. This leaves 12.5% of the total project cost that will be the Town’s responsibility.

Billing would likely occur on a monthly basis starting in October 2023 through the duration of the construction project. The construction project, depending on size and magnitude, would likely occur in the late spring of 2024.



MEMO

TO: Selectboard

FROM: Brennan Duffy, Interim Town Manager

RE: Selection recommendation for Tracy Hall Improvement Study

DATE: September 21, 2023

Following the submittal deadline on September 14th the Town has received three qualified vendors interested in the work described in the RFP for a Town of Norwich Tracy Hall Improvement Study (Study), issued on July 24, 2023.

The following Bids were received:

Energy Efficient Investments, Inc., \$35,000 to \$65,000 estimated
Randall T. Mudge & Associates ARCHITECTS, \$25,000
Studio Nexus Architects + Planners, \$33,800

Upon review of the submittals by the Town Manager and Asst. Town Manager we recommend that a contract be executed with the firm Studio Nexus Architects + Planners based in White River Junction, VT. The recommendation is made based on their thorough proposal, understanding of the work to be completed, and similar previous work with several other local projects. Prior to the Sept. 27th Selectboard meeting we plan to contact several references from their referenced past projects.

The Studio Nexus proposal anticipates being able to start the work within two weeks of an executed contract and estimates approximately 16 weeks to complete the project. Their proposal defines a three-phase process with a logical methodology and work schedule from start to finish.

The total cost of this contract will be approximately \$34,000 which includes a consultant allowance of approximately 12,500. We recommend that this funding expense could be allocated to the Operational Performance and Development Fund #51. The current balance of Fund 51 is \$111,373.

TO: Brennan Duffy, Interim Town Manager
FROM: Chris Kaufman
RE: Results of Gravel/Ledge and Winter Sand Bid Results
DATE: September 5, 2023

Results of the 2023-2024 Gravel/Ledge and Winter Sand RFP Bids

On August 7, 2023, the Norwich Department of Public Works advertised RFPs for the supply and delivery of gravel/ledge and winter sand supply for Fiscal Year 2023-2024. The results of the bids received on September 5, 2023, are included as an attachment. Only Twin State Sand and Gravel Company and Pike Industries bid on both RFPs.

The results of the Gravel and Ledge Products Bids showed that the gravel supply with delivery prices included were reasonably competitive for the smaller gravel products. The prices for larger gravel and ledge products were much higher for Pike Industries as both their supply and delivery prices were much higher. The delivery charge for any gravel product to Norwich PWD was \$6.45/ton for Pike Industries and \$4.49/ton for Twin State Sand and Gravel.

The results of the Winter Sand Bids had Twin State Sand and Gravel at \$17.19/ton and Pike Industries at \$24.95/ton including delivery price.

Final Recommendation

Based on a review of the attached bid results, the recommendation is to award both contracts to Twin State Sand and Gravel.

ATTACHMENT NO. 1

2023-2024 Gravel and Ledge Bid Results September 5, 2023

Bid Item	Twin State (Price/Ton) 2022 - 2023	Pike Industries (Price / Ton) 2022 - 2023	Twin State (Price/Ton) 2023 - 2024	Pike Industries (Price/Ton) 2023 -2024	Twin State Percent Change From Last Year	Pike Industries Percent Change From Last Year	Twin State Overall Price w Delivery to DPW 2023- 2024	Pike Industries Overall Price w Delivery to DPW 2023 - 2024	Percent Difference Pike vs Twin State 2023- 2024
Gravel for Subbase (VTrans 704.04)	\$ 13.50	\$ 9.95	\$14.20	\$ 11.25	5.2%	13.1%	\$ 18.69	\$ 17.70	5.6% Pike
Crushed Gravel Fine Graded (VTrans 704.05B)	\$ 13.50	\$ 9.95	\$14.00	\$ 11.25	3.7%	13.1%	\$ 18.49	\$ 17.70	4.5% Pike
Dense Graded Crushed Stone (VTrans 704.06)	\$ 13.50	\$ 13.45	\$14.00	\$ 11.25	3.7%	-16.4%	\$ 18.49	\$ 17.70	4.5% Pike
Aggregate for Shoulders (VTrans 704.12B)	\$ 13.85	\$ 9.50	\$14.00	\$ 9.75	1.1%	2.6%	\$ 18.49	\$ 16.20	14.1% Pike
3/4-inch Hardpack	\$ 10.35	\$ 9.50	\$10.35	\$ 9.75	0.0%	2.6%	\$ 14.84	\$ 16.20	-8.4% Twin State
3" Erosion Stone	\$ 11.70	\$ 14.45	\$11.80	\$ 15.00	0.9%	3.8%	\$ 16.29	\$ 21.45	-24.1% Twin State
Rip Rap 12" Light Type (VTrans 706.03)	\$ 11.65	\$ 15.00	\$12.15	\$ 15.50	4.3%	3.3%	\$ 16.64	\$ 21.95	-24.2% Twin State
7" Erosion Stone Type I (VTrans 706.04)	\$ 12.40	\$ 14.25	\$12.60	\$ 14.75	1.6%	3.5%	\$ 17.09	\$ 21.20	-19.4% Twin State
Delivery to Norwich Public Works	\$ 4.49	\$ 7.60	\$ 4.49	\$ 6.45	0.0%	-15.1%			-30.4% Twin State
Delivery to Roads within Entire Town of Norwich	\$ 7.35	Upon Request	\$ 7.35	7.75	0.0%	NA			-5.2% Twin State

2023-2024 Winter Sand Bid Results September 5, 2023

Bid Item	Quantity (Tons)	Twin State (Price/Ton) 2022-2023	Twin State Total Price	Pike Industries (Price / Ton) 2022-2023	Pike Total Price	Twin State (Price/Ton) 2023 - 2024	Twin State Total Price	Pike Industries (Price / Ton) 2023 - 2024	Pike Total Price	Twin State Percent Change From Last Year	Pike Industries Percent Change From Last
		w/ Delivery		w/Delivery		w/ Delivery		w/Delivery			
Winter Sand	9000	\$ 15.64	\$ 140,760.00	\$ 25.55	\$229,950.00	\$17.19	\$ 154,710.00	\$ 24.95	\$ 224,550.00	9.9%	-2.3%

ADDENDUM FOR CONTRACT EXTENSION

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

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

II. General Terms

- a. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$31,300**, unless amended.
- b. Services performed under this agreement shall be rendered on an as needed, hourly basis, not to exceed 8 hours per week, though hours per week may be less depending on Town need.
- c. The period of performance under this Agreement shall run through **December 31, 2023**, unless amended.

V. Certificate of Insurance

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

Attachment A is amended to read:

This contract will be billed at cost, not to exceed \$31,300. Total to be earned from October 1, 2023, through December 31, 2023, shall not exceed \$9,500. TRORC's hours are expected to be approximately 6-7 hours per week, at \$90 per hour. Hours per week will likely vary, and may be less than what is approximated, depending on the number of permits to be processed. Time will focus on permit processing, but as time allows, this work may also include attending DRB Hearings when necessary and supporting their review and approval of projects. Mileage done as part of the duties under this agreement will be billed at the prevailing federal rate.

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

TWO RIVERS-OTTAUQUECHEE REGIONAL COMMISSION

Peter G. Gregory, AICP, Executive Director

Town of Norwich – Interim Town Manager

NORWICH FIRE DEPARTMENT SEPTEMBER SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 9/15/2023

Lithium-ion batteries supply power to many kinds of devices including smart phones, laptops, e-scooters and e-bikes, e-cigarettes, smoke alarms, toys, and even cars. If not used correctly, or if damaged, these batteries can catch on fire or explode.

The problem

- These batteries store a large amount of energy in a small amount of space.
- Sometimes batteries are not used the right way, batteries not designed for a specific use can be dangerous.
- Like any product, a small number of these batteries are defective. They can overheat, catch fire, or explode.

Safety Tips

- Purchase and use devices that are listed by a qualified testing laboratory.
- Always follow the manufacturer's instructions.
- Only use the battery that is designed for the device.
- Put batteries in the device the right way.
- Only use the charging cord that came with the device.
- Do not charge a device under your pillow, on your bed, or on a couch.
- Do not keep charging the device or device battery after it is fully charged.
- Keep batteries at room temperature when possible. Do not charge them at temperatures below 32°F (0°C) or above 105°F (40°C).

- Store batteries away from anything that can catch fire.

Signs of a Problem

Stop using the battery if you notice these problems: odor, change in color, too much heat, change in shape, leaking, or odd noises. If it is safe to do so, move the device away from anything that can catch fire. Call **9-1-1**.

Battery Disposal

- Do not put lithium-ion batteries in the trash.
- Recycling is always the best option.
- Take them to a battery recycling location or contact your community for disposal instructions.
- Do not put discarded batteries in piles.

Charging an E-bike

Charge your battery in a flat, dry area away from children, direct sunlight, liquids, tripping hazards, and in a location where the e-bike is not at risk of falling. DO NOT charge e-bikes indoors. **Charge them outside well away from any combustibles.**

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.

August EMS Calls	17
August Fire Calls	15
August Fire Mutual Aid	3

**IREC Progress Report
Town of Norwich VT
August 2023**

- Municipal Energy Resilience Program (MERP) update: Norwich has been awarded a \$4000 MERP mini-grant, and has submitted the application and all required documentation for a MERP Level 2 assessment at Tracy Hall.
- I attended the Norwich Selectboard meeting on August 16 where Tracy Hall heating system and weatherization options were discussed by the Selectboard and residents. The current heating system boilers are very close to their end of life. A short term and long term solution for the heating system is actively being investigated by the interim Town Manager and members of the Selectboard. I will provide assistance as requested.
- It is expected that the MERP assessment report will clarify the project scope for the energy system upgrade, but the results are not expected to be available until near the end of winter 2024, not in time for a “short term” solution.
- An RFP was issued by the town for an Architectural review of Tracy Hall. The building layout will need to be determined before the energy upgrade and HVAC project can be defined.
- There was a recent ownership/management change at Dan & Whit's that could possibly affect the current EV charger contract agreement between the town and the business. The contract should be reviewed and may require an update.
- One of the two charging ports at Dan & Whit's is still not operational. It has been down since the beginning of this year and ChargePoint has still not supplied the necessary parts to repair it.

Respectfully submitted,

Jeff Grout, TRORC IREC

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

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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

email: matthew.s.romei@vermont.gov

MONTHLY REPORT

AUGUST 2023

PREPARED BY: Matthew Romei
Chief of Police

DATE: September 15, 2023

Activity:

The Norwich Police Department received 97 calls for service during the month of August. Fifteen were received when no Norwich officer was on duty, two of which were serious enough to require a response from Vermont State Police, and the remaining 13 were handled by phone or the next day an officer was on duty. Officers made 10 motor vehicle stops, resulting in 3 tickets and 4 written warnings. Attached to this report are some charts and graphs outlining data that we are reviewing to assist us in our planning processes. Please feel free to reach out if you have questions.

Crime:

You will see our calls for service in the attached supplement. Incidents of note include two burglaries and an aggravated assault with a weapon. An arrest was made in the assault case on Friday, September 1st.

Training:

We hosted two sessions of *Homemade Explosives: Awareness, Recognition, and Response*. This course is provided by New Mexico Tech University Energetic Materials Research and Testing Center and is designed to provide emergency first responders with the knowledge and skills necessary to recognize and respond to incidents involving explosives, homemade and otherwise. While this may seem an odd for our area, there is a significant amount of information in this class related to handling bomb threats and similar "swatting" calls. One NPD Officer attended this class, and I hope to send all of our officers out to New Mexico for the full, week-long program. That training (including travel) is completely paid for by FEMA.

Coming up in the next few weeks, we have personnel attending the law enforcement track at Vermont League of Cities and Towns Town Fair, Fair and Impartial Policing Update and Field Training Officer Update. In November we are hosting the Team Two Responding to a Mental Health Crisis training. This is a very valuable class that seeks to apply the right tool to the right problem in helping our citizens through crisis.

Items of Note: If you missed out on the Norwich Fair in early August, you really should write yourself a note for next year right now. It was a blast!

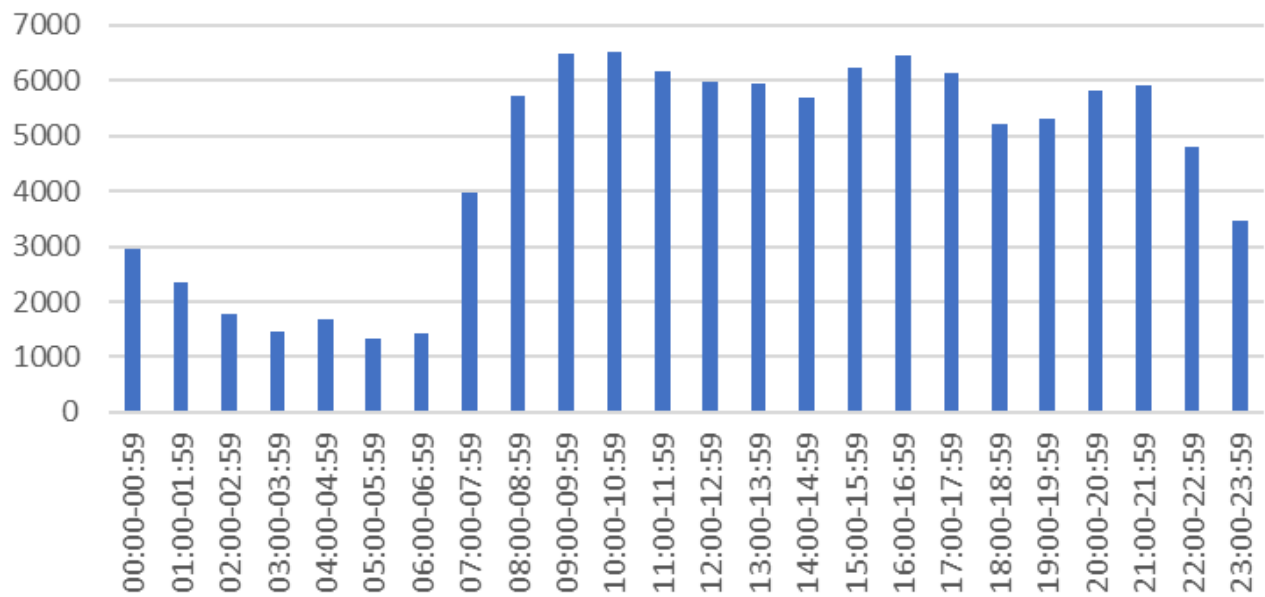
School has started back, and we are so happy to see all the bright smiling faces in the mornings and afternoons. Please take a moment, slow down, put the phones down and drive carefully. (You *should* be doing that all the time!) Oh, and don't drive around a school bus with its lights on and stop sign extended. There are no warning citations for that!

Final note – Halloween is right around the corner. Don't get caught without an awesome costume!!!

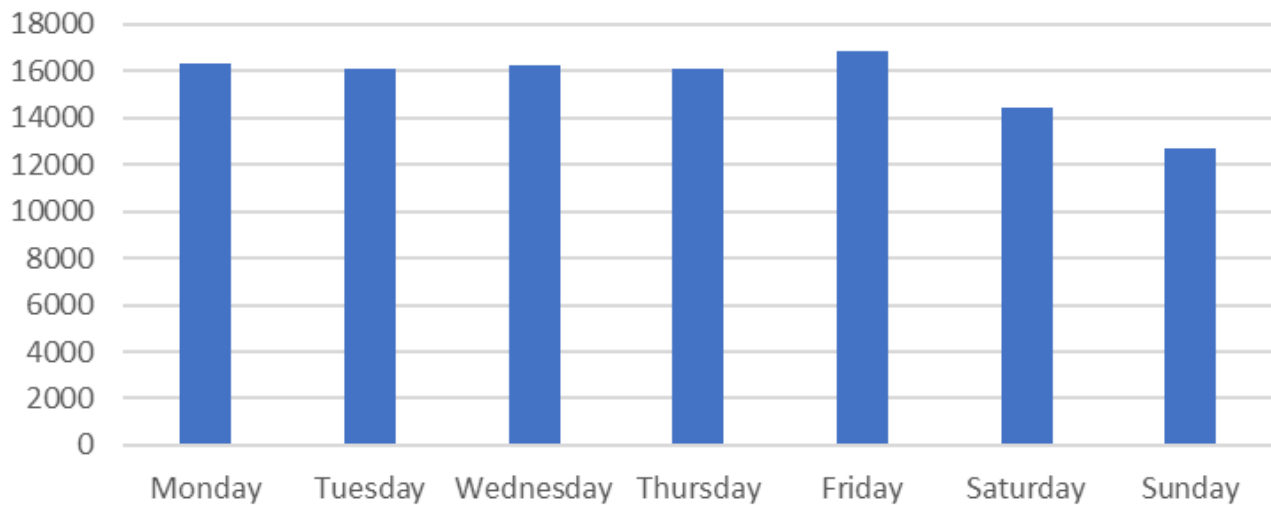
~Chief~



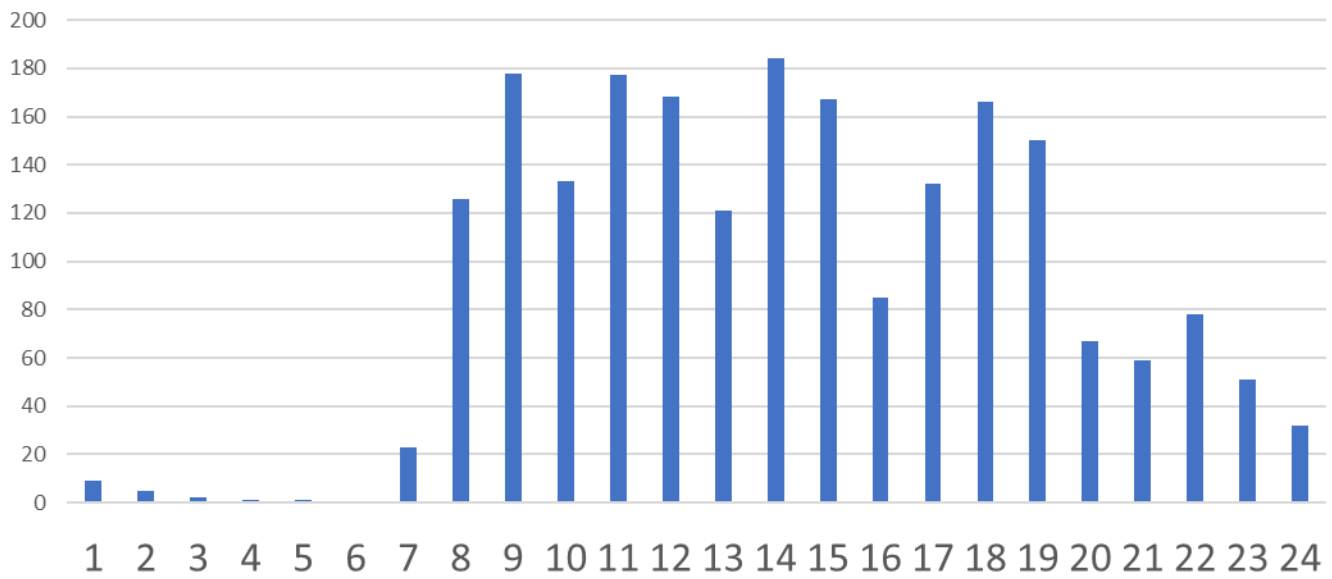
Calls For Service by Hour of Day 2015-2022



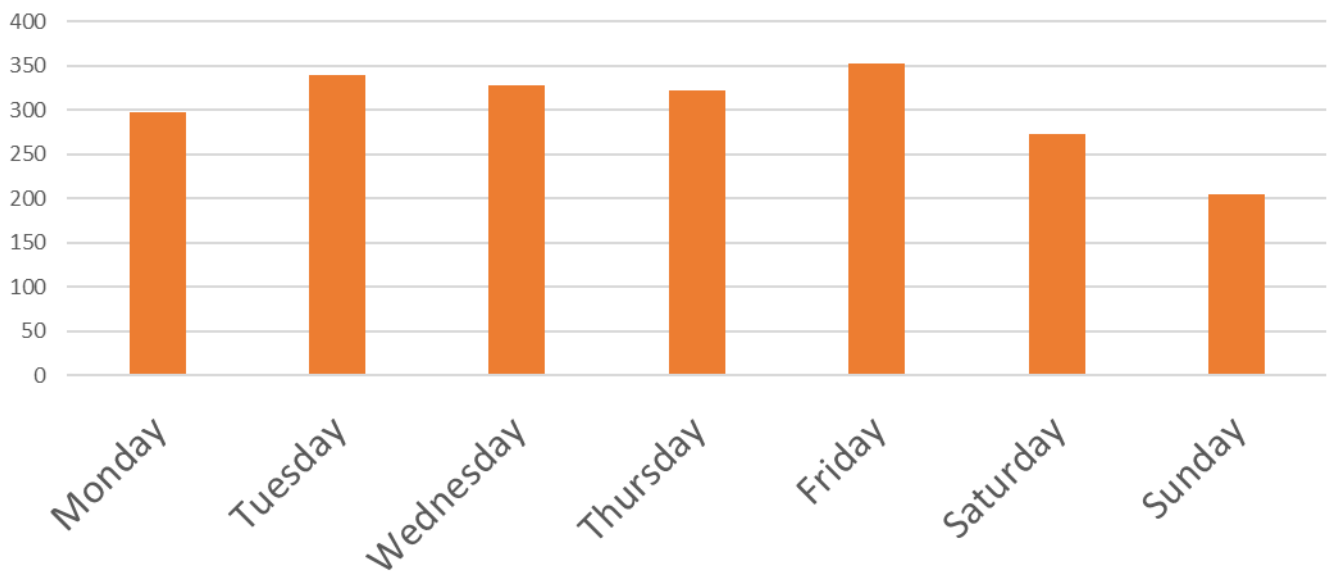
Calls For Service by Day of Week 2015-2022



Traffic Citations by Hour of Day 2015-2022



Traffic Citations by Day of Week 2015-2022



	August
911 Hangup	1
Agency Assist	7
Animal Problem	4
Burglary	2
Burglary Alarm	6
Citizen Assist	8
Citizen Dispute	1
Directed Patrol	10
Crash - Damage	3
Crash - Injury	1
Death Investigation	1
Foot Patrol	3
Misc	6
Found Property	1
Fraud	6
Intoxication	2
Juvenile Issue	1
Lockout	1
MV Complaint	10
Noise	1
Suspicious	7
Theft	2
Threats	1
Traffic Hazard	1
Trespassing	4
Vandalism	2
Welfare Check	1
Total Calls	97

Arrests to date 2023:

- Burglary
- Careless and Negligent Driving/Attempting to Elude
- Stalking/Violations of Conditions of Release
- Arrest on Warrant
- Retail Theft (2 Counts)
- Retail Theft
- Contributing to the Delinquency of a Minor
- Retail Theft (2 Counts)
- Contributing to the Delinquency of a Minor (2 Counts)
- Aggravated Assault with a Weapon