

Norwich Selectboard
Regular Meeting – October 25, 2023 – 6:30 p.m.

Participation: Hybrid Physical Location: Tracy Hall meeting room

ZOOM access information: <https://us02web.zoom.us/j/89116638939> Meeting ID: 891 1663 8939

US Toll-free: 888-475-4499 (Press *9 to raise hand; Press *6 to unmute after recognized by Chair)

Welcome

1. Agenda..... Motion required.

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

2. Minutes – October 11,2023 meeting minutes.....Motion(s) required.

3. Correspondence..... Motion required.

4. AP Warrant(s)..... 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 Report
- 4.1 Financial Report

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

5. Culvert Upgrade FEMA Opportunity.....Motion(s) possible.

6. Committee appointment for Recreation Council: youth member.....Motion possible.

7 Request to expend Records Restoration Fund monies.....Motion(s)possible.

8. Request to expend Fire Equipment Fund monies for Fire Equipment.....Motion(s) possible.

9. Family Place Alcohol Waiver.....Motion(s) possible.

10. Sullivan & Powers Amended Engagement Letter.....Motion(s) Possible.

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

- Police; Fire; Recreation Department; and IREC.

Discussion Items – Issues being framed for future action.

- Continued work on Selectboard guidance for appointed groups and development of oversight protocols
- Draft Handbook and Brief Position Descriptions

Future Meeting Dates and Potential Topics

- Budget focused meetings: 11/08/2023 (Wed.) Reg. Mtg.; 11/15/2023 (Wed.) Spec. Mtg.; 11/21/2023 (Tues.) Spec. Mtg.; 11/29/2023 (Wed.) Reg. Mtg.; 12/06/2023 (Wed.) Reg. Mtg.; 12/13/2023 (Wed.) Spec. Mtg.
- Ongoing and future work
- **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**
 - Handbook for Committees, Boards, Commissions – in progress
 - Committees: coordination with overall town priorities – beginning soon
 - Norwich/Sharon Town Line – to begin
 - Public Safety – on-going hiring
 - Financial Policies & Procedures – on-going reviews

Adjournment

DRAFT Minutes of the Selectboard Meeting of
Wednesday, October 11, 2023, at 6:30 pm

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

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

Also participating: Brennan Duffy, Interim Town Manager; Matthew Romei, Police Chief; Jaan Laaspere; Stuart (Stu) Richards; Cheryl Lindberg, Treasurer; Ernest (Ernie) Ciccotelli; Peter Orner; Donald (Don) McCabe; David Krimmel

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

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

1. Agenda. Prior to agenda approval, Duffy announced that the Kids Bridge Project has received sufficient funding to justify its being on the agenda as Item #11, for which there was ready consensus. Layton moved, seconded by Arnold, to approve the Agenda.
Passed Unanimously.

2. Minutes – September 21 and 27, 2023. Smith pointed out that in the minutes of both September 20 and 21 the meetings should be described as “emergency” not “special” and moved to make that change for September 20, which was seconded by Layton–**Passed Unanimously.** Smith moved, seconded by Layton to approve the Minutes of September 21 with the same change and to indicate that Smith and Arnold left at approximately 6:30 PM that evening. **Passed Unanimously.**

Smith moved approval, seconded by Layton, of the September 27 minutes with corrections she will submit to Debi Wade, including that it was a “regular” rather than a “special” meeting. **Passed Unanimously.**

3. Correspondence. Stu Richards, speaking as a private citizen via Zoom, echoed his comments at the last meeting as well as his recent email to the Board, urging it to settle the Katucki lawsuit immediately, saying “Norwich unfortunately has a long history of violating the Open Meeting Law.”

Smith moved, seconded by Layton, to accept the correspondence as submitted.
Passed Unanimously.

4. AP Warrants. Layton moved, seconded by Vincent, to approve AP Warrant number 1055 in the amount of \$250,139.38. Calloway, Arnold, Vincent, Layton, Yes; Smith, Abstain. **Motion Passed.**

Layton moved, seconded by Arnold, to approve AP Warrant number 1056 in the amount of \$14,000.00. Smith asked what was the current balance in the Girard Fund, which no one there knew. Smith attributed that to its having been commingled with other funds, with which Lindberg, as Town Treasurer, agreed. Lindberg further agreed with Smith it would be best to table the motion to a later date. Calloway, Arnold, Layton, Yes; Smith, Vincent, No. **Motion Passed.**

Layton moved, seconded by Smith, to approve AP Warrant number 1057 in the amount of \$6,400.00. **Passed Unanimously.**

5. Katucki v. Town of Norwich, 7:00 p.m. Executive Session under 1 V.S.A. § 313(a)(1)(E) regarding pending civil litigation to which the public body is a party.

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

Vincent moved, seconded by Layton, to enter Executive Session under 1 V.S.A. § 313(a)(1)(E) to discuss pending civil litigation to which the public body is a party, and to invite the Town Manager and Town Counsel. **Passed Unanimously.**

TIME ENTERED EXECUTIVE SESSION: 7:03 PM.

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

TIME ENTERED PUBLIC SESSION: 8:19 PM.

Smith moved, seconded by Arnold, to endorse the substantive direction of the Selectboard and Town Counsel toward settlement of the suit between Katucki and the Town of Norwich. **Passed Unanimously.**

Public Comments. Via Zoom, Peter Orner wondered why the several new electronic signs still were not operational, particularly since traffic has only gotten worse since the passage of Ballot Measure 10. He also said residents are concerned about the recently painted “double-barreled” line striping on a number of roads, including Huntley, Hazen, and Hopson, as well as Moore Lane, where Orner lives, which he said tends to increase speeds and push drivers to the edges, where pedestrians are likely to be. Calloway noted that Orner and Duffy have been meeting regarding these issues. Smith added, “We don’t line stripe roads based on walkability, we line stripe roads for the safe passage of vehicles.”

Don McCabe said the Kids Bridge Project has benefitted from Duffy’s leadership. He asked that the issue be bumped up from Item #11 for immediate consideration instead, to which the Board agreed. Smith moved, seconded by Layton, to expend \$27,539 from Fund 53 for the purpose of the Kids Bridge. **Passed Unanimously.** As Duffy noted, however, fundraising will continue with McCabe’s continued oversight.

Cheryl Lindberg came forward as a citizen of Norwich requesting answers to several questions, primarily of the Chair. These included why there were emergency meetings, why the normal search process for a town manager was eliminated, who had responded to the RFQ whose deadline was September 8, and why there was never an SB agenda item to review those results. She further inquired what the job description is for the position and why the contract recently approved is approximately \$40,000 over budget and where those funds will be drawn from. Calloway asked Lindberg to specify these questions in writing.

David Krimmel, a resident of Norwich, expressed concern about the emergency meetings.

Police Chief Romei came forward in his first appearance before the Board. He said the five new speed signs were scheduled for installation the next day. These will be solar rather than powered by GMP. He recommended that the Board also approve the purchase of a “speed tracker,” which can be much more easily moved from one location to another for detailed data collection, which he assured would not include license plate readings, but rather vehicle size and type.

Chief Romei also spoke to the aging of the current fleet of police vehicles. He said one would require at least \$5,000 just to remain in service and that Lebanon Ford had advised it is not currently safe to drive. Of the other three marked vehicles, he said one, a hybrid Ford Interceptor, has had major electrical problems, including a fire.

He also noted that one vehicle cannot be locked with the engine running, which greatly reduces its utility, including at the recent fire at Hemlock Road.

Duffy endorsed Romei's request to dispose of the one inoperable vehicle for whatever is possible on www.govdeals.com. Arnold moved, seconded by Layton, to authorize the Town Manager to dispose of the 2013 Ford Taurus police vehicle in as efficient a manner as possible. **Passed Unanimously.**

7. Norwich/Hanover Police Department reciprocal agreement. Romei said this is a routine document executed up and down the Connecticut River by neighboring municipalities that does not obligate the Town in any way but enables its Police Department in Hanover as necessary and for Hanover to do the same in Norwich. He said it is especially important because of the interstate school district. However, he had not found any evidence it was ever formally approved by the Norwich Selectboard.

Layton moved, seconded by Vincent, to approve the current, signed, Norwich/Hanover Police Department reciprocal agreement. **Passed Unanimously.**

6. DPW bid recommendations for contracts:

a. Winter snow plowing. Layton moved, seconded by Arnold, to approve the winter snow plowing contract with Chase Site Service, Inc. for the period October 2023 through April 2024 in the amount of \$95,575.00. **Passed Unanimously.**

b. Road salt. Layton moved, seconded by Arnold, to approve the road salt contract with American Rock Salt Company for the Fiscal Year 2023-2024 through 05/31/2024 in the amount of \$86.10 per ton including delivery. Layton, Calloway, Arnold, Vincent, Yes; Smith, No. **Motion Passed.**

Smith explained she voted no because she wanted to stay within budgetary parameters.

8. Listers' Office Personnel, Executive Session under 1 V.S.A. § 313(a)(1)(F) for the purpose of discussing confidential attorney-client communications made for the purpose of providing professional legal services to the body.

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

Layton moved, seconded by Smith, to enter Executive Session under 1 V.S.A. § 313(a)(1)(F) for the purpose of discussing confidential attorney-client communications made for the purpose of providing professional legal services to this body, and to invite the Town Manager (and Town Counsel). **Passed Unanimously.**

TIME ENTERED EXECUTIVE SESSION: 9:38 PM

Layton moved, seconded by Vincent, moved to enter public session.

TIME ENTERED PUBLIC SESSION: 10:07 PM

9. Planning Commission discussion. Duffy reported he's been meeting with Jaan Laaspere, Chair of the Planning Commission, for about a month, focused largely on how its staffing requirements may best be met. Laaspere added via Zoom that currently they're surveying the various Town committees on what should be the Commission's priorities. They need also to review current Zoning in light of changes in State law. He also said they are setting up subcommittees to address various issues, solar siting, for example, and how that relates to ridgelines and scenic resources. Other topics for subcommittees include land use and multi-modal transportation, including along the Rte. 5 corridor.

Laaspere said he particularly welcomed Jack Candon's input, who has volunteered his involvement from the DRB.

In response to a question from Arnold, Duffy said they have received applications from two qualified candidates for the open position for a Zoning Director/Planning Administrator. He said they have suspended advertising pending a better-defined job description. Laaspere commented that the lapse in advertising is a significant concern for the PC.

In the context of a larger discussion of how best to structure support for the PC, Ernie Ciccotelli, one of its members, advocated for returning to having only a zoning administrator and no longer a higher-level professional in the role of director. Stu Richards, through Zoom, voiced agreement.

10. Selectboard guidance for appointed groups and development of oversight protocols. Following general discussion of how best to address these issues, no firm actions were taken.

Duffy summarized the upcoming SB meeting schedule as: October 25 and November 8, 15 (for a possible special meeting), 21, and 29, as well as probably December 6 and 13 to tie up loose ends. He suggested they make all their meetings on budgetary matters fully remote rather than hybrid, to which there was general agreement. This will better facilitate individual members' use of spreadsheets and other materials.

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

Meeting Adjourned: 11:15 PM.

Respectfully submitted,
Ralph C. Hybels

Minutes Taker

Approved by the Selectboard on

Marcia Calloway, Selectboard Chair

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

From: [Paul D. Manganiello](#)
To: [Brennan Duffy](#); [Select Board](#); [Pam Mullen](#)
Cc: wendy.manganiello@gmail.com
Subject: RT 5
Date: Thursday, September 28, 2023 11:28:30 AM

Dear Mr. Duffy:

I am a resident of Norwich. I live at 226 Turnpike Rd.

This fall Vermont's Agency of Transportation (VTrans) will be surveying towns and regional planning commissions along Route 5 to gauge interest in establishing a bicycle corridor from Massachusetts to Canada.

Route 5 is a main roadway through the Connecticut River Valley, and passes along many communities, workplaces, and schools. Route 5, however was designed primarily for car traffic. Today, many people want the option to be able walk and bike. Being able to walk and bike is an important part of our scenic small towns in Vermont.

The Vermont (VT) state legislature has asked VTrans to look into making Route 5 more friendly for people who are not in a car. State Representative John Bartholomew's proposed (Bill H.177) instructing VTrans to conduct a feasibility study to determine if a bicycle corridor was feasible. Instead, because of VTrans' objection, the study is being replaced by a survey.

This will be an important step towards improving Route 5 for pedestrians and bicyclists. VTrans is currently planning the survey to gauge interest in a "Bicycle Corridor" with the Regional Planning Commissions that are along Route 5. They will administer the survey this fall, and submit a report to the legislature this upcoming January. The next two months are an important time to speak to our town officials and committees to make this project a reality. As a member of the Vermont Sierra Club, I am asking you to support establishing a bike/pedestrian corridor along Rt. 5. Improving the bicycle facilities along Rt. 5 would both increase tourism and benefit walking and biking in local communities.

Sincerely yours,
Paul and Wendy Manganiello



September 27, 2023

Dear Town Leader,

We are reaching out to request an opportunity to come visit with your Conservation Commission and/ or Selectboard to update you on the relicensing of the Vernon, Bellows Falls, and Wilder hydroelectric facilities.

As you may know, these hydro facilities, owned by Great River Hydro, are approaching the home stretch of the Federal Energy Regulatory Commission (FERC) relicensing process. The new license that results from this process will direct operations at these facilities for the next 40+ years. Connecticut River Conservancy (CRC) has been involved in this relicensing process since it started in 2013, advocating for better environmental protections for the river and mitigation of impacts to the river and adjacent communities.

CRC expects that FERC will announce a formal comment period on the final license application over the coming months. We also expect the public process for issuing a 401-water quality certification in both VT and NH will commence soon after this announcement from FERC. **These are the last two opportunities for your concerns to be heard in this once in a lifetime relicensing process.**

Comments by communities are critical to ensure that FERC understands and responds to local concerns and desires. Local community members can provide invaluable knowledge of how town lands, natural resources, and wildlife populations have been and may continue to be affected by hydro operations. We value your knowledge and input!

We are reaching out to request an opportunity to come visit with your Conservation Commission and/ or Selectboard to update you on this relicensing process and next steps. We can provide information on what has happened since the last time we may have talked with your town, share our concerns about the final license application, and discuss how your town can participate in the final stages of this process to ensure you have a voice in how our public trust river is used. **If we can join you for a meeting before the end of November, we think this will provide enough time for your Selectboard to determine any course of action or comments you'd like to submit.**

Please contact Kathy Urffer at the email or phone number below to schedule a time for us to present to your town. You can also visit our webpage for more information (<https://www.ctriver.org/our-work/hydropower/>). We hope to hear from you soon and look forward to working with you to engage in this process.

Sincerely,

Kathy Urffer, River Steward, VT
kurffer@ctriver.org; 802-258-0413



Connecticut River
Conservancy

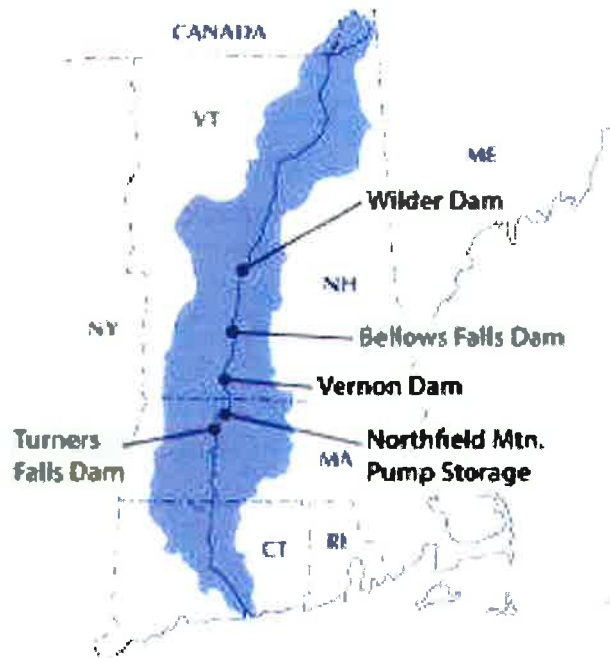
Five Hydro Facilities Now! The heart of the Connecticut River's next 50 years.

Since late 2012, five hydroelectric facilities in the heart of the Connecticut River valley have been in the process of renewing their operating licenses in a process known as relicensing. **The licenses for two facilities in northern MA and three dams in southern VT and NH will endure for the next 30-50 years and impact more than 175 miles of the Connecticut River.** It's critical that we all speak up NOW in this once-in-a-lifetime opportunity to influence these operating licenses.

The three dams at Wilder, Bellows Falls and Vernon in New Hampshire and Vermont are owned by [Great River Hydro](#) (formerly TransCanada), a subsidiary of Hydro-Québec, the largest power utility in Canada whose sole shareholder is the Québec government.

The two Massachusetts facilities, Turners Falls Dam and Northfield Mountain Pumped Storage Project, are now separate LLCs under [First Light Power Services LLC](#), owned by PSP Investments, one of Canada's largest pension investment managers.

The Federal Energy Regulatory Commission (FERC) last issued licenses for these facilities over forty years ago and all five licenses initially expired in April 2018.



Next Steps

Comments by local communities, the states, individuals, and other stakeholders provide a rare opportunity to improve the health of our river. The current relicensing process for these five hydropower facilities will dramatically affect the health of the river and watershed for generations to come. [Anyone with thoughts or concerns can comment](#) and those comments become part of the official record for that project.

CRC river stewards Kelsey Wentling (MA), Kate Buckman (NH), and Kathy Urffer (VT) are participating in all the formal proceedings related to this relicensing effort. They review reports, prepare CRC comments, and are working to engage the public in the process. They would be glad to answer any of your questions or speak to your group about the relicensing.

Both companies submitted revised final applications in December 2020. Since then, the companies engaged in some specific settlement discussions to resolve some of the issues. FERC will review all application documents and issue a request for the public to comment and formally intervene. CRC expects a public comment period sometime in fall of 2023 or winter of 2023-2024.

CRC'S ROLE

CRC's desired outcomes and priority areas where CRC is advocating for change include:

- Safe, timely, and effective upstream and downstream fish passage
- Operational changes at the dams to minimize surface water fluctuations both upstream and downstream to minimize bank erosion and impacts to rare and threatened species
- Healthy aquatic habitat for river critters
- Seasonally appropriate minimum flows in the river channel
- Ecologically compatible and accessible recreational facilities
- Protection and interpretation of historic and archeological resources
- Consideration of Traditional Cultural Properties

YOUR ROLE: YOU have a say!

It is important for the public and municipalities **to submit comments** to make sure that local concerns and desires are voiced and are responded to as part of the new license. The Federal Energy Regulatory Commission (FERC) is interested in maintaining these energy facilities and they are in constant communication with the companies as a course of their relationship as regulators. FERC needs to hear from the public to understand and balance local ecological and public access concerns.

Hydroelectric facilities use a **public trust resource – your river – to produce power**. In exchange for this privilege, FERC requires that hydropower operators provide *direct benefits to the public*, be protective of the ecological health of *the river*, and mitigate for impacts of the dams. The license serves as a public contract that we revisit periodically to examine the impact of the facility on our public trust resource.

There are official comment periods at different stages of licensing, and you can file comments, concerns, or complaints... **AND YOU SHOULD!**

See the instructions on our website about how to submit comments. CRC encourages public participation and our staff is glad to help answer any question that you may have.

www.ctriver.org/hydropower

From: [Kate Buckman](#)
To: [Kate Buckman](#)
Cc: [Kathy Urffer](#)
Subject: Connecticut River hydro relicensing updates
Date: Tuesday, October 10, 2023 5:28:29 PM
Attachments: [Outlook-3ghyobmd.png](#)
[Outlook-pizrrviu.png](#)
[Outlook-fp1c2ebs.png](#)

Hello, the Connecticut River Conservancy is reaching out to request an opportunity for our River Stewards to update your town leaders on the status of the relicensing of the Wilder, Bellows Falls, and Vernon hydro facilities and to inform how your town may engage as the process (finally!) begins to move forward again.

You should have recently received a letter mailed directly to your town office that detailed our participation in the process thus far, the next (and final) opportunities to make your voices heard, and our offer to meet with your Selectboard and/or Conservation Commission to more fully explain the issues and process. If you have responded to that letter already, thank you...and no need to read further.

In summary, these three dams on the mainstem Connecticut River are currently undergoing relicensing, a process which will determine how they are operated and impact the river (and your river towns) for the next 40+ years. This process has been underway since 2013, and after a long wait, we are anticipating that FERC will announce a public comment period on the final license application over the coming months. The public process for issuing a 401-water quality certificate in both NH and VT will get underway shortly after. **These are the last two opportunities for your concerns to be heard in this once in a lifetime relicensing process.** Comments by communities are critical to ensure that FERC understands and responds to local concerns and desires. We value your knowledge and input!

CRC is willing to provide information on what has happened in the process since the last time we may have talked with your town, share our concerns about the final license application, and discuss how your town can participate in the final stages of this process. If we can join you for a meeting before the end of November, we think this will provide enough time for your Selectboard, Conservation Commission, or other town office to determine any course of action or comments you would like to submit.

If you would like to request a meeting please contact:

In Vermont: Kathy Urffer - kurffer@ctriver.org 802-258-0413
In New Hampshire: Kate Buckman - kbuckman@ctriver.org 603-931-2448

Thank you for your time and consideration.

Sincerely,

Kate Buckman

Kate Buckman

She/Her/Hers

River Steward, NH

Connecticut River Conservancy, formerly *Connecticut River Watershed Council*

PO Box 445 | Alstead NH 03602 | www.ctriver.org

413-772-2020 ext. 205 | 603-931-2448 (cell)

Clean Water, Healthy Habitat, Thriving Communities.



Town of Norwich, Vermont



CHARTERED 1761

Selectboard
Town of Norwich

October 2, 2023, amended October 9, 2023

Cheryl Lindberg
Treasurer
Tracy Hall
Norwich, VT 05055

Re: 2023 Treasurer of the Year Award by the Vermont Municipal Clerks and Treasurers Association

Dear Cheryl:

On motion by Pam Smith, and unanimous vote by the Norwich Selectboard at their meeting on September 27, 2023, I am authorized and very pleased to officially convey the congratulations of the Selectboard on your recent receipt of the 2023 Treasurer of the Year Award by the Vermont Municipal Clerks and Treasurers Association. The recognition of one's professional association is an honor, and a testament to the esteem in which you must be held by that group. The Town of Norwich has benefited from your dedication and expertise for many years, and we are delighted to know that your work has been similarly appreciated by your state-wide colleagues.

Sincerely,

A handwritten signature in cursive script that reads "Marcia S. Calloway".

Marcia S. Calloway
Norwich Selectboard Chair

Child Care Center in Norwich
PO Box 69
Norwich, VT 05055

October 13, 2023

Dear State, Local and Regional Officials,

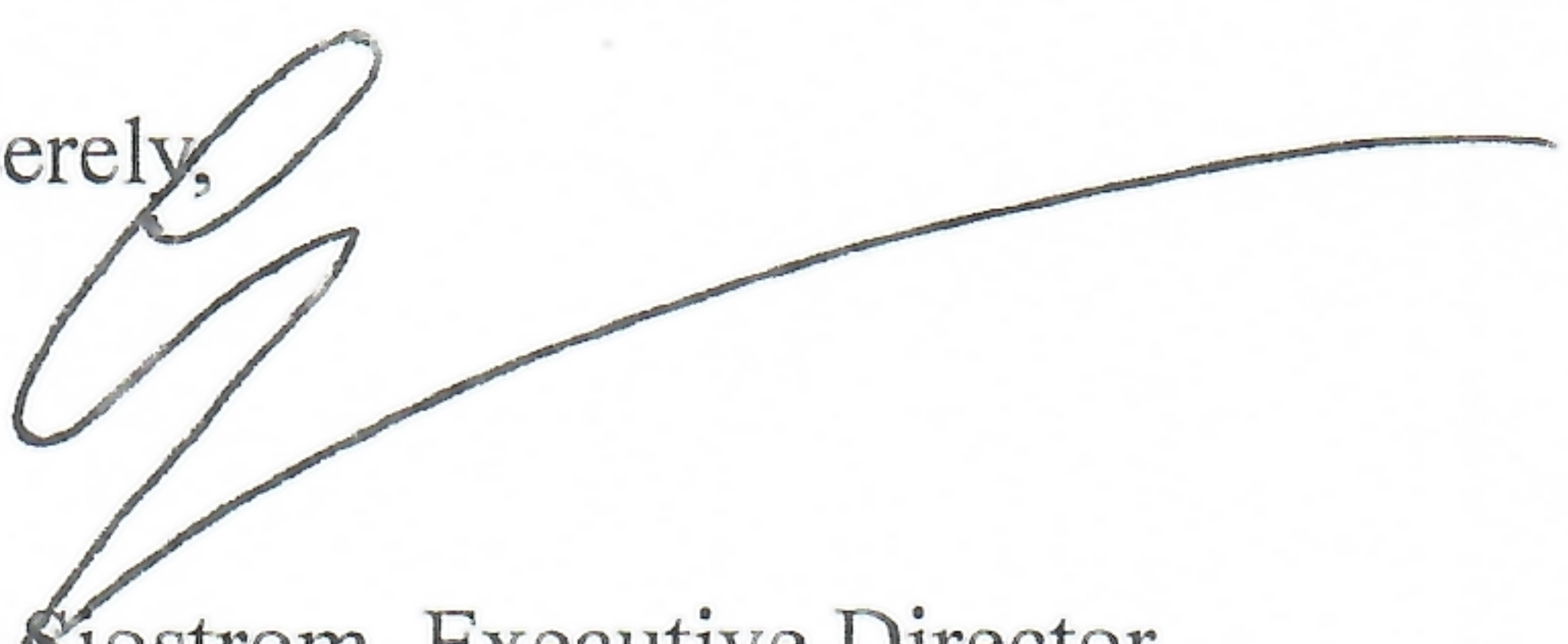
As required by the State of Vermont, the Child Care Center in Norwich (CCCN) water system (WSID# 6212) is preparing the three year update to the existing approved Source Protection Plan to protect our on-site drinking water source. CCCN is being assisted by Engineering Ventures, PC to update this plan. The purpose of the Source Protection Plan is to identify potential contaminants and to manage and maintain the quality and quantity of our public drinking water source.

Enclosed is a map showing the approved Source Protection Area for the drilled bedrock well serving Child Care Center in Norwich – a Non Transient, Non Community Public Water System. A Source Protection Area consists of the surface and subsurface area from or through which contaminants are likely to reach a water supply source. Land use activities located in the Source Protection Area have the potential to adversely impact water quality of the associated wells. If the ground water that supplies our well becomes contaminated, it may be impossible to eliminate the contamination so that the source can continue to be used for drinking water. We are proactively trying to protect our water source by maintaining a Source Protection Plan of which this letter of notification is a part.

We are contacting you to request your ongoing assistance in protecting this public water supply. There are a number of ways in which your agency may be able to help with protection that can help reduce the possibility of contamination of the water supply. For example, please keep us informed of any related land use decisions or permitting issues and involve us in the planning and decision process where it is deemed appropriate.

On behalf of this drinking water system, I would like to thank you for your ongoing attention to this matter. If you have any questions, please contact Child Care Center in Norwich.

Sincerely,



Lisa Sjostrom, Executive Director
Child Care Center in Norwich
802-649-1403

Enclosure: CCCN - Source Protection Area Ma

State, Local and Regional Official Mailings:

Shauna Clifford
VTrans - District 4
221 Beswick Drive
White River Jct VT 05001

Craig DiGiammarino, Program Manager
VTrans – Hwy Div Maint Bureau
2178 Airport Road Dill Bldg – Unit A,
Barre, VT 05641

Lily Trajman, Town Clerk
Town of Norwich
PO Box 376
Norwich VT 05055

Miranda Bergmeier, Asst. Town Manager
Town of Norwich
PO Box 376
Norwich VT 05055

Pam Mullen, Planning & Zoning
Town of Norwich
PO Box 376
Norwich VT 05055

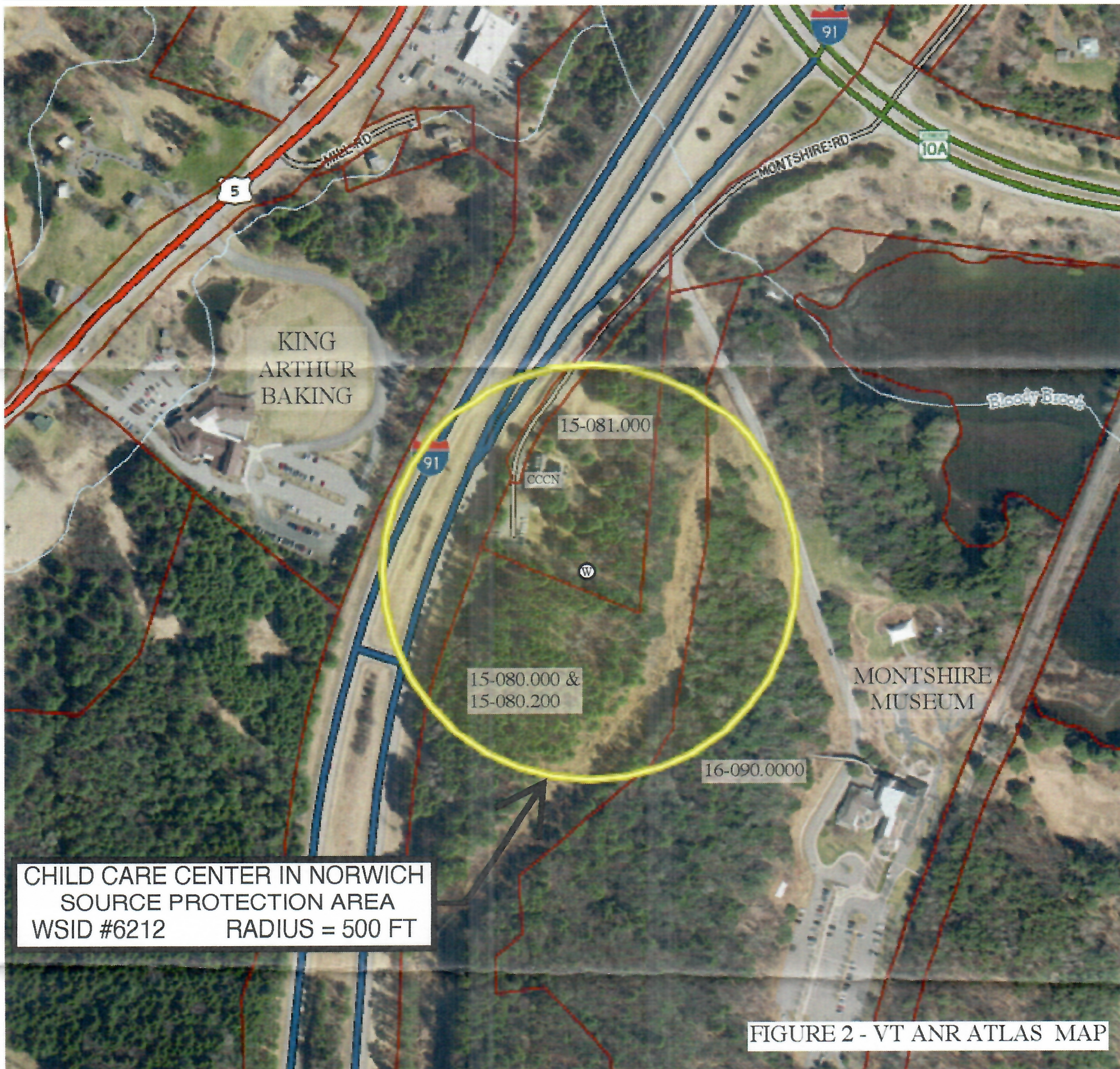
Marcia Calloway, Select Board Chair
Town of Norwich
PO Box 376
Norwich VT 05055

Alka Dev, Health Officer
Town of Norwich
PO Box 376
Norwich VT 05055

Kevin Geiger
Two Rivers – Ottauquechee Reg Com
128 King Farm Rd
Woodstock VT 05091

Erin Stewart
Groundwater Coordinator, Hydrogeologist
Drinking Water & GW Protection Div.
1 National Life Drive – Davis 4
Montpelier VT 05620-3521

Mike Burke
Green Mountain Power
163 Acorn Lane
Colchester, VT 05546



**CHILD CARE CENTER IN NORWICH
SOURCE PROTECTION AREA
WSID #6212 RADIUS = 500 FT**

FIGURE 2 - VT ANR ATLAS MAP



- LEGEND**
- Parcels (standardized)
 - Roads
 - Interstate
 - US Highway; 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - Town Highway (Class 4)

NOTES

Map created using ANR GIS mapping technology.

1: 4,310
December 18, 2020



219.0 0 110.00 219.0 Meters

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Vermont Agency of Natural Resources

1" = 359 Ft. 1cm = 43 Meters
THIS MAP IS NOT TO BE USED FOR NAVIGATION

DISCLAIMER: This map is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. ANR and the State of Vermont make no representations of any kind, including but not limited to, the warranties of merchantability, or fitness for a particular use, nor are any such warranties to be implied with respect to the data on this map.

From: Cheryl A Lindberg <cherylalindberg@gmail.com>

Date: October 17, 2023 at 6:32:17 PM EDT

To: Select Board <selectboard@norwich.vt.us>

Cc: Marcia Calloway <msbcalloway@gmail.com>, Mary Layton <marydlayton@gmail.com>, Roger Arnold <rogerarnoldvt@gmail.com>, Pam Smith <PamSmith.SB@gmail.com>, Priscilla Vincent <priscillavincentsb@gmail.com>, Cheryl A Lindberg <cherylalindberg@gmail.com>

Subject: Follow up email requesting written answers to questions posed at 10/11/23 Selectboard meeting during public comments

Please include this request in the next Selectboard packet. Thank you.

When did the Selectboard make a decision to scrap the Town Manager search process? Where is that decision documented for the taxpayers of Norwich to read? Where are the responses to the RFQ for a search firm with a September 8, 2023 deadline?

If there were responses, how many search firms responded?

If there were responses, why didn't they get summarized and reported to the Selectboard per the Master Financial Policy?

What was the "time-sensitive" information received by the Selectboard?

With a 30-day notice to resign in the Interim Town Manager contract, how was it determined that Emergency Selectboard meetings were necessary?

Does the Selectboard know that the Secretary of State's office believes that "emergency meetings" are for emergencies such as flooding disasters, collapsed bridges or burned municipal structures?

Where is the Assistant Town Manager job description?

Was this position created to fill a void in the Town Manager or Interim Town Manager positions?

Why isn't the Assistant Town Manager job description on our Town's website?

Why did the Selectboard violate the Town's personnel hiring policy requiring the posting for at least 5 days of any open position?

Why did the Selectboard violate the federal EEOE regulation that is embedded in our Town's hiring policy?

How does the Selectboard justify the exclusion of minorities and women from this Town Manager hiring process?

How does the Selectboard justify the hiring of a Town Manager at \$144,700 when there is only \$104,000 budgeted in the FY24 budget?

Where will the overage of this salary decision come from?

Did Town counsel assist with the preparation/review of the Town Manager contract?
Did Town counsel recommend that the Selectboard follow its Town hiring policy and federal EEO regulations? If no, why not?
How does the Selectboard justify the acceptance and use of federal funds (ARPA) in the FY23 year for wages and salaries and then not follow federal EEO regulations in FY24?

Posted on the wall in the multipurpose room in Tracy Hall and on our Town website is a statement of VISION and GUIDING PRINCIPLES that a prior Selectboard adopted in 2017.

Has the current Selectboard adopted these guiding principles?
Does the current Selectboard agree with these guiding principles? If not, why aren't they removed from the wall in the multipurpose room and our Town website?

The first Guiding Principle is:

The long-term health and best interests of Norwich and its residents come first always.

"We go overboard to listen and integrate the ideas of all neighbors in making decisions for the Town"

Why wasn't this principle followed and where's the accountability to the residents for not following this principle?

Also on the Town's website is:

**A RESOLUTION BY THE SELECTBOARD OF THE TOWN OF NORWICH, VERMONT
CONDEMNING THE MURDER OF GEORGE FLOYD AND STRUCTURAL RACISM**

The last paragraph of that resolution that was voted unanimously at a Selectboard meeting on June 10, 2020 states:

BE IT FURTHER RESOLVED that the Norwich Selectboard recognizes that racism survives not only in behavior and philosophy, but also in the policy structures created by government and commits itself to being informed by that fact when reviewing and deliberating all future policy and budgeting prerogatives entrusted to the Town of Norwich's elected officials.

"Structural" racism also known as institutional or systemic racism, is defined by Wikipedia as: "...policies and **practices** that exist throughout a whole society or **organization** that result in and **support a continued unfair advantage to some people** and unfair or harmful treatment of others based on race. **It manifests as discrimination in areas such as** criminal justice, **employment**, housing, healthcare, education and political representation. (Bold highlights added by me).

The decision to hire without following the hiring policy AND the EEO regulation embedded in the hiring policy reflects, in my opinion, a practice of "structural" racism. The action/behavior of the Selectboard speaks very loudly and is in direct conflict with the resolution passed.

How is your hiring action not a form of "structural" racism?

Thank you for your time and attention to this request.

Cheryl A. Lindberg
Resident
Town of Norwich

Dear Members of the Selectboard:

The September 27th Selectboard packet included a letter from Doug Wilberding that had a list of statements about the work of the Norwich Energy Committee (NEC). At the time, the NEC responded to the particular concern (an eBike event) that seemed to prompt his letter. This is a response to address the additional statements in the letter that are misleading or incorrect.

- The NEC did not have any role in the effort to solarize the Norwich Farmers Market. A Valley News article about the project correctly made no mention of the NEC <https://www.vnews.com/Co-op-pulls-plug-on-solar-array-in-Norwich-25412173>
- The NEC is not promoting any plan for Tracy Hall currently.
- Aaron Lamperti is not a member of the NEC currently. The NEC is not aware of Aaron promoting and taking part in discussions involving EEI while he may have been involved with EEI.
- The NEC is not aware of any Green Fleet Working Group. The concept of a Green Fleet was discussed by the NEC but never acted on as it wouldn't have been within the NEC's authority to create such a group.
- Electrify Everything is a widely used approach to addressing the climate crisis. It is an approach supported by research as well as the Vermont Climate Action Plan, the International Energy Agency's roadmap to net-zero by 2050, and numerous other reports.
- The work of the NEC is transparent. In addition to our posted public meetings and minutes recording content and actions in those meetings, much of our work involves public promotion of resources and information about actions that can be taken to switch to clean renewable energy sources and technologies while also promoting efficiency and weatherization. Weekly posts appear on the listserve, informational events are held at the Transfer Station, and our website NECVT.org is updated regularly regarding various campaigns NEC is engaging in. The website invites public involvement and cites sources of the information provided on the website.

The 2020 Town Plan, beginning on page 60, items 26-33, assigns several tasks to the NEC. A review of our minutes and many public posts and activities will show the work of the NEC is in accordance with these items.

Thank you for taking the time to review this information.

Erich Rentz, on behalf of the Norwich Energy Committee

From: Cheryl A Lindberg <cherylalindberg@gmail.com>

Date: Wed, Oct 18, 2023 at 11:01 AM

Subject: Draft SB minutes edit - 10/11/23

To: Select Board <selectboard@norwich.vt.us>

Cc: Marcia Calloway <msbcalloway@gmail.com>, Mary Layton <marydlayton@gmail.com>, Pam Smith <pamsmith.sb@gmail.com>, Priscilla Vincent <priscillavincent.sb@gmail.com>, Roger Arnold <rogerarnoldvt@gmail.com>

In the Public Comment section where I spoke, I want to have the minutes edited to reflect:

“She further inquired what the job description is for the **Assistant Town Manager** position and why it isn’t on the Town website. She asked why the contract....” (The remainder is fine).

Thank you,
Cheryl
Resident

Memorandum

TO: Town Manager and Selectboard members

FROM: Marcia Calloway, Selectboard, Chair

DATE: October 4, 2023

RE: Priorities and definitions of “non-negotiable” items for budget preparation

As requested at the 09/27/2023 Selectboard meeting, each Selectboard member was to provide their personal priorities and definitions of “non-negotiable” items for budget preparation to assist the Town Manager and Town Departments as they prepare their budgets for Selectboard review. I offer the following initial thoughts on town-provided services which I define as non-negotiable.

1. “Keep the lights on:”
 - a. Structural, mechanical and electrical maintenance of town buildings (i.e. Tracy Hall, Safety Building, DPW & transfer station buildings).
 - b. Payment of salaries, benefits and assorted town taxes.
2. Attract and retain qualified staff for positions deemed necessary for the town to function:
 - a. This is both a budgetary issue which will be aided by our compensation study, and which is somewhat dictated by market forces, but which is also a cultural issue requiring the concerted effort of staff and town residents to make the Town of Norwich a desirable employer.
3. Maintain, understand, and build “security:”
 - a. Police and Fire protection.
 - b. Road repairs and speed control.
 - c. Reduction of debt.
 - d. A budget buffer for “emergencies” (i.e. unanticipated costs to fill key positions either temporarily or permanently, climate-related events out of the town’s control, unanticipated costs related to unexpected loss of buildings or equipment).

Town of Norwich
Budgetary Guidance Thoughts, 10/8/23
Mary Layton

The Town will be impacted by a large increase in the School Budget, perhaps over 30% if the VT legislature does not approve 5% caps over five years. It would be prudent to present a Municipal budget with minimal changes in personnel or capital improvements that are not subsidized with grants or other outside funding.

Assuming the inflation rate will be in the 4% range for 2024, other considerations include the percent change in price for materials, and the percent change in wages, salaries, and benefits. I would like to know the specific “unavoidable” projected changes of these funding categories. I would like to keep the budget “flat” after accounting for these expense increases.

I do not recommend creating new administrative positions in the various departments that would add corresponding cost of salaries and benefits. We still need a planner. The Planning Commission’s goal of “renaming” or changing the job description of an employee who would support their work does not mean the position should be eliminated in my view . I am not in favor of adding an additional police officer, but I do think the police should be equipped in a reasonable manner for their own safety and that of the public.

The Assistant Town Manager is working on revisions to the Personnel Policy. I assume that takes much of her time. Part of the rationale for creating the Assistant Town Manager position was to research and apply for grants that would help reduce taxes. When she has time I would like to know if an effort to secure grants could be initiated. For instance, the Department of Public Works includes many large pieces of equipment such as graders and tractors that are kept outside. Their functional life would be extended if they were kept under cover in a shed. I propose that a grant be sought for a “solar shed” for this purpose. This would be a dual purpose structure that would provide protection for the equipment plus solar generation.

Another aspect of the review of the Personnel Policies that will take time to sort out is the “contractual” relationship of the elected officials vs town employees appointed by the Selectboard (The Town Manager) or by the Town Manager (employees). The Selectboard may choose to develop policy with the help of Town Counsel and the Town Manager to decide how this relationship is defined, or the Assistant Town Manager may be planning to submit a draft of this section as part of her revisions. If the latter this section should be carefully evaluated by the Selectboard for approval.

A long term view of the budget should include strategic planning based on results of the wage study, the capital budget, the cost of extreme weather events that damage infrastructure and endanger the public, possible revisions to the Town Plan especially as they affect creation of housing and child care facilities, and the relationship of the Town to the Fire District.

Town of Norwich
Budgetary Guidance Thoughts – 10/8/23
Pam Smith

My approach to Town budgeting is very similar to the way I approach my personal budgeting. What is my income and what are my expenses? What money do I want to set aside for a future expense, such as a new car, a new roof, solar panels, or other needs or wants? Saving for future expenses happens only after all fixed costs and ongoing needs are met.

As mentioned at the last meeting, the Town has fixed expenses (wages, benefits, utilities, debt service payments, etc.). According to information provided by the Interim Finance Director contained in the January 4, 2023 packet, wages and benefits comprised approximately 45% of the FY24 budget. During FY23 and FY24, we have experienced over expenditures on wages due to the need to pay for interim contract employees and, ultimately, to attract qualified applicants. This is why the compensation study is so important. However, due to the timing of letting the contract, it is unlikely we will see the results of this study prior to setting the budget for FY25. Should wages and benefits be calculated at 50-55% of the overall budget to try to adjust our estimates to the current market?

How can we adjust those expenses that are considered subjective and/or discretionary? Every expense needs to be closely scrutinized.

If we are conservative and cautious in our budgeting, I believe we can keep spending flat from FY24 to FY25. The expectation that we need to increase spending year after year is not sustainable. Continually rising tax rates means that residents of lesser means are being forced out of Norwich. Let's see what we can do with some good old "belt tightening". We need to go through the budget with a scalpel to see where we can make cuts.

"Belt tightening" could mean eliminating positions such as the Intermunicipal Regional Energy Coordinator (IREC). When we analyze whether we should keep this position, we should know how many hours are spent on Norwich initiatives compared to the percentage Norwich contributes to the overall cost of this position. I don't know if we have ever had an accounting of the number of hours devoted to Norwich vs. what Norwich pays. Are we getting what we pay for? In other words, what is our return on investment (ROI)?

I'm sure there are other positions and departments where we could do this same analysis. As mentioned by Mary at the last meeting, we could look at the Recreation Department. What percentage of the current budget is funded by participant fees? At one point, it was estimated that 80% of the funding came from fees and 20% was subsidized by Norwich taxpayers. What is the current percentage? Can adjustments be made to try to get back to 80% coming from participant fees?

The IREC position and the Recreation Department are just 2 examples of ways we can determine if we are budgeting wisely. We should be doing a cost-benefit analysis on all positions and all departments to make sure we making wise investments that provide a direct benefit and impact on the Town.

Should we delay or reduce some reserve fund appropriations? The only way to know if it is prudent to adjust these appropriations is to have a comprehensive capital plan that outlines what is needed, the approximate cost, and the timing.....when is an acquisition a “must-have” (not a “nice-to-have”). We need a roadmap. One example of a “must-have” is the cost of a town-wide reappraisal. Recently passed legislation requires that reappraisals be done every 6 years. We should put aside \$40,000 every year for the next 6 years to accumulate a reasonable sum to fund the next reappraisal. This is the type of planning that we need from all departments to have adequate funds on hand when the need arises. The failure to save for future needs subjects taxpayers to the ever-rising cost of borrowing and additional debt service payments. Whereas, setting funds aside to earn interest will help defray the cost of future expenditures and greatly reduces or eliminates the cost of borrowing.

Most importantly, we need to live within our means. Once we set the budget, it is critically important to live within that budget. Reliance on the Unanticipated Expense and Emergency Reserve (UE&ER) Fund is not fiscally responsible. We cannot view this as a “slush fund” or a “piggy bank” that we break open every time we overspend. The goal should be to offset any overspending by savings on other line items.

Adherence to the budget, current policies, and purpose statements for our reserve funds are responsibilities that are fundamental to our oversight as Selectboard members. I have stated this many times, but it bears repeating.....**our most important job is to be good stewards of the taxpayers’ dollars.**

Town of Norwich
Budgetary Guidance Thoughts - 10/10/23
Priscilla Vincent

There are certain concerns that I think all of us share. We are indeed elected to be stewards of tax payers' funds; our school taxes are going to start a sharp upward trajectory beginning in the upcoming fiscal year; and our taxes are already astonishingly high. We do not want to force people out of town, especially long term residents, because they cannot afford their property taxes. This tears at the essential social fabric of our town.

We need to take a very close look at every department's budget: their current budget, their actual and anticipated spending versus budget (this year and last), their anticipated needs for next year and several years into the future. I would also like to have a listing, by department and purpose, of their reserve funds. There are also some other issues.

Tracy Hall. We have engaged a firm to help us understand what we need to do to update and preserve the building. We should receive a plan that also provides a timeline of how things could or need to be done, so that we can budget accordingly. At the moment, we have no idea how much this would cost overall.

DPW. Clearly some sort of shed to put a roof over the equipment is a good idea; the concept of incorporating solar panels onto this roof is brilliant. However, an examination of the DPW garage reveals a number of troubling flaws. At some point we are going to have to do more than just replace the steel posts that hold up the structure. How much will this cost? How soon will we have to address these issues?

Police Department. Now we know we will be needing new cruisers, and soon. We also need to equip our police properly. This should include protective gear and body cameras. At this point, I don't think we can afford an additional police officer (once we have replaced Chelsea); but I do think we should take good care of the officers we have.

Unforeseen natural disasters. Hemlock Road is our immediate concern. We may need to ask the town for a bond to cover the cost before we receive the anticipated FEMA reimbursement. We are all learning that the weather can throw a wrench in our

budgets. (And by the way, state and federal reimbursements are also, ultimately, paid for by all of us through our state and federal taxes.)

Certain costs seem to be beyond our control. Not just natural disasters, but also health insurance, fuel for the town fleet, etc. We have to work around those things. And then we have town residents with their own passions and priorities - things like a sidewalk on Beaver Meadow Road, or a bike lane on Route 5. We need to acknowledge and hear these desires at the same time that we make clear how much they will add to the property tax bills.

I have a wish list.

I would dearly love to have the union contract resolved. This will help our budgeting and cheer up our employees.

Can we rescind and abolish the quite recent contract between the Rec Department and the school district, that has us paying \$15K per year to the school to allow us to use their facilities in the summer? Excuse me, we are already paying for the school. Let's not double tax ourselves.

I would like a list of all our bond obligations, with purpose, amount remaining, and end date of the payments. All on one page, with a giant total at the bottom so we know what we will be owing in the next fiscal year.

I would like to have each department's detailed budget, as outlined above.

I also want Norwich to be a good place to work, as well as to live. This means that we pay our employees fairly, we equip them properly to do their jobs, and we listen to what they tell us they need. We may need to reduce the total number of people - and we should consider this - but we should also treat our town employees well.

10/16/23
02:27 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1060 Current Prior Next FY Invoices
For Check Acct 03(General) All check #s 10/25/23 To 10/25/23

Page 1 of 2
ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
ADVANCE TR	10/13/23	ADVANCE TRANSIT INC FY24 APPROPRIATION #1 FY24 APPROP#1	01-5-800352.00 ADVANCE TRANSIT	6960.00	13821	10/25/23
AMERLEGIO	10/13/23	AMERICAN LEGION FY24 APPROPRIATION FULL FY24 APPROP	01-5-800310.00 NORWICH AMERICAN LEGION	1500.00	13822	10/25/23
CHILDCARE	10/13/23	CHILD CARE CENTER IN NORW FY24 APPROPRIATION FULL FY24 APPROP	01-5-800324.00 CHILD CARE CTR IN NORWICH	4348.00	13823	10/25/23
CATV	10/13/23	COMMUNITY ACCESS TELEVISI FY24 APPROPRIATION FULL FY24 APPROP	01-5-800358.00 CATV/6 APPROP	3000.00	13824	10/25/23
GOODBEG	10/13/23	GOOD BEGINNINGS OF THE UP FY24 APPROPRIATION FULL FY24 APPROP	01-5-800386.00 GOOD BEGINNINGS	3000.00	13825	10/25/23
GMEDC	10/13/23	GREEN MOUNTAIN ECONOMIC D FY24 APPROPRIATION FULL FY24 APPROP	01-5-800388.00 GREEN MTN ECO DEV CORP	1704.50	13826	10/25/23
HEADREST	10/13/23	HEADREST FY24 APPROPRIATION FULL FY24 APPROP	01-5-800354.00 HEADREST	2500.00	13827	10/25/23
NORCEMET	10/13/23	NORWICH CEMETERY COMMISSI FY24 APPROPRIATION #1 FY24 APPROP	01-5-800316.00 NORWICH CEMETERY ASSOCATN	10000.00	13828	10/25/23
COMMURSE	10/13/23	NORWICH COMMUNITY NURSE, FY24 APPROPRIATION FULL FY24 APPROP	01-5-800311.00 Norwich Community Nurse	5000.00	13829	10/25/23
NORHISTOR	10/13/23	NORWICH HISTORICAL SOCIET FY24 APPROPRIATION #1 FY24 APPROP#1	01-5-800315.00 NORWICH HISTORICAL SOC.	4000.00	13830	10/25/23
NORWLION	10/13/23	NORWICH LIONS CLUB FY24 APPROPRIATION FULL FY24 APPROP	01-5-800306.00 NORWICH LIONS CLUB	3500.00	13831	10/25/23
NORLIBRAR	10/13/23	NORWICH PUBLIC LIBRARY AS FY24 APPROPRIATION #1 FY24 APPROP#1	01-5-800302.00 NORWICH PUBLIC LIBRARY	168500.00	13832	10/25/23
PUBHEALTH	10/13/23	PUBLIC HEALTH COUNCIL OF FY24 APPROPRIATION FULL FY24 APPROP	01-5-800375.00 PUBLIC HEALTH COUNC UV	337.00	13833	10/25/23
SENIOR	10/13/23	SENIOR SOLUTIONS FY24 APPROPRIATION FULL FY24 APPROP	01-5-800369.00 SENIOR SOLUTIONS	1200.00	13834	10/25/23
SEVCA	10/13/23	SOUTHEASTERN VERMONT COMM FY24 APPROPRIATION FULL FY24 APPROP	01-5-800366.00 SEVCA	3750.00	13835	10/25/23
SNSC	10/13/23	SPECIAL NEEDS SUPPORT CEN FY24 APPROPRIATION FULL FY24 APPROP	01-5-800389.00 SPECIAL NEEDS SUPPORT CEN	2000.00	13836	10/25/23
FAMILY	10/13/23	THE FAMILY PLACE FY24 APPROPRIATION #1 FY24 APPROP#1	01-5-800350.00 THE FAMILY PLACE	3000.00	13837	10/25/23
UVTRAILS	10/13/23	UPPER VALLEY TRAILS ALLIA FY24 APPROPRIATION FULL FY24 APPROP	01-5-800382.00 U.V. TRAILS ALLIANCE	2000.00	13838	10/25/23
VNA	10/13/23	VISITING NURSE ASSOC. & H FY24 APPROPRIATION #1 FY24 APPROP#1	01-5-800328.00 VSTNG NRS/HSP APPR	9250.00	13839	10/25/23
WRCOA	10/13/23	WHITE RIVER COUNCIL ON AG FY24 APPROPRIATION #1 FY24 APPROP#1	01-5-800372.00 WHT RIVR COUN ON AGING	2650.00	13840	10/25/23
WINDSORPA	10/13/23	WINDSOR COUNTY PARTNERS FY24 APPROPRIATION FULL FY24 APPROP	01-5-800356.00 WINDSOR COUNTY PARTNERS	2500.00	13841	10/25/23
WISE	10/13/23	WOMEN'S INFORMATION SERVI FY24 APPROPRIATION FULL FY24 APPROP	01-5-800362.00 WISE	2500.00	13842	10/25/23
YOUTH	10/13/23	YOUTH IN ACTION FY24 APPROPRIATION FULL FY24 APPROP	01-5-800368.00 YOUTH-IN-ACTION	3000.00	13843	10/25/23

10/16/23
02:27 pm

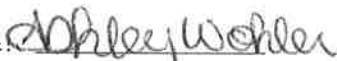
Town of Norwich Accounts Payable
Check Warrant Report # 1060 Current Prior Next FY Invoices
For Check Acct 03 (General) All check #s 10/25/23 To 10/25/23

Page 2 of 2
ashleyw

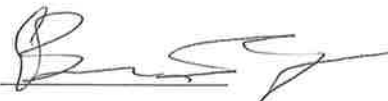
Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				246199.50		

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 \$ ***246,199.50
Let this be your order for the payments of these amounts.

Staff Accountant:


Ashley Wohler

Town Manager:


Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

10/19/23

Town of Norwich Accounts Payable

02:34 pm

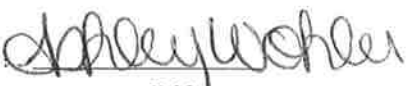
Check Warrant Report # 1061 Current Prior Next FY Invoices For Fund (Kids Bridge-Huntley Mdw)

ashleyw

For Check Acct 03(General) All check #s 10/25/23 To 10/25/23 & Fund 53

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ROLLING	10/10/23	TH-BRIDGE KIT 2347	53-5-425322.00 Kids Bridge Expenditures	27539.00	13878	10/25/23
Report Total				27539.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ ****27,539.00
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wohler

Town Manager: 
Brennan Duffy

SELECTBOARD:

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

10/19/23

Town of Norwich Accounts Payable

02:34 pm

Check Warrant Report # 1062 Current Prior Next FY Invoices For Fund (LAND MANAGEMENT COUNCIL F)

ashleyw

For Check Acct 03(General) All check #s 10/25/23 To 10/25/23 & Fund 24

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
TAMARACK	09/22/23	TAMARACK FORESTRY AND LAN FORESTRY INVENTORY 922FORESTRY	24-5-580150.00 LAND MGMT COUNCIL	4550.00	13886	10/25/23
Report Total				4550.00		

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 \$ *****4,550.00

Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wohler

Town Manager: 
Brennan Duffy

SELECTBOARD:

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

Town of Norwich Accounts Payable
Check Warrant Report # 1065 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) 13844 To 13896 10/25/23 To 10/25/23 & Fund 01

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
ADVANCE	08/07/23	ADVANCE AUTO PARTS FD-BACK UP LAMP 084321936820	01-5-555528.00 FIRE TRK R & M	10.44	13844	10/25/23
ADVANCE	08/15/23	ADVANCE AUTO PARTS DPW-OIL 084322765351	01-5-704403.00 PARTS & SUPPLIES	84.56	13844	10/25/23
ADVANCE	08/16/23	ADVANCE AUTO PARTS DPW-BATTERIES 084322807955	01-5-703403.00 PARTS & SUPPLIES	225.10	13844	10/25/23
ADVANCE	08/17/23	ADVANCE AUTO PARTS FD-E1 SAFETY LIGHT 084322927872	01-5-555528.00 FIRE TRK R & M	3.22	13844	10/25/23
ADVANCE	08/17/23	ADVANCE AUTO PARTS DPW-MINI BULB 084322975812	01-5-703403.00 PARTS & SUPPLIES	13.90	13844	10/25/23
ADVANCE	08/18/23	ADVANCE AUTO PARTS DPW-CUT OFF DISCS 084323065493	01-5-703403.00 PARTS & SUPPLIES	17.98	13844	10/25/23
ADVANCE	08/18/23	ADVANCE AUTO PARTS DPW-AIR FILTER 084323075877	01-5-703403.00 PARTS & SUPPLIES	32.33	13844	10/25/23
ADVANCE	08/23/23	ADVANCE AUTO PARTS DPW-HYDRAULIC FITTINGS 084323508279	01-5-703403.00 PARTS & SUPPLIES	129.02	13844	10/25/23
ADVANCE	08/25/23	ADVANCE AUTO PARTS DPW-AIR FILTER 084323776157	01-5-703403.00 PARTS & SUPPLIES	20.99	13844	10/25/23
ADVANCE	08/25/23	ADVANCE AUTO PARTS DPW-AIR FILTER 084323776182	01-5-703403.00 PARTS & SUPPLIES	20.99	13844	10/25/23
NOTHERNAL	10/18/23	ALEX NORTHERN FD-SIREN FACEPLATE 1018EMPREIMB	01-5-555528.00 FIRE TRK R & M	114.49	13845	10/25/23
ANYTIME	10/11/23	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 734176	01-5-485304.00 CLEANING	410.00	13846	10/25/23
ARC	09/30/23	ARC MECHANICAL CONTRACTOR TH-HEATING REPAIRS 45968	01-5-706113.00 REPAIRS & MAINTENANCE	207.50	13847	10/25/23
BCBS	10/02/23	BLUE CROSS/BLUE SHIELD OF TH-NOV '23 HEALTH INS 169954767	01-5-703123.00 HEALTH INSUR	6417.24	13848	10/25/23
BCBS	10/02/23	BLUE CROSS/BLUE SHIELD OF TH-NOV '23 HEALTH INS 169954767	01-5-555123.00 HEALTH INSURANCE	1874.69	13848	10/25/23
BCBS	10/02/23	BLUE CROSS/BLUE SHIELD OF TH-NOV '23 HEALTH INS 169954767	01-5-704123.00 HEALTH INSURANCE	1994.39	13848	10/25/23
BCBS	10/02/23	BLUE CROSS/BLUE SHIELD OF TH-NOV '23 HEALTH INS 169954767	01-5-100123.00 HEALTH INS	3609.99	13848	10/25/23
BCBS	10/02/23	BLUE CROSS/BLUE SHIELD OF TH-NOV '23 HEALTH INS 169954767	01-5-500123.00 HEALTH INS	4194.98	13848	10/25/23
BCBS	10/02/23	BLUE CROSS/BLUE SHIELD OF TH-NOV '23 HEALTH INS 169954767	01-5-005123.00 HEALTH INSUR	5667.63	13848	10/25/23
BCBS	10/02/23	BLUE CROSS/BLUE SHIELD OF TH-NOV '23 HEALTH INS 169954767	01-5-200123.00 HEALTH INS	1826.06	13848	10/25/23
SWENBR	10/19/23	BRIE SWENSON P&R-ASSORTED SUPPLIES 1019EMPREIMB	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	83.73	13849	10/25/23
SWENBR	10/19/23	BRIE SWENSON P&R-ASSORTED SUPPLIES 1019EMPREIMB	01-5-425211.00 EQUIPMENT	15.25	13849	10/25/23
BUSINESS	09/13/23	BUSINESS CARD TM-BUSINESS STRATEGY CLSS 215534	01-5-005615.00 DUES/MTS/EDUC	825.00	13850	10/25/23
BUSINESS	09/06/23	BUSINESS CARD DPW-DOGIE BAGS 4065022	01-5-704403.00 PARTS & SUPPLIES	109.99	13850	10/25/23
BUSINESS	09/19/23	BUSINESS CARD TC-JUDY NAME PLATE 5125042	01-5-100610.00 OFFICE SUPPLIES	6.99	13850	10/25/23

Town of Norwich Accounts Payable
Check Warrant Report # 1065 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) 13844 To 13896 10/25/23 To 10/25/23 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BUSINESS	09/28/23	TC-LILY NAME PLATE 6657030	01-5-100610.00 OFFICE SUPPLIES	6.99	13850	10/25/23
BUSINESS	09/13/23	P&R-SOCCER BALLS 7198601	01-5-425211.00 EQUIPMENT	69.99	13850	10/25/23
BUSINESS	10/09/23	TM BRENNAN NAME PLATE 8161801	01-5-005610.00 OFFICE SUPPLIES	6.99	13850	10/25/23
BUSINESS	09/11/23	DPW- PETROLEUM PERMITS 911PERMITS	01-5-703515.00 ADMINISTRATION	100.00	13850	10/25/23
BUSINESS	09/15/23	TC-DESK RISER 9705034	01-5-100611.00 OFFICE EQUIPMENT	139.99	13850	10/25/23
CANON	09/29/23	TH-COPIER MAINTENANCE 6005672179	01-5-275620.00 PHOTOCOPIER	528.19	13851	10/25/23
CASELLA	10/01/23	DPW-SEPT '23 RECYCLE 0859847	01-5-705303.00 MUNICIPAL SOLID WASTE	3826.32	13852	10/25/23
CASELLA	10/01/23	DPW-SEPT '23 RECYCLE 0859847	01-5-705308.00 FOOD WASTE DISPOSAL	2054.52	13852	10/25/23
CASELLA	10/01/23	DPW-SEPT '23 TRASH 0859848	01-5-705303.00 MUNICIPAL SOLID WASTE	4542.80	13852	10/25/23
CASELLA	10/01/23	DPW-SEPT '23 TRASH 0859848	01-5-705308.00 FOOD WASTE DISPOSAL	1483.68	13852	10/25/23
CCI	09/01/23	TH-SEPT '23 TECH SUPPORT CW-57507	01-5-275632.00 SERVER MAINTENANCE	3153.82	13853	10/25/23
CCI	10/01/23	TH-OCT '23 TECH SUPPORT CW-57736	01-5-275632.00 SERVER MAINTENANCE	2840.94	13853	10/25/23
LINDBERG	10/13/23	LISTERS-CHERYL POSTAGE 1013EMPRESIMB	01-5-300538.00 POSTAGE	10.44	13854	10/25/23
COMCAST	10/01/23	PD-OCT '23 INTERNET 1001PDINT	01-5-485238.00 PHONE & INTERNET	443.04	13855	10/25/23
COMCAST	10/06/23	TH-OCT '23 INTERNET 100623THINT	01-5-275632.00 SERVER MAINTENANCE	24.95	13855	10/25/23
CRYSTAL	10/10/23	DPW-WATER COOLER 736065101023	01-5-703507.00 SUPPLIES	62.97	13856	10/25/23
DANAHER	10/12/23	TH-SCRUB SCREEN GYM FLOOR 1494	01-5-706113.00 REPAIRS & MAINTENANCE	3200.00	13857	10/25/23
EAGLEPOIN	09/29/23	PD-4 24475 148127	01-5-500543.00 TRAINING SUPPLIES	1118.00	13858	10/25/23
EVANSMOTO	10/11/23	DPW-DIESEL 501 GALS 0054396-IN	01-1-004105.00 Inventory-DPW Fueling Sta	1689.48	13859	10/25/23
EYEMED	09/22/23	TH-OCT '23 VISION INSURAN 165970276	01-2-001126.00 VISION SERV PLAN-PAYROLL	186.56	13860	10/25/23
FTSNE	09/29/23	FD-STORAGE CYLINDER 217126	01-5-555530.00 EQUIPMENT MAINTENANCE	800.00	13861	10/25/23
HANOVER	08/28/23	FD-AMB SRVC MITCHELL 22-16441	01-5-555903.00 AMBULANCE BILLS	117.55	13862	10/25/23
HANOVER	08/02/23	FD-AMB SRVC BENNIS 22-16757	01-5-555903.00 AMBULANCE BILLS	100.81	13862	10/25/23
HANOVER	08/07/23	FD-AMB SRVC SARGENT 2300521	01-5-555903.00 AMBULANCE BILLS	990.00	13862	10/25/23
HANOVER	07/10/23	FD-AMB SRVC GUERRA 2300529	01-5-555903.00 AMBULANCE BILLS	559.97	13862	10/25/23

Town of Norwich Accounts Payable
Check Warrant Report # 1065 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) 13844 To 13896 10/25/23 To 10/25/23 & Fund 01

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
HANOVER	10/02/23	HANOVER NH AMBULANCE SERV FD-AMB SRVC MANHEIMER 2300760	01-5-555903.00 AMBULANCE BILLS	532.71	13862	10/25/23
HANOVER	09/06/23	HANOVER NH AMBULANCE SERV FD-AMB SRVC BURKE 2300878	01-5-555903.00 AMBULANCE BILLS	267.66	13862	10/25/23
HANOVER	10/02/23	HANOVER NH AMBULANCE SERV FD-AMB SRVC GRAHAM 2301167	01-5-555903.00 AMBULANCE BILLS	1000.00	13862	10/25/23
HOMEDEPOT	09/16/23	HOME DEPOT CREDIT SERVICE FD-KEY TAGS 3522446	01-5-555630.00 OFFICE SUPPLIES	5.97	13863	10/25/23
INTER REF	10/08/23	INTERSTATE REFRIGERANT RE DPW-CFC RECOVERY 2252	01-5-705305.00 RECYCLING	504.00	13864	10/25/23
IRVINGOIL	07/25/23	IRVING ENERGY FD-PROPANE 95 GAL 2140553	01-5-575612.00 GENERATOR FUEL	247.95	13865	10/25/23
K&R	10/01/23	K & R PORTABLE RESTROOM S P&R-SEPT '23 PORTA TOILET 25285	01-5-425326.00 PORTABLE TOILET	650.00	13866	10/25/23
KEYCOMM	10/05/23	KEY COMMUNICATIONS INC FD-INSTALLATION 56806	01-5-555625.00 TELEPHONE & INTERNET	1228.84	13867	10/25/23
KEYCOMM	10/17/23	KEY COMMUNICATIONS INC TH-ISSUE DIAGNOSIS 56832	01-5-706113.00 REPAIRS & MAINTENANCE	55.00	13867	10/25/23
MISC	10/03/23	LILY TRAJMAN TC-LILY MLG RIEMB TRAININ 1003EMPRIEMB	01-5-100615.00 DUES/MTGS/EDUC	139.97	13868	10/25/23
LYNNWOOD	10/12/23	LYNNWOOD ANDREWS NCC-LYNNWOOD SEEDS/PRNTNG 1012EMPRIEMB	01-5-650635.00 MILT FRYE NATURE AREA	149.85	13869	10/25/23
LYNNWOOD	10/12/23	LYNNWOOD ANDREWS NCC-LYNNWOOD SEEDS/PRNTNG 1012EMPRIEMB	01-5-650550.00 PRINTING	56.59	13869	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	13870	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-500124.00 DISABILITY/LIFE INS	-150.74	13870	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-703124.00 DISABILITY/LIFE	285.71	13870	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-500124.00 DISABILITY/LIFE INS	178.12	13870	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-005124.00 DISABILITY/LIFE INSUR	101.17	13870	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-100124.00 DISABILITY/LIFE INS	110.98	13870	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-200124.00 DISABILITY/LIFE INS	198.89	13870	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-704124.00 DISABILITY/LIFE	94.35	13870	10/25/23
NAT'L INS	10/01/23	MADISON NATIONAL LIFE INS TH-OCT '23 LIFE INSURANCE 1580191	01-5-425124.00 DISABILITY/LIFE INSUR	65.52	13870	10/25/23
MAYER	10/20/23	MAYER & MAYER Payroll Transfer PR-10/20/23	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	13871	10/25/23
MELLO	10/02/23	MELLO CONSULTING & TRAINI PD-ANNA LEADERSHIP CLASS 836	01-5-500538.00 TRAINING	275.00	13872	10/25/23
NEMRC	10/08/23	NEW ENGLAND MUNI RESOURCE FIN-REMOTE WORK BY CHRIS 53668	01-5-200320.00 PROFESS SERVICES	72.50	13873	10/25/23
NETTC	10/05/23	NEW ENGLAND TRUCK TIRE CE DPW-FRONT TIRE REPLACEMEN 149328-07	01-5-703401.00 OUTSIDE REPAIRS	559.50	13874	10/25/23

10/19/23
03:19 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1065 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) 13844 To 13896 10/25/23 To 10/25/23 & Fund 01

Page 4 of 6
ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
NETTC	10/05/23	NEW ENGLAND TRUCK TIRE CE DPW-FRONT TIRE REPLACEMEN 149328-07	01-5-703403.00 PARTS & SUPPLIES	2710.00	13874	10/25/23
NORFIREDI	10/05/23	NFD-WATER DEPT PD-WATER USAGE 7/5-10/3 1005HAZEN	01-5-485232.00 WATER USAGE	211.46	13875	10/25/23
NORFIREDI	10/05/23	NFD-WATER DEPT P&R-WATER USAGE 7/5-10/3 1005TRNPK	01-5-425332.00 WATER USAGE	92.29	13875	10/25/23
NORFIREDI	10/06/23	NFD-WATER DEPT TH-WATER USAGE 7/5-10/3 1006MNST	01-5-706100.00 WATER USAGE	160.03	13875	10/25/23
PIONEERMA	10/13/23	PIONEER MANUFACTURING CO P&R-AEROSOL STRIPER ORD938248	01-5-425324.00 HNTLY LINE MARKING	523.90	13876	10/25/23
ROBERT HA	10/04/23	ROBERT HALF FIN-JOYCE WK END 9/29 62646636	01-5-200112.10 FINANCE OFFICER WAGE	176.33	13877	10/25/23
ROBERT HA	10/04/23	ROBERT HALF FIN-JOYCE WK END 9/22 62646638	01-5-200112.10 FINANCE OFFICER WAGE	176.33	13877	10/25/23
ROBERT HA	10/09/23	ROBERT HALF FIN-JOYCE WK END 10/06 62655979	01-5-200112.10 FINANCE OFFICER WAGE	4414.80	13877	10/25/23
ROBERT HA	10/10/23	ROBERT HALF FIN-JOYCE WK END 10/06 62667805	01-5-200112.10 FINANCE OFFICER WAGE	176.33	13877	10/25/23
ROBERT HA	10/16/23	ROBERT HALF FIN-JOYCE WK END 10/13 62686781	01-5-200112.10 FINANCE OFFICER WAGE	3153.43	13877	10/25/23
SABIL	10/03/23	SABIL & SONS INC FD-REPAIR & MAINTENANCE 99358	01-5-555528.00 FIRE TRK R & M	1901.02	13879	10/25/23
SABIL	10/13/23	SABIL & SONS INC FD-REPAIR & MAINTENANCE 99464	01-5-555528.00 FIRE TRK R & M	309.90	13879	10/25/23
SOLAFLECT	10/15/23	SOLAFLECT SOLAR PARK I, L TH-OCT '23 SOLAR OCT23	01-5-705501.00 ELECTRICITY	239.04	13880	10/25/23
SOLAFLECT	10/15/23	SOLAFLECT SOLAR PARK I, L TH-OCT '23 SOLAR OCT23	01-5-706101.00 ELECTRICITY	609.09	13880	10/25/23
SOLAIV	10/15/23	SOLAFLECT SOLAR PARK IV, 2310_01	01-5-500204.00 SPEED SIGNS	84.41	13881	10/25/23
SOLAIV	10/15/23	SOLAFLECT SOLAR PARK IV, 2310_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.59	13881	10/25/23
SOLAIV	10/15/23	SOLAFLECT SOLAR PARK IV, 2310_01	01-5-705501.00 ELECTRICITY	76.77	13881	10/25/23
SOLAIV	10/15/23	SOLAFLECT SOLAR PARK IV, 2310_01	01-5-485233.00 ELECTRICITY	698.87	13881	10/25/23
SOLAIV	10/15/23	SOLAFLECT SOLAR PARK IV, 2310_01	01-5-575233.00 TOWER POWER	22.36	13881	10/25/23
SOUTHWORT	10/04/23	SOUTHWORTH-MILTON, INC. DPW-SEAL INV304351	01-5-703403.00 PARTS & SUPPLIES	44.00	13882	10/25/23
STATELINE	07/28/23	STATELINE SPORTS, LLC P&R-COLD PACKS 6658	01-5-425211.00 EQUIPMENT	80.00	13883	10/25/23
STITZEL	10/06/23	STITZEL PAGE & FLETCHER P TH-AUG '23 LEGAL EXPENSES 77670	01-5-005305.00 LEGAL	17385.25	13884	10/25/23
SULLIVAN	09/30/23	SULLIVAN, POWERS & COMPAN FIN-AUDIT PROGRESS BILLIN 132950	01-5-200322.00 INDEPENDENT AUDIT	9627.00	13885	10/25/23
HARTFORD	09/30/23	TOWN OF HARTFORD PD-SEPT '23 VERIZON 13455	01-5-500535.00 VIBRS	572.19	13887	10/25/23
HARTFORD	10/01/23	TOWN OF HARTFORD PD-DISPATCH SRVCE OCT-DEC 13464	01-5-500536.00 DISPATCH SERVICES	16019.75	13887	10/25/23

10/19/23
03:19 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1065 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) 13844 To 13896 10/25/23 To 10/25/23 & Fund 01

Page 5 of 6
ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
TWORIVERS	10/11/23	TWO RIVERS - OTTAUQUECHEE P&Z-AUG '23 KYLE 24-44	01-5-350110.00 PLAN ADMIN WAGE	6624.95	13888	10/25/23
TWORIVERS	10/11/23	TWO RIVERS - OTTAUQUECHEE P&Z-AUG '23 KYLE 24-44	01-5-350580.00 MILEAGE REIMB	68.12	13888	10/25/23
MISC	10/05/23	TYLER LOUPTS B&G-BOOTS, SPIKES, GAITER	01-5-703311.00	184.28	13889	10/25/23
		1005EMPREIMB	UNIFORMS			
UNIFIRST	10/09/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070266596	01-5-703311.00 UNIFORMS	269.21	13890	10/25/23
UNIFIRST	10/09/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070266596	01-5-704311.00 UNIFORMS	60.00	13890	10/25/23
NORTRAX	10/04/23	UNITED CONSTRUCTION & FOR DPW-REPAIRS JOHN DEERE 10246384	01-5-703401.00 OUTSIDE REPAIRS	530.00	13891	10/25/23
NORTRAX	10/04/23	UNITED CONSTRUCTION & FOR DPW-CONVERTER INSTALL 10246455	01-5-703401.00 OUTSIDE REPAIRS	407.50	13891	10/25/23
VERIZWIRE	10/04/23	VERIZON WIRELESS TH-SEPT '23 CELL PHONES 9946044751	01-5-555625.00 TELEPHONE & INTERNET	80.40	13892	10/25/23
VERIZWIRE	10/04/23	VERIZON WIRELESS TH-SEPT '23 CELL PHONES 9946044751	01-5-005532.00 T MNGR CELL PHONE	41.72	13892	10/25/23
VERIZWIRE	10/04/23	VERIZON WIRELESS TH-SEPT '23 CELL PHONES 9946044751	01-5-425127.00 TELEPHONE	40.39	13892	10/25/23
VERIZWIRE	10/04/23	VERIZON WIRELESS TH-SEPT '23 CELL PHONES 9946044751	01-5-500501.00 ADMINISTRATION	161.56	13892	10/25/23
VMCTA	10/12/23	VT MUNICIPAL CLERKS & TREASURER-FY24 MMBRSHP 1012MMBRSHP	01-5-005615.00 DUES/MTS/EDUC	35.00	13896	10/25/23
HEALTHQ	10/01/23	WAGWORKS, INC TH-SEPT '23 COBRA ADMIN 0923TR112178	01-5-005123.00 HEALTH INSUR	40.00	13894	10/25/23
EARTHLINK	10/01/23	WINDSTREAM TH-OCT '23 PHONE 75958132	01-5-350531.00 TELEPHONE	41.85	13895	10/25/23
EARTHLINK	10/01/23	WINDSTREAM TH-OCT '23 PHONE 75958132	01-5-425127.00 TELEPHONE	41.85	13895	10/25/23
EARTHLINK	10/01/23	WINDSTREAM TH-OCT '23 PHONE 75958132	01-5-705505.00 TELEPHONE	36.16	13895	10/25/23
EARTHLINK	10/01/23	WINDSTREAM TH-OCT '23 PHONE 75958132	01-5-200531.00 TELEPHONE	41.85	13895	10/25/23
EARTHLINK	10/01/23	WINDSTREAM TH-OCT '23 PHONE 75958132	01-5-300531.00 TELEPHONE	41.85	13895	10/25/23
EARTHLINK	10/01/23	WINDSTREAM TH-OCT '23 PHONE 75958132	01-5-275531.00 TELEPHONE	41.85	13895	10/25/23
EARTHLINK	10/01/23	WINDSTREAM TH-OCT '23 PHONE 75958132	01-5-005531.00 ADMIN TELEPHONE	41.85	13895	10/25/23
EARTHLINK	10/01/23	WINDSTREAM TH-OCT '23 PHONE 75958132	01-5-100531.00 TELEPHONE	41.85	13895	10/25/23

10/19/23
02:55 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1064 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) 13844 To 13896 10/25/23 To 10/25/23 & Fund 01

Page 6 of 6
ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
Report Total				131046.11		

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 \$ ***131,046.11
Let this be your order for the payments of these amounts.

Staff Accountant: 
Ashley Wohler

Town Manager: 
Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

Memo to the Town Manager

From: Interim Finance Director, J Hasbrouck

October 12, 2023

RE: September 2023 Financial Highlights

Audit – The audit has been progressing and we are currently waiting on the auditors for the final items. We did find that we are required to file a Single Audit this year because the ARPA money pushed us over the \$750,000 threshold. The auditors are preparing a new engagement letter which will give them the authority to complete this work as part of the audit. We will need the new letter signed which will supersede the existing one. The Single audit filing is due in March 2024 and the completion of this will be done separately so will not hold up the financial audit.

Fiscal 23 reporting shown in the FY24 financial reports will not be updated until the audit has been finalized.

As part of the Audit work, we are working on creating a summary debt schedule, so we are better able to understand our current and long-term debt obligations. We will be working on this more as we complete the FY23 audit and create the capital plan and the FY25 budget. In the interim, here is a preview of the current Debt payment schedule for FY 24 and FY25.

Purpose	Total Borrowed	Term	Final Payment Date	FY24 Principal Payment	Interest Estimate	FY25 Principal Payment	Interest Estimate
Town Garage and Public Safety Building	\$240,000.00	5 Years	8/15/2024	\$ 48,000	\$ 1,416	\$ 48,000	\$ 2,890
Public Safety Facility Bond	1,410,000.00	30 Years	4/15/2047	\$ 47,000	\$ 21,839	\$ 47,000	\$ 21,183
Brown School House Pedestrian Bridge	65,700.00	5 years	7/1/2025	\$ 13,140	\$ 903	\$ 13,140	\$ 894
Tower Bond	275,000.00	10 Years	10/15/2023	\$ 27,500	\$ 1,475		

Financial Reports:

- There were a few corrections to the FY24 Budgeted Expenses column presented in the August reports. I apologize for not catching these errors prior to the presentation. Corrections were made to the following rows: Selectboard Stipend, Rec Admin Asst Wage, Town Clerk Design Equipment and Transfer station Designated Fund. The FY24 budget presented in the September reports is now in balance with the approved budget shown in the town report for March 2022 with a rounding difference of one dollar.
- A new process has been implemented to reconcile and reclass the payroll lines of our Administrative Assistant who works 50% in the Town Managers Office and 50% in Department of Publics Works. Because NEMRC doesn't allow for splitting the earnings for hours paid in the two departments for all pieces of a paycheck, a reclassing entry will be made to equalize the expenses. Per discussion with the Town Manager these reconciling entries will be completed at the end of each quarter. The entry was made 9-30-23 for Q1 of FY24.

- Health Insurance- there are several departments that show a negative figure in the current month's activity. This is because we booked the employee deduction portion, but we did not pay the BC/BS invoice that corresponds to these deductions during that same month. The finance department did not receive the September invoice from the Town Manager's office in time to put it in the last AP warrant for September. The September invoice was paid on October 11. The result of this delay means the current month and YTD health insurance lines are understated for September by a total of \$20,512.15.
- Both FY24 payments for the Windsor County treasurer for the County bond and the equalization payments have been made but are not yet on the expense report. The first payment was made in March FY23, but the check never arrived at the County Treasurer's office. She notified us of this in late August and we voided and reissued the check in September. Unfortunately, NEMRC voided the check back in March when the check had been originally written instead of in September when the void and reissue was created. Subsequently the booking of these FY24 payments are now hung up in the FY23 audit process. Until the FY23 audit is completed we have left the full amount on the balance sheet. Once the audit is complete the expenses will be posted to the expense accounts.

Named Purpose Funds:

- The new Fund Balance report format has been reviewed with the auditors and its presentation aligns with the understood purposes and restrictions for each named fund. We do not yet have the audit completed, so the FY24 beginning balances are not yet verified. The Q1 report presented assumes unaudited beginning balances.
- The FY24 Budgeted Designated Fund allocations shown in the town report have been booked so are reflected in the Fund balances. The first quarter interest allocation has also been posted and is reflected in the Fund balances.
- The Fund balance report for Q1 of FY24 has been presented with one item still pending in Fund 06. We are still waiting for the arrival of our new fire truck, so while the payable is booked, it is not reflected in the current balance report produced by NEMRC. The available balance for this fund is shown at the bottom of the report.
- Questions have arisen regarding the donations made in Memory of John Girard. The Mission statement that came from this family is "to do the most good for the most people." The donations were originally and are still deposited into the Recreation Facilities and Improvements Fund (#05) which is in keeping with the family's mission statement. Since the donations are not restricted by the donor according to current GASB standards these donations are not kept in a separate fund, but the money must be spent on recreation facilities and improvements as is the stated purpose for the use of money in this fund.

Thank you.

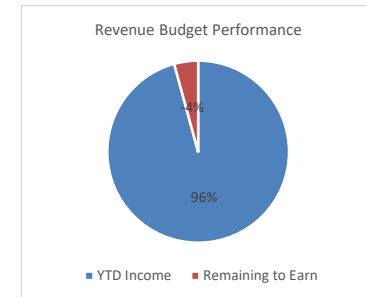
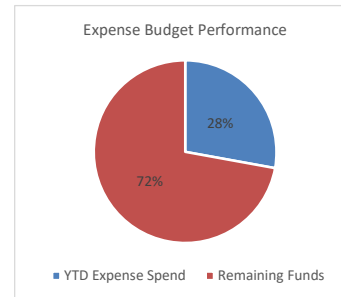
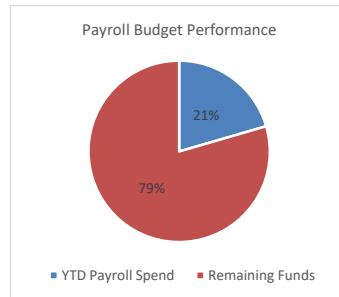
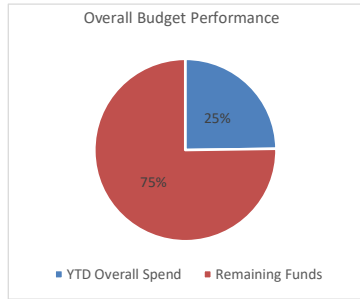
Joyce

Town of Norwich, Vermont



CHARTERED 1761

TOWN OF NORWICH FINANCIAL DASHBOARD
As of September 30, 2023

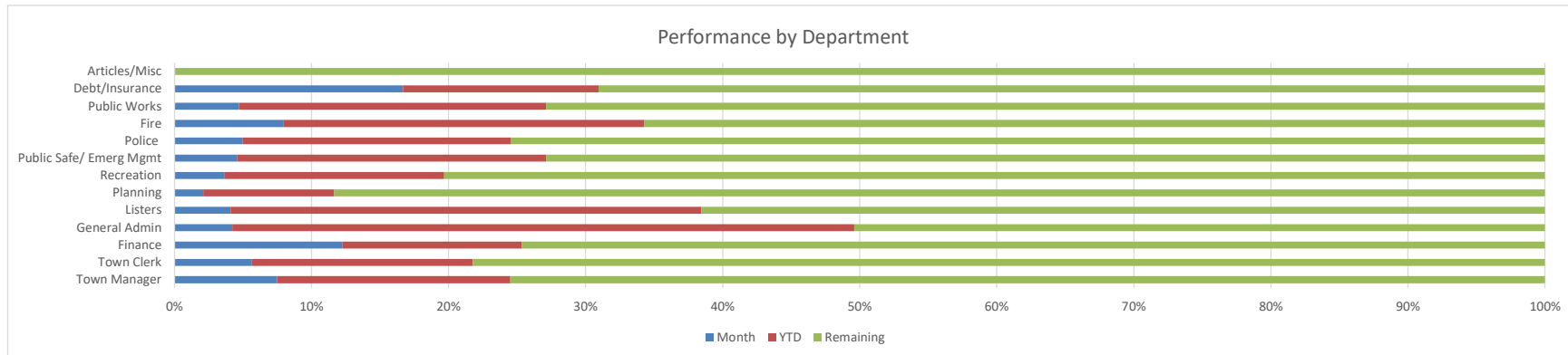


FY23 Overall Budget \$ 5,972,683
YTD Overall Spend \$ 1,477,832
Remaining Funds \$ 4,494,851
FY 23 Performance 24.74%

FY23 Payroll Budget \$ 2,552,823
YTD Payroll Spend \$ 524,315
Remaining Funds \$ 2,028,508
FY23 Performance 20.54%

FY23 Expense Budget \$ 3,419,860
YTD Expense Spend \$ 953,517
Remaining Funds \$ 2,466,343
FY23 Performance 27.88%

FY23 Revenue Projection \$ 5,375,482
YTD Income \$ 5,623,916
Remaining to Earn \$ (248,434)
FY 23 Performance 104.62%



Town of Norwich Revenue Report
September
September 30, 2023 Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 30-Sep	FY 24 YTD PERF
PROPERTY TAX REVENUES						
TOWN PROPERTY TAX	\$ 4,098,806	\$ 4,283,028	\$ 4,621,999	\$ 4,770,772.32	\$ 9,918	103.22%
WINDSOR COUNTY TAX		\$ 58,829	\$ -	\$ 61,444	\$ -	0.00%
PROPERTY TAX FOR OTHER MONETARY ARTICLES	\$ 425,938	\$ 406,654	\$ 450,560	\$ 450,560	\$ -	100.00%
VT LAND USE TAX (HOLD HARMLESS PAYMENT)	\$ 187,863	\$ 219,466	\$ 205,000	\$ 11	\$ 11	0.01%
PROPERTY TAX INTEREST	\$ 30,000	\$ 21,795	\$ 30,000	\$ 19,159	\$ (620)	63.86%
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	\$ 5,307,744	\$ 9,309	99.63%
LICENSE & PERMIT REVENUE						
LIQUOR LICENSE	\$ 600	\$ 600	\$ 600	\$ 70	\$ -	11.67%
DOG LICENSE	\$ 1,750	\$ 2,593	\$ 1,750	\$ 72	\$ -	4.11%
HUNTING & FISHING LICENSES	\$ 200	\$ 84	\$ 200	\$ 23	\$ 2	11.25%
PEDDLER LICENSE	\$ -	\$ 25	\$ -	\$ -	\$ -	0.00%
BUILDING/DEVELOPMENT PERMITS	\$ 8,000	\$ 7,880	\$ 9,000	\$ 2,246	\$ 727	24.95%
LAND POSTING PERMIT	\$ 200	\$ 215	\$ 200	\$ 65	\$ 50	32.50%
TOTAL LICENSE & PERMIT REVENUE	\$ 10,750	\$ 11,397	\$ 11,750	\$ 2,475	\$ 778	21.07%
INTERGOVERNMENTAL REVENUE						
VT HIWAY GAS TAX	\$ 160,000	\$ 163,688	\$ 160,000	\$ 122,428	\$ -	76.52%
VT ACT 60	\$ 13,750	\$ 15,495	\$ 15,000	\$ -	\$ -	0.00%
PILOT PAYMENTS	\$ 10,000	\$ 13,930	\$ 10,000	\$ 2,427	\$ -	24.27%
VT NATURAL RESRCS	\$ 2,500	\$ -	\$ 2,500	\$ 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	\$ -	58.24%
SERVICE FEE REVENUE						
RECORDING FEE & RESTORATION	\$ 25,000	\$ 23,909	\$ 25,000	\$ 4,819	\$ 627	19.28%
RESTORATION		\$ -	\$ -	\$ -	\$ -	0.00%
DOCUMENT COPY FEE	\$ 2,100	\$ 3,696	\$ 2,100	\$ 385	\$ 96	18.33%
USE OF RECRDS FEE	\$ 250	\$ 589	\$ 250	\$ 78	\$ 24	31.20%
VITAL STATISTIC FEE	\$ 800	\$ 1,610	\$ 800	\$ 390	\$ 100	48.75%
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	\$ 99	\$ 36	19.80%
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	\$ 67,035	\$ 5,550	43.25%
TRANSFER STATION STICKERS	\$ 40,000	\$ 46,255	\$ 40,000	\$ 31,474	\$ 2,382	78.69%
RECYCLING SOLID WASTE FEES	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	0.00%
E-WASTE REVENUE	\$ 3,500	\$ 3,456	\$ 3,500	\$ 1,115	\$ 260	31.85%
RECYCLING REBATES	\$ 6,500	\$ 15,005	\$ 6,500	\$ 4,528	\$ 1,563	69.66%
C & D WASTE REVENUE	\$ 10,000	\$ 13,458	\$ 10,000	\$ 5,083	\$ 1,494	50.83%
TRASH COUPON	\$ 105,000	\$ 100,970	\$ 105,000	\$ 30,400	\$ 7,830	28.95%
TOTAL SERVICE FEE REVENUE	\$ 325,750	\$ 320,842	\$ 355,750	\$ 145,475	\$ 19,962	40.89%
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%
BEAVER MEADOW SIDEWALK SCOPING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HIWAY CULVERT GRANT	\$ -	\$ -	\$ -	\$ 7,613	\$ -	0.00%
VLCT PACIF GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
GOVERNORS HIGHWAY SAFETY GRANT	\$ -	\$ 8,171	\$ -	\$ 179	\$ -	0.00%
PLANNING GRANT	\$ -	\$ 7,835	\$ -	\$ -	\$ -	0.00%
RECREATION DEPT GRANT		\$ -	\$ -	\$ -	\$ -	0.00%

Town of Norwich Revenue Report
September
September 30, 2023 Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 30-Sep	FY 24 YTD PERF
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	\$ -	0.00%
OTHER TOWN REVENUES						
TOWN REPORT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BANK INTEREST	\$ 20,000	\$ 26,170	\$ 20,000	\$ 17,962	\$ (8,769)	89.81%
TRX FROM SCHOLARSHIP FUND		\$ 2,330	\$ -	\$ -	\$ -	0.00%
INSURANCE CLAIMS	\$ -	\$ 4,158	\$ -	\$ 500	\$ 500	0.00%
ATHLETIC FIELD RENTAL	\$ 32,000	\$ 25,125	\$ 32,000	\$ 450	\$ 125	1.41%
LINE OF CREDIT (FEMA)		\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER TOWN REVENUES	\$ 52,000	\$ 57,783	\$ 52,000	\$ 18,912	\$ (8,144)	36.37%
PUBLIC SAFETY REVENUES						
POLICE FINE	\$ 10,000	\$ 2,402	\$ 10,000	\$ 414	\$ 38	4.14%
PARKING FINE	\$ 500	\$ -	\$ 500	\$ 5	\$ 5	1.00%
DOG FINE	\$ 125	\$ -	\$ 125	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,625	\$ 2,402	\$ 10,625	\$ 419	\$ 43	3.94%
MISCELLANEOUS REVENUE						
AMBULANCE BILLS PAID	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COBRA REIMBURSEMENTS		\$ 775	\$ -	\$ -	\$ -	0.00%
TOWN CLERK	\$ -	\$ 38	\$ -	\$ 4	\$ 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	\$ -	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	\$ 12,166	\$ 142	2433.27%
TOTAL FEES & SERVICES	\$ 612,875	\$ 2,095,837	\$ 645,125	\$ 316,172	\$ 12,780	49.01%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL TOWN REVENUES	\$ 5,375,482	\$ 7,118,816	\$ 5,972,684	\$ 5,623,916	\$ 22,089	94.16%

Town of Norwich
Department Expense Summary
September 30, 2023 Unaudited

	FY 23 Budget	FY 24 Budget	FY 24 YTD	FY 24 Sept	FY 24 Performance
TOWN ADMINISTRATION	\$ 383,197	\$ 469,631	\$ 115,081	\$ 35,124	24.50%
BCA/BOA	\$ 975	\$ 985	\$ 5	\$ -	0.48%
STATUTORY MEETINGS	\$ 14,025	\$ 9,575	\$ 65	\$ 13	0.68%
TOWN CLERK	\$ 183,230	\$ 196,728	\$ 45,095	\$ 11,633	22.92%
FINANCE	\$ 215,646	\$ 235,584	\$ 59,713	\$ 28,924	25.35%
GENERAL ADMINISTRATION	\$ 64,822	\$ 65,800	\$ 32,631	\$ 2,782	49.59%
LISTER	\$ 121,767	\$ 112,890	\$ 43,402	\$ 4,636	38.45%
PLANNING	\$ 185,801	\$ 160,330	\$ 18,669	\$ 3,386	11.64%
RECREATION	\$ 260,412	\$ 335,865	\$ 66,057	\$ 12,167	19.67%
PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,062	\$ 7,335	\$ 3,710	20.34%
POLICE	\$ 642,802	\$ 746,344	\$ 183,179	\$ 36,986	24.54%
FIRE/FAST	\$ 473,816	\$ 526,236	\$ 180,470	\$ 41,942	34.29%
EMERGENCY MGMT.	\$ 47,875	\$ 47,910	\$ 15,433	\$ 119	32.21%
CONSERVATION COMMISSION	\$ 9,300	\$ 8,500	\$ 213	\$ 213	2.51%
PUBLIC WORKS	\$ 1,970,385	\$ 2,206,983	\$ 598,225	\$ 103,940	27.11%
LONG TERM DEBT	\$ 162,881	\$ 167,400	\$ 64,030	\$ 12,237	38.25%
TAXES	\$ 3,000	\$ 3,000	\$ -	\$ -	0.00%
INSURANCES	\$ 188,250	\$ 192,300	\$ 48,228	\$ 48,227	25.08%
TOWN TOTAL	\$ 4,958,866	\$ 5,522,124	\$ 1,477,832	\$ 346,041	\$ 4
OUTSIDE APPROPRIATIONS	\$ 416,608	\$ 450,560	\$ -	\$ -	0.00%
TOTAL	\$ 5,375,474	\$ 5,972,683	\$ 1,477,832	\$ 346,041	\$ 4

Town of Norwich
Expenditures Detail
September 30, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Sept. 30, 2023	FY 24 PERF
TOWN ADMINISTRATION						
SELECTBOARD STIPEND	\$ 2,500	\$ 2,582	\$ 2,500	\$ -	\$ -	0.00%
TOWN MANAGER WAGE	\$ 96,877	\$ 197,368	\$ 103,997	\$ 35,193	\$ 11,368	33.84%
TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ -	\$ -	0.00%
ADMIN ASSIST WAGE	\$ 58,458	\$ 64,203	\$ 89,284	\$ 19,023	\$ 6,677	21.31%
ADMIN ASSIST OT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 9,631	\$ 16,261	\$ 12,247	\$ 3,319	\$ 1,146	27.10%
MEDI TAX	\$ 2,175	\$ 3,803	\$ 2,864	\$ 776	\$ 268	27.10%
HEALTH INSUR	\$ 43,929	\$ 37,611	\$ 43,087	\$ 12,811	\$ (2,131)	29.73%
DISABILITY/LIFE INSURANCE	\$ 1,541	\$ 892	\$ 1,857	\$ 239	\$ 36	12.85%
DENTAL INSURANCE	\$ 884	\$ 579	\$ 1,105	\$ 150	\$ 54	13.58%
VT RETIREMENT	\$ 10,485	\$ 17,150	\$ 13,046	\$ 4,013	\$ 1,344	30.76%
VT RETIREMENT ADJUSTMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PROFESSIONAL SERVICES	\$ 17,500	\$ 8,503	\$ 18,000	\$ 1,384	\$ 1,384	7.69%
CONTRACTED SERVICES	\$ 30,670	\$ 30,670	\$ -	\$ -	\$ -	0.00%
LEGAL	\$ 90,000	\$ 174,772	\$ 95,000	\$ 13,590	\$ 13,590	14.30%
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	\$ 130	\$ 42	16.19%
T MNGR CELL PHONE	\$ 480	\$ 944	\$ 1,500	\$ 81	\$ 40	5.38%
T MNGR RECRUITMENT	\$ -	\$ -	\$ 30,000	\$ -	\$ -	0.00%
T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 100	\$ 56	\$ 100	\$ 1	\$ 1	0.63%
ADVERTISING	\$ 1,000	\$ 2,149	\$ 3,000	\$ 984	\$ 142	32.79%
PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILEAGE	\$ 200	\$ 182	\$ 200	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,500	\$ 1,768	\$ 2,000	\$ 985	\$ 116	49.25%
OFFICE EQUIP	\$ 300	\$ 290	\$ 1,000	\$ 56	\$ -	5.60%
DUES/MTS/EDUC	\$ 750	\$ 1,105	\$ 3,000	\$ 1,082	\$ 1,047	36.08%
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	\$ -	13.70%
BUSINESS E-MAIL COMPROMISES (BEC'S)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 383,197	\$ 573,820	\$ 469,631	\$ 115,081	\$ 35,124	24.50%
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	\$ 65	\$ 13	16.25%
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	\$ 65	\$ 13	0.68%
TOWN CLERK						
TOWN CLERK WAGE	\$ 75,848	\$ 91,523	\$ 78,472	\$ 15,012	\$ 5,467	19.13%
ASST CLK WAGE	\$ 49,982	\$ 55,006	\$ 52,316	\$ 11,592	\$ 4,064	22.16%
FICA TAX	\$ 7,787	\$ 8,479	\$ 8,109	\$ 1,567	\$ 553	19.32%
MEDI TAX	\$ 1,758	\$ 2,005	\$ 1,896	\$ 366	\$ 129	19.32%
HEALTH INS	\$ 30,633	\$ 27,469	\$ 33,113	\$ 12,236	\$ (362)	36.95%
DISABILITY/LIFE INS	\$ 1,340	\$ 1,264	\$ 1,340	\$ 349	\$ 111	26.08%
DENTAL INSURANCE	\$ 884	\$ (236)	\$ 884	\$ 80	\$ 4	9.09%
VT RETIREMENT	\$ 8,478	\$ 9,545	\$ 8,828	\$ 1,819	\$ 643	20.61%
DOG/CAT LICENSE	\$ 275	\$ -	\$ 300	\$ 625	\$ 625	208.33%
VITAL STATISTICS	\$ 20	\$ 38	\$ 50	\$ -	\$ -	0.00%
RECORD RESTORATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
TELEPHONE	\$ 550	\$ 595	\$ 600	\$ 134	\$ 46	22.26%
POSTAGE	\$ -	\$ 31	\$ -	\$ 44	\$ 23	0.00%
OFFICE SUPPLIES	\$ 1,200	\$ 682	\$ 1,290	\$ 234	\$ 137	18.13%
OFFICE EQUIPMENT	\$ 500	\$ 33	\$ 500	\$ 7	\$ 7	1.38%
SOFTWARE	\$ 3,600	\$ 3,900	\$ 3,480	\$ 580	\$ -	16.67%
DUES/MTGS/EDUC	\$ 175	\$ 125	\$ 350	\$ 449	\$ 185	128.29%
WOMEN'S CLUB GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-RECORD RESTORATION	\$ -	\$ 854	\$ 5,000	\$ -	\$ -	0.00%
TOTAL	\$ 183,230	\$ 201,314	\$ 196,728	\$ 45,095	\$ 11,633	22.92%
FINANCE DEPARTMENT						
FINANCE ASSISTANT WAGE	\$ 49,982	\$ 57,822	\$ 55,389	\$ 12,178	\$ 4,496	21.99%
FINANCE OFFICER WAGE	\$ 83,428	\$ 164,769	\$ 91,054	\$ 38,912	\$ 20,763	42.73%
FICA TAX	\$ 8,508	\$ 9,160	\$ 9,079	\$ 1,705	\$ 569	18.78%

Town of Norwich
Expenditures Detail
September 30, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Sept. 30, 2023	FY 24 PERF
MEDI TAX	\$ 1,921	\$ 2,142	\$ 2,123	\$ 399	\$ 133	18.78%
HEALTH INS	\$ 37,522	\$ 15,388	\$ 27,400	\$ 2,353	\$ (253)	8.59%
DISABILITY/LIFE INS	\$ 1,445	\$ 836	\$ 1,445	\$ 161	\$ 50	11.12%
DENTAL INSURANCE	\$ 884	\$ 902	\$ 884	\$ 108	\$ 36	12.22%
VT RETIREMENT	\$ 9,005	\$ 5,908	\$ 9,885	\$ 1,180	\$ 637	11.93%
PROFESSIONAL SERVICES	\$ 3,000	\$ 2,627	\$ 3,000	\$ 30	\$ -	1.00%
INDEPENDENT AUDIT	\$ 14,250	\$ 29,430	\$ 28,600	\$ 630	\$ 630	2.20%
TELEPHONE	\$ 1,000	\$ 892	\$ 1,000	\$ 135	\$ 51	13.49%
POSTAGE	\$ -	\$ 2	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 175	\$ -	\$ 175	\$ -	\$ -	0.00%
PRINTING	\$ 75	\$ 119	\$ 100	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,750	\$ 1,067	\$ 1,750	\$ 187	\$ 75	10.68%
OFFICE EQUIPMENT	\$ 750	\$ -	\$ 750	\$ 1,587	\$ 1,587	211.60%
SOFTWARE	\$ 1,425	\$ 4,586	\$ 1,425	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 525	\$ 20	\$ 525	\$ 149	\$ 149	28.38%
BANK CHARGE	\$ -	\$ 278	\$ 1,000	\$ -	\$ -	0.00%
TOTAL	\$ 215,646	\$ 295,948	\$ 235,584	\$ 59,713	\$ 28,924	25.35%
GENERAL ADMINISTRATION						
TELEPHONE	\$ 600	\$ 496	\$ 650	\$ 125	\$ 41	19.18%
POSTAGE METER RENTAL	\$ 700	\$ 638	\$ 750	\$ 160	\$ 160	21.28%
POSTAGE	\$ 4,000	\$ 3,973	\$ 4,300	\$ 2,470	\$ 953	57.43%
OFFICE SUPPLIES	\$ 1,250	\$ 755	\$ 1,300	\$ -	\$ -	0.00%
PHOTOCOPIER	\$ 1,600	\$ 1,695	\$ 1,700	\$ -	\$ -	0.00%
Remote Meeting Services	\$ -	\$ 6,550	\$ -	\$ 1,008	\$ 504	0.00%
COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ 240	\$ -	0.00%
COMPUTER EQUIPMENT	\$ 1,400	\$ 4,363	\$ 1,500	\$ 1,100	\$ 1,100	73.30%
WEB SITE SUPPORT	\$ 600	\$ 541	\$ 600	\$ -	\$ -	0.00%
SERVER MAINTENANCE	\$ 39,672	\$ 44,150	\$ 40,000	\$ 12,530	\$ 25	31.32%
DESIGNATED FUND EQUIPMENT	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	100.00%
TOTAL	\$ 64,822	\$ 78,160	\$ 65,800	\$ 32,631	\$ 2,782	49.59%
BOARD OF LISTERS						
LISTER WAGE	\$ 4,500	\$ 3,245	\$ 4,500	\$ -	\$ -	0.00%
ASSESSING CLERK WAGE	\$ 22,547	\$ -	\$ 27,000	\$ 1,414	\$ 798	5.24%
FICA TAX	\$ 1,677	\$ 201	\$ 1,953	\$ 88	\$ 49	4.49%
MEDI TAX	\$ 663	\$ 47	\$ 457	\$ 21	\$ 12	4.49%
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	\$ 6,550	\$ 3,630	18.19%
TAX MAPPING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 5,680	\$ 6,000	\$ -	\$ -	0.00%
TELEPHONE	\$ 530	\$ 528	\$ 600	\$ 126	\$ 42	21.06%
POSTAGE	\$ 150	\$ 442	\$ 180	\$ -	\$ -	0.00%
ADVERTISING	\$ 150	\$ -	\$ 180	\$ -	\$ -	0.00%
PRINTING	\$ 100	\$ 66	\$ 180	\$ 24	\$ -	13.33%
MILEAGE REIMB	\$ 100	\$ 11	\$ 180	\$ 55	\$ 55	30.57%
OFFICE SUPPLIES	\$ 125	\$ 168	\$ 180	\$ -	\$ -	0.00%
OFFICE EQUIPMENT	\$ 125	\$ 1,393	\$ 180	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 100	\$ 20	\$ 300	\$ 125	\$ 50	41.67%
DESIGNATED FUND REAPPRAISAL	\$ 50,000	\$ 50,000	\$ 35,000	\$ 35,000	\$ -	100.00%
TOTAL	\$ 121,767	\$ 96,635	\$ 112,890	\$ 43,402	\$ 4,636	38.45%
PLANNING/DRB DEPARTMENT						
PLAN ADMIN WAGE	\$ 78,874	\$ 28,612	\$ 88,803	\$ 2,926	\$ -	3.29%
PLANNING DEPT. WAGES	\$ 58,357	\$ 31,996	\$ 28,601	\$ 8,818	\$ 3,073	30.83%
FICA TAX	\$ 8,508	\$ 2,801	\$ 7,279	\$ 560	\$ 191	7.70%
MEDI TAX	\$ 1,921	\$ 655	\$ 1,702	\$ 131	\$ 45	7.70%
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	\$ 132	\$ 45	13.17%
POSTAGE	\$ 450	\$ 130	\$ 500	\$ 63	\$ 33	12.62%
ADVERTISING	\$ 500	\$ 1,061	\$ 540	\$ 81	\$ -	15.00%
PRINTING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
MILEAGE REIMB	\$ 400	\$ 52	\$ 400	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 350	\$ 254	\$ 375	\$ 70	\$ -	18.77%
OFFICE EQUIPMENT	\$ 250	\$ -	\$ 275	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 750	\$ 169	\$ 800	\$ -	\$ -	0.00%
TOTAL	\$ 185,801	\$ 80,977	\$ 160,330	\$ 18,669	\$ 3,386	11.64%
RECREATION DEPARTMENT						
RECREATION ADMINISTRATION						
RECREATION DIR WAGE	\$ 71,796	\$ 78,245	\$ 74,280	\$ 16,775	\$ 5,915	22.58%
RECREATION ADMIN ASST	\$ -	\$ -	\$ 41,714	\$ -	\$ -	0.00%
FICA TAX	\$ 4,451	\$ 5,219	\$ 7,192	\$ 1,463	\$ 367	20.34%
MEDI TAX	\$ 1,005	\$ 1,220	\$ 1,682	\$ 342	\$ 86	20.34%
HEALTH INS	\$ 23,046	\$ 400	\$ 17,729	\$ -	\$ -	0.00%
DISABILITY/LIFE INSUR	\$ 756	\$ 738	\$ 1,511	\$ 209	\$ 66	13.81%
DENTAL INSURANCE	\$ 442	\$ 84	\$ 884	\$ -	\$ -	0.00%
VT RETIREMENT	\$ 4,846	\$ 5,092	\$ 7,830	\$ 1,168	\$ 399	14.92%
TELEPHONE	\$ 1,005	\$ 955	\$ 1,075	\$ 255	\$ 82	23.74%
POSTAGE	\$ 50	\$ 12	\$ 50	\$ -	\$ -	0.00%

Town of Norwich
Expenditures Detail
September 30, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Sept. 30, 2023	FY 24 PERF
ADVERTISING	\$ 245	\$ 76	\$ 245	\$ -	\$ -	0.00%
PRINTING	\$ 75	\$ -	\$ 80	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 1,300	\$ 430	\$ 1,400	\$ 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	\$ 156,226	\$ 20,392	\$ 6,914	13.05%
RECREATION PROGRAMS						
INSTRUCTOR FEE	\$ 25,000	\$ 14,564	\$ 25,000	\$ 4,240	\$ 2,691	16.96%
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	\$ 803	\$ 533	12.36%
PROGRAM WAGE	\$ 60,000	\$ 27,506	\$ 60,000	\$ 25,797	\$ 938	42.99%
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	\$ 500	\$ 300	8.33%
M.CROSS SCHOOL RENTAL FEE	\$ -	\$ 17,730	\$ 17,500	\$ 1,000	\$ -	5.71%
SPECIAL EVENTS /SUPPLIES	\$ 2,500	\$ 229	\$ 2,500	\$ 13	\$ -	0.52%
FICA	\$ 3,720	\$ 1,541	\$ 5,270	\$ 1,145	\$ 58	21.73%
MEDI	\$ 840	\$ 360	\$ 1,233	\$ 268	\$ 14	21.73%
UNIFORM	\$ 1,200	\$ 1,634	\$ 1,500	\$ -	\$ -	0.00%
TOTAL RECREATION PROGRAMS	\$ 116,060	\$ 85,967	\$ 137,303	\$ 33,766	\$ 4,534	24.59%
RECREATION FACILITIES						
REC FIELD CARE	\$ 10,500	\$ 699	\$ 11,256	\$ -	\$ -	0.00%
HUNTLEY LINE MARKING	\$ 2,440	\$ 178	\$ 5,500	\$ 69	\$ 69	1.26%
PORTABLE TOILET	\$ 2,500	\$ 3,079	\$ 3,200	\$ 1,830	\$ 650	57.19%
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	\$ -	100.00%
TOTAL RECREATION FACILITIES	\$ 34,810	\$ 17,633	\$ 42,336	\$ 11,899	\$ 719	28.11%
RECREATION TOTAL	\$ 260,412	\$ 196,135	\$ 335,865	\$ 66,057	\$ 12,167	19.67%
PUBLIC SAFETY FACILITY						
WATER USAGE	\$ 1,100	\$ 719	\$ 1,200	\$ -	\$ -	0.00%
ELECTRICITY	\$ 7,700	\$ 8,223	\$ 8,000	\$ 2,012	\$ 699	25.15%
HEATING (Inc. Apparatus Bay)	\$ -	\$ 4,619	\$ 3,450	\$ -	\$ -	0.00%
ADMIN TELEPHONE & INTERNET	\$ 4,830	\$ 4,749	\$ 5,492	\$ 1,323	\$ 442	24.10%
SUPPLIES	\$ 650	\$ 568	\$ 700	\$ 326	\$ 326	46.55%
REPAIRS & MAINTENANCE	\$ 5,000	\$ 6,921	\$ 5,000	\$ 857	\$ 656	17.14%
ALARM MONITORING	\$ 1,400	\$ 1,276	\$ 1,500	\$ 767	\$ 767	51.13%
CLEANING	\$ 10,000	\$ 9,360	\$ 10,720	\$ 2,050	\$ 820	19.12%
DESIGNATED FUND - POLICE/FIRE STATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,435	\$ 36,062	\$ 7,335	\$ 3,710	20.34%
POLICE DEPARTMENT						
WAGES & BENEFITS						
POLICE CHIEF WAGE	\$ 85,761	\$ 72,929	\$ 96,998	\$ 30,454	\$ 7,662	31.40%
POLICE OFFICER WAGE	\$ 178,626	\$ 121,364	\$ 197,539	\$ 35,174	\$ 12,819	17.81%
ON-CALL WAGE	\$ 5,472	\$ 4,875	\$ 5,500	\$ 328	\$ -	5.95%
OVERTIME OFFICER WAGE	\$ 20,138	\$ 19,357	\$ 24,000	\$ 5,375	\$ 1,405	22.39%
ADMINISTRATIVE WAGE	\$ 54,820	\$ 57,332	\$ 58,346	\$ 12,712	\$ 4,524	21.79%
PARTTIME OFFICER WAGE	\$ 3,250	\$ -	\$ 3,250	\$ -	\$ -	0.00%
CROSSING GUARD WAGE	\$ 17,442	\$ 8,540	\$ 22,804	\$ 624	\$ 512	2.74%
GOVERNOR'S HIGHWAY SAFETY GRANT WAGE	\$ -	\$ 181	\$ -	\$ -	\$ -	0.00%
SPECIAL DUTY WAGE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 19,984	\$ 13,283	\$ 25,323	\$ 4,401	\$ 1,608	17.38%
MEDI TAX	\$ 4,513	\$ 3,107	\$ 5,922	\$ 1,029	\$ 376	17.38%
HEALTH INS	\$ 69,648	\$ 53,028	\$ 88,947	\$ 16,780	\$ (639)	18.87%
DISABILITY/LIFE INS	\$ 3,289	\$ 2,154	\$ 3,305	\$ 832	\$ 151	25.17%
DELTA DENTAL	\$ 2,209	\$ 3,618	\$ 2,209	\$ 551	\$ 108	24.96%
VT RETIREMENT	\$ 21,757	\$ 22,208	\$ 26,030	\$ 6,921	\$ 2,166	26.59%
TOTAL	\$ 486,908	\$ 381,977	\$ 560,174	\$ 115,182	\$ 30,691	20.56%
COMMUNITY POLICING						
ANIMAL CONTROL	\$ 2,750	\$ 1,036	\$ 2,950	\$ -	\$ -	0.00%
COMMUNITY RELATIONS	\$ 650	\$ 386	\$ 700	\$ 85	\$ -	12.10%
SPEED SIGNS	\$ 2,000	\$ 9,965	\$ 2,150	\$ 259	\$ 92	12.07%
NORWICH CADET PROGRAM	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 5,400	\$ 11,387	\$ 5,800	\$ 344	\$ 92	5.93%
EQUIPMENT & MAINTENANCE						
RADIO MAINTENANCE	\$ 750	\$ 2,045	\$ 800	\$ -	\$ -	0.00%
PETROLEUM PRODUCTS	\$ 7,250	\$ 7,658	\$ 9,063	\$ 1,728	\$ 367	19.07%
CRUISER VIDEO EQUIP	\$ 4,044	\$ 1,599	\$ 4,300	\$ -	\$ -	0.00%
CRUISER MAINT	\$ 8,250	\$ 11,340	\$ 8,800	\$ 2,791	\$ -	31.72%
CRUISER SUPPLIES	\$ 500	\$ 362	\$ 500	\$ 541	\$ -	108.29%
TOTAL	\$ 20,794	\$ 23,003	\$ 23,463	\$ 5,061	\$ 367	21.57%
GRANTS (Inc PACIF Equip & Women's Club)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SUPPORT						
ADMINISTRATION	\$ 4,000	\$ 4,318	\$ 4,250	\$ 2,231	\$ 1,816	52.50%

Town of Norwich
Expenditures Detail
September 30, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Sept. 30, 2023	FY 24 PERF
VIBRS	\$ 3,000	\$ 3,255	\$ 3,000	\$ 395	\$ 395	13.17%
DISPATCH SERVICES	\$ 73,000	\$ 72,911	\$ 95,800	\$ 16,020	\$ -	16.72%
TRAINING	\$ 2,500	\$ 2,299	\$ 3,500	\$ 475	\$ 250	13.57%
TRAINING SUPPLIES	\$ 2,000	\$ 2,184	\$ 4,500	\$ 1,146	\$ 1,146	25.47%
MILEAGE REIMB	\$ 200	\$ 304	\$ 250	\$ 165	\$ 92	66.02%
DUES/MTGS/EDUC	\$ 1,000	\$ 682	\$ 1,000	\$ 100	\$ 100	10.00%
UNIFORM	\$ 2,500	\$ 4,046	\$ 3,000	\$ 2,037	\$ 2,037	67.91%
UNIFORMS CLEANING	\$ 1,500	\$ 919	\$ 1,608	\$ 23	\$ -	1.40%
BULLET PROOF VESTS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 89,700	\$ 90,917	\$ 116,908	\$ 22,592	\$ 5,837	19.32%
DESIGNATED FUNDS						
DESIGNATED FUND-SPECIAL EQUIP	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	100.00%
DESIGNATED FUND-CRUISER	\$ 35,000	\$ 37,669	\$ 35,000	\$ 35,000	\$ -	100.00%
TOTAL	\$ 40,000	\$ 42,669	\$ 40,000	\$ 40,000	\$ -	100.00%
TOTAL POLICE DEPARTMENT	\$ 642,802	\$ 549,953	\$ 746,344	\$ 183,179	\$ 36,986	24.54%
FIRE/FAST DEPT.						
FIRE CHIEF WAGES	\$ 70,761	\$ 77,733	\$ 73,168	\$ 16,308	\$ 5,739	22.29%
FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	\$ -	0.00%
FIREFIGHTERS WAGE	\$ 30,000	\$ 30,478	\$ 31,125	\$ 4,896	\$ 1,179	15.73%
FF DRILLS/MTGS WAGE	\$ 2,500	\$ 1,512	\$ 2,500	\$ 620	\$ 200	24.80%
C-19 GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
C-19 MILEAGE REIUMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 6,532	\$ 6,739	\$ 6,751	\$ 1,326	\$ 408	19.64%
MEDI TAX	\$ 1,528	\$ 1,576	\$ 1,579	\$ 310	\$ 95	19.65%
HEALTH INSURANCE	\$ 21,141	\$ 14,688	\$ 15,102	\$ 4,140	\$ (495)	27.41%
DISABILITY/LIFE INSURANCE	\$ 736	\$ 719	\$ 736	\$ 222	\$ 63	30.24%
VT RETIREMENT	\$ 4,770	\$ 5,051	\$ 5,081	\$ 1,138	\$ 387	22.40%
DENTAL INSURANCE	\$ 442	\$ 448	\$ 442	\$ 108	\$ 36	24.42%
TOTAL	\$ 140,510	\$ 141,044	\$ 138,583	\$ 29,068	\$ 7,612	20.98%
EMS WAGES						
EMS WAGE	\$ 5,000	\$ 7,722	\$ 5,000	\$ 2,647	\$ 577	52.93%
EMS DRILL WAGE	\$ 1,900	\$ 1,200	\$ 1,900	\$ 100	\$ -	5.26%
EMS FICA TAX	\$ 428	\$ 420	\$ 444	\$ 138	\$ 36	31.10%
EMS MEDI TAX	\$ 100	\$ 98	\$ 104	\$ 32	\$ 8	31.04%
TOTAL	\$ 7,428	\$ 9,440	\$ 7,448	\$ 2,917	\$ 622	39.16%
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	\$ 26	\$ 26	0.62%
EMS TOOLS/ EQUIP	\$ 1,900	\$ 2,171	\$ 2,000	\$ 142	\$ 142	7.08%
RADIO PURCH/REPAIR	\$ 750	\$ 1,785	\$ 800	\$ -	\$ -	0.00%
TOTAL	\$ 6,650	\$ 8,260	\$ 7,000	\$ 168	\$ 168	2.39%
MAINTENANCE						
FIRE TRK R & M	\$ 13,000	\$ 21,169	\$ 14,500	\$ 2,520	\$ 2,395	17.38%
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	\$ 620	\$ 193	13.77%
TOTAL	\$ 21,000	\$ 25,531	\$ 23,500	\$ 3,140	\$ 2,588	13.36%
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	\$ -	\$ 383	\$ 156	0.00%
OFFICE SUPPLIES	\$ 600	\$ 724	\$ 650	\$ 211	\$ 106	32.48%
DISPATCH SERVICE	\$ 25,004	\$ 24,698	\$ 28,755	\$ 405	\$ -	1.41%
UNIFORM	\$ 225	\$ -	\$ 250	\$ 370	\$ -	147.98%
HYDRANT RENTAL	\$ 34,000	\$ 34,000	\$ 34,000	\$ 30,000	\$ 30,000	88.24%
DRY HYDRANT	\$ 500	\$ 670	\$ 500	\$ 690	\$ 690	138.00%
OSHA COMPLIANCE	\$ 1,000	\$ 665	\$ 1,000	\$ -	\$ -	0.00%
WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 67,354	\$ 65,783	\$ 71,180	\$ 32,059	\$ 30,953	45.04%
DESIGNATED FUNDS						
DESIGNATED FUND-APPARATUS	\$ 60,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ -	100.00%
DESIGNATED FUND-EQUIPMENT	\$ 10,000	\$ 10,000	\$ 30,000	\$ 30,000	\$ -	100.00%
TOTAL	\$ 70,000	\$ 70,000	\$ 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	\$ -	52.07%
TOTAL	\$ 158,425	\$ 157,878	\$ 166,075	\$ 2,864	\$ -	1.72%

Town of Norwich
Expenditures Detail
September 30, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Sept. 30, 2023	FY 24 PERF
TOTAL FIRE DEPT.	\$ 473,816	\$ 483,040	\$ 526,236	\$ 180,470	\$ 41,942	34.29%
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	\$ 256	\$ 119	59.64%
EMERG MAN ADMIN	\$ 25	\$ -	\$ 30	\$ -	\$ -	0.00%
EMERG MNGMT SUPPLIES	\$ 50	\$ 24	\$ 50	\$ 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	\$ -	100.00%
TOTAL	\$ 47,875	\$ 45,850	\$ 47,910	\$ 15,433	\$ 119	32.21%
GRANTS						
LOCAL HAZARD MITIGATION GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONSERVATION COMM.						
PRINTING						-
OFFICE SUPPLIES & EMAIL						-
DUES/MTGS/EDUC	\$ 300	\$ -	\$ 200	\$ 32	\$ 32	16.17%
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	\$ 181	\$ 181	10.04%
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	\$ 213	\$ 213	2.51%
PUBLIC WORKS DEPARTMENT						
HIGHWAY DIVISION						
DIRECTOR OF PUBLIC WORKS	\$ 87,664	\$ 96,269	\$ 96,520	\$ 20,807	\$ 7,351	21.56%
ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 22,385	\$ 1,221	\$ 22,823	\$ 4,814	\$ 1,864	21.09%
ROAD CREW WAGES	\$ 271,472	\$ 187,537	\$ 316,182	\$ 49,277	\$ 18,122	15.59%
ROAD CREW OVERTIME	\$ 46,150	\$ 39,813	\$ 47,881	\$ 2,818	\$ 422	5.89%
PAGER COMPENSATION	\$ 4,650	\$ 4,482	\$ 4,650	\$ 451	\$ 164	9.70%
FICA	\$ 26,884	\$ 19,842	\$ 30,259	\$ 4,668	\$ 1,639	15.43%
MEDICARE	\$ 6,071	\$ 4,641	\$ 7,077	\$ 1,092	\$ 383	15.43%
HEALTH INSURANCE	\$ 90,929	\$ 45,419	\$ 76,438	\$ 17,627	\$ 264	23.06%
DISABILITY & LIFE INSURANCE	\$ 3,859	\$ 2,685	\$ 4,176	\$ 1,055	\$ 351	25.26%
DENTAL INSURANCE	\$ 2,651	\$ 1,902	\$ 2,872	\$ 666	\$ 270	23.18%
RETIREMENT	\$ 27,761	\$ 21,463	\$ 31,403	\$ 4,993	\$ 1,759	15.90%
TOTAL	\$ 590,476	\$ 425,274	\$ 640,281	\$ 108,268	\$ 32,588	16.91%
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	\$ 2,409	\$ 1,241	17.33%
TREE CUTTING & REMOVAL	\$ 10,000	\$ 6,250	\$ 10,275	\$ -	\$ -	0.00%
UNIFORMS	\$ 12,000	\$ 13,000	\$ 12,325	\$ 2,635	\$ 1,077	21.38%
PAVING	\$ 7,500	\$ 4,648	\$ 30,000	\$ 30,000	\$ 30,000	100.00%
OTHER PROJECTS	\$ 15,500	\$ 13,014	\$ 16,000	\$ 2,031	\$ (18,060)	12.69%
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	\$ (34,300)	\$ (39,192)	-66.76%
TOTAL	\$ 189,000	\$ 216,134	\$ 222,103	\$ 2,775	\$ (24,933)	1.25%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 35,000	\$ 36,921	\$ 45,000	\$ 3,941	\$ 2,743	8.76%
PARTS & SUPPLIES	\$ 50,000	\$ 50,301	\$ 55,000	\$ 13,297	\$ 10,961	24.18%
PETROLEUM PRODUCTS	\$ 70,000	\$ 49,025	\$ 77,070	\$ 11,095	\$ 2,608	14.40%
TOTAL	\$ 155,000	\$ 136,246	\$ 177,070	\$ 28,333	\$ 16,313	16.00%
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	\$ 806	\$ 276	11.60%
SUPPLIES	\$ 8,250	\$ 4,968	\$ 8,800	\$ 3,204	\$ 1,046	36.41%
ALARM MONITORING	\$ 900	\$ 119	\$ 1,000	\$ 335	\$ 335	33.50%

Town of Norwich
Expenditures Detail
September 30, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Sept. 30, 2023	FY 24 PERF
REPAIRS & MAINTENANCE	\$ 7,750	\$ 7,159	\$ 8,300	\$ 2,584	\$ 2,221	31.13%
TOOLS	\$ 7,250	\$ 16	\$ 7,775	\$ 135	\$ -	1.74%
ADMINISTRATION	\$ 5,000	\$ 10,547	\$ 5,300	\$ 170	\$ 160	3.21%
TOTAL	\$ 48,650	\$ 33,168	\$ 54,520	\$ 7,234	\$ 4,038	13.27%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ 40,000	\$ 40,000	\$ 75,000	\$ 75,000	\$ -	100.00%
DESIGNATED FUND-SIDEWALK	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	100.00%
DESIGNATED FUND-PAVING	\$ 45,000	\$ 45,000	\$ 75,000	\$ 75,000	\$ -	100.00%
DESIGNATED FUND-BRIDGES	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	100.00%
DESIGNATED FUND-GARAGE	\$ 25,000	\$ 25,000	\$ 27,000	\$ 27,000	\$ -	100.00%
TOTAL	\$ 220,000	\$ 220,000	\$ 287,000	\$ 287,000	\$ -	100.00%
GRANTS						
VTRANS - PAVING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ 20,091	\$ 20,091	0.00%
Two Rivers-Betr Back Road	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BETTER ROADS / GRANTS IN AID	\$ -	\$ 4,310	\$ -	\$ 39,192	\$ 39,192	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	\$ -	\$ 59,283	\$ 59,283	0.00%
TOTAL-HIGHWAY DIVISION	\$ 1,531,661	\$ 1,983,170	\$ 1,738,591	\$ 492,892	\$ 87,288	28.35%
BUILDINGS & GROUNDS DIVISION						
BUILDING & GROUND WAGES	\$ 96,545	\$ 71,513	\$ 105,475	\$ 20,971	\$ 7,624	19.88%
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	\$ 1,289	\$ 466	18.53%
MEDICARE	\$ 1,463	\$ 1,111	\$ 1,627	\$ 301	\$ 109	18.53%
HEALTH INSURANCE	\$ 29,180	\$ 16,960	\$ 24,570	\$ 7,612	\$ (11)	30.98%
DISABILITY & LIFE INSURANCE	\$ 1,089	\$ 694	\$ 1,088	\$ 294	\$ 94	27.02%
DENTAL INSURANCE	\$ 884	\$ 735	\$ 884	\$ 216	\$ 72	24.43%
RETIREMENT	\$ 7,052	\$ 4,919	\$ 7,525	\$ 1,429	\$ 518	18.99%
TOTAL	\$ 149,233	\$ 103,238	\$ 154,877	\$ 32,215	\$ 8,872	20.80%
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	\$ 660	\$ 240	12.94%
TOTAL	\$ 4,800	\$ 2,550	\$ 5,100	\$ 660	\$ 240	12.94%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 2,000	\$ 106	\$ 2,100	\$ -	\$ -	0.00%
PARTS & SUPPLIES	\$ 2,500	\$ 2,602	\$ 2,600	\$ 116	\$ 36	4.48%
PETROLEUM PRODUCTS	\$ 2,800	\$ 616	\$ 3,083	\$ 805	\$ 183	26.10%
TOOLS	\$ 500	\$ 136	\$ 550	\$ -	\$ -	0.00%
TOTAL	\$ 7,800	\$ 3,459	\$ 8,333	\$ 921	\$ 219	11.05%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION	\$ 163,408	\$ 109,665	\$ 169,885	\$ 33,796	\$ 9,331	19.89%
SOLID WASTE DIVISION						
TRANSFER STATION WAGES	\$ 43,097	\$ 46,181	\$ 45,482	\$ 10,217	\$ 3,790	22.46%
FICA	\$ 2,672	\$ 2,872	\$ 2,820	\$ 652	\$ 235	23.13%
MEDICARE	\$ 603	\$ 672	\$ 659	\$ 153	\$ 55	23.13%
TOTAL	\$ 46,372	\$ 49,724	\$ 48,961	\$ 11,022	\$ 4,080	22.51%
CONTRACTED SERVICES						
GUVSWMD ASSESSMENT	\$ 36,120	\$ 36,120	\$ 32,508	\$ 32,508	\$ -	100.00%
MUNICIPAL SOLID WASTE	\$ 51,250	\$ 45,393	\$ 52,650	\$ 4,042	\$ -	7.68%
RECYCLING	\$ 42,250	\$ 43,712	\$ 45,300	\$ 4,028	\$ 191	8.89%
C & D WASTE DISPOSAL	\$ 10,250	\$ 14,362	\$ 15,600	\$ 2,259	\$ -	14.48%
FOOD WASTE DISPOSAL	\$ 21,250	\$ 24,654	\$ 22,780	\$ 2,055	\$ -	9.02%
UNIFORMS	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 161,620	\$ 164,241	\$ 168,838	\$ 44,892	\$ 191	26.59%
EQUIPMENT						
PARTS & SUPPLIES	\$ 1,000	\$ 1,384	\$ 1,075	\$ 365	\$ 164	33.92%
REPAIRS & MAINTENANCE	\$ 3,000	\$ 6,390	\$ 3,000	\$ 1,735	\$ 130	57.82%
SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
TOTAL	\$ 4,500	\$ 7,774	\$ 4,575	\$ 2,099	\$ 294	45.89%
TRANSFER STATION						
PURCHASED SERVICES	\$ 2,500	\$ 825	\$ 4,000	\$ 1,500	\$ -	37.50%
ELECTRICITY	\$ 2,250	\$ 5,197	\$ 2,300	\$ 1,105	\$ 396	48.04%
PROPANE	\$ 750	\$ 608	\$ 866	\$ -	\$ -	0.00%
TELEPHONE	\$ 500	\$ 447	\$ 525	\$ 107	\$ 36	20.45%
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	\$ 3,083	\$ 432	28.44%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
TOTAL	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%

Town of Norwich
Expenditures Detail
September 30, 20230 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Sept. 30, 2023	FY 24 PERF
TOTAL-TRANSFER STATION DIVISION	\$ 221,492	\$ 231,490	\$ 238,215	\$ 66,096	\$ 4,997	27.75%
TRACY HALL						
WATER USAGE	\$ 875	\$ 714	\$ 900	\$ -	\$ -	0.00%
ELECTRICITY	\$ 16,000	\$ 13,127	\$ 18,192	\$ 1,941	\$ 635	10.67%
HEATING	\$ 15,000	\$ 15,869	\$ 18,750	\$ -	\$ -	0.00%
ALARM MONITORING	\$ 1,250	\$ 119	\$ 1,300	\$ 642	\$ 642	49.38%
ELEVATOR MAINT	\$ 3,250	\$ 4,307	\$ 3,300	\$ 1,346	\$ 411	40.79%
CUSTODIAN PAGER	\$ 750	\$ -	\$ 750	\$ -	\$ -	0.00%
BUILDING SUPPLIES	\$ 4,200	\$ 2,801	\$ 4,300	\$ -	\$ -	0.00%
REPAIRS & MAINT	\$ 10,000	\$ 13,982	\$ 10,300	\$ 1,193	\$ 444	11.59%
BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,500	\$ 1,223	\$ 2,500	\$ 318	\$ 192	12.71%
DESIGNATED FUND-TRACY HALL	\$ -	\$ 1,250	\$ -	\$ -	\$ -	0.00%
TOTAL TRACY HALL	\$ 53,825	\$ 53,391	\$ 60,292	\$ 5,440	\$ 2,324	9.02%
TOTAL PUBLIC WORKS DEPARTMENT	\$ 1,970,385	\$ 2,377,717	\$ 2,206,983	\$ 598,225	\$ 103,940	27.11%
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	\$ 13,140	\$ 12,237	91.25%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - "OVER."	\$ 48,000	\$ 48,000	\$ 49,000	\$ 48,000	\$ -	97.96%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - INTEREST	\$ 7,500	\$ 4,236	\$ 7,500	\$ 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	\$ 64,030	\$ 12,237	38.25%
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	\$ 1,067	\$ 1,067	32.33%
PROP & CAS INSURANCE	\$ 90,000	\$ 120,583	\$ 92,000	\$ 28,353	\$ 28,353	30.82%
WORKER'S COMP INS	\$ 95,000	\$ 69,953	\$ 97,000	\$ 18,809	\$ 18,808	19.39%
TOTAL	\$ 188,250	\$ 194,578	\$ 192,300	\$ 48,228	\$ 48,227	25.08%
TOTAL TOWN EXPENDITURES	\$ 4,958,866	\$ 5,445,340	\$ 5,522,124	\$ 1,477,832	\$ 346,041	26.76%
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 COMMUNITY NURSE	\$ -	\$ -	\$ 5,000	\$ -	\$ -	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	\$ 450,560	\$ -	\$ -	0.00%
TOTAL TOWN EXPENDITURES IF ALL	\$ 5,375,474	\$ 5,861,993	\$ 5,972,683	\$ 1,477,832	\$ 346,041	24.74%

Account	Curr Yr Pd 3 Sep Encumbrances	Curr Yr Pd 3 Sep Actual
ASSET		
01-1-001 CASH	0.00	3,937,073.56
01-1-002 INVESTMENTS	0.00	2,031,264.24
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE	0.00	0.78
01-1-0031 GRANT RECEIVABLE	0.00	39,500.00
01-1-0032 NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE	0.00	9,450,130.08
Total RECEIVABLES	0.00	9,489,630.86
01-1-004 OTHER ASSETS	0.00	99,613.87
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-3,630,420.71
Total Asset	0.00	11,927,161.82
LIABILITY		
01-2-001 ACCOUNTS PAYABLE	0.00	6,028,240.44
01-2-002 GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES	0.00	0.00
01-2-004 DEFERRED REVENUES	0.00	0.00
Total Liability	0.00	6,028,240.44
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	4,137,750.45
Total Fund Balance	0.00	5,898,921.38
Total Liability, Reserves, Fund Balance	0.00	11,927,161.82

Fund Balance Report

Detail as of Sept 30, 2023					
Fund Group	Fund Type	Fund # & Name	Balances @ Q1 -Sept 30		
Committed	Capital Projects	05-Recreation Facility & Impr	\$61,625		
		06-Fire Apparatus Fund	\$490,780 *		
		07-Highway Equipment Fund	\$221,924		
		08-Highway Garage Fund	\$105,556		
		09-Solid Waste Equip Fund	\$39,915		
		10-Police Station Fund	\$14,512		
		11-Police Cruiser	\$49,219		
		13-Tracy Hall Fund	\$67,550		
		14-General Admin. Equipment Fund	\$121,813		
		16-Recreation Fund-Dam	\$5		
		17-Recreation Fund-Tennis Co	\$44,051		
		19-Town Clerk Equip Fund	\$0		
		21-Police Spec Equip Fund	\$5,270		
		25-Fire Station Fund	\$5,129		
		26-Fire Equipment Fund	\$90,275		
		27-Sidewalk Fund	\$117,452		
		28-Long Term Facility Study	\$2		
		41-DPW-Bridge Fund	\$613,100		
		42-DPW-Paving Fund	\$266,073		
		43-Buildings & Grounds	\$34,540		
		46-Generator Fund	\$16,845		
		47-Public Safety Facility	\$0		
			Capital Projects Total		\$2,365,638
			General Fund	12-Town Reappraisal Fund	\$175,770
				23-Affordable Housing Fund	\$47,425
				48-Climate Emergency	\$40,973
				51-Operational Perf & Develo	\$112,220
			General Fund Total		\$376,388
			Special Revenue	45-Records Restoration-Voters	\$40,254
				52-Emerald Ash Borer Respons	\$12,083
			Special Revenue Total		\$52,337
		Committed Total			\$2,794,363
		Restricted	Special Revenue	04-Conservation Comm Fund	\$4,750
				15-Granite Bench With Crysta	\$10
				24-Land Management Council F	\$17,064
				40-Recreation Scholarships	\$284
				45R-Records Restoration- Statute	\$6,775
				53-Kids Bridge at Huntley Meadow	\$24,711
				Special Revenue Total	
		Restricted Total			\$53,595
		Unassigned	General Fund	50-Expense/Emergency Reserve	\$765,134
			General Fund Total		\$765,134
			Special Revenue	49-ARPA (American Rescue Plan)	\$0
			Special Revenue Total		\$0
		Unassigned Total			\$765,134
		Private Purpose	Special Revenue	33-Citizen Assistance Fund	\$7,258
			Special Revenue Total		\$7,258
Private Purpose Total			\$7,258		
Zero Balance	(blank)	22-Kids & Cops Fund	\$0		
		29-Town Manager Vehicle Fund	\$0		
		30-Bandstand Renovation Fund	\$0		
		31-Communications Study Fund	\$0		
		34-Wctu Fountain	\$0		
		35-Corridor Tree	\$0		
		36-Alura Grant	\$0		
		37-Main Street Flags	\$0		
		38-School Leaseland	\$0		
		39-Gospel Leaseland	\$0		
		44-Communications Constructi	\$0		
		(blank) Total		\$0	
		Zero Balance Total			\$0
		Grand Total			\$3,620,350
* Available balance is \$224,130.49, pending 2nd payment on Fire Truck					

TO: Brennan Duffy, Interim Town Manager
FROM: Chris Kaufman
RE: Culvert Replacements from FEMA July 10, 2023 Storm Event
DATE: October 6, 2023

Culvert Replacement Recommendations

During the July 10, 2023, FEMA storm events, the following culverts were overtopped and/or partially washed out:

1. Illsley Rd culvert. Class 4 gravel road. This culvert has had a long history of being overtopped during storm events. This culvert was damaged at least twice during the recent storm and the road closed for multiple days. The existing culvert is a 30" x 36" CMP that is undersized and based on the recent State of Vermont hydraulics study, is estimated to require a 9 ft wide and 4.5 ft high (above the streambed) precast concrete culvert. The cost for replacement of this culvert will be approximately \$285,000.
2. Kate Wallace Rd culvert. Class 3 gravel road. This culvert washed out twice during the recent storm events and the road closed for multiple days. The existing culvert is a 24" x 36" CMP that is undersized and based on the recent State of Vermont hydraulics study, is estimated to require a 6 ft wide and 4.5 ft high (above the streambed) precast concrete culvert. The cost for replacement of this culvert will be approximately \$275,000.
3. Union Village Rd culvert near Partridge Road. Class 2 paved road. This culvert was overtopped and partial end washouts during the recent storm events. The existing culvert is a 36" CMP that is undersized and is estimated to require a 6 to 10 ft wide precast concrete culvert. The cost for replacement of this culvert will be approximately \$350,000.
4. Willey Hill Rd culvert. Class 2 paved road. This culvert was overtopped and partially damaged during the recent storm events. The existing culvert is an 18" HDPE that is undersized and is estimated to require 36" to 48" HDPE culvert. The cost for replacement of this culvert will be approximately \$40-50,000.
5. Norford Lake Rd culvert near Ladeau Road. Class 3 gravel road. This culvert has had a long history of being overtopped and adjacent road/private property damaged during storm events. The culvert, adjacent road, and private driveway were damaged at least twice during the recent storm. The existing culvert is a 5 ft diameter CMP that is undersized and based on the recent State of Vermont hydraulics study, is estimated to require a 10 ft wide and 5 ft high (above the streambed) precast concrete culvert. The cost for replacement of this culvert will be approximately \$290,000.

These culverts will need upgrading to prevent future damage to the roadways and adjacent private properties. If these culverts are accepted by FEMA as qualifying damage events, then the federal government will cover 75% and the state 12.5% of the total costs. The Town would only be responsible for the final 12.5%. Based on the above estimates totaling 1.25 million dollars, the total cost to the Town would be approximately \$160,000. The final construction costs will depend on bids received by contractors under a competitive bid process. These culverts would need to be replaced within the next 18 months.

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

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

Name:

Address:

Day phone:

Evening phone:

E-mail:

Position Applied For:

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

Terms:

Years:

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

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

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

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

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

5. Education and Current Employment

Name of Company:

Location:

Title:

Describe your work:

6. Pertinent Education and/or Experience:

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

Comments:

Signature

Date

Town of Norwich, Vermont



CHARTERED 1761

October 12, 2023

To: Norwich Selectboard
Cc: Brennan Duffy, Miranda Bergmeier
From: Lily Trajman, Town Clerk
Subject: Record Restoration

This is a request for authorization to spend \$16,365.50 from the Record Restoration Designated Fund (Fund 45) for the restoration of eight marriage books (details in the spreadsheet below) at KOFIL in Essex Junction, VT. I would be happy to discuss this as an agenda item at the next Selectboard meeting if you have any questions.

Restoration of books costs between \$3.50 and \$5.50 per page, depending on the condition of the pages. Unlike other town services, this is not usually put out to bid. Bonnie did inquire at other companies around 2015 and found that a) other companies take longer and require delicate volumes to be shipped out of state and b) other companies allow interns to restore the books, which both takes longer and may result in an inferior product. KOFIL is used by (at Bonnie's estimate) about 95% of town clerks, and bought out the other two local restoration firms 10-15 years ago. The Record Restoration Designated Fund has \$57,099 in it as of 10/12/23.

Book	Date	Pgs	\$	PRV
Marriages	1947-1951	738	\$ 3.75	\$ 2,767.50
Marriages	1952-1956	696	\$ 3.50	\$ 2,436.00
Marriages	1957-1960	608	\$ 3.50	\$ 2,128.00
Marriages	1961-1967	418	\$ 3.75	\$ 1,567.50
Marriages	1968-1971	314	\$ 3.50	\$ 1,099.00
Marriages	1972-1979	530	\$ 3.75	\$ 1,987.50
Marriages	1980-1986	592	\$ 3.75	\$ 2,220.00
Marriages	1987-1994	576	\$ 3.75	\$ 2,160.00
		4472		\$ 16,365.50

Town of Norwich
Departmental Request

Date: 10/19/2023

Department: Town Clerk

Request by: Lily Trajman, Town Clerk

Town Manager Approval Date: _____ For Selectboard Meeting Date: 10/25/2023

What is being requested: Authorization to spend \$16,365.50 from Fund 45, the Records Restoration Designated Fund.

Has this request been budgeted by the Selectboard: n/a This is a fund maintained by the clerk and funded by voter appropriations and income from recording documents.

How much will the request cost, including any additional expenses such as set-up, decals, customization, etc., explain : \$16,365.50

Which fund will be used to pay for this request: 45: Records Restoration

How much is in the above-named fund on this date: \$57,099 as of 10/12/23

List other items/costs that are expected to be paid from the above-named fund in FY24:

Request for Quotes required: No To be sent out by Town Manager: No

Expected Date of purchase, if known: Restoration work will start as soon as payment is received.

Other information:

Signature of Requestor:  _____ Date: 10/19/23

Signature of Town Manager: _____ Date: _____

Action by Selectboard: _____ (Approved) _____ (Denied) _____ (Tabled) Date: _____

Concerns of Selectboard: _____

Quotes: Date sent out _____ Due date _____ Date selection made _____

Date quotes given to selectboard _____

Purchase: Date purchased _____ Date Received _____



From: Alexander Northern JD, MPA CFO
Town of Norwich Fire Chief

To: Town of Norwich Selectboard
Town Manager Brennan Duffy
Interim Finance Director Joyce Hasbrouck

Re: Purchases from the NFD Equipment Designated Fund

Date: October 19, 2023

All – after a 28 month wait, the town’s new Rescue Engine will be ready for delivery by mid-November. Now is the time to purchase the latest equipment for the incoming engine, which will replace the outdated or obsolete tools/gear that we now carry on our outgoing engine. This purchase is needed to modernize the new engine’s service capabilities, observe NFPA standards, comply with Article 36¹ and uphold the spirit of the town’s green policy approach.

Therefore, according to our current Town Financial Policy, we are requesting a funding drawdown from our Fire Equipment Designated Fund (01-5-555760) in the amount of \$31,100. According to our Finance Dept., the current balance of this designated fund is \$ 90,275.00. Our request includes (see enclosed quotes):

1. Holmatro PCT-50 Combi Extrication Tool Package - \$15,752.00
2. SuperVac 18” Fan Package - \$5,645.00
3. SuperVac Battery Powered Chain Saw Conversion Kit including Carbide Tipped Chain - \$680.00
4. Novacool Foam - \$4,747.74
5. Milwaukee Battery Powered Tools & Appliances - \$4,225.00

Total: \$31,049.74²

¹ Article 36 advised the SB to eliminate fossil fuels from town operations.

² Our request for 31,100 is to ensure enough funding in case Milwaukee tools change the price between now and the 25th (sometimes their special deals change).

Therefore, we are requesting that the Town of Norwich Selectboard:

- Approve dispersing the requested amount of \$31,100 from our Fire Equipment Designated Fund (01-5-555760) for the listed items.

Thanks for your consideration of this request.

Sincerely,

Alexander Northern

Town of Norwich Fire Chief

Image	Item	Cost	Number	Total
	Milwaukee M18 18-Volt Lithium-Ion Cordless 6,000 Lumens Rocket Dual Power Tower Light with Charger (Tool-Only)	\$449.00	2	\$898.00
	Milwaukee M18 FUEL 18V Lithium-Ion Brushless Cordless SUPER SAWZALL Orbital Reciprocating Saw Kit w/(1) 12.0 Ah Battery	\$449.00	1	\$449.00
	Milwaukee M18 FUEL 18V Lithium-Ion Brushless Cordless 1/2 in. Hammer Drill/Driver (Tool-Only)	\$199.00	1	\$199.00
	Milwaukee M18 FUEL 18V Lithium-Ion Brushless Cordless 4-1/2 in./6 in. Braking Grinder with Paddle Switch (Tool-Only)	\$229.00	1	\$229.00
	Milwaukee M18 FUEL 16 in. 18-Volt Lithium-Ion Brushless Battery Chainsaw Kit with Two High Output 12.0Ah Batteries	\$689.00	1	\$689.00
	Milwaukee M18 18-Volt Lithium-Ion Dual Bay Rapid Battery Charger	\$129.00	4	\$516.00
	Milwaukee M18 18-Volt Lithium-Ion High Output 12.0Ah Battery Pack	\$249.00	5	\$1,245.00
	NovaCool Foam (125 Gallons + Shipping)	\$4,747.74	1	\$4,747.74
	Holmatro PCT-50 Combi Extracation Tool Package	\$15,752.00	1	\$15,752.00
	SuperVac 18" Fan Package	\$5,645.00	1	\$5,645.00
	SuperVac Vent Saw Conversion Kit w/ Extra Chain	\$680.00	1	\$680.00
TOTAL:				\$31,049.74



Sales Quote

Industrial Protection Services, LLC

33 Northwestern Dr, Salem, NH 03079
 125 Roberts Rd, Ste 4, South Portland, ME 04106
www.ipp-ips.com

Date: 16-Oct-2023

Bill To: Deputy Chief Matt Swett
 Norwich Fire Department
 11 Firehouse Lane
 Norwich, VT 05055

Ship to: Deputy Chief Matt Swett
 Norwich Fire Department
 11 Firehouse Lane
 Norwich
 VT 05055

Salesperson	Shipping Method	Purchase Order No
Ben Lefebvre	Hand Deliver	

Qty	Item #	Description	Each Price	Line Total
1	159.000.118	Holmatro Pentheon PCT 50 Combi Tool	\$13,122.00	\$13,122.00
2	151.000.583	Holmatro Pentheon 7 AH Battery	\$854.00	\$1,708.00
1	151.000.742	Holmatro Pentheon Battery Charger	\$565.00	\$565.00
1	151.000.499	Holmatro On-Tool Charging Cord	\$112.00	\$112.00
1	PP-HOL-PCT50	Plastix Plus Horizontal Bracket for Holmatro PCT50 Pentheon Combi	\$245.00	\$245.00



Sales Quote

Industrial Protection Services, LLC

33 Northwestern Dr, Salem, NH 03079
 125 Roberts Rd, Ste 4, South Portland, ME 04106
www.ipp-ips.com

Date: 16-Oct-2023

Bill To: Deputy Chief Matt Swett
 Norwich Fire Department
 11 Firehouse Lane
 Norwich, VT 05055

Ship to: Deputy Chief Matt Swett
 Norwich Fire Department
 11 Firehouse Lane
 Norwich
 VT 05055

Salesperson	Shipping Method	Purchase Order No
Ben Lefebvre	Hand Deliver	

Ben Lefebvre

Email: blefebvre@ipp-ips.com
 Cell: 603.247.9441 Fax: 603-458-5958

Quoted Freight Charges	\$	-
	\$	15,752.00

FIRE TECH & SAFETY OF NEW ENGLAND, INC.
 100 Business Park Dr., Unit 6
 Tyngsborough, MA 01879
 1-800-256-8700 Fax (978) 649-6833



Quote

Name / Address
NORWICH FIRE DEPT-VT P.O. BOX 376 300 MAIN STREET NORWICH, VT 05055

Date	Quote #
10/14/2023	203163
Valid for 15 Days	



Item	Qty	Description	Unit Price	Total
S6-V18-BL-SP		SUPER VAC FAN, 18" MILWAUKEE, NO BATTERIES W/SHORE POWER	4,950.00	4,950.00
S6-V20-BL-SP		SUPER VAC 20" PPV WITH SHORE POWER, NO BATTERY, NO CHARGER	5,250.00	5,250.00
S6-MM		SUPER VAC "MOUNTAIN MISTER" REHABILITATION RING	400.00	400.00
S6-BDTM-18		SUPER VAC TRUCK MOUNT FOR 18" FANS	295.00	295.00
S6-BDTM-20		SUPER VAC 20" FAN TRUCK MOUNT	300.00	300.00
S6-SV789-16		SUPER VAC BATTERY POWERED CHAIN SAW CONVERSION KIT	520.00	520.00
S6-SV375-16		SUPER VAC CHISEL CHAIN CARBIDE TIPPED	160.00	160.00
COSTSHIP		SHIPPING AND HANDLING INCLUDED IN PRICE	0.00	0.00

Handwritten: \$6,325

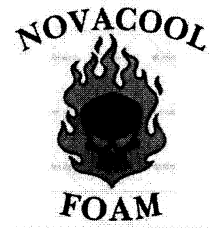
Total \$6,325 ~~\$11,875.00~~

Notice: One or more of the products listed above may contain PFAS. For detailed product information please call 800-256-8700.
 Fire Tech & Safety Terms and Conditions: <https://firetechusa.com/FTSTAC.pdf>
 Unless otherwise noted on this quote, freight may be added at time of invoicing as Prepay & Add terms

ESTIMATE

R. Nickeson Enterprises -
Novacool Foam
POB 812425
Wellesley, MA 02482

Rick@Rnick.com
(781)775-2092
www.Rnick.com



Norwich Fire Department

Bill to

Norwich Fire Department
11 Firehouse Lane
Norwich, VT 05055

Ship to

Norwich Fire Department
11 Firehouse Lane
Norwich, VT 05055

Estimate details

Estimate no.: 1135
Estimate date: 10/18/2023

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Novacool Foam 5 gallon buckets		25	\$180.00	\$4,500.00
2.		S&H		1	\$247.74	\$247.74
					Total	\$4,747.74

Note to customer

Thank you

Rick Nickeson

319 US Route 5 South
Norwich, Vermont 05055
T: 802.649.3268 F: 802.649.3270



www.familyplacevt.org
Stay connected on Facebook, Instagram,
and Twitter: @familyplacevt

September 26, 2023

Norwich Selectboard
c/o Miranda Bergmeier
P.O. Box 376
Norwich, VT 05055

Dear Members of the Norwich Selectboard,

We are reaching out on behalf of The Family Place and our 21th Annual Gingerbread Festival. This year, we are excited to continue with an in-person event that all members of the Upper Valley community can enjoy together. Our festival is scheduled for December 2 at Tracy Hall from 9-4pm.

As part of our celebration, we would like to, once again, invite our sponsors and supporters to a Preview Party of the house display on the evening of December 1 from 5:30-7:00pm. The event will be catered by Maple Street Catering, a business that holds a caterer's permit, and we are hoping that you will waive the alcohol ordinance for the evening and allow them to serve wine and beer.

We will provide the Town Manager with the "Request to Cater Malt and Vinous Beverages & Spirituous Liquors" for submission to the Vermont Liquor Control Board not less than 45 days before December 1. 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.

The Gingerbread Festival is our signature fundraiser and all donations and purchases at this event directly benefit the 1,300 families and children served by The Family Place annually. We appreciate your consideration of this request. Please let us know if there is any additional information you may need to make this decision.

Very sincerely,

The Gingerbread Festival Team
gingerbread@the-family-place.org

Board of Directors

Madeleine Bothe • Cathee Clement, Vice Chair • Katie Friedland, Secretary • Reuben Hampton • Linda James • Kiana McCoy
Patricia Monahan, Treasurer • Jan Peltzer • Nancy Polidor, Chair • Michael Redmond • Ted Reeves • Lauren Rhim
Korie Rice • Barbara Rosenquest • Nina Sand-Loud • Marie Stansfield • Cheryl Twerdowsky • Shawn Winslow

TO: Office of the Town Manager
FROM: Barrie Rosalinda, Finance Director
DATE: October 18, 2023
RE: Updated CPA Engagement Letter

The Town of Norwich engaged the professional corporation of Sullivan, Powers, & Company to perform its 2022-2023 fiscal audit. As the certified public accountants progressed through the audit, they learned that the Town of Norwich expended \$750,000 or more in Federal funds in the fiscal year they are auditing. As a result of the expenditure amount a Single Audit is required. Sullivan, Powers, & Company has presented an updated engagement letter addressing the financial statement audit and the Single Audit requirement. The addition of the need to perform the Single Audit (and all language associated with the Single Audit) is the only change made to the updated engagement letter.

The Single Audit requirements are outlined in the Single Audit Act Amendments of 1996, Public Law 104-156 104th Congress. The Single Audit Act requires an annual audit of non-Federal entities that expend \$750,000 or more of Federal Financial Assistance in a fiscal year. The intent of the Single Audit is to provide assurance to the Federal Government that the non-Federal entity is in compliance with program requirements and has adequate internal controls in place.

Sullivan, Powers & Co., P.C.

Certified Public Accountants

77 Barre Street
P.O. Box 947
Montpelier, VT 05601
802/223-2352
www.sullivanpowers.com

Richard J. Brigham, CPA
Chad A. Hewitt, CPA
Jordan M. Plummer, CPA
VT Lic. #92-000180

October 4, 2023

Selectboard
Town of Norwich, Vermont
300 Main Street
P.O. Box 376
Norwich, VT 05055

This letter is to confirm our understanding of the terms and objectives of our engagement.

AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Norwich, Vermont as of and for the year ended June 30, 2023.

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Norwich, Vermont's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Norwich, Vermont's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but not be audited:

1. Management's Discussion and Analysis, if presented.
2. Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Budgetary Basis – General Fund.
3. Schedule of Proportionate Share of the Net Pension Liability – VMERS Defined Benefit Plan.
4. Schedule of Contributions – VMERS Defined Benefit Plan.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Norwich, Vermont's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole.

1. Schedule of Expenditures of Federal Awards.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. Combining Balance Sheet – Non-Major Governmental Funds.
2. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Governmental Funds.
3. Combining Balance Sheet – Non-Major Special Revenue Funds.
4. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Special Revenue Funds.
5. Combining Balance Sheet – Non-Major Capital Projects Funds.
6. Combining Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-Major Capital Projects Funds.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and "Government Auditing Standards" will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objectives also include reporting on:

1. Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with "Government Auditing Standards".

Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)."

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS AND SINGLE AUDIT

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in "Government Auditing Standards" issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and "Government Auditing Standards", we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, "Government Auditing Standards" do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and "Government Auditing Standards". In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning.

- . Management override of controls.
- . Revenue recognition.

Our audit of the financial statements does not relieve you of your responsibilities.

AUDIT PROCEDURES – INTERNAL CONTROL

We will obtain an understanding of the government and its environment, including the system of internal control sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to "Government Auditing Standards".

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, "Government Auditing Standards", and the Uniform Guidance.

AUDIT PROCEDURES – COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the government's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to "Government Auditing Standards".

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of Town of Norwich, Vermont's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Town of Norwich, Vermont's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

OTHER SERVICES

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Town of Norwich, Vermont in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under "Government Auditing Standards" and such services will not be conducted in accordance with "Government Auditing Standards". We will perform the services in accordance applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

RESPONSIBILITIES OF MANGEMENT FOR THE FINANCIAL STATEMENTS AND SINGLE
AUDIT

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America and for compliance with applicable laws and regulations (including federal statutes), rules and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements, and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review when we begin the audit.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, and other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Sullivan, Powers & Company, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

REPORTING

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Selectboard. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The "Government Auditing Standards" report on internal control over financial reporting and on compliance and other matters will state that (1) purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Norwich, Vermont's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with "Government Auditing Standards" in considering the Town of Norwich, Vermont's internal control and compliance. The Uniform Guidance report on internal control over compliance with state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

AUDIT ADMINISTRATION

Richard Brigham, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We will provide copies of our reports to Town of Norwich, Vermont; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations as requested on a timely basis. Some of our audit procedures may be performed remotely. As a result, your employees will need to send any requested information to us electronically through secure sites and/or allow us to view it utilizing available videoconferencing technology. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do and hinder our ability to complete the engagement within the established deadlines and result in an increase in our fees over our original fee estimate.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws or regulations, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of our personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform us before entering into any substantive employment discussions with any of our personnel.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

FEE ARRANGEMENTS

Based on our knowledge of your programs and accounting system and the current regulations and guidelines, we have determined that the audit services can be performed for a fee of \$28,600 provided that the books are closed and reconciled and our to do list is completed prior to our commencing fieldwork.

Our fee for the single audit will be \$6,000 for one (1) major program and \$4,000 for each additional major program.

Our fee for any other accounting services we provide will be based on time of the individuals performing the services at our standard hourly rates plus out-of-pocket expenses.

Our procedure is to bill on a progress basis for work performed to date. Invoices are payable upon receipt. A finance charge of one percent (1%) per month will be charged on balances over thirty (30) days.

GENERAL CONDITIONS

We are prepared to commence work as soon as formally engaged. A draft of the audit report will be submitted for your review prior to its issuance. We will issue the final reports within one (1) week of your approval of the draft report.

The audit documentation for this engagement will be retained for a minimum of five (5) years after the report release date or for any additional period requested by a federal awarding agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

If the terms are acceptable to you and the services are in accordance with your requirements, please sign in the space provided and return an executed copy of this letter to us.

Respectfully submitted,

Sullivan, Powers & Co.

SULLIVAN, POWERS & CO.
Certified Public Accountants

We understand that the purpose of this letter is to clarify the services to be performed by you and the fee arrangements. We hereby confirm to you that we agree to the contents of this letter.

Dated: _____



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

SEPTEMBER 2023

PREPARED BY: Matthew Romei
Chief of Police

DATE: October 16, 2023

Activity:

The Norwich Police Department received 83 calls for service during the month of September. 20 were received when no Norwich officer was on duty, three of which were serious enough to require a response from Vermont State Police, and the remaining 17 were handled the next day a Norwich officer was on duty. Officers made 16 motor vehicle stops, resulting in 7 tickets and 9 written warnings.

Crime:

Of interest – 7 motor vehicle crashes, 1 death investigation, 1 arrest for Aggravated Assault w/Deadly Weapon and Reckless Endangerment and 2 arrests for Trespassing.

Training:

Anna – Fair & Impartial and FTO recert

Stuart – Fair & Impartial and FTO recert and Glock Armorers class

Judy – Are Cops Really Dying? Why are They Leaving? Why Police Leadership Avoids Addressing Mental Health. Monthly Peer Support meeting – the topic was Difficult Conversations.

All – Motorola Body Cam Demo

Items of Note:

Coffee with a Cop was on September 14, approximately 10 citizens attended. Topics of discussion were speeders, motor vehicle stops, body cameras, recent stats.

Our new Radar Speed Feedback Signs were installed Mid-October. We will have some new data from them next month.

~Chief~

[Call Summary on Page 2]

	August	September
911 Hangup	1	0
Agency Assist	7	9
Animal Problem	4	4
Burglary	2	0
Burglary Alarm	6	4
Citizen Assist	8	7
Citizen Dispute	1	0
Directed Patrol	10	14
Crash - Damage	3	6
Crash - Injury	1	1
Death Investigation	1	1
Foot Patrol	3	8
Misc	6	9
Found Property	1	0
Fraud	6	0
Intoxication	2	0
Juvenile Issue	1	0
Lockout	1	0
MV Complaint	10	3
Noise	1	0
Overdose	0	1
Panic Alarm	0	1
Suspicious	7	3
Theft	2	0
Threats	1	0
Traffic Hazard	1	4
Trespassing	4	2
Vandalism	2	1
Welfare Check	1	5
Total Calls	97	83

NORWICH FIRE DEPARTMENT OCTOBER SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 10/13/2023

Norwich Fire Chief Alex Northern Completes International Professional Designation Process

Norwich Fire Chief Alex Northern has successfully completed the process that awards the professional designation of “Chief Fire Officer” (CFO). The Commission on Professional Credentialing® (CPC®) met on 10-3-2023 to confer the designation. Chief Northern becomes one of only 1,858 CFOs worldwide.

The Designation program is a voluntary program designed to recognize individuals who demonstrate their excellence in seven measured components including experience, education, professional development, professional contributions, association membership, community involvement, and technical competence. In addition, all applicants are required to identify a future professional development plan.

The CFO designation program uses a comprehensive peer review model to evaluate candidates seeking the credential. The Commission on Professional Credentialing awards the designation only after an individual successfully meets all the organization’s stringent criteria.

Achieving this designation signifies Chief Alex Northern’s career commitment to the fire and emergency services.

This professional designation is valid for three years. Maintaining the designation requires recipients to show continued growth in the areas of professional development, professional contributions, active association membership, and community involvement as well as adhere to a strict code of professional conduct

The Commission on Professional Credentialing, an entity of the Center for Public Safety Excellence®, Inc., (CPSE®) administers the Designation Program. The CPC consists of individuals from academia, federal and local government, and the fire and emergency medical services profession.

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.

September EMS Calls	27
September Fire Calls	22
September Fire Mutual Aid	5

Recreation Department - September Report

Our annual Labor Day race had the finish line and timing run by the Hanover High School team again this year. The middle school cross country team also showed up, giving us an overwhelmingly kid-centric race. It was a great day with high spirits all around

Huntley Meadows had some upgrades, thanks to Valley Turf Services finishing their work on Girard field and nearing completion for the work on the softball field. High schooler Ben Thaler Wellborn also completed his Eagle Scout project by installing a new split rail fence to protect the riparian buffer repair area, and close off a eroding trail.

Youth sports are strong again, with 98 kids registered for our K-2nd grade soccer program. Our 3rd-6th programs have 72 registrants combined. These numbers bode well for the future of our youth sports programming. Root Rockers stands alone as the only trail running group in our area for kids in 1st-6th grade. We have 38 kids running through the Milton Frye Nature Area every Wednesday, with our older runners extending their route up to the Heyl trail and sometimes along the AT. The collaboration with Hanover Parks and Rec for middle school cross country has given some of our Root Rockers graduates a sense of continuity as they've crossed the river for 7th grade. This season, that program has grown to 47 runners, many of them from Norwich, Root Rockers or both. Our mountain biking program has pulled back this season, due to the head coach also coaching our 3/4 girls soccer program. It is still incredibly popular with all ages.

The Vermont Recreation and Parks Association hosted their annual symposium in Killington. The first day included a workshop called 'Bridging the gaps between recreation and health' presented by the USDA Forest Service. Several useful ideas to work with local healthcare organizations were identified, such as the Vt. Parks and Rec 'Parks Rx'. The second workshop was with Vermont Search and Rescue, and was titled 'The Intersection of Search and Rescue and Vt. Recreation'. Drew Clymer (Coordinator), gave a compelling presentation about the importance of all Vermont trail towns having a comprehensive search and rescue plan that includes residents with knowledge of the trails and outdoor spaces. The second day of the symposium included a presentation on 'Connecting Parks and Trails Through Design'.

The NorWitchy Woods Walk will open registration in the first week of October, with flyers going home with the Marion Cross schoolchildren. Much of the walk will remain the same. The Upper Valley Trails Alliance is currently working on the ABA trail, and we hope that it will be completed in time for the event. Jamie Teague has kept us aware of their progress as they have relayed it to her.

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

- Congratulations! Norwich has been awarded a MERP Level 2 energy assessment at Tracy Hall. It is expected that the assessment will be completed before the end of this year and Norwich will receive a scheduled date and additional information this month.
- The MERP assessment report together with the recently awarded architectural review will provide information to clarify the project scope for the Tracy Hall energy system upgrade.
- The assessment will include a Blower Door test to determine the air leakage in the building. This will require that all windows and exterior doors remain closed during the 1-to-2-hour test. Arrangements should be made so that no one will enter or leave the building when it is being actively tested. If helpful, I will work with your team to develop a testing plan that will provide the minimum disruption to your employees.
- The inoperative EV charging port at Dan & Whit's is (finally!) scheduled to be repaired on Wednesday October 4th. The required parts have been received and a repair crew has been assigned.
- As a reminder, this is a good time to review the EV charger contract to make sure that it is up to date and contains current, accurate information.

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

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

2023 Selectboard Handbook for Appointed Committees, Boards, Commissions

Table of Contents

	<u>Page</u>
<u>Introduction</u>	3
<u>Appointed Standing Committees, Boards, Commissions – Descriptions and Charges</u>	4
• Conservation Commission	
○ Trails Subcommittee – members?	
• Development Review Board	
• Energy Committee	
• Finance Committee (Audit?)	5
• Historic Preservation Commission	
• Land Management Council	
• Planning Commission	
○ Affordable Housing Subcommittee -- 1 member and 5 non-members.....	6
○ Land Use Subcommittee -- 2 members	
○ Solar Siting Subcommittee -- 3 members	
• Recreation Council	
• Solid Waste Committee	
• Town Service Officer.....	7
<u>Appointed Representatives – Descriptions & Charges</u>	8
• EC Fiber	
• Greater Upper Valley Solid Waste Management District	
• IREC Steering Committee	
<u>Temporary Committees</u>	9
• Article 36 Task Force	
• Childcare Committee	
<u>Elected Officials</u>	10
• Agent to Prosecute and Defend Suits	
• Cemetery Commissioner(s)	
• Collector of Delinquent Taxes	
• Town Moderator	
• Listers	
• Selectboard	
• Town Clerk.....	11
• Town Treasurer	
• Trustee of Public Funds	
<u>General Reporting Structure, Operational Framework, Responsibilities and Limitations for Appointed Standing Committees, Boards, Commissions</u>	12
• Reporting Structure	
• Responsibilities	
• Limitations	

Responsibilities, Jurisdiction, and Limitations of Elected Officials.....12

- Statutory basis
- Norwich Structure and Practice

Summary Table with Membership and Terms13

- Appointed Standing Committees, Boards, Commissions
- Appointed Representatives
- Elected Officials

DRAFT

Introduction

A host of Norwich residents volunteer to serve their community in a variety of ways. Some are elected and have statutory responsibilities. Some are appointed and may or may not have statutory responsibilities. In an effort to ensure that the elected and appointed members of our community are working efficiently and effectively toward the fulfillment of our shared and often changing goals, this document is intended to be an organic reference source for new or existing appointed or elected individuals as well as members of our town who want to better understand who is responsible for what function, as well as what opportunities exist for future volunteerism and engagement in Norwich.

Under 24 V.S.A. § 2646 at the annual meeting a town shall choose from among its registered voters certain officers including:

- a moderator;
- a town clerk, unless the town has voted to authorize the selectboard to appoint a town clerk pursuant to 24 V.S.A. § 2651e;
- a town treasurer, unless the town has voted to authorize the selectboard to appoint the treasurer as provided in 24 V.S.A. § 2651f;
- selectboard member(s);
- a lister, unless the town has voted to eliminate the office of lister pursuant to 24 V.S.A. § 2651c;
- an auditor, unless the town has voted to eliminate the office auditor pursuant to 24 V.S.A. § 2651b;
- a first constable, and second constable if needed, unless the town has voted to authorize the selectboard to appoint constables as provided in 24 V.S.A. § 2651a;
- a collector of delinquent taxes;
- a trustee of public funds if the town so votes;
- a cemetery commission if the town so votes.

Appointed ***TO BE INSERTED***

Appointed Standing Committees, Boards, Commissions

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
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Conservation Commission	4 yrs	9	Lynnwood Andrews	2025	\$
			Craig Layne	2025	
			Lindsay Putnam	2025	
			Andrew Torkelson	2026	
			Suzanne Leiter	2026	
			Alex Gottlieb	2026	
			Cheryl Asa	2027	
			Chris Rimmer	2027	
			Cody Williams	2027	

- *Conservation Commission Charge: To preserve the Town's natural resources through planning, promoting and implementing strategies to assist the town planners and educate the residents.¹ Implement activities are needed including inventories of natural heritage components (e.g. vernal pools, other wetlands, wildlife corridors, natural communities), water quality monitoring, educational and public services (e.g. workshops, seminars, displays), and advisory contributions to other town commissions and boards.²*
- *Conservation Committee Subcommittee: Trails **TO BE INSERTED***

Development Review Board	3 yrs	7 reg	Patrick Bradley, Chair	2024	\$
			Linda Gray, Vice Chair	2024	
			Don McCabe	2025	
			Emily Myers	2026	
			Alec Orenstein	2026	
			Sue Pitiger	2024	
			Matt Stuart	2024	
			3 alt Jack Candon	2026	
			Barry Rotman	2026	

- *Development Review Board Charge: Quasi-judicial board to hear land use cases for Subdivisions, conditional uses, site plan review, variances, and appeals of decisions by the Zoning administrator.*

Energy Committee	3 yrs	5**	Erich Rentz, Chair	March 2026	\$
			Garret Heaton	March 2024	
			Rob Gere	March 2024	
			Linda Gray	March 2024	
			Charlie Lindner	March 2025	
			Brad Wible	March 2025	
			Eva Rosenbloom	March 2026	

** All members must be Norwich residents or property owners, with diverse interests and expertise.³

QUESTION: Why are there 7 members if the Norwich Position Descriptions specify 5?

- *Energy Committee Charge⁴: Advise Planning Commission, Selectboard, and Town Manager On energy-related matters pertaining to town policy and Town Plan. Identify opportunities*

¹ Town website Conservation Commission.

² Norwich Position Descriptions, town website, Conservation Commission.

³ Norwich Position Descriptions.

⁴ Norwich Position Descriptions.

And make recommendations to appropriate town officials and committees regarding Energy conservation and efficiency, non-fossil energy sources, and pollution reduction that Addresses environmental and fiscal benefits to the town's government, residents and Businesses. Educate citizens and property owners about energy conservation, alternative Energy sources and energy sustainability measures to increase public awareness of energy Issues and build public support for energy efficiency and sustainable energy policies. Devise And implement programs in support of those measures with assistance of volunteers.

Finance Committee (& Audit Comm.?***)	3 yrs	***	Emmanuel Tesone, Chair 2023
			Libby Chamberlin, Sec. 2023
			Linda Cook 2023
		<u>ex officio</u>	Cheryl Lindberg Treasurer
			New appointment

**** No number of members stated.**

***** QUESTION: As the town has chosen to hire auditors, why is there an Audit Committee?**

- *Finance Committee Charge: Advisory oversight responsibilities in the creation of annual budgets for the Town of Norwich, Marion Cross Elementary, and together with the Hanover Finance Committee, the Dresden School District. Provides research into financial matters as requested by the Norwich Town Selectboard and renders non-binding advisory recommendations for action or non-action by the Selectboard.⁵*

Historic Preservation Commission	3 yrs	7**	Nancy Osgood, Chair 2024	\$
			Phil Zea, Vice Chair 2025	
			Margaret Boone 2024	
			Linda Cook 2026	
			Jess Phelps 2026	
			Vacant 2025	
			Vacant 2026	

**** ** All members shall have a demonstrated interest, competence, or knowledge in historic Preservation; of special interest are professionals from the disciplines of history, archaeology, architectural history, architecture, and historical architecture, and related disciplines such as urban planning, American Studies, American civilization, cultural geography, or cultural Anthropology, and lay members are encouraged.**

- *Historic Preservation Comm. Charge: **TO BE INSERTED***

Land Management Council

- *Land Management Council Charge: **TO BE INSERTED***

Planning Commission	4 yrs	7 to 9	Jaan Laaspere, Chair 2024	\$
			Jeff Goodrich, Vice Chair 2024	
			Ernie Ciccotelli 2026	
			Kris Clement 2024	
			Vincent Crow 2026	
			Bob Pape 2025	
			Stuart Richards 2027	

- *Planning Commission Charge: With regard to long-term planning, prepares the town plan For adoption by the Selectboard. Implements the town plan through zoning and subdivision Regulations based on the recommendations in the town plan. Staff support provided by the*

⁵ Norwich Position Descriptions.

Planner.⁶

- **Planning Commission Subcommittees**
 - Affordable Housing Subcommittee
 - **Term Length:** *TO BE INSERTED*
 - **Number of Members:** *TO BE INSERTED*
 - **Membership and Term length:**
 - **Jeff Lubell, Chair+** Term Length: *TO BE INSERTED*
 - **Jeff Goodrich** 2024
 - **Gordon Greenfield+** Term Length: *TO BE INSERTED*
 - **Brian Loeb+** Term Length: *TO BE INSERTED*
 - **Paul Manganiello+** Term Length: *TO BE INSERTED*
 - **Creigh Moffatt+** Term Length: *TO BE INSERTED*
 - **AHC Charge:** *TO BE INSERTED*

QUESTION: Why are there non-Planning Commission members appointed to a subcommittee of the Planning Commission? Who should make subcommittee appointments, committee or Selectboard?

- Land Use Subcommittee
 - **Term Length:** *TO BE INSERTED*
 - **Number of Members:** *TO BE INSERTED*
 - **Membership and Term Length:**
 - **Ernie Ciccotelli** 2026
 - **Bob Pape** 2025
 - **Land Use Subcommittee Charge:** *TO BE INSERTED*
- Solar Siting Subcommittee
 - **Term Length:** *TO BE INSERTED*
 - **Number of Members:** *TO BE INSERTED*
 - **Membership and Term Length:**
 - **Kris Clement, Moderator** 2024
 - **Jaan Laaspere, Note Taker** 2024
 - **Ernie Ciccotelli** 2026
 - **Solar Siting Subcommittee Charge:** *TO BE INSERTED*

Recreation Council	3 yrs	[redacted]**	Marisa Lorenzo Kristin Fauci Cathy Girard Nina Sablan Bill Tine Anna Connolly Sohier Perry	[redacted] [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]	\$ [redacted]
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**** No number of members stated.**

- **Recreation Council Charge:** *Meet monthly to advise and aide the Recreation Director; help with seasonal in-person registrations, special community events, occasional special projects, and offering suggestions for recruiting volunteer team coaches.*⁷

Solid Waste Committee	1,2 or 3 yrs	5**	Andy Scherer, Chair 2024 Linda Cook Vice Chair 2025 Bram Litvinoff 2025 Jordan Mueller 2026 Lily Terry 2024	[redacted] [redacted] [redacted] [redacted] [redacted]	\$ [redacted]
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⁶ Norwich Position Descriptions.

⁷ Norwich Position Descriptions.

** Norwich residents. One Selectboard member may be appointed to the SWC by vote of the Selectboard.⁸

- *Solid Waste Committee Charge:* *Assist with implementation and maintenance of a solid waste disposal plan in conjunction with the Town Manager, Director of Public Works, and Selectboard. Investigate current practices at the Transfer Station with an emphasis on reducing the volume of material sent to the landfill and research alternatives to current practices. Will review the current fee schedule and make recommendations for changes to that fee schedule.*⁹

**Town
Service
Officer**

_____ 1 _____ \$_____

- *Town Service Officer Charge: To assist individuals within the town who require emergency food, fuel or shelter assistance. Works in collaboration with the Town Manager to provide assistance when possible and appropriate.*¹⁰

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⁸ Norwich Position Descriptions.

⁹ Norwich Position Descriptions.

¹⁰ Norwich Position Descriptions.

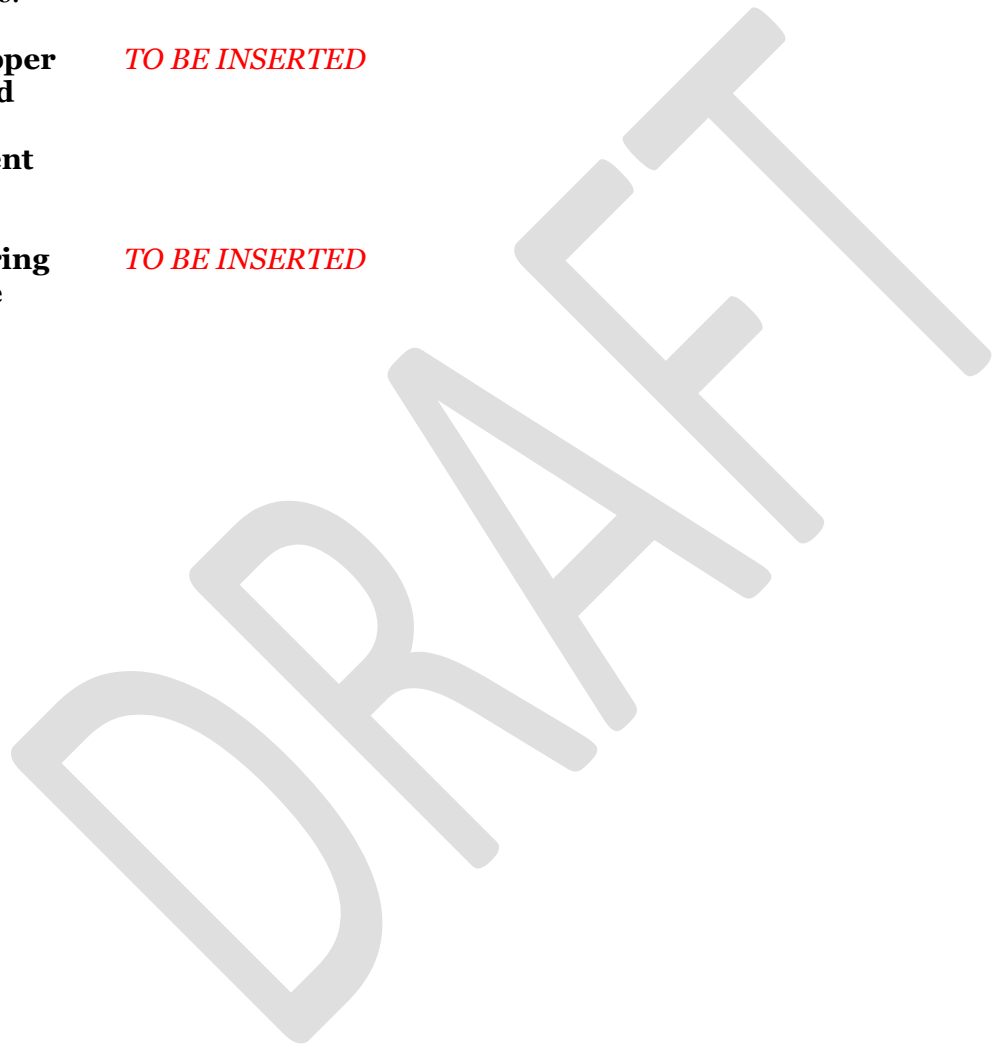
Appointed Representatives – Descriptions & Charges

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
EC Fiber		1 2 alts	Irv Thomae Joshua Bohar, alt Bob Gere, alt		\$0

- *EC Fiber Charge: To build and operate a universal, open access, fiber-to-the premises network, bringing state-of-the art connectivity to every home, business and civic institution in all member towns.¹¹*

Greater Upper Valley Solid Waste Management District *TO BE INSERTED*

IREC Steering Committee *TO BE INSERTED*



¹¹ <https://www.ecfiber.net/mission/>

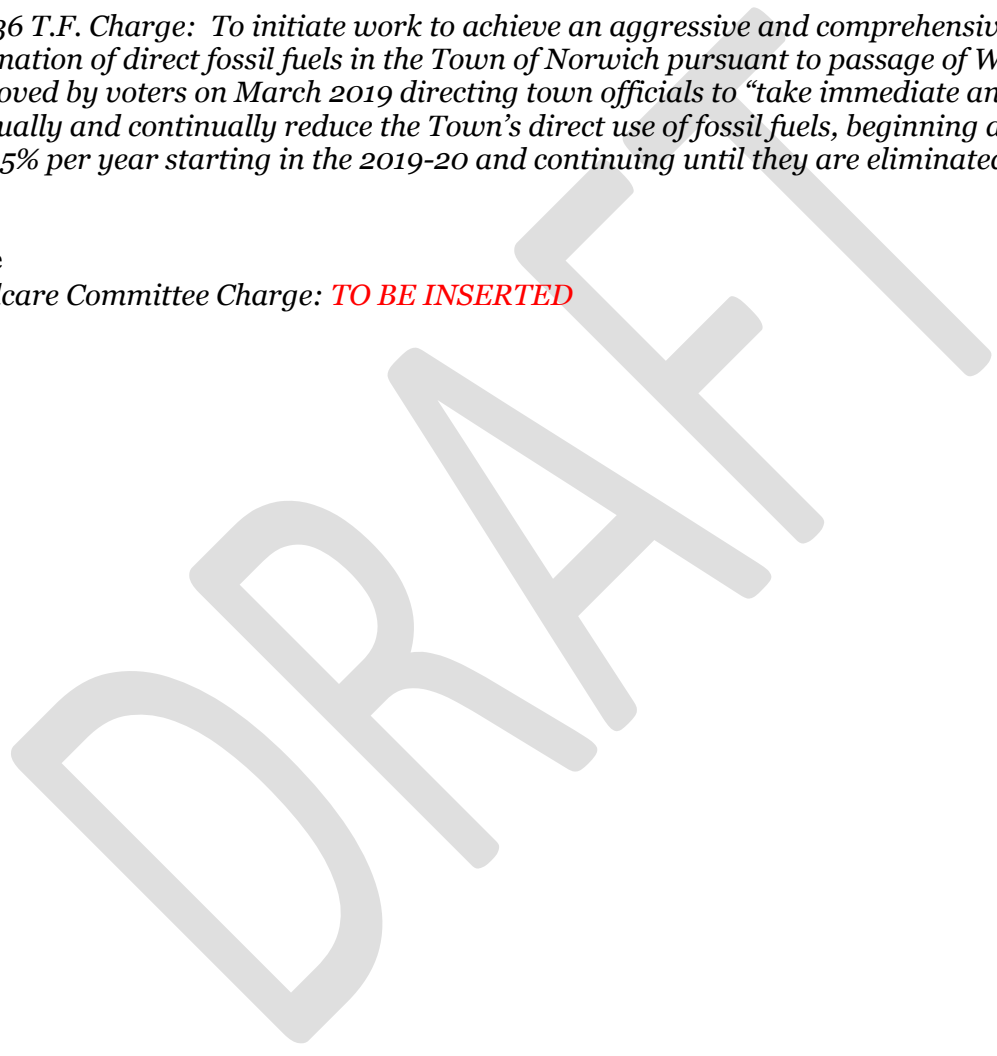
Temporary Committees

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Article 36 Task Force	Limited	5	Jack Cushman, Chair Aaron Lamperti, Vice Chair Ernie Ciccotelli Rob Gere Eva Rosenbloom	Final Report Final Report Final Report Final Report Final Report	\$0

- *Art. 36 T.F. Charge: To initiate work to achieve an aggressive and comprehensive work plan for the elimination of direct fossil fuels in the Town of Norwich pursuant to passage of Warrant Article 36, approved by voters on March 2019 directing town officials to “take immediate and sustained efforts to gradually and continually reduce the Town’s direct use of fossil fuels, beginning at a rate of no less than 5% per year starting in the 2019-20 and continuing until they are eliminated entirely.”*

Childcare Committee

- *Childcare Committee Charge: **TO BE INSERTED***



Elected Officials

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
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Agent to Prosecute & Defend Suits

- *Agent Charge: Assist when litigation is in progress. See 17 V.S.A. § 2646.*

Cemetery Commission

5	Dan Goulet	2025	20,000
	W. "Scooter" Hardy	2025	
	Bonnie Munday	2024	
	Emily Myers	2026	
	Vacant Seat		

- *Cemetery Commission Charge: TO BE INSERTED*

Collector of Delinquent Taxes

TO BE INSERTED with explanation of prior town vote for Town Manager to perform this function.

Town Moderator

1 year	1	Vacant	\$0
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Listers

3 yrs	3 listers	Ernie Ciccotelli	2024	_____
		Cheryl Lindberg, Chair	2025	
		Jonathan Vincent	2026	
Contract	1 assessor	Vacant	Contract	_____

- *Listers Charge : "... appraise all the personal and real property subject to taxation in the town (or city) of Norwich, so far as required by law, at its fair market value, will list the same without discrimination on a proportionate basis of such value for the grand list of such town (or city), will set the same in the grand list of such town (or city) at one per cent of the listed value and will faithfully discharge all the duties imposed upon me by law..." 32 VSA 3431 Lister's Oath.*
 - *Assistance:* "[W]ith approval of the town selectboard (for release of the funds), may employ assistance as necessary. ... may be in the form of a professional appraiser/assessor who is contracted to complete some or all of the work, a data entry person who does the daily recordings and filing with a professional appraiser being responsible for value updates only, or some other combination." <https://tax.vermont.gov/sites/tax/files/documents/FS-1149.pdf>
 - *Note:* "The Select Board determines whether to assess the Homestead penalty in general. They can take a vote to decide whether to apply a penalty or not. For selective or hardship cases when the penalty has not been voted out, the Listers should pass the issue on to the Board of Civil Authority. It is not the Listers' responsibility to determine who is responsible for paying the Homestead penalty." <https://tax.vermont.gov/municipal-officials/listers-and-assessors/faqs#roles>

Selectboard

2 yrs & 3 yrs	5**	Marcia Calloway, Chair	Mar. 2026	\$ _____
		Mary Layton, Vice Chair	Mar. 2024	
		Roger Arnold	Mar. 2025	
		Smith, Pam	Mar. 2025	
		Vincent, Priscilla	Mar. 2024	

** Norwich town residents

- *Selectboard statutory authority: 24 V.S.A. § 872.*

Town Clerk 3 yrs¹² 1 Lily Trajman 03/2023-03/2026

- *Town Clerk statutory authority: TO BE INSERTED.*

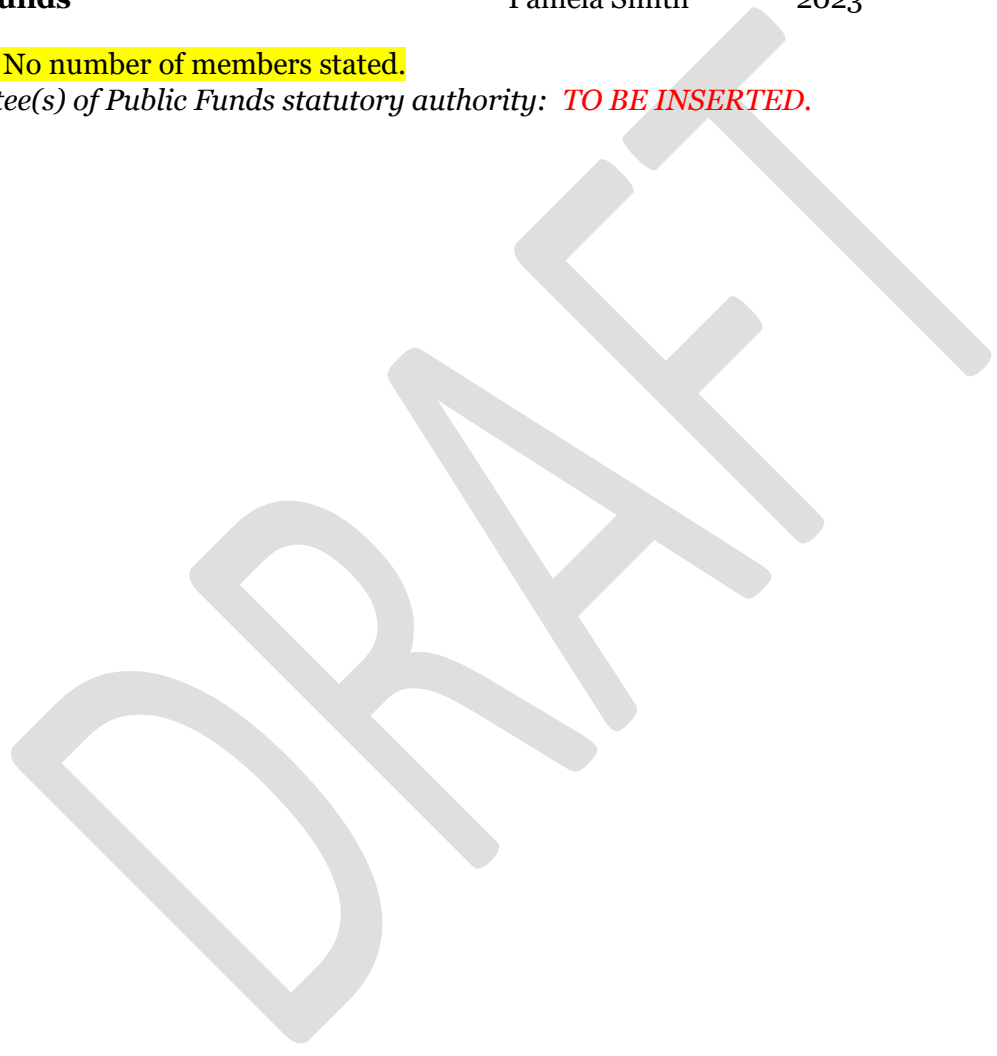
Town Treasurer 1 yr 1 Cheryl Lindberg \$0

- *Town Treasurer statutory authority: TO BE INSERTED.*

Trustee(s) of Public Funds [redacted]** [redacted]** Cheryl Lindberg 2025 \$0
 Pamela Smith 2023

** ** No number of members stated.

- *Trustee(s) of Public Funds statutory authority: TO BE INSERTED.*



¹² As allowed by statute and voted by town.
 Norwich Handbook for Comms. & Boards

General Reporting Structure, Operational Framework, Responsibilities and Limitations
for Appointed Standing Committees, Boards, Commissions *TO BE INSERTED*

- Reporting Structure
- Responsibilities
- Limitations

Responsibilities, Jurisdiction, and Limitations of Elected Officials *TO BE INSERTED*

- Statutory basisX
- Norwich Structure and Practice

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Summary Table with Membership and Terms

Appointed Standing Committees, Boards, Commissions *TO BE INSERTED*

Appointed Representatives *TO BE INSERTED*

Elected Officials *TO BE INSERTED*

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POSITION DESCRIPTIONS

AGENT TO PROSECUTE AND DEFEND SUITS

The town agent to prosecute and defend suits (“town agent”) is an elected position which plays a limited role in town government. Although statute provides that a town agent shall be elected, no statute provides the agent with any independent authority to act. In fact, case law makes it clear that the town agent has no authority to originate suits in favor of the town or to settle or compromise suits in which the town has an interest. Instead, the agent’s duty consists merely of assisting when litigation is in progress. The fact that a town agent is elected does not remove the authority of the selectboard to hire an attorney to represent the town, to conduct litigation, and to settle suits on behalf of the town. Accordingly, many towns do not have active town agents, and those that do often limit the agent’s activities to picking an attorney for the town or acting as a liaison between the selectboard and the town attorney in particular matters. *See 17 VSA §2646 for more information.*

CONSERVATION COMMISSION

Conservation commissioners are expected to assist, during the monthly meeting and for a few additional hours each month, with the implementation of the following commission activities as the needs arise: inventories of natural heritage components (e.g. vernal pools, other wetlands, wildlife corridors, natural communities), water quality monitoring, educational and public services (e.g. workshops, seminars, displays), and advisory contributions to other town commissions and boards.

DEVELOPMENT REVIEW BOARD

The Development Review Board is a quasi-judicial board that hears land use cases for subdivisions, conditional uses, site plan review, variances, and appeals of decisions by the zoning administrator. The application or appeal is presented in a public hearing. Deliberations are in private and decisions are issued in writing.

There are seven regular members and three alternates appointed to three year terms. Currently meetings are every first and third Thursday at 7:00 pm as needed. Occasionally there are site visits at other times. For more information contact the Planning Office at 649.1419 ext. 107.

ENERGY COMMITTEE

The Norwich Energy Committee (NEC) advises the Planning Commission, Selectboard, and Town Manager on energy-related matters pertaining to town policy and the Town Plan. The NEC identifies opportunities and makes

recommendations to the appropriate town officials and committees regarding energy conservation and efficiency, nonfossil energy sources, and pollution reduction that addresses the environmental and fiscal benefits to the town's government, residents and businesses. The NEC educates the citizens and property owners of the town about energy conservation, alternative energy sources and other energy sustainability measures, and to increase public awareness of energy issues and build public support for energy efficiency and sustainable energy policies. It devises and implements programs in support of those measures with the assistance of other volunteers.

The NEC shall consist of at least five members, who shall be Norwich residents or property owners, appointed by the Selectboard to staggered three-year terms. Members serve without compensation. The members should bring to the committee diverse interests and expertise.

FINANCE COMMITTEE

Has advisory oversight responsibilities in the creation of annual budgets for the Town of Norwich, the Marion Cross Elementary School and, together with the Hanover Finance Committee, the Dresden School District. Provides research into financial matters as requested by the Norwich Town selectboard and renders nonbinding advisory recommendations for action or non-action by that Board.

HISTORIC PRESERVATION COMMISSION

All members of the Norwich Historic Preservation Commission (NHPC) shall have a demonstrated interest, competence, or knowledge in historic preservation. Of special interest are professionals from the disciplines of history, archaeology, architectural history, architecture, and historical architecture. Others representing other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, and lay members are encouraged. Terms are for three years and there are four to eight meetings per year. For more information contact the Planning Office at 649.1419 ext. 107.

PLANNING COMMISSION

The Planning Commission is concerned with long-term planning and prepares the town plan for adoption by the Selectboard. The Planning Commission implements the town plan through zoning and subdivision regulations based on the recommendations in the town plan. Staff support is provided by the planner. There are seven (or nine) members appointed to four year terms. Currently, meetings are every second and fourth Thursday at 7:00 pm. Minutes, regulations, the town plan, and other documents are available on the Town website. For more information contact the Planning Office at 649.1419 ext. 107.

RECREATION COUNCIL

Council members sign up for three year terms. The Council meets monthly to advise and aide the Recreation Director. Council members help with seasonal in-person registrations; special community events such as Touch-a-Truck Day, Labor Day Road Race, Halloween Celebration, & the Family Skating Party; occasional special projects; and offering suggestions for recruiting volunteer team coaches.

SOLID WASTE COMMITTEE

The Solid Waste Committee's (SWC) purpose is to assist with the implementation and maintenance of a solid waste disposal plan in conjunction with the Town Manager, Director of Public Works, and Selectboard. The SWC will be composed of five residents each appointed by the Selectboard to serve a one, two or three year term. One Selectboard member may be appointed to the SWC by vote of the Selectboard. The SWC will investigate current practices as the Transfer Station with an emphasis on reducing the volume of material sent to the landfill and research alternatives to current practices. In addition, the SWC will review the current fee schedule and make recommendations for changes to that fee schedule.

TOWN SERVICE OFFICER

The town service officer is charged with assisting individuals within the town who require emergency food, fuel or shelter assistance. This official works in collaboration with the Town Manager to provide assistance when possible and appropriate.