

Norwich Selectboard  
 Regular Meeting December 13, 2023 – 6:30 p.m.

**Participation: Hybrid in Person and Via ZOOM & JAM You-Tube**

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.

**Budget**.....**6:30 to 7:30 p.m. estimate**

- **Working session w/ Finance to review effect of budget changes and ratify the budget.**
- **Discussion and planning for January 2024 public sessions re surplus use**

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

2. Stantec report on Hemlock Road.....Motion(s) possible.
3. TRORC Contract extension for services of Kyle Katz.....Motion(s) possible.
4. King Arthur Flour Liquor License.....Motion(s) possible.
5. Fire Dept. Apparatus Funding request for FireEngine #1 refurbishment.... Motion(s) possible.

**Public Comments for Items not on the Agenda.**

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

6. Approval of Minutes: 11/21/2023; 11/29/2023; 12/6/2023.....Motion(s) possible.
7. AP Warrant(s).....Motion(s) possible.
8. Correspondence.....Motion(s) possible.

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

- *None*

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

- *None*

**Discussion Items** – Issues being framed for future action.

- Future Meeting Dates

**Future Meeting Dates to be Decided and Potential Topics**

Day	Date	Meeting Type	Time & Content	Other
Wednesday	1/10/2024	Regular: in Tracy Hall & Zoom & JAM	Regular Selectboard business	
??	1/TBD/ 2024	Special: in Tracy Hall & Zoom & JAM	6:30-7:00 Surplus & Tracy Hall Discussions	Public Meeting for questions and discussion on these topics.
Wednesday	1/24/2024	Regular: in Tracy Hall & Zoom & JAM	Regular Selectboard business	
??	1/TBD/ 2024	Special: in Tracy Hall & Zoom & JAM	6:30-7:00 Surplus & Tracy Hall Discussions	

**Adjournment**

Reminder of 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
  - Compensation Study – in progress
  - Budget finalization for FY25 – in progress
  - Public Safety – on-going hiring
  - Planning Office -- on-going hiring
  -
- **Selectboard**
  - Handbook for Committees, Boards, Commissions – in progress
  - Committees: coordination with overall town priorities – beginning soon
  - Norwich/Sharon Town Line – to begin when landowners request assistance
  - Financial Policies & Procedures – on-going reviews
  - Budget finalization for FY25 -- in progress

# FY25 Budget Final Presentation

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Town of Norwich, VT

December 13, 2023





# Agenda

Introduction

Slides 3 - 6

Budget Summaries

Slides 7-16

January Planning

Slides 17-18

❖ Capital Plan History &  
Projections

Slides 19-29

❖ Article Proposals

Slides 30-36

# Introduction

- Tonight, you have a summary of all the budget input from the department heads and selectboard directives.
- This is expected to be the final budget to be presented and bring us to ratification.
- The second part of this deck provides a compilation of the slides for the various budget meetings for use as desired in the conversation in January regarding the surplus.

# Municipal Budgeting

**There are two main topics for consideration in the budgeting season.**

Part 1 is the operating budget. This is the portion of the budget that looks at the spend estimates for the FY and it is used to set the tax rate. These expenses need to be balanced with the revenue for the same fiscal year.

Part 2 is the prior-years' surplus. This refers to the accumulation of prior years surplus/deficits. This amount needs to be reported to the voters each year and suggestions brought before the voters for the use or savings of these funds.

- Using = moving it to a designated fund(s) by article and/or operating fund by budget revenue designation
- Saving = leaving in the general unrestricted (surplus/deficit) account to allow for current year budget fluctuations

## Surplus History

<b>Balances</b>	<b>6/30/2018</b>	<b>6/30/2019</b>	<b>6/30/2020</b>	<b>6/30/2021</b>	<b>6/30/2022</b>	<b>6/30/2023</b>
General Fund Bal Unrestricted	1,228,378	(1,233,213)	(319,304)	860,620	1,259,643	738,288
Current Year	(2,461,591)	911,376	1,180,019	439,349	(521,355)	1,068,621
<b>Balance at Year End</b>	<b>(1,233,213)</b>	<b>(321,836)</b>	<b>860,715</b>	<b>1,299,968</b>	<b>738,287</b>	<b>1,806,909</b>

- The *General Fund Bal- Unrestricted* line above shows the cumulative balance at the beginning of the fiscal year. (This is a GL account not a designated/committed fund.)
- The *Current Year* line shows the annual budget surplus/(deficit)
  - Fiscal years 2018 and 2022 we had budget deficits (\$2.4M and \$521K)
  - Fiscal years 2019, 2020, 2021 and 2023 we had budget surpluses
- The *Balance at Year End* shows the accumulated surplus/(deficit) at the end of the fiscal year.
- At the end of FY22 the surplus was \$738,287 and at the end of FY23, the audited surplus fund balance is \$1.8M.

# Surplus versus General Funds

## Surplus:

- General Fund Bal-Unrestricted Balance GL# 01-3-001300.00
- This is referred to as the surplus/deficit account or equity account
- This account cushions the swing in the budget variance at the end of each year.
- We arrive at this balance as a part of the accounting functions.
- It changes each year as a result of the variances between the revenue and the expenses.
- It is the calculated difference of the Assets minus the Liabilities.
- It is not a designated or reserve fund.

General Funds, Committed and Unassigned are shown below.

Fund #	Fund Description	Fund Type	Balance at 6-30-23		FY25 Allocations	FY25 Spend	FY25 End Bal Proj
			Balance	Yr End			
12	Town Re-Appraisal Fund	Committed General Fund	143,239	5,739	40,000	\$ (28,500.00)	\$ 18,603.31
23	Affordable housing Fund	Committed, General Fund	47,068	47,068	-		\$ 47,425.42
48	Climate Emergency	Committed, General Fund	40,664	40,664	-		\$ 40,973.48
50	Unanticipated Expense/Emergency Res	Unassigned, General Fund	759,361	759,361	-	\$ -	\$ 761,269.31
51	Operational Performance & Developm	Committed, General Fund	111,373	111,373	-		\$ 112,219.68



# Budget Summaries

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## Budget Assumptions

- All Selectboard directives as of the meeting held on December 6 have been included.
- \$700,000 of the surplus has been used to “buy down” the tax rate.
- Lister's office is shown with no department pay structure changes. (See Slide 13.)
- A COLA increase of 3.84% has been used on the salary/wage lines and projected off actual current salaries. This is based on the latest information available and may be subject to change slightly.
- No changes have been made for the new Childcare withholding law. (See slide 12)
- Requested allocation amounts for the two proposed DPW Funds have been move to the Monetary Articles section of the budget. (Culverts and Roadway & Pedestrian Safety)

## Overview of Increase Percentages

- The FY25 Budget increase without the monetary articles is 12.66%
- The budget increase without the Capital allocations is 6.24%
- Of the 6.24% increase, 5.17% is related to salaries and benefits
- Operating budget increase without capital allocations or salary and Benefits is 1.07% budget increase.
- Capital allocation increases account for 6.42% of the total budget increase without considering any surplus spending. These figures do not include the proposed allocation to the two new DPW funds. (See Slide 11)

# Budget Summary

DESCRIPTION					
	FY23 BUDGET	FY 23 ACTUAL Unaudited	FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
<b>TOTAL TOWN EXPENDITURES</b>	\$ 4,958,874	\$ 5,580,308	\$ 5,522,127	\$ 6,221,233	12.66%
<b>TOTAL VOTED MONETARY ARTICLES</b>	\$ 416,608	\$ 416,654	\$ 450,560	\$ 642,168	42.53%
<b>TOTAL TOWN EXPENDITURES IF ALL ARTICLES PASS</b>	\$ 5,375,482	\$ 5,996,962	\$ 5,972,686	\$ 6,863,401	14.91%
<b>FY25 Budget Compare to FY24 Budget</b>		<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY25 w/ Infusion</b>
<b>Total Town Expenditures Cost of \$76,000/100</b>		0.652	0.727	0.8186	0.7265
TTL Town Exp \$ Change		178,008	563,253	\$ 699,107	\$ (893)
TTL town % increase w/ monetary articles		3.85%	11.11%	14.91%	3.19%
TTL town % increase w/o monetary articles		3.72%	11.36%	12.66%	-0.02%
					<b>700,000</b> <b>Infusion amount</b>

# Budget Summary

## SALARY AND BENEFITS SUMMARY

<b>Salary and Benefits</b>					
<b>Department Summary</b>	<b>FY24 Budget</b>	<b>FY25 Budget</b>	<b>Change \$</b>	<b>% change</b>	<b>Cost</b>
<b>Town Compilation</b>					
Salaries	\$ 1,902,754	\$ 1,950,269	\$ 47,516	2.50%	\$ 0.00625
Payroll Taxes	\$ 145,561	\$ 149,196	\$ 3,635	2.50%	\$ 0.00048
Benefits	\$ 478,520	\$ 558,087	\$ 79,567	16.63%	\$ 0.01047
<b>Salary &amp; Benefits Grand Totals</b>	<b>\$ 2,526,834</b>	<b>\$ 2,657,552</b>	<b>\$ 130,718</b>	<b>5.17%</b>	<b>\$ 0.01720</b>

## CAPITAL ALLOCATIONS

<b>Budget without Capital Expenses</b>					
<b>Department Summary</b>	<b>FY24 Budget</b>	<b>FY25 Budget</b>	<b>Change \$</b>	<b>% change</b>	<b>Cost</b>
<b>Town Compilation</b>					
Total Dept Budget	\$ 5,522,127	\$ 6,221,233	\$ 699,107	12.66%	\$ 0.09199
Capital Allocations- Equipment	\$ 267,001	\$ 609,500	\$ 342,499	128.28%	\$ 0.04507
Capital Allocations- Infrastructure	\$ 185,000	\$ 225,000	\$ 40,000	21.62%	\$ 0.00526
<b>Budget w/o Capital Allocations</b>	<b>\$ 5,070,126</b>	<b>\$ 5,386,733</b>	<b>\$ 316,607</b>	<b>6.24%</b>	<b>\$ 0.04166</b>

# Note - Childcare Tax Liability

Effective July 1 2024, all VT employers will need to remit a total payment to the State of VT for 0.44% of the town's salaries & wages. The employer's portion will be 0.33% and the employees' portion is 0.11%.

The town's portion of this liability in FY25 is estimated to be \$6,436. This is a negligible amount therefore the department line items have not been adjusted.

July1 2024 Childcare Tax	
Total Salaries	\$ 1,950,269
Town's Portion	0.33%
Estimated Expense	\$ 6,436

# Note - Listers' Department

No change has been made to the Listers department pay structure type. The total budgeted for the Stipend, Wages and professional Assessor Services lines is \$56,500.

DESCRIPTION	FY 23 ACTUAL Unaudited	FY24 Budget	Pass 1 Notes	FY25 Budget Request	FY25 Budget Change
<b>BOARD OF LISTERS</b>					
LISTER STIPEND	\$ 3,000	\$ 4,500	Used FY24 Amount	\$ 4,500	0.00%
Listers Wages (New GL for New pay structure					
ASSESSING CLERK WAGE	\$ -	\$ 27,000	Current wage based= \$8,871- used FY24 Budget amt	\$ 27,000	0.00%
PROFESSIONAL ASSESSOR SERVICES	\$ 34,834	\$ 36,000	Lower rate and not paying for travel time & driving milage	\$ 25,000	-30.56%

# Fund 50- Unanticipated Expenses/Emergency Reserve

Purpose – Article 7 March 1, 2022 - To fund operations by providing sufficient working capital for adequate cash flow, help defray the cost of borrowing, or financial impacts caused by economic downturns, shortfalls of revenues, the imposition of additional costs by other governmental agencies including courts, cutbacks in distributions from state or federal governments, natural disasters, and other unforeseen circumstances. Transfers between the general fund shall be made subsequent years to maintain the fund at 12-16% of the annual operating budget as denoted in an approved budget or allocations in the proposed budget by voters.

- Fund Balance at 6-30-24 projection = \$761,269 (w/o interest)
- Total FY25 Budget Assumption = \$6,221,233 which is 12.24% of the Operating Budget
- No article is needed in FY25 to maintain the voter’s stated purpose.

<b>Fund 50 Estimates</b>	
Town Operating Budget w/o Monteary Articles	\$ 6,221,233
12% of the Operating Budget	746,548
13% of the Operating Budget	808,760
14% of the Operating Budget	870,973
15% of the Operating Budget	933,185
16% of the Operating Budget	995,397



## Tax Rate Preview

- Grand List and Education Rates from April 1, 2023 are assumed.
- Uses the assumption of \$700,000 of surplus infusion to reduce the current year rate.
- Moves the \$160,000 allocation requests for the two new DPW Capital funds to the Monetary Articles portion of the budget.

		FY25		FY 24		% change	
<b>Total Town Budget w/o Articles</b>	\$	6,221,233	\$	0.5935	\$	0.6000	<b>-1.08%</b>
<b>Total Monetary Articles</b>	\$	642,168	\$	0.0834	\$	0.0585	<b>42.53%</b>
<b>Total Town Expenditures</b>	\$	6,863,401	\$	0.6769	\$	0.6584	<b>2.80%</b>

	FY 25		FY24		% Change
School Homestead Tax Rate	\$	1.9960	\$	1.9960	0.00%
School Non Residential Tax Rate	\$	1.8676	\$	1.8676	0.00%
Town Tax Rate (With Local Agreement Rate)	\$	0.5960	\$	0.6025	-1.07%
Town Articles Rate	\$	0.0834	\$	0.0585	42.53%
Windsor County Rate	\$	0.0080	\$	0.0080	0.00%
<b>Total Homestead Tax Rate</b>	\$	<b>2.6833</b>	\$	2.6649	0.69%
<b>Total Non Residential Tax Rate</b>	\$	<b>2.5549</b>	\$	2.5365	0.73%

# Next Steps

- Ratification of the Budget as presented.

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					700,000	Infusion amount

# January Planning

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## Introduction

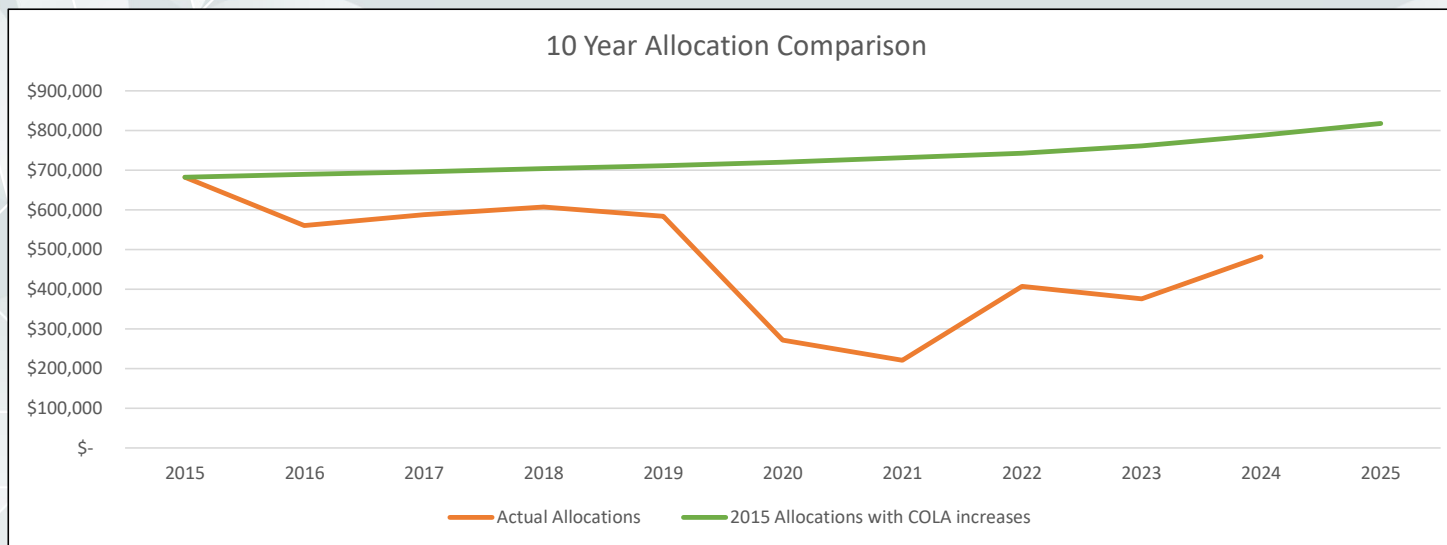
- This is a compilation of the slides presented as related to the capital planning and article requests during the FY25 budgeting processes.
- These slides are presented to be used as stepping-stones for the upcoming conversations regarding the surplus spending.
- Fund purposes stated in these slides are taken from the Fund Account Glossary for the Town of Norwich. A draft version may be presented in conjunction with the January meeting materials.

# Capital Plan Data

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## 10 Year History Comparison Actual Allocations vs COLA Increases

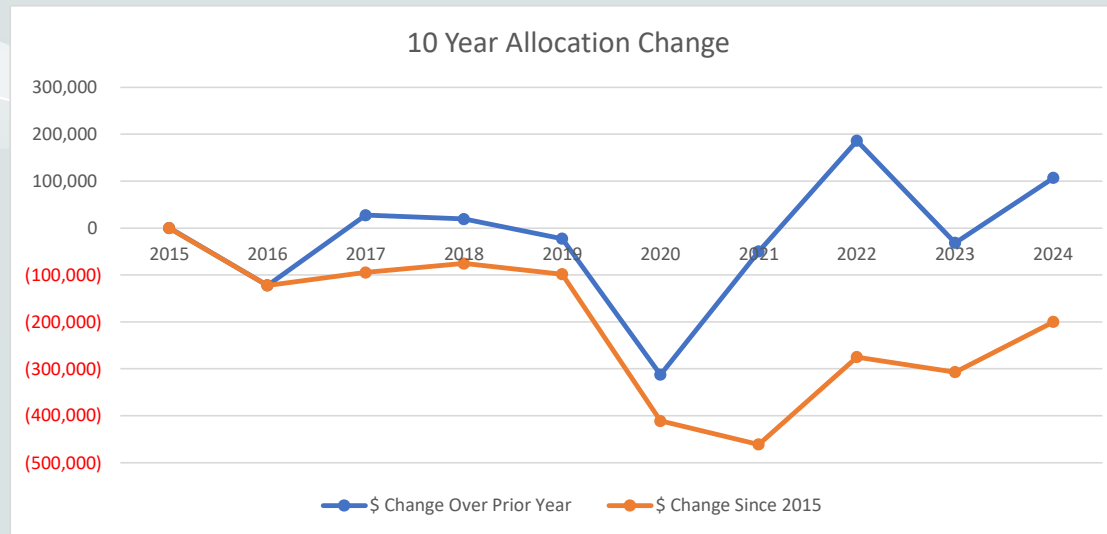


Actual Allocations from Approved Budgets FY15-FY23

With COLA increases based on FY15 allocations

- Total shortfall based on level FY15 funding is \$2,046,099.
- FY24 Actual Allocations were \$482,000
- COLA Increased Allocations for FY24 would have been \$787,593

## 10 Year History Comparison Dollar Change in Allocations



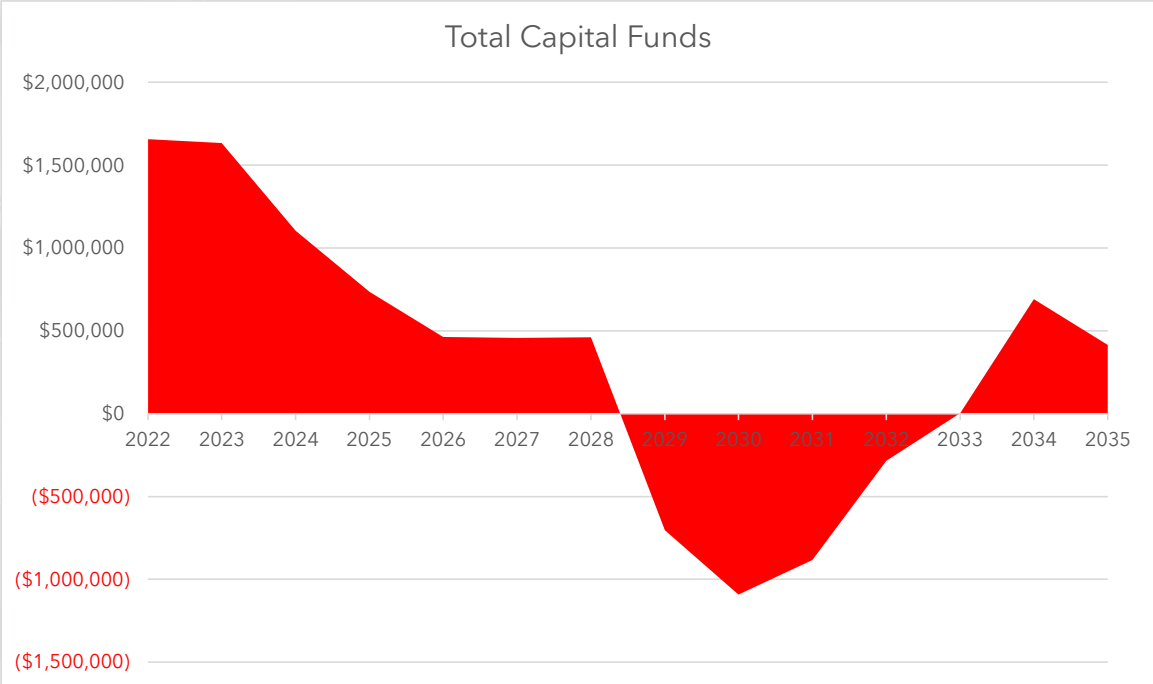
- Changes are based on the FY15 allocation total of 682,258.
- Sum of all actual allocations 2015- 2024 was \$4,776,481.
- Level Funding at 2015 rates would have been \$6,822,580.
- Allocations decreased 30% over the 10-yr period

# 10 Year Allocation History by Fund

Fund # & Name	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	Shortfall
05-Recreation Facility & Impr-Voters	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
06-Fire Apparatus Fund	\$63,298	\$64,622	\$65,975	\$63,000	\$60,000	\$30,000	\$15,000	\$20,000	\$65,018	\$80,000	(\$106,067)
07-Highway Equipment Fund	\$ 135,000	\$ 135,000	\$ 135,000	\$ 40,000	\$ 85,000	\$ 40,000	\$ 20,000	\$ 40,000	\$ 40,000	\$ 75,000	(\$605,000)
08-Highway Garage Fund	\$ 63,460	\$ -	\$ -	\$ 50,000	\$ 25,000	\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 27,000	(\$359,140)
09-Solid Waste Equip Fund	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,500	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ 5,000	(\$36,000)
10-Police Station Fund	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500				(\$28,000)
11-Police Cruiser	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ -	\$ 35,000	\$ 35,000	\$90,000
13-Tracy Hall Fund	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$60,000
14-General Admin. Equipment Fund	\$ 55,000	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	\$ 5,500	\$ 50,878	\$ 15,000	\$ 15,000	(\$386,622)
16-Recreation Fund-Dam	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$0
17-Recreation Fund-Tennis Co	\$ 5,000	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	\$ 10,200	\$ 10,200	\$ 10,000	\$7,900
19-Town Clerk Equipment Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
21-Police Spec Equip Fund	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 5,000	\$ 5,000	(\$20,000)
25-Fire Station Fund	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				(\$36,000)
26-Fire Equipment Fund	\$ 5,000	\$ 5,000	\$ 4,000	\$ 20,610	\$ 20,610	\$ 20,610	\$ -	\$ 20,000	\$ 10,000	\$ 30,000	\$85,830
27-Sidewalk Fund	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 14,000	\$ -	\$ -	\$ 14,000	\$ 10,000	\$ 10,000	\$68,000
28-Long Term Facility Study	\$ 5,000	\$ -	\$ 17,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(\$28,000)
41-DPW-Bridge Fund	\$ 35,000	\$ 35,000	\$ 35,000	\$ 85,000	\$ 40,000	\$ 88,000	\$ 40,000	\$ 157,000	\$ 100,000	\$ 100,000	\$365,000
42-DPW-Paving Fund	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ -	\$ 60,000	\$ 60,000	\$ 45,000	\$ 75,000	(\$1,135,000)
43-Buildings & Grounds	\$ 10,000	\$ 15,000	\$ 15,000	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	(\$46,000)
46-Generator Fund	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 8,000	\$ 25,000	\$ 25,000	\$ 10,000	\$ 15,000	\$ 15,000	\$63,000
47-Public Safety Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
TBD-Culvert Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
TBD- Roadway & Pedestrian Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$0
<b>Grand Total</b>	<b>\$ 682,258</b>	<b>\$ 560,122</b>	<b>\$ 587,475</b>	<b>\$ 606,610</b>	<b>\$ 583,610</b>	<b>\$ 271,110</b>	<b>\$ 221,000</b>	<b>\$ 407,078</b>	<b>\$ 375,218</b>	<b>\$ 482,000</b>	<b>(\$2,046,099)</b>

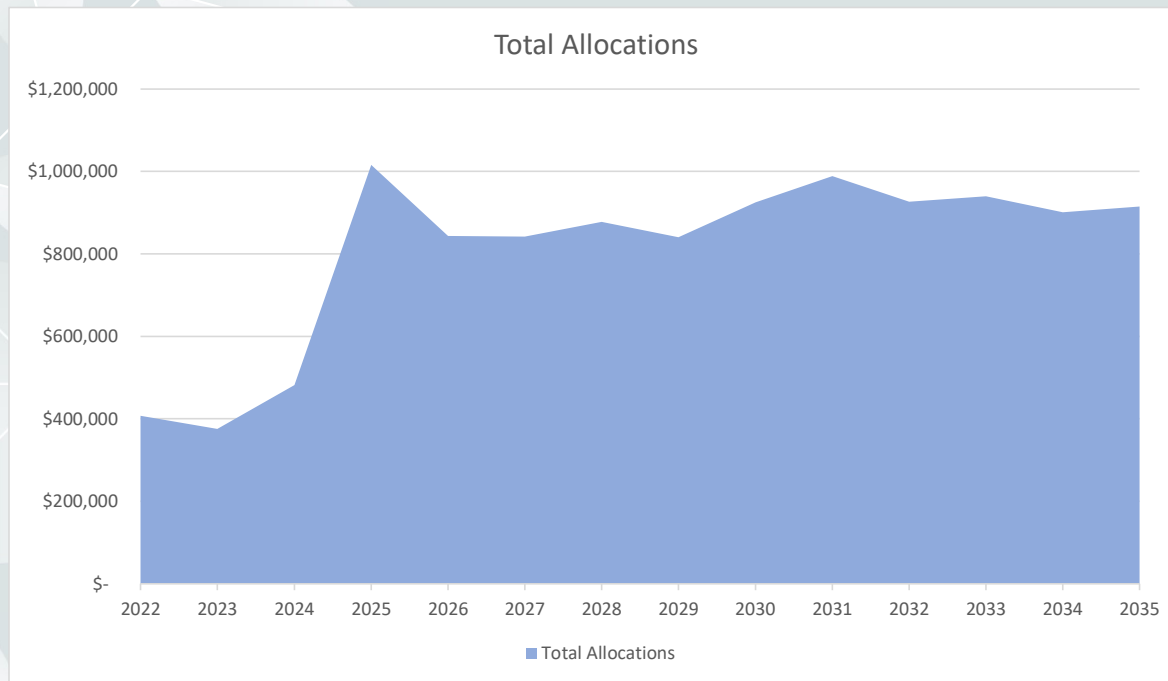


# 10 Year Capital Fund Balance Projections FY 2025 - 2035



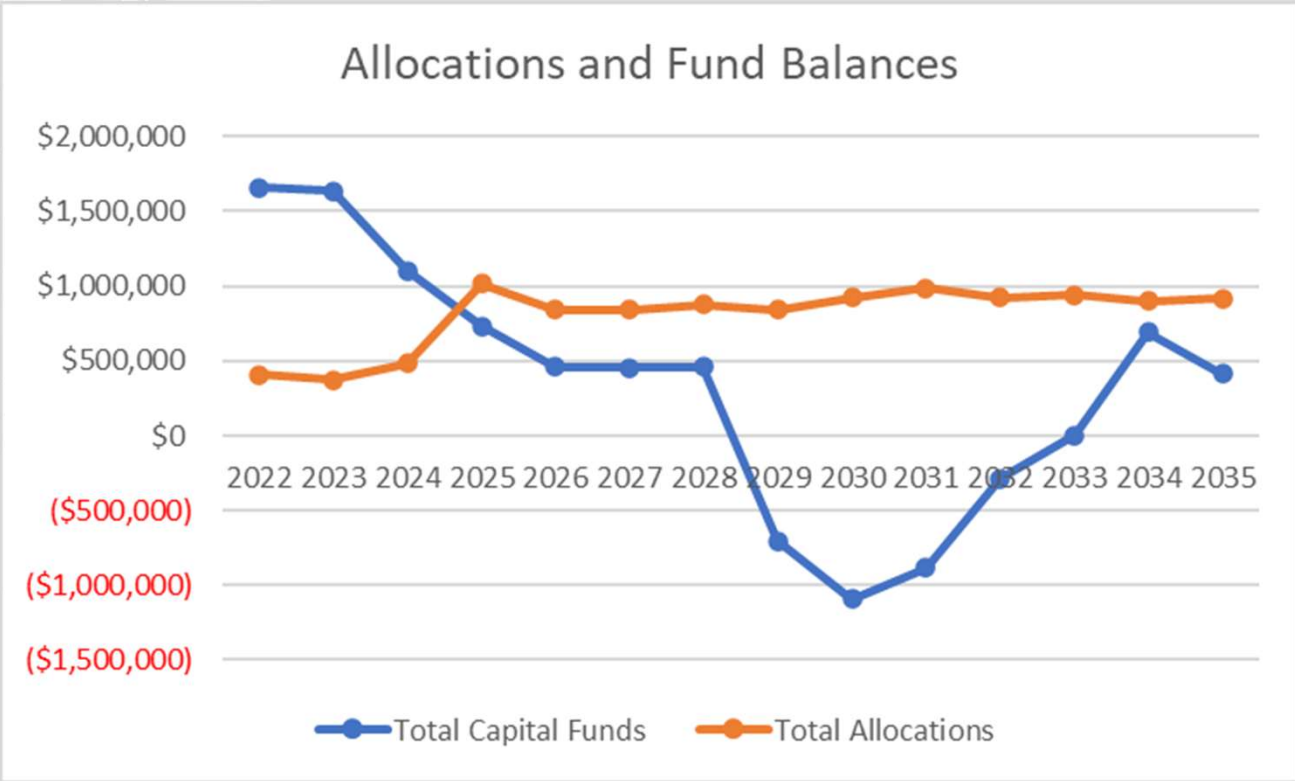
- Assumes allocation funding as shown on slide 26.
- Expenses in some funds after 10 years have been curtailed or deferred because there are no funds available at the current allocation rates.
- Replacement costs are expected to be higher in future years. A 3-5% increase has been included on some items.

# 10 Year Allocation Projections FY 2025 - 2035



- Assumes allocation funding as shown on slide 27.
- Allocations in future years have been close to level funded in years 2026-2035.
- Allocations are netted with donations, grants and leases where possible.

# 10 Year Overlay Fund Balance and Allocation Projections FY 2022 - 2035



- Total Capital Fund Allocations
- Total Fund Capital Fund Balances

# 10-year Capital Fund Balance Projections

FY25 through FY35 with Total Allocations

Fund # & Name	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
05-Recreation Facility & Impr-Voters	\$39,428	\$8,826	\$28,826	(\$1,174)	\$10,826	\$67,326	\$58,883	\$72,383	\$86,383	\$56,683	\$21,683
06-Fire Apparatus Fund	\$165,027	\$297,327	\$30,242	\$180,242	\$355,242	\$27,579	\$227,579	(\$100,084)	\$86,075	\$218,687	\$423,928
07-Highway Equipment Fund	\$70,096	\$320,096	\$505,096	\$615,096	\$340,096	(\$230,904)	(\$30,904)	\$59,096	\$119,096	\$319,096	\$199,096
08-Highway Garage Fund	\$81,298	\$13,298	(\$154,027)	(\$235,227)	(\$297,027)	(\$300,827)	(\$263,327)	(\$275,826)	(\$238,324)	(\$200,821)	(\$163,317)
09-Solid Waste Equip Fund	\$36,614	\$33,614	\$25,614	\$17,614	\$9,614	\$1,614	\$3,614	(\$34,386)	(\$72,386)	(\$110,386)	(\$108,386)
10-Police Station Fund	(\$14,403)										
11-Police Cruiser	\$29,548	\$37,548	\$45,548	\$18,548	\$18,548	\$16,048	\$13,548	\$11,048	\$8,548	\$6,048	\$3,548
13-Tracy Hall Fund	\$32,040	\$32,040	\$32,040	\$32,040	\$32,040	\$32,040	\$32,040	\$32,040	\$32,040	\$32,040	\$32,040
14-General Admin. Equipment Fund	\$108,894	\$103,894	\$98,894	\$93,894	\$88,894	\$83,894	\$78,894	\$73,894	\$68,894	\$63,894	\$58,894
16-Recreation Fund-Dam											
17-Recreation Fund-Tennis Co	\$309,799	\$19,799	\$29,799	\$39,799	\$49,799	\$59,799	\$69,799	\$79,799	\$89,799	\$99,799	\$109,799
19-Town Clerk Equipment Fund	\$0	\$0	\$3,000	\$6,000	\$9,000	\$12,000	\$15,000	\$18,000	\$1,000	\$1,000	\$1,000
21-Police Spec Equip Fund	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194
25-Fire Station Apparatus Bay Fund	\$ 5,090	\$ 5,090	\$ 5,090	\$ 5,090	\$ 5,090	\$ 5,090	\$ 5,090	\$ 5,090	\$ 5,090	\$ 5,090	\$ 5,090
26-Fire Equipment Fund	\$73,009	\$43,903	\$71,686	(\$14,007)	\$3,222	\$21,314	\$40,309	\$75,769	\$113,001	\$152,094	\$193,142
27-Sidewalk Fund	\$116,566	\$116,566	\$116,566	\$116,566	\$116,566	\$116,566	\$116,566	\$116,566	\$116,566	\$116,566	\$116,566
28-Long Term Facility Study	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2
41-DPW-Bridge Fund	(\$48,598)	(\$217,771)	\$7,963	\$34,440	(\$16,640)	(\$107,091)	(\$305,272)	\$100,000	\$100,000	\$300,000	\$100,000
42-DPW-Paving Fund	\$25,000	(\$50,000)	(\$35,000)	(\$125,000)	(\$40,000)	(\$5,000)	\$85,000	(\$5,000)	(\$10,000)	\$120,000	(\$100,000)
43-Buildings & Grounds	\$36,280	\$38,280	\$25,280	\$27,280	\$29,280	\$31,280	(\$86,720)	(\$84,720)	(\$82,720)	(\$80,720)	(\$78,720)
46-Generator Fund	\$31,718	(\$18,282)	(\$15,282)	(\$12,182)	(\$8,982)	(\$5,682)	(\$2,282)	\$1,218	\$4,818	\$8,518	\$12,318
47-Public Safety Facility	\$14,403	\$5,000	\$10,000	\$15,000	\$20,000	\$25,000	\$30,000	\$35,000	\$40,000	\$45,000	\$50,000
TBD-Culvert Projects Fund	(\$230,500)	\$8,285	\$8,534	\$8,790	\$9,053	\$9,325	\$9,605	\$9,893	\$10,190	\$10,495	\$10,810
TBD-Roadway and Pedestrian Safety	\$2,500	\$2,500	\$2,750	\$763	\$1,551	\$128	\$1,510	\$3,210	\$2,746	\$5,133	\$5,389
<b>Total Capital Funds</b>	<b>\$884,003</b>	<b>\$800,207</b>	<b>\$842,813</b>	<b>\$823,766</b>	<b>\$736,367</b>	<b>(\$140,306)</b>	<b>\$99,126</b>	<b>\$193,184</b>	<b>\$481,010</b>	<b>\$1,168,411</b>	<b>\$893,076</b>
<b>Total Allocations</b>	<b>\$1,309,500</b>	<b>\$818,725</b>	<b>\$816,454</b>	<b>\$877,838</b>	<b>\$844,112</b>	<b>\$946,556</b>	<b>\$1,027,458</b>	<b>\$957,228</b>	<b>\$962,171</b>	<b>\$900,455</b>	<b>\$915,076</b>

# 10-year Capital Fund Allocation Projections By Funds

FY25 through FY35

Fund # & Name	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
05-Recreation Facility & Impr-Voters	\$15,000	\$15,000	\$15,000	\$15,000	\$12,000	\$12,500	\$13,000	\$13,500	\$14,000	\$14,500	\$15,000
06-Fire Apparatus Fund	\$420,000	\$126,000	\$132,300	\$138,915	\$150,000	\$175,000	\$200,000	\$200,000	\$200,000	\$186,159	\$195,467
07-Highway Equipment Fund	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 300,000	\$ 350,000	\$ 250,000	\$ 250,000	\$ 200,000	\$ 200,000
08-Highway Garage Fund	\$ 30,500	\$ 32,000	\$ 32,675	\$ 33,800	\$ 38,200	\$ 36,200	\$ 37,500	\$ 37,501	\$ 37,502	\$ 37,503	\$ 37,504
09-Solid Waste Equip Fund	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
10-Police Station Fund											
11-Police Cruiser	\$ 35,000	\$ 35,000	\$ 35,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
13-Tracy Hall Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
14-General Admin. Equipment Fund	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
16-Recreation Fund-Dam											
17-Recreation Fund-Tennis Co	\$ 75,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
19-Town Clerk Equipment Fund	\$ 20,000	\$ 8,650	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ -
21-Police Spec Equip Fund	\$ 30,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
25-Fire Station Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26-Fire Equipment Fund	\$ 30,000	\$ 33,075	\$ 34,729	\$ 36,465	\$ 38,288	\$ 40,203	\$ 42,213	\$ 44,324	\$ 46,540	\$ 48,867	\$ 51,310
27-Sidewalk Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
28-Long Term Facility Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41-DPW-Bridge Fund	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
42-DPW-Paving Fund	\$ 75,000	\$ 75,000	\$ 75,000	\$ 100,000	\$ 100,000	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
43-Buildings & Grounds	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
46-Generator Fund	\$ 15,000	\$ 10,000	\$ 3,000	\$ 3,100	\$ 3,200	\$ 3,300	\$ 3,400	\$ 3,500	\$ 3,600	\$ 3,700	\$ 3,800
47-Public Safety Facility	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
TBD-Culvert Projects Fund	\$ 150,000	\$ 50,000	\$ 51,500	\$ 53,045	\$ 54,636	\$ 56,275	\$ 57,964	\$ 59,703	\$ 61,494	\$ 63,339	\$ 65,239
TBD- Roadway & Pedestrian Safety	\$ 10,000	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381	\$ 6,700	\$ 7,036	\$ 7,387	\$ 7,757
<b>Total Allocations</b>	<b>\$ 1,309,500</b>	<b>\$ 818,725</b>	<b>\$ 816,454</b>	<b>\$ 877,838</b>	<b>\$ 844,112</b>	<b>\$ 946,556</b>	<b>\$ 1,027,458</b>	<b>\$ 957,228</b>	<b>\$ 962,171</b>	<b>\$ 900,455</b>	<b>\$ 915,076</b>

## FY25 Fund Allocation Requests Capital Funds

Designated funds	Fund #	FY23 Budg	FY24 Budg	FY25 Budget	Change \$	% change	Cost
DESIGNATED FUND TOWN CLERK EQUIPMENT (Fund 19)	19	\$ -	\$ 0	\$ 20,000	\$ 20,000	100.00%	\$ 0.0026
DESIGNATED FUND Gen Fund EQUIPMENT (Fund 14)	14	\$ 15,000	\$ 15,000	\$ -	\$ (15,000)	0.00%	\$ (0.0020)
DESIGNATED FUND-T COURTS (Fund 17)	17	\$ 10,200	\$ 10,000	\$ 75,000	\$ 65,000	86.67%	\$ 0.0086
DESIGNATED FUND REC FACILITY&IMPROV (Fund 05)	5	\$ -	\$ 0	\$ 15,000	\$ 15,000	100.00%	\$ 0.0020
DESIGNATED FUND - Public Safety (Fund 47)	47	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DESIGNATED FUND - POLICE STATION (fund 10)	10	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DESIGNATED FUND - FIRE STATION Fund 25)	25	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DESIGNATED FUND-Police SPECIAL EQUIP (fund 21)	21	\$ 5,000	\$ 5,000	\$ 30,000	\$ 25,000	83.33%	\$ 0.0033
DESIGNATED FUND-Police CRUISER (Fund 11)	11	\$ 35,000	\$ 35,000	\$ 65,000	\$ 30,000	46.15%	\$ 0.0039
DESIGNATED FUND-Fire APPARATUS (Fund 6)	6	\$ 60,000	\$ 80,000	\$ 120,000	\$ 40,000	33.33%	\$ 0.0053
DESIGNATED FUND-FIRE EQUIPMENT (Fund 26)	26	\$ 10,000	\$ 30,000	\$ 30,000	\$ -	0.00%	\$ -
DESIGNATED FUND- GENERATORS (Fund 46)	46	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	0.00%	\$ -
DESIGNATED FUND-HWY GARAGE (Fund 8)	8	\$ 25,000	\$ 27,000	\$ 30,500	\$ 3,500	11.48%	\$ 0.0005
DESIGNATED FUND-HWY EQUIPMENT (Fund 7)	7	\$ 40,000	\$ 75,000	\$ 250,000	\$ 175,000	70.00%	\$ 0.0230
DESIGNATED FUND-SIDEWALKS (Fund 27)	27	\$ 10,000	\$ 10,000	\$ -	\$ (10,000)	0.00%	\$ (0.0013)
DESIGNATED FUND-DPW PAVING (Fund 42)	42	\$ 45,000	\$ 75,000	\$ 75,000	\$ -	0.00%	\$ -
DESIGNATED FUND-DPW BRIDGES (Fund 41)	41	\$ 100,000	\$ 100,000	\$ 150,000	\$ 50,000	33.33%	\$ 0.0066
Roadway and Pedestrian Safety Fund (TBD)		\$ -	\$ -	\$ 10,000	\$ 10,000	100.00%	\$ 0.0013
Culvert Replacement Fund (TBD)		\$ -	\$ -	\$ 150,000	\$ 150,000	100.00%	\$ 0.0197
DESIGNATED FUND-EQUIPMENT (Fund 43)	43	\$ -	\$ 0	\$ 2,000	\$ 2,000	100.00%	\$ 0.0003
DESIGNATED FUND-Solid Waste EQUIPMENT (Fund 9)	9	\$ -	\$ 5,000	\$ 2,000	\$ (3,000)	-150.00%	\$ (0.0004)
DESIGNATED FUND-TRACY HALL (Fund 13)	13	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>Capital Funds Total</b>		<b>\$ 370,200</b>	<b>\$ 482,001</b>	<b>\$ 1,039,500</b>	<b>557,499</b>	<b>53.63%</b>	<b>0.0734</b>

# FY25 Fund Balance Projections - Capital Funds

Fund	Fund Description	Fund Type	Balance at 6-30-23	Projected Balance		FY25 Allocations	FY25 Spend	FY25 End Bal Proj	FY25 Notes
			(Unaudited)	6-30-24					
5	Recreation Facility & Imp	Committed, Capital Projects	73,875.11	28,625.26	\$ 15,000.00	\$ -	\$ 43,625.26	Playground repairs Expected 2026 @~90K partially donor funded	
6	Fire Apparatus	Committed, Capital Projects	407,076.63	178,639.03	\$ 120,000.00	\$ (38,588.00)	\$ 260,051.03	replace 2013 Ford SUV- Car 1 FY25; expect replace of Ladder truck FY26@~600K	
7	Highway Equipment	Committed, Capital Projects	150,449.42	(36,475.95)	\$ 250,000.00	\$ (200,000.00)	\$ 13,524.05	Replace Asset Tag HWY-29 '12 Dump Truck Salt Shed and Garage repairs \$400K over 4 years	
8	Highway Garage	Committed, Capital Projects	77,759.24	105,555.76	\$ 30,500.00	\$ (105,000.00)	\$ 31,055.76	Repair Shed at TS- Expect expenses ~\$40K over 5 years	
9	Solid Waste Equipment	Committed, Capital Projects	34,613.64	39,914.84	\$ 2,000.00	\$ (5,000.00)	\$ 36,914.84	close fund- TFR money to Public Safety Facility	
10	Police Station Fund	Committed, Capital Projects	14,402.85	9,512.36	\$ -	\$ -	\$ 9,512.36	Cruiser purchase; trying to move to a 5 yr replacement schedule	
11	Police Cruiser Fund	Committed, Capital Projects	26,438.20	44,749.91	\$ 35,000.00	\$ (65,000.00)	\$ 14,749.91	Heating System Repairs; Ongoing study	
13	Tracy Hall Fund	Committed, Capital Projects	65,790.22	66,299.95	\$ -	\$ (35,000.00)	\$ 31,299.95	Computer replacement schedule	
14	General Admin Fund	Committed, Capital Projects	105,894.17	121,813.37	\$ -	\$ (12,000.00)	\$ 109,813.37		
15	Granite Bench w/ Crysta	Committed, Capital Projects	9.80	9.87	\$ -	\$ -	\$ 9.87		
16	Recreation Fund- Dam	Committed, Capital Projects	5.35	5.39	\$ -	\$ -	\$ 5.39		
17	Recreation Fund-Tennis Courts	Committed, Capital Projects	33,718.95	10,131.36	\$ 75,000.00	\$ -	\$ 85,131.36	Redo of Courts expected FY26@~\$300K; Grant \$150K, Donations \$75K	
19	Town Clerk Equipment	Committed, Capital Projects	-	-	\$ 20,000.00	\$ (20,000.00)	\$ -	Purchase Flatbed Scanner	
21	Police Special Equip	Committed, Capital Projects	13,194.12	269.89	\$ 30,000.00	\$ (30,000.00)	\$ 269.89	Cameras and EQ4 Equipment	
22	Kids & Cops Fund	Committed, Capital Projects	-	-	\$ -	\$ -	\$ -		
23	Affordable housing Fund	Committed, Capital Projects	47,067.55	47,425.42	\$ -	\$ -	\$ 47,425.42		
24	Land Management Council	Committed, Capital Projects	16,935.51	12,564.28	\$ -	\$ -	\$ 12,564.28		
25	Fire Station Fund	Committed, Capital Projects	5,090.18	5,128.88	\$ -	\$ (5,128.88)	\$ -		
26	Fire Equipment fund	Committed, Capital Projects	59,593.32	63,974.79	\$ 30,000.00	\$ (17,325.00)	\$ 76,649.79	Radio and PPE	
27	Sidewalk	Committed, Capital Projects	106,565.63	117,451.92	\$ -	\$ -	\$ 117,451.92		
28	Long Term Facility Study	Committed, Capital Projects	2.25	2.27	\$ -	\$ -	\$ 2.27		
41	DPW- Bridge	Committed, Capital Projects	568,723.22	482,432.64	\$ 150,000.00	\$ (198,598.00)	\$ 433,834.64	Various Bridge work - See Cap Plan	
42	DPW - Paving	Committed, Capital Projects	208,216.23	266,073.00	\$ 75,000.00	\$ (250,000.00)	\$ 91,073.00	Beaver Meadow work	
43	Building & Grounds Equipment	Committed, Capital Projects	34,279.85	34,540.49	\$ 2,000.00	\$ -	\$ 36,540.49	Truck replacement expected 2027 @~\$120K	
46	Generator	Committed, Capital Projects	1,718.24	16,845.35	\$ 15,000.00	\$ -	\$ 31,845.35	Gen at Town Office expected 2026 @~60K transfer funds from police Station funds; begin allocation sin FY26	
47	Public Safety Facility	Committed, Capital Projects	-	-	\$ -	\$ -	\$ -	work partially grant/FEMA funded	
TBD	Culvert Repair & Replacement Fund	Committed, Capital Projects	-	-	\$ 150,000.00	\$ (135,000.00)	\$ 15,000.00	expect a min of \$5-7.5K per year expensed	
TBD	Roadway & Pedestrian Safety Fund	Committed, Capital Projects	-	-	\$ 10,000.00	\$ (7,500.00)	\$ 2,500.00		

# Proposed Article Drafts

- Wording and values shown in the proposed articles are drafts. All final verbiage and amounts will be completed by the selectboard for presentation to the voters in the town report.





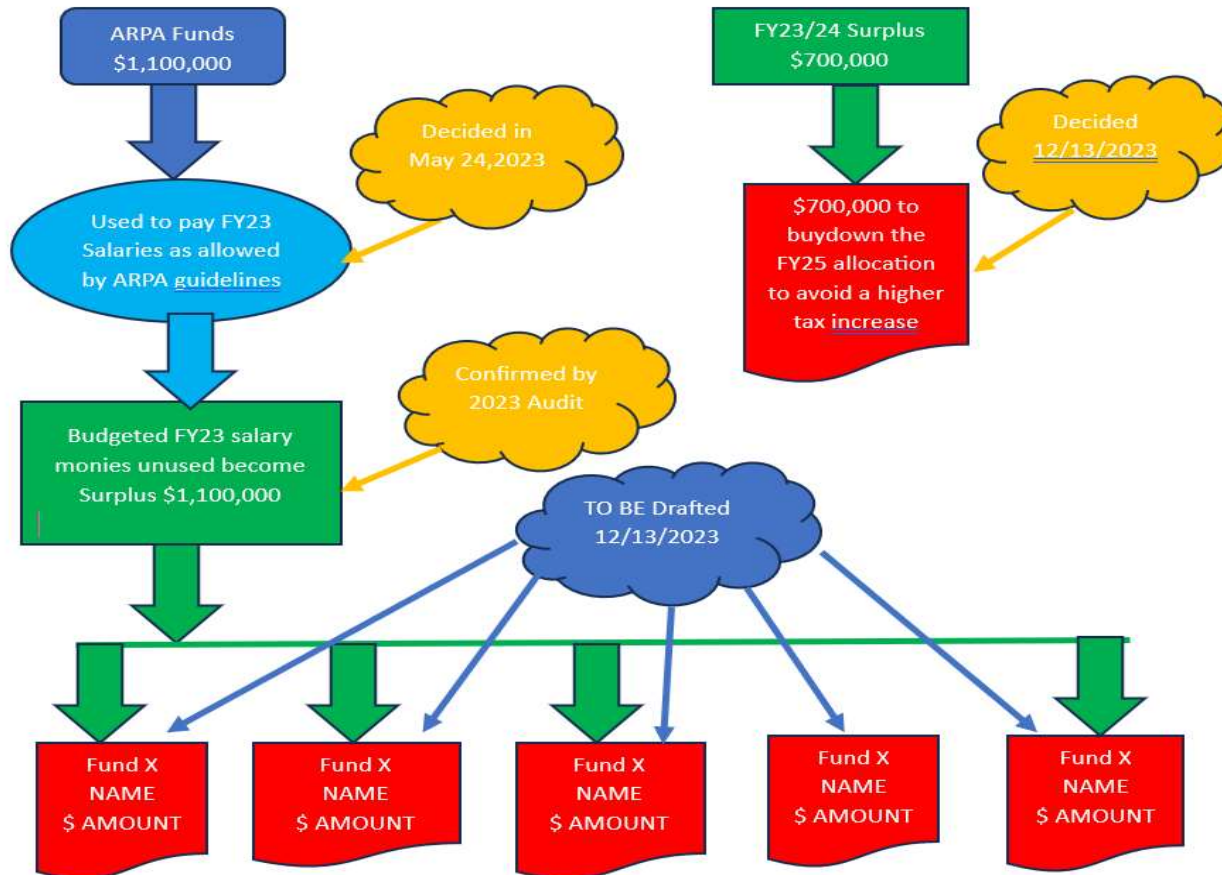
## The Audited Surplus on June 30, 2023

Balances	6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023
General Fund Bal Unrestricted	1,228,378	(1,233,213)	(319,304)	860,620	1,259,643	738,288
Current Year	(2,461,591)	911,376	1,180,019	439,349	(521,355)	1,068,621
<b>Balance at Year End</b>	<b>(1,233,213)</b>	<b>(321,836)</b>	<b>860,715</b>	<b>1,299,968</b>	<b>738,287</b>	<b>1,806,909</b>

The surplus is the accumulation of prior years surplus/deficits. This amount needs to be reported to the voters each year and suggestions brought before the voters for the use or savings of these funds.

- Using = moving it to a designated fund(s) by article and/or operating fund by budget revenue designation
- Saving = leaving in the general unrestricted (surplus/deficit) account to allow for current year budget fluctuations

# A look at the Current Surplus



## Capital Fund Surplus Infusion Article Requests

### Fund 6- Fire Apparatus

Shall the voters approve the use of \$300,000 of the current surplus to fund the Fire Apparatus Fund- #06?

### Fund- 8- Highway Garage

Shall the voters approve the use of \$200,000 of the current surplus to fund the Highway Garage Fund #8?

### Fund 13- Tracy Hall Fund

Shall the voters approve the use of \$500,000 of the current surplus to fund the Tracy Hall Fund - #13 for improvements to Tracy Hall developed during the current planning stage?

### Fund 50-Unanticipated Expenses and Emergency Reserve

Shall the voters approve the use of \$\_\_\_ of the current surplus to fund bring the Unanticipated Expenses and emergency reserve balance to 12-16% of the operating budget?

# Current Fund Purpose Statements

Funds with article requests to change the purpose statements or close the funds. (See slides 35-36)

<b>Fund 10- Police Station Fund</b>	<b>Fund- 16- Recreation Fund- Dam</b>	<b>Fund 25- Fire Station Fund</b>	<b>Fund 47 - Public Safety Facility Fund</b>	<b>Fund#49- American Rescue Plan Act "ARPA"</b>
To purchase mechanical equipment for and maintain the structure of the Police station at the Town of Norwich. (Purpose derived from the name and restrictions)	To maintain and improve the pool/dam and the surrounding grounds used for recreation programs conducted by the Town of Norwich. (Purpose derived from the name and restrictions.)	To purchase mechanical equipment for and maintain the Fire station structure at the Town of Norwich. (Purpose derived from the name and restrictions.)	Article 5 March 1, 2016 - architectural and engineering services for a public safety facility. Article 9 March 6, 2017 - borrowing for the public safety project.	Article 10 March 7, 2023 - Create a special reserve fund for the purpose of holding the American Rescue Plan Act (ARPA) monies.

## Proposed Funds to Transact by Article Requests

### Fund 10- Police Station Fund

Shall the voters approve the movement of all remaining money in Fund 10-Police Station Fund to Fund 47- Public Safety Facility Fund and the closure of Fund 10?

### Fund- 16- Recreation Fund- Dam

Shall the voters approve the movement of all remaining money in Fund 16-Recreation Fund -Dam to Fund 05-Recreation Facility & Improvements and the closure of Fund 16?

### Fund 25- Fire Department Apparatus Bay

Shall the voters approve the change in the title and purpose of fund 25 to be "Fire Department Apparatus Bay" with the purpose "to be used for the repairs, replacement and maintenance of the Apparatus Bay and its mechanical equipment?"

### Fund 47 - Public Safety Facility Fund

Shall the voters approve the change in the purpose of fund 47- Public Safety Facility to be "to be used for the repairs, replacement and maintenance of the Public Safety Facility and its mechanical equipment?"

## Proposed Funds to Transact by Article Requests (Continued)

Fund#49- American Rescue Plan Act “ARPA”	Fund# TBD – Roadway and Pedestrian Safety?	Fund# TBD – Culverts Fund	Fund#
<p>Having completed all the work regarding the American Rescue Plan Act, shall the voters approve the closure of fund 49- American Rescue Plan Act.</p>	<p>Shall the voters approve the creation of a Roadway and Pedestrian Safety Fund with a purpose to purchase materials needed to ensure adequate safety for our roadways such as guardrails, road signs, barriers, clearing trees, straightening roads, lines of sight and the like and fund this with \$10,000 in FY25?</p>	<p>Shall the voters approve the creation of a Culverts Fund with the purpose to allocate and track expenses related to the purchase, repair, and replacement of culverts in the Town’s jurisdiction and fund this with \$150,000 in FY25?</p>	<p>Shall the voters approve the....</p>

**Town of Norwich Department Summary  
FY25 Budget - Draft 12-13-23**

Department Expense Summary	FY 23			FY25	FY25/FY24
	FY 23 Budget	Actual	FY 24 Budget	Budget Request	% Change
TOWN ADMINISTRATION	\$ 383,197	\$ 601,159	\$ 469,632	\$ 517,684	10.23%
BCA/BOA	\$ 975	\$ -	\$ 985	\$ 1,163	18.10%
STATUTORY MEETINGS	\$ 14,025	\$ 4,848	\$ 9,575	\$ 10,438	9.02%
TOWN CLERK	\$ 183,230	\$ 202,537	\$ 196,729	\$ 232,227	18.04%
FINANCE	\$ 215,645	\$ 295,598	\$ 235,584	\$ 253,896	7.77%
GENERAL ADMINISTRATION	\$ 64,822	\$ 78,160	\$ 65,800	\$ 66,157	0.54%
LISTER	\$ 121,767	\$ 96,373	\$ 112,890	\$ 107,313	-4.94%
PLANNING	\$ 185,800	\$ 80,764	\$ 160,331	\$ 192,670	20.17%
RECREATION	\$ 260,412	\$ 196,889	\$ 335,865	\$ 321,198	-4.37%
PUBLIC SAFETY FACILITY	\$ 30,680	\$ 37,593	\$ 36,062	\$ 37,447	3.84%
POLICE	\$ 641,017	\$ 548,387	\$ 746,344	\$ 865,255	15.93%
FIRE/FAST	\$ 473,817	\$ 503,628	\$ 526,236	\$ 588,765	11.88%
EMERGENCY MGMT.	\$ 47,875	\$ 45,883	\$ 47,910	\$ 46,580	-2.78%
CONSERVATION COMMISSION	\$ 9,300	\$ 8,402	\$ 8,500	\$ 8,500	0.00%
PUBLIC WORKS	\$ 1,970,387	\$ 2,408,678	\$ 2,206,984	\$ 2,532,478	14.75%
LONG TERM DEBT	\$ 164,675	\$ 203,503	\$ 167,400	\$ 215,743	28.88%
TAXES	\$ 3,000	\$ 18,026	\$ 3,000	\$ 21,300	610.00%
INSURANCES	\$ 188,250	\$ 147,590	\$ 192,300	\$ 202,418	5.26%
<b>TOWN TOTAL</b>	<b>\$ 4,958,874</b>	<b>\$ 5,478,018</b>	<b>\$ 5,522,127</b>	<b>\$ 6,221,233</b>	<b>12.66%</b>
OUTSIDE APPROPRIATIONS	\$ 416,608	\$ 416,654	\$ 450,560	\$ 642,168	42.53%
<b>TOTAL IF ALL PASSES</b>	<b>\$ 5,375,482</b>	<b>\$ 5,894,671</b>	<b>\$ 5,972,686</b>	<b>\$ 6,863,401</b>	<b>14.91%</b>

**Town of Norwich Revenue Report  
FY25 Budget - Draft**

	FY23	FY23	FY24	FY 25	FY25/FY24
	BUDGET	Actual	Budget Projection	Budget Projection	% CHANGE
<b>PROPERTY TAX REVENUES</b>					
TOWN PROPERTY TAX	\$ 4,098,806	\$ 4,202,296	\$ 4,621,999	\$ 4,572,216	-1.08%
WINDSOR COUNTY TAX		\$ 58,829	\$ 61,444	\$ 61,444	0.00%
PROPERTY TAX FOR OTHER MONETARY	\$ 425,938	\$ 406,654	\$ 450,560	\$ 642,168	42.53%
VT LAND USE TAX (HOLD HARMLESS PAY)	\$ 187,863	\$ 219,466	\$ 205,000	\$ 218,178	6.43%
PROPERTY TAX INTEREST	\$ 30,000	\$ 10,305	\$ 30,000	\$ 30,000	0.00%
PROPERTY TAX COLLECTION FEE	\$ 20,000	\$ 27,410	\$ 20,000	\$ 20,000	0.00%
<b>TOTAL PROPERTY TAX REVENUE</b>	<b>\$ 4,762,607</b>	<b>\$ 4,924,959</b>	<b>\$ 5,389,003</b>	<b>\$ 5,544,006</b>	<b>16.41%</b>
<b>LICENSE &amp; PERMIT REVENUE</b>					
LIQUOR LICENSE	\$ 600	\$ 600	\$ 600	\$ 600	0.00%
DOG LICENSE	\$ 1,750	\$ 2,593	\$ 1,750	\$ 2,700	54.29%
HUNTING & FISHING LICENSES	\$ 200	\$ 84	\$ 200	\$ 75	-62.50%
PEDDLER LICENSE	\$ -	\$ 25	\$ -	\$ -	0.00%
BUILDING/DEVELOPMENT PERMITS	\$ 8,000	\$ 7,880	\$ 9,000	\$ 10,000	11.11%
LAND POSTING PERMIT	\$ 200	\$ 215	\$ 200	\$ 200	0.00%
<b>TOTAL LICENSE &amp; PERMIT REVENUE</b>	<b>\$ 10,750</b>	<b>\$ 11,397</b>	<b>\$ 11,750</b>	<b>\$ 13,575</b>	<b>26.28%</b>
<b>INTERGOVERNMENTAL REVENUE</b>					
VT HIWAY GAS TAX	\$ 160,000	\$ 163,688	\$ 160,000	\$ 160,000	0.00%
VT ACT 60	\$ 13,750	\$ 15,495	\$ 15,000	\$ 15,495	3.30%
PILOT PAYMENTS	\$ 10,000	\$ 13,930	\$ 10,000	\$ 10,000	0.00%
VT NATURAL RESRCS	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	0.00%
LATE FEES-REVISED TAX BILLS	\$ -	\$ -	\$ -	\$ -	0.00%
EDUCATION TAX RETAINER	\$ 27,000	\$ -	\$ 27,000	\$ 27,000	0.00%
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>\$ 213,250</b>	<b>\$ 193,112</b>	<b>\$ 214,500</b>	<b>\$ 214,995</b>	<b>0.82%</b>
<b>SERVICE FEE REVENUE</b>					
RECORDING FEE & RESTORATION	\$ 25,000	\$ 23,909	\$ 25,000	\$ 25,000	0.00%
RESTORATION	\$ -	\$ -	\$ -	\$ -	0.00%
DOCUMENT COPY FEE	\$ 2,100	\$ 3,696	\$ 2,100	\$ 2,100	0.00%
USE OF RECRD S FEE	\$ 250	\$ 589	\$ 250	\$ 500	100.00%
VITAL STATISTIC FEE	\$ 800	\$ 1,610	\$ 800	\$ 1,500	87.50%
MOTOR VEHICLE RENEWAL FEE	\$ 50	\$ 30	\$ 50	\$ -	-100.00%
PHOTOCOPYING FEE	\$ 50	\$ 2	\$ 50	\$ 50	0.00%
EV CHARGING FEES	\$ -	\$ -	\$ -	\$ -	0.00%
TRACY HALL RENTAL FEE	\$ 3,500	\$ 4,910	\$ 3,500	\$ 4,000	14.29%
POLICE REPORT FEE	\$ 500	\$ 236	\$ 500	\$ 500	0.00%
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	\$ 73,478	\$ 155,000	\$ 115,000	-25.81%
TRANSFER STATION STICKERS	\$ 40,000	\$ 46,255	\$ 40,000	\$ 40,000	0.00%
RECYCLING SOLID WASTE FEES	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	0.00%
E-WASTE REVENUE	\$ 3,500	\$ 3,456	\$ 3,500	\$ 3,500	0.00%
RECYCLING REBATES	\$ 6,500	\$ 15,005	\$ 6,500	\$ 6,500	0.00%
C & D WASTE REVENUE	\$ 10,000	\$ 13,458	\$ 10,000	\$ 10,000	0.00%
TRASH COUPON	\$ 105,000	\$ 100,970	\$ 105,000	\$ 105,000	0.00%



**Town of Norwich Revenue Report  
FY25 Budget - Draft**

	FY23	FY23	FY24	FY 25	FY25/FY24
	BUDGET	Actual	Budget Projection	Budget Projection	% CHANGE
<b>TOTAL SERVICE FEE REVENUE</b>	\$ 325,750	\$ 287,604	\$ 355,750	\$ 317,150	-10.85%
<b>GRANT REVENUE</b>					
HIWAY PAVING GRANT	\$ -	\$ 210,302	\$ -	\$ -	0.00%
HIWAY BRIDGE GRANT		\$ -	\$ -	\$ -	0.00%
BETTER BACK ROADS GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
HISTORIC PRESERVATION GRANT	\$ -	\$ 9,000	\$ -	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ 7,991	\$ -	\$ -	0.00%
ENERGY GRANT		\$ -	\$ -	\$ -	0.00%
VLCT GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
GRANTS IN AID PROJECT	\$ -	\$ -	\$ -	\$ -	0.00%
BEAVER MEADOW SIDEWALK SCOPING C	\$ -	\$ -	\$ -	\$ -	0.00%
HIWAY CULVERT GRANT		\$ -	\$ -	\$ -	0.00%
VLCT PACIF GRANT		\$ -	\$ -	\$ -	0.00%
GOVERNORS HIGHWAY SAFETY GRANT	\$ -	\$ 8,171	\$ -	\$ -	0.00%
PLANNING GRANT	\$ -	\$ 7,835	\$ -	\$ 7,500	0.00%
RECREATION DEPT GRANT		\$ -	\$ -	\$ -	0.00%
MAHHC GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
NORWICH WOMEN'S CLUB GRANTS	\$ -	\$ 800	\$ -	\$ -	0.00%
RECREATION RESTART GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS TAP GRANT	\$ -	\$ 219,638	\$ -	\$ -	0.00%
CONSERV COMM GRANT		\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
COVID 19 GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS BIKE & PED GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL GRANT REVENUE</b>	\$ -	\$ 463,736	\$ -	\$ 7,500	0.00%
<b>OTHER TOWN REVENUES</b>					
TOWN REPORT	\$ -	\$ -	\$ -	\$ -	0.00%
BANK INTEREST	\$ 20,000	\$ 26,170	\$ 20,000	\$ 20,000	0.00%
TRX FROM SCHOLARSHIP FUND		\$ 2,330	\$ -	\$ -	0.00%
INSURANCE CLAIMS	\$ -	\$ 4,158	\$ -	\$ -	0.00%
ATHLETIC FIELD RENTAL	\$ 32,000	\$ 25,125	\$ 32,000	\$ 32,000	0.00%
LINE OF CREDIT (FEMA)	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL OTHER TOWN REVENUES</b>	\$ 52,000	\$ 57,783	\$ 52,000	\$ 52,000	0.00%
<b>PUBLIC SAFETY REVENUES</b>					
POLICE FINE	\$ 10,000	\$ 2,402	\$ 10,000	\$ 10,000	0.00%
PARKING FINE	\$ 500	\$ -	\$ 500	\$ 500	0.00%
DOG FINE	\$ 125	\$ -	\$ 125	\$ 125	0.00%
CADET PROGRAM	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL PUBLIC SAFETY REVENUES</b>	\$ 10,625	\$ 2,402	\$ 10,625	\$ 10,625	0.00%
<b>MISCELLANEOUS REVENUE</b>					
DAILY OVER/SHORT	\$ -	\$ -	\$ -	\$ -	0.00%
DONATIONS	\$ -	\$ -	\$ -	\$ -	0.00%
AMBULANCE BILLS PAID	\$ -	\$ -	\$ -	\$ -	0.00%
BROWNS SCHOOLHOUS RD BRIDGE DON	\$ -	\$ -	\$ -	\$ -	0.00%

**Town of Norwich Revenue Report  
FY25 Budget - Draft**

	FY23	FY23	FY24	FY 25	FY25/FY24
	BUDGET	Actual	Budget Projection	Budget Projection	% CHANGE
COBRA REIMBURSEMENTS	\$ -	\$ 775	\$ -	\$ -	0.00%
TOWN CLERK	\$ -	\$ 38	\$ -	\$ 50	0.00%
PLANNING DEPT	\$ -	\$ -	\$ -	\$ -	0.00%
POLICE DEPT	\$ -	\$ -	\$ -	\$ -	0.00%
RECREATION DEPT	\$ -	\$ -	\$ -	\$ -	0.00%
FIRE DEPT	\$ -	\$ 1,014	\$ -	\$ -	0.00%
HIGHWAY DEPT	\$ -	\$ 276	\$ -	\$ -	0.00%
CONSERVATION COMM.	\$ -	\$ -	\$ -	\$ -	0.00%
ARPA REVENUE	\$ -	\$ 1,019,279	\$ -	\$ -	0.00%
OPIOID SETTLEMENT REVENUE	\$ -	\$ -	\$ -	\$ 3,000	0.00%
FINANCE DEPT MISCEL	\$ -	\$ 210	\$ -	\$ -	0.00%
MISCELLANEOUS	\$ 500	\$ 707	\$ 500	\$ 500	0.00%
Surplus Infusion				\$ 700,000	
<b>TOTAL MISCELLANEOUS REVENUE</b>	\$ 500	\$ 1,022,298	\$ 500	\$ 703,550	140610.00%
<b>TOTAL FEES &amp; SERVICES</b>	\$ 612,875	\$ 2,038,333	\$ 645,125	\$ 1,319,395	104.52%
ALLOWANCE FOR TAX ADJUSTMENTS*					
<b>TOTAL TOWN REVENUES</b>	\$ 5,375,482	\$ 6,963,292	\$ 6,034,128	\$ 6,863,401	13.74%

**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
<b>TOWN ADMINISTRATION</b>					
SELECTBOARD STIPEND	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
TOWN MANAGER WAGE	\$ 96,877	\$ 197,368	\$ 103,997	\$ 144,800	39.23%
Assistant Town Manager Wage			\$ 66,461	\$ 69,339	4.33%
TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,800	2.86%
ADMIN ASSIST WAGE	\$ 58,458	\$ 63,780	\$ 22,823	\$ 23,459	2.78%
ADMIN ASSIST OT	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 9,631	\$ 16,241	\$ 12,247	\$ 14,998	22.46%
MEDI TAX	\$ 2,175	\$ 3,798	\$ 2,864	\$ 3,508	22.46%
HEALTH INSUR	\$ 43,929	\$ 37,611	\$ 43,087	\$ 58,292	35.29%
DISABILITY/LIFE INSURANCE	\$ 1,541	\$ 892	\$ 1,857	\$ 1,824	-1.76%
DENTAL INSURANCE	\$ 884	\$ 579	\$ 1,105	\$ 1,147	3.83%
VT RETIREMENT	\$ 10,485	\$ 17,150	\$ 13,046	\$ 16,632	27.48%
PROFESSIONAL SERVICES	\$ 17,500	\$ 8,568	\$ 18,000	\$ 10,000	-44.44%
CONTRACTED SERVICES	\$ 30,670	\$ 30,670	\$ -	\$ -	0.00%
LEGAL	\$ 90,000	\$ 183,467	\$ 95,000	\$ 100,000	5.26%
VLCT MEMBERSHIP	\$ 5,657	\$ 5,657	\$ 5,863	\$ 6,088	3.84%
TOWN REPORT	\$ 3,750	\$ 4,046	\$ 4,000	\$ 4,154	3.84%
TELEPHONE	\$ 800	\$ 561	\$ 800	\$ 831	3.84%
T MNGR CELL PHONE	\$ 480	\$ 944	\$ 1,500	\$ 1,558	3.84%
T MNGR RECRUITMENT	\$ -	\$ -	\$ 30,000	\$ -	-100.00%
T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ 0	\$ 10,000	3999900.00%
POSTAGE	\$ 100	\$ 56	\$ 100	\$ 104	3.84%
ADVERTISING	\$ 1,000	\$ 2,149	\$ 3,000	\$ 3,115	3.84%
PRINTING	\$ -	\$ -	\$ -	\$ -	0.00%
MILEAGE	\$ 200	\$ 182	\$ 200	\$ 208	3.84%
OFFICE SUPPLIES	\$ 1,500	\$ 1,768	\$ 2,000	\$ 2,077	3.84%
OFFICE EQUIP	\$ 300	\$ 290	\$ 1,000	\$ 1,038	3.84%
DUES/MTS/EDUC	\$ 750	\$ 1,105	\$ 3,000	\$ 4,000	33.33%
Treasurer's Training/ Dues/Conferences/Expenses			\$ 0	\$ 1,000	399900.00%
SB COMMITTEE EXPENSES	\$ -	\$ 118	\$ 500	\$ 519	3.84%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE	\$ 1,760	\$ 722	\$ 1,760	\$ 1,828	3.84%
EVCS GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
NEGRASS GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
Regional Energy Coordinator	\$ -	\$ -	\$ 30,670	\$ 31,848	3.84%
DES FUND-FACILITIES STUDY (Fund 28)	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-CITIZEN ASSISTANCE (fund 33)	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND - CLIMATE EMERGENCY (Fund 48)	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND- MAIN STREET FLAGS (#37)	\$ -	\$ -	\$ 0	\$ 500	199900.00%
MISCELLANEOUS	\$ 500	\$ 19,185	\$ 500	\$ 519	3.84%
BUSINESS E-MAIL COMPROMISES (BEC'S)	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL TOWN ADMIN</b>	<b>\$ 383,197</b>	<b>\$ 601,159</b>	<b>\$ 469,632</b>	<b>\$ 517,684</b>	<b>10.23%</b>
<b>BOARD OF CIVIL AUTHORITY/ABATEMENT</b>					
JUSTICES STIPEND	\$ 500	\$ -	\$ 500	\$ 500	0.00%
FICA TAX	\$ -	\$ -	\$ -	\$ 31	0.00%
MEDI TAX	\$ -	\$ -	\$ -	\$ 7	0.00%
CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 150	\$ -	\$ 160	\$ 300	87.50%
OFFICE SUPPLIES	\$ 25	\$ -	\$ 25	\$ 25	0.00%
DUES/MTS/EDUC	\$ 300	\$ -	\$ 300	\$ 300	0.00%
<b>TOTAL BCA</b>	<b>\$ 975</b>	<b>\$ -</b>	<b>\$ 985</b>	<b>\$ 1,163</b>	<b>18.10%</b>
<b>STATUTORY MEETINGS</b>					
POLL WORKERS STIPEND	\$ 700	\$ -	\$ 500	\$ 500	0.00%
FICA TAX	\$ -	\$ -	\$ -	\$ 31	0.00%
MEDI TAX	\$ -	\$ -	\$ -	\$ 7	0.00%
CONTRACTED SERVICES	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.00%
POSTAGE	\$ 2,500	\$ 575	\$ 400	\$ 1,200	200.00%
ADVERTISING	\$ 200	\$ 290	\$ 225	\$ 250	11.11%
PRINTING	\$ 5,000	\$ 2,298	\$ 3,000	\$ 3,000	0.00%
OFFICE SUPPLIES	\$ 400	\$ 97	\$ 450	\$ 400	-11.11%
VOTING MACH EXPENSE	\$ 75	\$ -	\$ 100	\$ 100	0.00%
VOTING MACH MAINT AGRMT	\$ 650	\$ -	\$ 400	\$ 450	12.50%
VTG MCHN PROGRAMING	\$ 3,500	\$ 1,589	\$ 3,500	\$ 3,500	0.00%
<b>TOTAL STATUTORY MEETING</b>	<b>\$ 14,025</b>	<b>\$ 4,848</b>	<b>\$ 9,575</b>	<b>\$ 10,438</b>	<b>9.02%</b>
<b>TOWN CLERK</b>					
TOWN CLERK WAGE	\$ 75,848	\$ 91,523	\$ 78,472	\$ 74,299	-5.32%
ASST CLK WAGE	\$ 49,982	\$ 54,656	\$ 52,316	\$ 55,428	5.95%
FICA TAX	\$ 7,787	\$ 8,479	\$ 8,109	\$ 8,043	-0.81%
MEDI TAX	\$ 1,758	\$ 2,005	\$ 1,896	\$ 1,881	-0.81%

**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION					FY25 Budget	FY25/24 Budget
	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	Request	% Change	
HEALTH INS	\$ 30,633	\$ 29,892	\$ 33,113	\$ 43,357	30.94%	
DISABILITY/LIFE INS	\$ 1,340	\$ 1,264	\$ 1,340	\$ 1,416	5.64%	
DENTAL INSURANCE	\$ 884	\$ (236)	\$ 884	\$ 918	3.83%	
VT RETIREMENT	\$ 8,478	\$ 9,545	\$ 8,828	\$ 9,081	2.86%	
DOG/CAT LICENSE	\$ 275	\$ -	\$ 300	\$ 300	0.00%	
VITAL STATISTICS	\$ 20	\$ 38	\$ 50	\$ 50	0.00%	
RECORD RESTORATION	\$ -	\$ -	\$ -	\$ -	0.00%	
ADVERTISING	\$ 200	\$ -	\$ 200	\$ 200	0.00%	
TELEPHONE	\$ 550	\$ 599	\$ 600	\$ 600	0.00%	
POSTAGE	\$ -	\$ 31	\$ -	\$ 350	0.00%	
OFFICE SUPPLIES	\$ 1,200	\$ 682	\$ 1,290	\$ 1,340	3.84%	
OFFICE EQUIPMENT	\$ 500	\$ 33	\$ 500	\$ 500	0.00%	
SOFTWARE	\$ 3,600	\$ 3,900	\$ 3,480	\$ 4,100	17.82%	
DUES/MTGS/EDUC	\$ 175	\$ 125	\$ 350	\$ 5,365	1432.86%	
WOMEN'S CLUB GRANT	\$ -	\$ -	\$ -	\$ -	0.00%	
Designated Fund- Town Clerk Equip (Fund 19)	\$ -	\$ -	\$ 0	\$ 20,000	4877948.78%	
DES FUND-RECORD RESTORATION (Fund 45)	\$ -	\$ -	\$ 5,000	\$ 5,000	0.00%	
<b>TOTAL TOWN CLERK</b>	<b>\$ 183,230</b>	<b>\$ 202,537</b>	<b>\$ 196,729</b>	<b>\$ 232,227</b>	<b>18.04%</b>	
<b>FINANCE DEPARTMENT</b>						
FINANCE ASSISTANT WAGE	\$ 49,982	\$ 57,471	\$ 55,389	\$ 58,129	4.95%	
FINANCE OFFICER WAGE	\$ 83,428	\$ 164,769	\$ 91,054	\$ 95,275	4.64%	
FICA TAX	\$ 8,508	\$ 9,160	\$ 9,079	\$ 9,511	4.75%	
MEDI TAX	\$ 1,921	\$ 2,142	\$ 2,123	\$ 2,224	4.75%	
HEALTH INS	\$ 37,522	\$ 15,388	\$ 27,400	\$ 21,129	-22.89%	
DISABILITY/LIFE INS	\$ 1,445	\$ 836	\$ 1,445	\$ 1,512	4.66%	
DENTAL INSURANCE	\$ 884	\$ 902	\$ 884	\$ 918	3.87%	
VT RETIREMENT	\$ 9,005	\$ 5,908	\$ 9,885	\$ 10,738	8.63%	
PROFESSIONAL SERVICES	\$ 3,000	\$ 2,627	\$ 3,000	\$ 3,000	0.00%	
INDEPENDENT AUDIT	\$ 14,250	\$ 29,430	\$ 28,600	\$ 40,000	39.86%	
TELEPHONE	\$ 1,000	\$ 894	\$ 1,000	\$ 1,000	0.00%	
POSTAGE	\$ -	\$ 2	\$ -	\$ 10	0.00%	
ADVERTISING	\$ 175	\$ -	\$ 175	\$ 175	0.00%	
PRINTING	\$ 75	\$ 119	\$ 100	\$ 125	25.00%	
OFFICE SUPPLIES	\$ 1,750	\$ 1,067	\$ 1,750	\$ 1,100	-37.14%	
OFFICE EQUIPMENT	\$ 750	\$ -	\$ 750	\$ 750	0.00%	
SOFTWARE	\$ 1,425	\$ 4,586	\$ 1,425	\$ 4,800	236.84%	
DUES/MTGS/EDUC	\$ 525	\$ 20	\$ 525	\$ 2,500	376.19%	
BANK CHARGE	\$ -	\$ 278	\$ 1,000	\$ 1,000	0.00%	
<b>TOTAL FINANCE DEPT</b>	<b>\$ 215,645</b>	<b>\$ 295,598</b>	<b>\$ 235,584</b>	<b>\$ 253,896</b>	<b>7.77%</b>	
<b>GENERAL ADMINISTRATION</b>						
TELEPHONE	\$ 600	\$ 496	\$ 650	\$ 675	3.84%	
POSTAGE METER RENTAL	\$ 700	\$ 638	\$ 750	\$ 779	3.84%	
POSTAGE	\$ 4,000	\$ 3,973	\$ 4,300	\$ 4,465	3.84%	
OFFICE SUPPLIES	\$ 1,250	\$ 755	\$ 1,300	\$ 1,350	3.84%	
PHOTOCOPIER	\$ 1,600	\$ 1,695	\$ 1,700	\$ 1,765	3.84%	
REMOTE MEETING SERVICES	\$ -	\$ 6,550	\$ 0	\$ 6,500	2599900.00%	
COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ -	0.00%	
COMPUTER EQUIPMENT	\$ 1,400	\$ 4,363	\$ 1,500	\$ 5,000	233.33%	
WEB SITE SUPPORT	\$ 600	\$ 541	\$ 600	\$ 623	3.84%	
SERVER MAINTENANCE	\$ 39,672	\$ 44,150	\$ 40,000	\$ 45,000	12.50%	
DESIGNATED FUND EQUIPMENT (Fund 14)	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	-100.00%	
<b>TOTAL GENERAL ADMIN</b>	<b>\$ 64,822</b>	<b>\$ 78,160</b>	<b>\$ 65,800</b>	<b>\$ 66,157</b>	<b>0.54%</b>	
<b>BOARD OF LISTERS</b>						
LISTER STIPEND	\$ 4,500	\$ 3,000	\$ 4,500	\$ 4,500	0.00%	
ASSESSING CLERK WAGE	\$ 22,547	\$ -	\$ 27,000	\$ 27,000	0.00%	
FICA TAX	\$ 1,677	\$ 186	\$ 1,953	\$ 1,953	0.00%	
MEDI TAX	\$ 663	\$ 44	\$ 457	\$ 457	0.00%	
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	\$ 25,000	-30.56%	
TAX MAPPING	\$ -	\$ -	\$ -	\$ -	0.00%	
SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 5,680	\$ 6,000	\$ 6,230	3.84%	
TELEPHONE	\$ 530	\$ 530	\$ 600	\$ 623	3.84%	
POSTAGE	\$ 150	\$ 442	\$ 180	\$ 200	11.11%	
ADVERTISING	\$ 150	\$ -	\$ 180	\$ 200	11.11%	
PRINTING	\$ 100	\$ 66	\$ 180	\$ 200	11.11%	
MILEAGE REIMB	\$ 100	\$ 11	\$ 180	\$ 200	11.11%	

**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
OFFICE SUPPLIES	\$ 125	\$ 168	\$ 180	\$ 200	11.11%
OFFICE EQUIPMENT	\$ 125	\$ 1,393	\$ 180	\$ 200	11.11%
DUES/MTGS/EDUC	\$ 100	\$ 20	\$ 300	\$ 350	16.67%
DESIGNATED FUND REAPPRAISAL (Fund 12)	\$ 50,000	\$ 50,000	\$ 35,000	\$ 40,000	14.29%
<b>TOTAL Board of Listers</b>	<b>\$ 121,767</b>	<b>\$ 96,373</b>	<b>\$ 112,890</b>	<b>\$ 107,313</b>	<b>-4.94%</b>
<b>PLANNING/DRB DEPARTMENT</b>					
PLANNING DIRECTOR WAGES	\$ 78,874	\$ 28,612	\$ 88,803	\$ 95,000	6.98%
PLAN ADMIN WAGE	\$ 58,357	\$ 31,779	\$ 28,601	\$ 29,112	1.79%
FICA TAX	\$ 8,508	\$ 2,801	\$ 7,279	\$ 7,695	5.71%
MEDI TAX	\$ 1,921	\$ 655	\$ 1,702	\$ 1,800	5.71%
HEALTH INS	\$ 15,408	\$ 2,058	\$ 9,671	\$ 26,382	172.81%
DISABILITY/LIFE INS	\$ 779	\$ 113	\$ 779	\$ 809	3.84%
DENTAL INSURANCE	\$ 442	\$ 72	\$ 442	\$ 459	3.87%
VT RETIREMENT	\$ 5,324	\$ 882	\$ 5,994	\$ 6,650	10.94%
TOWN PLAN	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING SERVICES	\$ 3,000	\$ 604	\$ 3,000	\$ 3,000	0.00%
TWO RIVER PLANNING COMM.	\$ 5,223	\$ 5,707	\$ 5,600	\$ 6,068	8.36%
U.V. TRANSPORTATION MGMT	\$ 1,134	\$ -	\$ 1,225	\$ 1,150	-6.12%
MAPPING	\$ 2,000	\$ 822	\$ 2,144	\$ 2,200	2.61%
HISTORIC PRES CLG GRANT	\$ 1,000	\$ -	\$ 1,000	\$ 6,500	550.00%
RURAL SETTLEMENT Grant	\$ -	\$ 4,340	\$ -	\$ -	0.00%
TELEPHONE	\$ 930	\$ 652	\$ 1,000	\$ 1,000	0.00%
POSTAGE	\$ 450	\$ 130	\$ 500	\$ 520	4.00%
ADVERTISING	\$ 500	\$ 1,061	\$ 540	\$ 550	1.85%
PRINTING	\$ 200	\$ -	\$ 200	\$ 200	0.00%
MILEAGE REIMB	\$ 400	\$ 52	\$ 400	\$ 400	0.00%
OFFICE SUPPLIES	\$ 350	\$ 254	\$ 375	\$ 400	6.67%
OFFICE EQUIPMENT	\$ 250	\$ -	\$ 275	\$ 275	0.00%
Software	\$ -	\$ -	\$ 0	\$ 500	199900.00%
DUES/MTGS/EDUC	\$ 750	\$ 169	\$ 800	\$ 2,000	150.00%
<b>TOTAL PLANNING/DBR</b>	<b>\$ 185,800</b>	<b>\$ 80,764</b>	<b>\$ 160,331</b>	<b>\$ 192,670</b>	<b>20.17%</b>
<b>RECREATION DEPARTMENT</b>					
<b>RECREATION ADMINISTRATION</b>					
RECREATION DIR WAGE	\$ 71,796	\$ 77,712	\$ 74,280	\$ 74,555	0.37%
RECREATION ADMIN ASST	\$ -	\$ -	\$ 41,714	\$ -	-100.00%
FICA TAX	\$ 4,451	\$ 5,219	\$ 7,192	\$ 4,622	-35.72%
MEDI TAX	\$ 1,005	\$ 1,220	\$ 1,682	\$ 1,081	-35.72%
HEALTH INS	\$ 23,046	\$ 400	\$ 17,729	\$ -	-100.00%
DISABILITY/LIFE INSUR	\$ 756	\$ 738	\$ 1,511	\$ 800	-47.05%
DENTAL INSURANCE	\$ 442	\$ 84	\$ 884	\$ -	-100.00%
VT RETIREMENT	\$ 4,846	\$ 5,092	\$ 7,830	\$ 5,219	-33.34%
TELEPHONE	\$ 1,005	\$ 956	\$ 1,075	\$ 1,116	3.84%
POSTAGE	\$ 50	\$ 12	\$ 50	\$ 52	3.84%
ADVERTISING	\$ 245	\$ 76	\$ 245	\$ 254	3.84%
PRINTING	\$ 75	\$ -	\$ 80	\$ 83	3.84%
DUES/MTGS/EDUC	\$ 1,300	\$ 480	\$ 1,400	\$ 1,454	3.84%
OFFICE EQUIPMENT	\$ 50	\$ -	\$ 55	\$ 57	3.84%
MILEAGE REIMBURSEMENT	\$ 250	\$ 64	\$ 275	\$ 286	3.84%
OFFICE SUPPLIES	\$ 225	\$ -	\$ 225	\$ 234	3.84%
<b>TOTAL ADMINISTRATION</b>	<b>\$ 109,542</b>	<b>\$ 92,052</b>	<b>\$ 156,226</b>	<b>\$ 89,814</b>	<b>-42.51%</b>
<b>RECREATION PROGRAMS</b>					
INSTRUCTOR/Contractor FEE	\$ 25,000	\$ 14,564	\$ 25,000	\$ 20,000	-20.00%
COACHING MATERIALS	\$ 800	\$ 500	\$ 800	\$ 831	3.84%
TEE SHIRT/HAT	\$ 3,000	\$ 2,507	\$ 3,000	\$ 3,115	3.84%
EQUIPMENT	\$ 6,500	\$ 5,386	\$ 6,500	\$ 6,750	3.84%
PROGRAM WAGE	\$ 60,000	\$ 27,506	\$ 60,000	\$ 42,000	-30.00%
REFEREE/UMPIRE	\$ 4,000	\$ 6,552	\$ 5,500	\$ 7,000	27.27%
TOURNAMENT FEES	\$ 2,500	\$ 535	\$ 2,500	\$ 1,500	-40.00%
REGISTRATION FEES (MYREC)	\$ 6,000	\$ 6,924	\$ 6,000	\$ 6,230	3.84%
M.CROSS SCHOOL RENTAL FEE	\$ -	\$ 18,730	\$ 17,500	\$ 18,500	5.71%
SPECIAL EVENTS /SUPPLIES	\$ 2,500	\$ 229	\$ 2,500	\$ 2,000	-20.00%
FICA	\$ 3,720	\$ 1,541	\$ 5,270	\$ 5,004	-5.05%
MEDI	\$ 840	\$ 360	\$ 1,233	\$ 1,170	-5.08%
UV RAPIDS	\$ -	\$ -	\$ -	\$ -	0.00%
UNIFORM	\$ 1,200	\$ 1,634	\$ 1,500	\$ 1,558	3.84%
<b>TOTAL RECREATION PROGRAMS</b>	<b>\$ 116,060</b>	<b>\$ 86,967</b>	<b>\$ 137,303</b>	<b>\$ 115,658</b>	<b>-15.76%</b>
<b>RECREATION FACILITIES</b>					
REC FIELD CARE	\$ 10,500	\$ 699	\$ 11,256	\$ 7,200	-36.03%
HUNTLEY LINE MARKING	\$ 2,440	\$ 178	\$ 5,500	\$ 5,500	0.00%
PORTABLE TOILET	\$ 2,500	\$ 3,079	\$ 3,200	\$ 3,500	9.38%
ICE RINK	\$ 3,500	\$ 2,727	\$ 3,500	\$ 800	-77.14%

**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION				FY25 Budget	FY25/24 Budget
	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	Request	% Change
REPAIRS & MAINT	\$ 2,500	\$ 563	\$ 2,680	\$ 2,500	-6.72%
WATER USAGE	\$ 420	\$ 424	\$ 450	\$ 467	3.84%
WOMEN'S CLUB GRANT	\$ 2,500	\$ -	\$ 5,500	\$ 5,500	0.00%
MAHHC PREVENTION GRANT (100% Pass Thru Grant)	\$ -	\$ -	\$ -	\$ -	0.00%
VT REC RESTART GRANT (COVID-related assistance)	\$ -	\$ -	\$ -	\$ -	0.00%
SITE WORK	\$ 250	\$ -	\$ 250	\$ 260	3.84%
SUMMER MATTERS FOR ALL GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
DESIGNATED FUND REC FACILITY&IMPROV (Fund 05)	\$ -	\$ -	\$ 0	\$ 15,000	5999900.00%
DESIGNATED FUND-T COURTS (Fund 17)	\$ 10,200	\$ 10,200	\$ 10,000	\$ 75,000	650.00%
TOTAL RECREATION FACILITIES	\$ 34,810	\$ 17,870	\$ 42,336	\$ 115,727	173.35%
<b>RECREATION TOTAL</b>	<b>\$ 260,412</b>	<b>\$ 196,889</b>	<b>\$ 335,865</b>	<b>\$ 321,198</b>	<b>-4.37%</b>
<b>PUBLIC SAFETY FACILITY</b>					
WATER USAGE	\$ 1,100	\$ 939	\$ 1,200	\$ 1,246	3.84%
ELECTRICITY	\$ 7,700	\$ 9,161	\$ 8,000	\$ 8,307	3.84%
HEATING (Inc. Apparatus Bay)	\$ -	\$ 4,619	\$ 3,450	\$ 3,582	3.84%
ADMIN TELEPHONE & INTERNET	\$ 4,830	\$ 4,749	\$ 5,492	\$ 5,703	3.84%
SUPPLIES	\$ 650	\$ 568	\$ 700	\$ 727	3.84%
REPAIRS & MAINTENANCE (Inc. Apparatus Bay)	\$ 5,000	\$ 6,921	\$ 5,000	\$ 5,192	3.84%
ALARM MONITORING	\$ 1,400	\$ 1,276	\$ 1,500	\$ 1,558	3.84%
CLEANING	\$ 10,000	\$ 9,360	\$ 10,720	\$ 11,132	3.84%
DESIGNATED FUND - Public Safety (Fund 47)	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL PUBLIC SAFETY FACILITY</b>	<b>\$ 30,680</b>	<b>\$ 37,593</b>	<b>\$ 36,062</b>	<b>\$ 37,447</b>	<b>3.84%</b>
<b>POLICE DEPARTMENT</b>					
<b>WAGES &amp; BENEFITS</b>					
POLICE CHIEF WAGE	\$ 85,761	\$ 72,929	\$ 96,998	\$ 100,726	3.84%
POLICE OFFICER WAGE	\$ 178,626	\$ 121,364	\$ 197,539	\$ 218,331	10.53%
ON-CALL WAGE	\$ 5,472	\$ 4,875	\$ 5,500	\$ 5,310	-3.45%
OVERTIME OFFICER WAGE	\$ 20,138	\$ 19,357	\$ 24,000	\$ 9,069	-62.21%
ADMINISTRATIVE WAGE	\$ 54,820	\$ 57,332	\$ 58,346	\$ 59,382	1.78%
PARTTIME OFFICER WAGE	\$ 3,250	\$ -	\$ 3,250	\$ 3,250	0.00%
CROSSING GUARD WAGE	\$ 15,656	\$ 8,204	\$ 22,804	\$ 23,681	3.84%
GOVERNOR'S HIGHWAY SAFETY GRANT WAGE	\$ -	\$ 181	\$ -	\$ -	0.00%
SPECIAL DUTY WAGE	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 19,984	\$ 13,242	\$ 25,323	\$ 26,024	2.77%
MEDI TAX	\$ 4,513	\$ 3,097	\$ 5,922	\$ 6,086	2.77%
HEALTH INS	\$ 69,648	\$ 53,028	\$ 88,947	\$ 120,227	35.17%
DISABILITY/LIFE INS	\$ 3,289	\$ 2,154	\$ 3,305	\$ 4,466	35.10%
DELTA DENTAL	\$ 2,209	\$ 3,618	\$ 2,209	\$ 2,754	24.64%
VT RETIREMENT	\$ 21,757	\$ 22,419	\$ 26,030	\$ 27,497	5.64%
<b>TOTAL</b>	<b>\$ 485,123</b>	<b>\$ 381,800</b>	<b>\$ 560,174</b>	<b>\$ 606,803</b>	<b>8.32%</b>
<b>COMMUNITY POLICING</b>					
ANIMAL CONTROL	\$ 2,750	\$ 1,036	\$ 2,950	\$ 3,000	1.69%
COMMUNITY RELATIONS	\$ 650	\$ 386	\$ 700	\$ 500	-28.57%
SPEED SIGNS	\$ 2,000	\$ 9,985	\$ 2,150	\$ 9,000	318.60%
NORWICH CADET PROGRAM	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 5,400</b>	<b>\$ 11,406</b>	<b>\$ 5,800</b>	<b>\$ 12,500</b>	<b>115.52%</b>
<b>EQUIPMENT &amp; MAINTENANCE</b>					
RADIO MAINTENANCE	\$ 750	\$ 2,045	\$ 800	\$ 850	6.25%
PETROLEUM PRODUCTS	\$ 7,250	\$ 7,658	\$ 9,063	\$ 10,000	10.34%
CRUISER VIDEO EQUIP	\$ 4,044	\$ 1,635	\$ 4,300	\$ -	-100.00%
CRUISER MAINT	\$ 8,250	\$ 11,340	\$ 8,800	\$ 8,800	0.00%
CRUISER SUPPLIES	\$ 500	\$ 374	\$ 500	\$ 519	3.84%
Capital Equipment Lease	\$ -	\$ -	\$ 0	\$ 27,000	10799900.00%
<b>TOTAL</b>	<b>\$ 20,794</b>	<b>\$ 23,051</b>	<b>\$ 23,463</b>	<b>\$ 47,169</b>	<b>101.04%</b>
GRANTS (Inc PACIF Equip & Women's Club)				\$ -	
<b>SUPPORT</b>					
ADMINISTRATION	\$ 4,000	\$ 4,457	\$ 4,250	\$ 10,000	135.29%
VIBRS	\$ 3,000	\$ 3,615	\$ 3,000	\$ 5,000	66.67%
DISPATCH SERVICES	\$ 73,000	\$ 72,911	\$ 95,800	\$ 99,479	3.84%
TRAINING	\$ 2,500	\$ 2,299	\$ 3,500	\$ 3,634	3.84%
TRAINING SUPPLIES (inc. Equipment & Ballistic Vests)	\$ 2,000	\$ 2,697	\$ 4,500	\$ 8,000	77.78%
MILEAGE REIMB	\$ 200	\$ 304	\$ 250	\$ -	-100.00%
DUES/MTGS/EDUC	\$ 1,000	\$ 682	\$ 1,000	\$ 1,000	0.00%
UNIFORM	\$ 2,500	\$ 4,246	\$ 3,000	\$ 5,000	66.67%
UNIFORMS CLEANING	\$ 1,500	\$ 919	\$ 1,608	\$ 1,670	3.84%
Bullet Proof Vests	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 89,700</b>	<b>\$ 92,130</b>	<b>\$ 116,908</b>	<b>\$ 133,783</b>	<b>14.43%</b>

**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
<b>DESIGNATED FUNDS</b>					
DESIGNATED FUND-SPECIAL EQUIP (fund 21)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 30,000	500.00%
DESIGNATED FUND-CRUISER (Fund 11)	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
<b>TOTAL</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 65,000</b>	<b>62.50%</b>
<b>TOTAL POLICE DEPARTMENT</b>					
	<b>\$ 641,017</b>	<b>\$ 548,387</b>	<b>\$ 746,344</b>	<b>\$ 865,255</b>	<b>15.93%</b>
<b>FIRE/FAST DEPT.</b>					
FIRE CHIEF WAGES	\$ 70,761	\$ 77,183	\$ 73,168	\$ 79,295	8.37%
FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ 2,100	0.00%
FIREFIGHTERS WAGE	\$ 30,000	\$ 30,478	\$ 31,125	\$ 31,125	0.00%
FF DRILLS/MTGS WAGE	\$ 2,500	\$ 1,512	\$ 2,500	\$ 2,500	0.00%
C-19 GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
C-19 MILEAGE REIUMBURSEMENT	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 6,532	\$ 6,739	\$ 6,751	\$ 7,131	5.63%
MEDI TAX	\$ 1,528	\$ 1,576	\$ 1,579	\$ 1,668	5.63%
HEALTH INSURANCE	\$ 21,141	\$ 14,688	\$ 15,102	\$ 18,438	22.09%
DISABILITY/LIFE INSURANCE	\$ 736	\$ 719	\$ 736	\$ 800	8.78%
VT RETIREMENT	\$ 4,770	\$ 5,051	\$ 5,081	\$ 5,551	9.25%
DENTAL INSURANCE	\$ 442	\$ 448	\$ 442	\$ 459	3.87%
<b>TOTAL</b>	<b>\$ 140,510</b>	<b>\$ 140,494</b>	<b>\$ 138,583</b>	<b>\$ 149,067</b>	<b>7.57%</b>
<b>EMS WAGES</b>					
EMS WAGE	\$ 5,000	\$ 7,722	\$ 5,000	\$ 5,000	0.00%
EMS DRILL WAGE	\$ 1,900	\$ 1,200	\$ 1,900	\$ 1,900	0.00%
EMS FICA TAX	\$ 428	\$ 420	\$ 444	\$ 428	-3.65%
EMS MEDI TAX	\$ 100	\$ 98	\$ 104	\$ 100	-3.80%
<b>TOTAL</b>	<b>\$ 7,428</b>	<b>\$ 9,440</b>	<b>\$ 7,448</b>	<b>\$ 7,428</b>	<b>-0.27%</b>
<b>EDUCATION &amp; TRAINING</b>					
FIRE EDUC/TRAINING	\$ 750	\$ 909	\$ 750	\$ 750	0.00%
EMS EDUC/TRNG	\$ 1,200	\$ 775	\$ 1,200	\$ 1,200	0.00%
FIRE DUES/MTGS/EDUC	\$ 500	\$ 480	\$ 500	\$ 500	0.00%
<b>TOTAL</b>	<b>\$ 2,450</b>	<b>\$ 2,164</b>	<b>\$ 2,450</b>	<b>\$ 2,450</b>	<b>0.00%</b>
<b>TOOLS &amp; EQUIPMENT</b>					
FIRE TOOLS & EQUIPMENT	\$ 4,000	\$ 4,304	\$ 4,200	\$ 4,200	0.00%
EMS TOOLS/ EQUIP	\$ 1,900	\$ 2,171	\$ 2,000	\$ 2,000	0.00%
RADIO PURCH/REPAIR	\$ 750	\$ 1,785	\$ 800	\$ 800	0.00%
<b>TOTAL</b>	<b>\$ 6,650</b>	<b>\$ 8,260</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>0.00%</b>
<b>MAINTENANCE</b>					
FIRE TRK R & M	\$ 13,000	\$ 21,169	\$ 14,500	\$ 15,500	6.90%
EQUIPMENT MAINTENANCE & SAFETY TESTING	\$ 4,000	\$ 1,106	\$ 4,000	\$ 4,154	3.85%
RADIO MAINTENANCE	\$ 500	\$ -	\$ 500	\$ 500	0.00%
SOFTWARE MAINTENANCE	\$ -	\$ 120	\$ -	\$ -	0.00%
COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ -	0.00%
VEHICLE FUEL	\$ 3,500	\$ 3,137	\$ 4,500	\$ 4,673	3.84%
<b>TOTAL</b>	<b>\$ 21,000</b>	<b>\$ 25,531</b>	<b>\$ 23,500</b>	<b>\$ 24,827</b>	<b>5.65%</b>
<b>SUPPORT</b>					
RECRUITMENT	\$ 100	\$ 179	\$ 100	\$ 100	0.00%
POSTAGE	\$ 25	\$ 10	\$ 25	\$ 25	0.00%
FIRE PREVENTION BOOKS & MATERIALS	\$ 100	\$ -	\$ 100	\$ 100	0.00%
FIREFIGHTERS CASUL INS	\$ 5,800	\$ 3,610	\$ 5,800	\$ 5,800	0.00%
TELEPHONE & INTERNET	\$ -	\$ 1,226	\$ -	\$ 1,000	0.00%
OFFICE SUPPLIES	\$ 600	\$ 724	\$ 650	\$ 700	7.69%
DISPATCH SERVICE	\$ 25,004	\$ 24,698	\$ 28,755	\$ 30,193	5.00%
UNIFORM	\$ 225	\$ -	\$ 250	\$ 260	4.00%
HYDRANT RENTAL	\$ 34,000	\$ 34,000	\$ 34,000	\$ 34,000	0.00%
DRY HYDRANT	\$ 500	\$ 670	\$ 500	\$ 500	0.00%
OSHA COMPLIANCE	\$ 1,000	\$ 665	\$ 1,000	\$ 1,000	0.00%
WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 67,354</b>	<b>\$ 65,783</b>	<b>\$ 71,180</b>	<b>\$ 73,678</b>	<b>3.51%</b>
<b>DESIGNATED FUNDS</b>					
DESIGNATED FUND-APPARATUS (Fund 6)	\$ 60,000	\$ 60,000	\$ 80,000	\$ 120,000	50.00%
Designated Fund Fire Dept Apparatus Bay (Fund 25)	\$ -	\$ -	\$ -	\$ -	0.00%
DESIGNATED FUND-EQUIPMENT (Fund 26)	\$ 10,000	\$ 10,000	\$ 30,000	\$ 30,000	0.00%
<b>TOTAL</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 110,000</b>	<b>\$ 150,000</b>	<b>36.36%</b>
<b>GRANT</b>					
VLCT PACIF GRANT	\$ -	\$ -	\$ -	\$ -	0.00%

**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
COVID-19 Grant Transfer		\$ 21,138			
DRY HYDRANT GRANT	\$ -	\$ 2,940	\$ -	\$ -	0.00%
FY 17 HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	\$ -	\$ 24,078	\$ -	\$ -	0.00%
<b>AMBULANCE EXPENDITURES</b>					
AMBULANCE CONTRACT	\$ 152,925	\$ 149,212	\$ 160,575	\$ 168,604	5.00%
AMBULANCE LIAB	\$ 5,500	\$ 8,667	\$ 5,500	\$ 5,711	3.84%
<b>TOTAL</b>	\$ 158,425	\$ 157,878	\$ 166,075	\$ 174,315	4.96%
<b>TOTAL FIRE DEPT.</b>	\$473,817	\$503,628	\$ 526,236	\$ 588,765	11.88%
<b>EMERGENCY MANAGEMENT</b>					
DEBT SERVICE ON TOWER BOND PRINCIPAL	\$ 26,775	\$ 27,500	\$ 26,775	\$ 27,500	2.71%
DEBT SERVICE ON TOWER BOND INTEREST	\$ 3,025	\$ 1,422	\$ 3,025	\$ 750	-75.21%
TOWER POWER	\$ 400	\$ 1,253	\$ 430	\$ 450	4.65%
EMERG MAN ADMIN	\$ 25	\$ -	\$ 30	\$ 30	0.00%
EMERG MNGMT SUPPLIES	\$ 50	\$ 24	\$ 50	\$ 50	0.00%
GENERATOR FUEL	\$ 100	\$ 248	\$ 100	\$ 200	100.00%
EMERG GEN MAINT	\$ 2,500	\$ -	\$ 2,500	\$ 2,600	4.00%
EMERG GENERATOR REPAIR		\$ 436	\$ -	\$ -	0.00%
BASE RADIO MAINTENANCE PD & DPW	\$ -	\$ -	\$ -	\$ -	0.00%
HAZARD MITIGATION PLAN (FEMA Grant) - Consultant	\$ -	\$ -	\$ -	\$ -	0.00%
DESIGNATED FUND- GENERATORS (Fund 46)	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
<b>TOTAL</b>	\$ 47,875	\$ 45,883	\$ 47,910	\$ 46,580	-2.78%
<b>GRANTS</b>					
LOCAL HAZARD MITIGATION GRANT	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ -	
<b>CONSERVATION COMM.</b>					
PRINTING	-	-	-	\$ -	0.00%
OFFICE SUPPLIES & EMAIL	-	-	-	\$ -	0.00%
DUES/MTGS/EDUC	\$ 300	\$ -	\$ 200	\$ 200	0.00%
SPKRS/PUBLIC INFO / GEN'L PUBLIC EDUCATION	\$ 500	\$ 250	\$ 1,250	\$ 1,250	0.00%
PUBLICITY / OUTDOOR STUDENT PROGRAMS - LEEEP	\$ 1,750	\$ 2,100	\$ 750	\$ 750	0.00%
TRAILS	\$ 2,750	\$ 2,390	\$ 1,800	\$ 1,800	0.00%
WATER QUAL MONIT	\$ -	\$ -	\$ -	\$ -	0.00%
MILT FRYE NATURE AREA	\$ 1,500	\$ 924	\$ 1,500	\$ 1,500	0.00%
NATRL RESRCS INVEN	\$ 1,000	\$ 490	\$ 1,000	\$ 1,000	0.00%
PROJECT RESTORATION / NATURAL RES. PROJS.	\$ 1,500	\$ 1,449	\$ 2,000	\$ 2,000	0.00%
WOMAN'S CLUB GRANT	\$ -	\$ 799	\$ -	\$ -	0.00%
<b>TOTAL</b>	\$ 9,300	\$ 8,402	\$ 8,500	\$ 8,500	0.00%
<b>PUBLIC WORKS DEPARTMENT</b>					
<b>HIGHWAY DIVISION</b>					
DIRECTOR OF PUBLIC WORKS	\$ 87,664	\$ 95,647	\$ 96,520	\$ 100,230	3.84%
ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 22,385	\$ 1,221	\$ 22,823	\$ 23,459	2.78%
ROAD CREW WAGES	\$ 271,472	\$ 187,537	\$ 316,182	\$ 331,013	4.69%
ROAD CREW OVERTIME	\$ 46,150	\$ 39,813	\$ 47,881	\$ 40,000	-16.46%
PAGER COMPENSATION	\$ 4,650	\$ 4,482	\$ 4,650	\$ 5,612	20.69%
FICA	\$ 26,884	\$ 19,842	\$ 30,259	\$ 31,019	2.51%
MEDICARE	\$ 6,071	\$ 4,641	\$ 7,077	\$ 7,255	2.51%
HEALTH INSURANCE	\$ 90,929	\$ 45,419	\$ 76,438	\$ 91,482	19.68%
DISABILITY & LIFE INSURANCE	\$ 3,859	\$ 2,685	\$ 4,176	\$ 4,616	10.54%
DENTAL INSURANCE	\$ 2,651	\$ 1,902	\$ 2,872	\$ 2,983	3.87%
RETIREMENT	\$ 27,761	\$ 21,463	\$ 31,403	\$ 35,022	11.52%
<b>TOTAL</b>	\$ 590,476	\$ 424,653	\$ 640,281	\$ 672,690	5.06%
<b>MATERIALS</b>					
SALT & CHEMICALS	\$ 115,000	\$ 116,830	\$ 119,626	\$ 125,000	4.49%
SAND	\$ 115,000	\$ 97,094	\$ 125,511	\$ 130,331	3.84%
DUST CONTROL	\$ 22,500	\$ 10,115	\$ 24,120	\$ 25,046	3.84%
GRAVEL & STONE	\$ 55,000	\$ 54,097	\$ 58,960	\$ 70,000	18.72%
CULVERTS & OTHER ROAD SUPPLIES	\$ 12,000	\$ 13,132	\$ 20,000	\$ 20,768	3.84%
ASPHALT PRODUCTS	\$ 3,000	\$ 1,118	\$ 3,100	\$ 3,219	3.84%
BRIDGE REPAIR & MAINTENANCE	\$ 2,000	\$ 1,865	\$ 2,000	\$ 5,000	150.00%
OTHER PROJECTS	\$ 1,785	\$ 6,426	\$ 1,900	\$ 5,000	163.16%
SIGNS	\$ 2,250	\$ 2,360	\$ 2,400	\$ 2,500	4.17%
<b>TOTAL</b>	\$ 328,535	\$ 303,038	\$ 357,617	\$ 386,864	8.18%



**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
<b>CONTRACTED SERVICES</b>					
PLOWING & SANDING	\$ 25,000	\$ 78,560	\$ 25,683	\$ 65,000	153.09%
ROAD SWEEPING	\$ -	\$ 2,480	\$ 2,325	\$ 2,500	7.53%
LEAF REMOVAL	\$ 3,000	\$ -	\$ 3,220	\$ 3,000	-6.83%
STREETLIGHTS	\$ 13,000	\$ 14,109	\$ 13,900	\$ 14,000	0.72%
TREE CUTTING & REMOVAL	\$ 10,000	\$ 8,650	\$ 10,275	\$ 12,000	16.79%
UNIFORMS	\$ 12,000	\$ 13,000	\$ 12,325	\$ 14,000	13.59%
PAVING	\$ 7,500	\$ 4,648	\$ 30,000	\$ 10,000	-66.67%
OTHER PROJECTS	\$ 15,500	\$ 13,014	\$ 16,000	\$ 16,000	0.00%
CRACK SEALING	\$ 15,000	\$ 18,000	\$ 18,000	\$ 18,691	3.84%
PAVEMENT MARKING	\$ 38,000	\$ 20,105	\$ 39,000	\$ 20,000	-48.72%
BRIDGES	\$ 50,000	\$ 77,909	\$ 51,375	\$ 55,000	7.06%
CULVERTS	\$ -	\$ -	\$ -	\$ 10,000	0.00%
<b>TOTAL</b>	<b>\$ 189,000</b>	<b>\$ 250,475</b>	<b>\$ 222,103</b>	<b>\$ 240,191</b>	<b>8.14%</b>
<b>EQUIPMENT</b>					
OUTSIDE REPAIRS	\$ 35,000	\$ 36,921	\$ 45,000	\$ 55,000	22.22%
PARTS & SUPPLIES	\$ 50,000	\$ 53,007	\$ 55,000	\$ 65,000	18.18%
PETROLEUM PRODUCTS	\$ 70,000	\$ 32,626	\$ 77,070	\$ 50,000	-35.12%
Capital Equipment Lease		\$ -	\$ -	\$ 8,100	0.00%
<b>TOTAL</b>	<b>\$ 155,000</b>	<b>\$ 122,554</b>	<b>\$ 177,070</b>	<b>\$ 178,100</b>	<b>0.58%</b>
<b>HIGHWAY GARAGE</b>					
ELECTRICITY	\$ 4,000	\$ 7,517	\$ 6,000	\$ 8,000	33.33%
PROPANE	\$ 9,000	\$ 4,915	\$ 10,395	\$ 9,000	-13.42%
TELEPHONE (Inc. Internet)	\$ 6,500	\$ 4,507	\$ 6,950	\$ 7,217	3.84%
SUPPLIES	\$ 8,250	\$ 5,604	\$ 8,800	\$ 9,138	3.84%
ALARM MONITORING	\$ 900	\$ 119	\$ 1,000	\$ 1,038	3.84%
REPAIRS & MAINTENANCE	\$ 7,750	\$ 11,811	\$ 8,300	\$ 8,619	3.84%
TOOLS	\$ 7,250	\$ 635	\$ 7,775	\$ 8,074	3.84%
ADMINISTRATION	\$ 5,000	\$ 10,547	\$ 5,300	\$ 5,504	3.84%
<b>TOTAL</b>	<b>\$ 48,650</b>	<b>\$ 45,656</b>	<b>\$ 54,520</b>	<b>\$ 56,589</b>	<b>3.80%</b>
<b>CAPITAL EXPENDITURES</b>					
DESIGNATED FUND-EQUIPMENT (Fund 7)	\$ 40,000	\$ 40,000	\$ 75,000	\$ 250,000	233.33%
DESIGNATED FUND-GARAGE (Fund 8)	\$ 25,000	\$ 25,000	\$ 27,000	\$ 30,500	12.96%
DESIGNATED FUND-SIDEWALKS (Fund 27)	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	-100.00%
DESIGNATED FUND-PAVING (Fund 42)	\$ 45,000	\$ 45,000	\$ 75,000	\$ 75,000	0.00%
DESIGNATED FUND-BRIDGES (Fund 41)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 150,000	50.00%
Design Fund- Roadway and Pedestrian Safety (Fund TBD)		\$ -	\$ -	\$ -	0.00%
Designated Fund- Culvert Replacements (Fund TBD)		\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 220,000</b>	<b>\$ 220,000</b>	<b>\$ 287,000</b>	<b>\$ 505,500</b>	<b>76.13%</b>
<b>GRANTS</b>					
VTRANS - PAVING GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
CULVERT GRANTS	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	0.00%
BETTER ROADS / GRANTS IN AID	\$ -	\$ 4,310	\$ -	\$ -	0.00%
VTRANS - BIKE & PED	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS - TAP GRANT (Tigertown Culverts - 20% Local)	\$ -	\$ 647,806	\$ -	\$ -	0.00%
VTRANS - STRUCTURES GRANT (10% Local)	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 652,116</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>TOTAL-HIGHWAY DIVISION</b>	<b>\$ 1,531,661</b>	<b>\$ 2,018,492</b>	<b>\$ 1,738,591</b>	<b>\$ 2,039,935</b>	<b>17.33%</b>
<b>BUILDINGS &amp; GROUNDS DIVISION</b>					
BUILDING & GROUND WAGES	\$ 96,545	\$ 71,513	\$ 105,475	\$ 108,106	2.49%
OVERTIME WAGES	\$ 5,793	\$ 1,522	\$ 6,000	\$ 2,398	-60.03%
PAGER COMPENSATION	\$ 750	\$ 1,034	\$ 750	\$ 1,589	111.83%
FICA	\$ 6,478	\$ 4,749	\$ 6,958	\$ 6,950	-0.12%
MEDICARE	\$ 1,463	\$ 1,111	\$ 1,627	\$ 1,625	-0.12%
HEALTH INSURANCE	\$ 29,180	\$ 16,960	\$ 24,570	\$ 26,654	8.48%
DISABILITY & LIFE INSURANCE	\$ 1,089	\$ 694	\$ 1,088	\$ 1,203	10.57%
DENTAL INSURANCE	\$ 884	\$ 735	\$ 884	\$ 918	3.87%
RETIREMENT	\$ 7,052	\$ 4,919	\$ 7,525	\$ 7,735	2.80%
<b>TOTAL</b>	<b>\$ 149,234</b>	<b>\$ 103,238</b>	<b>\$ 154,877</b>	<b>\$ 157,178</b>	<b>1.49%</b>
<b>MATERIALS</b>					
GARDEN SUPPLIES & PLANTS	\$ 1,575	\$ 418	\$ 1,575	\$ 1,635	3.84%
<b>TOTAL</b>	<b>\$ 1,575</b>	<b>\$ 418</b>	<b>\$ 1,575</b>	<b>\$ 1,635</b>	<b>3.84%</b>

**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
<b>CONTRACTED SERVICES</b>					
FOLEY PARK & MEDIANS	\$ -	\$ -	\$ -	\$ -	
UNIFORMS	\$ 4,800	\$ 2,550	\$ 5,100	\$ 5,296	3.84%
<b>TOTAL</b>	<b>\$ 4,800</b>	<b>\$ 2,550</b>	<b>\$ 5,100</b>	<b>\$ 5,296</b>	<b>3.84%</b>
<b>EQUIPMENT</b>					
OUTSIDE REPAIRS	\$ 2,000	\$ 106	\$ 2,100	\$ 2,181	3.84%
PARTS & SUPPLIES	\$ 2,500	\$ 2,682	\$ 2,600	\$ 2,700	3.84%
PETROLEUM PRODUCTS	\$ 2,800	\$ 616	\$ 3,083	\$ 3,201	3.84%
TOOLS	\$ 500	\$ 136	\$ 550	\$ 571	3.84%
<b>TOTAL</b>	<b>\$ 7,800</b>	<b>\$ 3,539</b>	<b>\$ 8,333</b>	<b>\$ 8,653</b>	<b>3.84%</b>
<b>CAPITAL EXPENDITURES</b>					
DESIGNATED FUND-EQUIPMENT (Fund 43)	\$ -	\$ -	\$ 0	\$ 2,000	19999900.00%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 2,000</b>	<b>19999900.00%</b>
<b>TOTAL-BUILDING AND GROUNDS DIVISION</b>	<b>\$ 163,409</b>	<b>\$ 109,745</b>	<b>\$ 169,885</b>	<b>\$ 174,762</b>	<b>2.87%</b>
<b>SOLID WASTE DIVISION</b>					
TRANSFER STATION WAGES	\$ 43,097	\$ 45,877	\$ 45,482	\$ 47,897	5.31%
FICA	\$ 2,672	\$ 2,872	\$ 2,820	\$ 2,970	5.31%
MEDICARE	\$ 603	\$ 672	\$ 659	\$ 694	5.31%
<b>TOTAL</b>	<b>\$ 46,372</b>	<b>\$ 49,420</b>	<b>\$ 48,961</b>	<b>\$ 51,561</b>	<b>5.31%</b>
<b>CONTRACTED SERVICES</b>					
GUVSWMD ASSESSMENT	\$ 36,120	\$ 36,120	\$ 32,508	\$ 37,000	13.82%
MUNICIPAL SOLID WASTE	\$ 51,250	\$ 45,393	\$ 52,650	\$ 54,672	3.84%
RECYCLING	\$ 42,250	\$ 43,865	\$ 45,300	\$ 47,040	3.84%
C & D WASTE DISPOSAL	\$ 10,250	\$ 14,362	\$ 15,600	\$ 16,199	3.84%
FOOD WASTE DISPOSAL	\$ 21,250	\$ 24,654	\$ 22,780	\$ 25,000	9.75%
UNIFORMS	\$ 500	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 161,620</b>	<b>\$ 164,394</b>	<b>\$ 168,838</b>	<b>\$ 179,910</b>	<b>6.56%</b>
<b>EQUIPMENT</b>					
PARTS & SUPPLIES	\$ 1,000	\$ 1,384	\$ 1,075	\$ 1,116	3.84%
REPAIRS & MAINTENANCE	\$ 3,000	\$ 6,390	\$ 3,000	\$ 6,000	100.00%
SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ 524	4.80%
<b>TOTAL</b>	<b>\$ 4,500</b>	<b>\$ 7,774</b>	<b>\$ 4,575</b>	<b>\$ 7,640</b>	<b>67.00%</b>
<b>TRANSFER STATION</b>					
PURCHASED SERVICES	\$ 2,500	\$ 825	\$ 4,000	\$ 4,154	3.84%
ELECTRICITY	\$ 2,250	\$ 2,360	\$ 2,300	\$ 2,388	3.84%
PROPANE	\$ 750	\$ 608	\$ 866	\$ 899	3.84%
TELEPHONE	\$ 500	\$ 448	\$ 525	\$ 545	3.84%
ADMINISTRATION	\$ 1,000	\$ 1,960	\$ 1,000	\$ 1,038	3.84%
FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 715	\$ 2,150	\$ 2,233	3.84%
<b>TOTAL</b>	<b>\$ 9,000</b>	<b>\$ 6,915</b>	<b>\$ 10,841</b>	<b>\$ 11,257</b>	<b>3.84%</b>
<b>CAPITAL EXPENDITURES</b>					
DESIGNATED FUND-EQUIPMENT (Fund 9)	\$ -	\$ -	\$ 5,000	\$ 2,000	-60.00%
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 2,000</b>	<b>-60.00%</b>
<b>TOTAL-TRANSFER STATION DIVISION</b>	<b>\$ 221,492</b>	<b>\$ 228,503</b>	<b>\$ 238,215</b>	<b>\$ 252,368</b>	<b>5.94%</b>
<b>TRACY HALL</b>					
WATER USAGE	\$ 875	\$ 714	\$ 900	\$ 935	3.89%
ELECTRICITY	\$ 16,000	\$ 13,127	\$ 18,192	\$ 18,891	3.84%
HEATING	\$ 15,000	\$ 15,869	\$ 18,750	\$ 19,470	3.84%
ALARM MONITORING	\$ 1,250	\$ 119	\$ 1,300	\$ 1,350	3.84%
ELEVATOR MAINT	\$ 3,250	\$ 4,307	\$ 3,300	\$ 3,427	3.84%
CUSTODIAN PAGER	\$ 750	\$ -	\$ 750	\$ 779	3.84%
BUILDING SUPPLIES	\$ 4,200	\$ 2,801	\$ 4,300	\$ 4,465	3.84%
REPAIRS & MAINT	\$ 10,000	\$ 13,982	\$ 10,300	\$ 13,500	31.07%
BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,500	\$ 1,020	\$ 2,500	\$ 2,596	3.84%
DESIGNATED FUND-TRACY HALL (Fund 13)	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL TRACY HALL</b>	<b>\$ 53,825</b>	<b>\$ 51,938</b>	<b>\$ 60,292</b>	<b>\$ 65,412</b>	<b>8.49%</b>
<b>TOTAL PUBLIC WORKS DEPARTMENT</b>	<b>\$ 1,970,387</b>	<b>\$ 2,408,678</b>	<b>\$ 2,206,984</b>	<b>\$ 2,532,478</b>	<b>14.75%</b>
<b>DEBT SERVICE EXPENDITURES</b>					
PUBLIC SAFETY FACILITY BOND - PRINCIPAL	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	0.00%
BROWNS SCHOOLHOUSE RD BRIDGE	\$ -	\$ -	\$ -	\$ -	0.00%
Windsor County Bond	\$ -	\$ 18,433	\$ -	\$ 61,444	0.00%

**Town of Norwich**  
**FY25 Proposed Expenditure Budget**  
**Draft 12-13-23**

DESCRIPTION	FY23 BUDGET	FY 23 ACTUAL	FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
Windsor County Equalization		\$ 40,397	\$ -	\$ -	0.00%
PUBLIC SAFETY FACILITY - INTEREST	\$ 48,175	\$ 45,437	\$ 49,500	\$ 42,366	-14.41%
BROWNS SCHOOLHOUSE RD PED. BRIDGE - PRIN/INT	\$ 14,000	\$ -	\$ 14,400	\$ 14,043	-2.48%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - "OVER."	\$ 48,000	\$ 48,000	\$ 49,000	\$ 48,000	-2.04%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - INTEREST	\$ 7,500	\$ 4,236	\$ 7,500	\$ 2,890	-61.47%
FEMA LTR OF CREDIT	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA LTR OF CREDIT - INTEREST PAID TO CLOSEOUT	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 164,675</b>	<b>\$ 203,503</b>	<b>\$ 167,400</b>	<b>\$ 215,743</b>	<b>28.88%</b>
<b>TAX EXPENDITURES</b>					
TAX ADJUSTMENTS & ABATEMENT	\$ 3,000	\$ 18,019	\$ 3,000	\$ 21,298	609.93%
INTEREST EXPENSE		\$ 7	\$ -	\$ 2	0.00%
<b>TOTAL</b>	<b>\$ 3,000</b>	<b>\$ 18,026</b>	<b>\$ 3,000</b>	<b>\$ 21,300</b>	<b>610.00%</b>
<b>INSURANCES</b>					
SOCIAL SECURITY	\$ -	\$ -		\$ -	0.00%
COBRA (Inc. an HRA adjust. In FY20 Actual)	\$ -	\$ 34		\$ -	0.00%
UNEMP INS RATE ASSMT	\$ 3,250	\$ 4,181	\$ 3,300	\$ 6,160	86.67%
PROP & CAS INSURANCE	\$ 90,000	\$ 92,230	\$ 92,000	\$ 95,533	3.84%
WORKER'S COMP INS	\$ 95,000	\$ 51,146	\$ 97,000	\$ 100,725	3.84%
<b>TOTAL</b>	<b>\$ 188,250</b>	<b>\$ 147,590</b>	<b>\$ 192,300</b>	<b>\$ 202,418</b>	<b>5.26%</b>
<b>TOTAL TOWN EXPENDITURES</b>	<b>\$ 4,958,874</b>	<b>\$ 5,478,018</b>	<b>\$ 5,522,127</b>	<b>\$ 6,221,233</b>	<b>12.66%</b>
<b>OTHER MONETARY ARTICLES</b>					
ADVANCE TRANSIT	\$ 13,514	\$ 13,514	\$ 13,920	\$ 15,947	14.56%
CATV	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
GOOD BEGINNINGS	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP	\$ 1,659	\$ 1,705	\$ 1,705	\$ 1,823	6.95%
HEADREST	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
NORWICH AMERICAN LEGION	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
NORWICH CEMETERY ASSOCATN	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
NORWICH CHILD CARE SCHOLARSHIP	\$ 4,348	\$ 4,348	\$ 4,348	\$ 4,348	0.00%
Norwich Community Nurse Inc		\$ -	\$ 5,000	\$ 5,000	0.00%
NORWICH HISTORICAL SOCIETY	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	0.00%
NORWICH LIONS CLUB FIREWORKS	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	0.00%
NORWICH PUBLIC LIBRARY - OPERATING	\$ 300,000	\$ 300,000	\$ 337,000	\$ 365,000	8.31%
NORWICH PUBLIC LIBRARY-REPAIRS & CAPITAL MAINT	\$ -	\$ -	\$ -	\$ -	0.00%
PUBLIC HEALTH COUNCIL OF THE UPPER VALLEY	\$ 337	\$ 337	\$ 337	\$ 1,800	434.12%
REGIONAL ENERGY COORDINATOR	\$ -	\$ -		\$ -	0.00%
SENIOR SOLUTIONS	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
SEVCA	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	0.00%
SPECIAL NEEDS SUPPORT CENTER	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
THE FAMILY PLACE	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.00%
UPPER VALLEY TRAILS ALLIANCE	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	0.00%
VISITING NURSE ASSOC. & HOSPICE	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	0.00%
WHITE RIVER COUNCIL ON AGING	\$ 5,300	\$ 5,300	\$ 5,300	\$ 5,300	0.00%
WINDSOR COUNTY MENTORS	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	0.00%
WISE	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
YOUTH-IN-ACTION	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
Culverts Fund #TBD			\$ 0	\$ 150,000	1499999900%
Roadway and Pedestrian Safety Fund #TBD			\$ 0	\$ 10,000	99999900%
CLIMATE EMERGENCY FUND #48	\$ -	\$ -		\$ -	0.00%
ASH BORER REMEDIATION FUND #52	\$ 10,000	\$ 10,000		\$ -	0.00%
Operational Performance Fund #51	\$ -	\$ -		\$ -	0.00%
<b>TOTAL VOTED MONETARY ARTICLES</b>	<b>\$ 416,608</b>	<b>\$ 416,654</b>	<b>\$ 450,560</b>	<b>\$ 642,168</b>	<b>42.53%</b>
<b>TOTAL TOWN EXPENDITURES IF ALL ARTICLES PASS</b>	<b>\$ 5,375,482</b>	<b>\$ 5,894,671</b>	<b>\$ 5,972,686</b>	<b>\$ 6,863,401</b>	<b>14.91%</b>

Designated Fund Balance FY25 Budget Projections  
Draft 12-13-23

Fund #	Fund Description	Fund Type	Starting	Starting	FY24		FY24		FY25	FY25 Projected	
			balance at	Balance at	FY24	FY24 Projected	Projected	Donations/			FY24 Interest
			FY23	FY24	Appropriation	Expenses	Balance	Income	Estimate	Allocations	Balance
4	Conservation Comm Fund	Restricted, Special Revenue	4,656	4,715		-	4,715		94	-	4,809
5	Recreation Facility & Imp	Committed, Capital Projects	71,218	73,875		46,000	27,875	550	558	15,000	43,983
6	Fire Apparatus	Committed, Capital Projects	602,514	407,077	80,000	312,141	174,936		3,499	120,000	298,434
7	Highway Equipment	Committed, Capital Projects	159,311	150,449	75,000	263,600	(38,151)		(763)	250,000	211,086
8	Highway Garage	Committed, Capital Projects	102,664	77,759	27,000	-	104,759		2,095	30,500	137,354
9	Solid Waste Equipment	Committed, Capital Projects	34,187	34,614	5,000	-	39,614		792	2,000	42,406
10	Police Station Fund	Committed, Capital Projects	14,225	14,403		-	14,403		288	-	14,691
11	Police Cruiser Fund	Committed, Capital Projects	66,171	26,438	35,000	2,000	59,438		1,189	35,000	95,627
12	Town Re-Appraisal Fund	Committed General Fund	105,439	143,239	35,000	172,500	5,739		115	40,000	45,854
13	Tracy Hall Fund	Committed, Capital Projects	66,214	65,790	-	-	65,790		1,316	-	67,106
14	General Admin Fund	Committed, Capital Projects	89,589	105,894	15,000	-	120,894		2,418	-	123,312
15	Granite Bench w/ Crysta	Committed, Capital Projects	10	10		-	10		0	-	10
16	Recreation Fund- Dam	Committed, Capital Projects	1,303	5		-	5		0	-	5
17	Recreation Fund-Tennis Courts	Committed, Capital Projects	23,103	33,719	10,000	33,920	9,799		196	75,000	84,995
19	Town Clerk Equipment	Committed, Capital Projects	-	-		-	-		-	20,000	20,000
21	Police Special Equip	Committed, Capital Projects	8,031	13,194	5,000	5,000	13,194		264	30,000	43,458
22	Kids & Cops Fund	Committed, Capital Projects	-	-		-	-		-	-	-
23	Affordable housing Fund	Committed, General Fund	46,487	47,068		-	47,068		941	-	48,009
24	Land Management Council	Committed, Capital Projects	16,727	16,936		4,500	12,436		249	-	12,684
25	Fire Station Fund	Committed, Capital Projects	5,027	5,090		-	5,090		102	-	5,192
26	Fire Equipment fund	Committed, Capital Projects	120,310	59,593	30,000	26,300	63,294		1,266	30,000	94,559
27	Sidewalk	Committed, Capital Projects	95,252	106,566	10,000	-	116,566		2,331	-	118,897
28	Long Term Facility Study	Committed, Capital Projects	549	2		-	2		0	-	2
29	Town Manager Vehicle Fund	Zero Balance	-	-		-	-		-	-	-
30	Bank Stand Renovation Fund	Zero Balance	-	-		-	-		-	-	-
31	Communications Study Fund	Zero Balance	-	-		-	-		-	-	-
33	Citizens Assistance fund	Private Purpose, Special Revenue	7,115	7,204		-	7,204		144	-	7,348
34	WCTU Fountain	Zero Balance	-	-		-	-		-	-	-
35	Corridor Tree	Zero Balance	-	-		-	-		-	-	-
36	Alura Grant	Zero Balance	-	-		-	-		-	-	-
37	Main St Flags	Restricted, Special Revenue	-	-		-	-		-	500	500
38	School Leaseland	Zero Balance	-	-		-	-		-	-	-
39	Gospel Leaseland	Zero Balance	-	-		-	-		-	-	-
40	Recreation Scholarships	Restricted, Special Revenue	1,634	116		-	116	200	2	-	319
41	DPW- Bridge	Committed, Capital Projects	531,977	568,723	100,000	190,917	477,806		9,556	150,000	637,362
42	DPW - Paving	Committed, Capital Projects	160,762	208,216	75,000	19,151	264,065		5,281	75,000	344,347
43	Building & Grounds Equipment	Committed, Capital Projects	33,857	34,280	-	-	34,280		686	2,000	36,965
44	Communications Construction	Zero Balance	-	-		-	-		-	-	-
45	Records Restoration	Committed, Special Revenue	65,486	47,924	5,000	16,366	36,558		731	5,000	42,290
46	Generator	Committed, Capital Projects	35,940	1,718	15,000	-	16,718		334	15,000	32,053
47	Public Safety Facility	Committed, Capital Projects	-	-	-	-	-		-	-	-
48	Climate Emergency	Committed, General Fund	40,163	40,664		-	40,664		813	-	41,478
49	ARPA (American Rescue Plan)	Unassigned, Special Revenue	509,519	-		-	-		-	-	-
50	Unanticipated Expense/Emergency Res	Unassigned, General Fund	750,000	759,361		-	759,361		15,187	-	774,548
51	Operational Performance & Developme	Committed, General Fund	110,000	111,373		-	111,373		2,227	-	113,600
52	Emerald Ash Borer Response	Committed, Special Revenue	-	11,992		-	11,992		240	-	12,232
53	Kids Bridge-Huntly Meadow	Restricted, Special Revenue	-	-		35,000	(35,000)	35,355	-	-	355
TBD	Culvert Repair & Replacement Fund	Committed, Capital Projects	-	-		-	-		-	150,000	150,000
TBD	Roadway & Pedestrian Safety Fund	Committed, Capital Projects	-	-		-	-		-	10,000	10,000
01- Total Designated funds			3,879,441	3,178,008	522,000	1,127,395	2,572,613	36,105	52,152	1,055,000	3,715,870

To: Chris Kaufman  
Norwich, VT

From: Israel Maynard, PE  
South Burlington

Project/File: 179450762

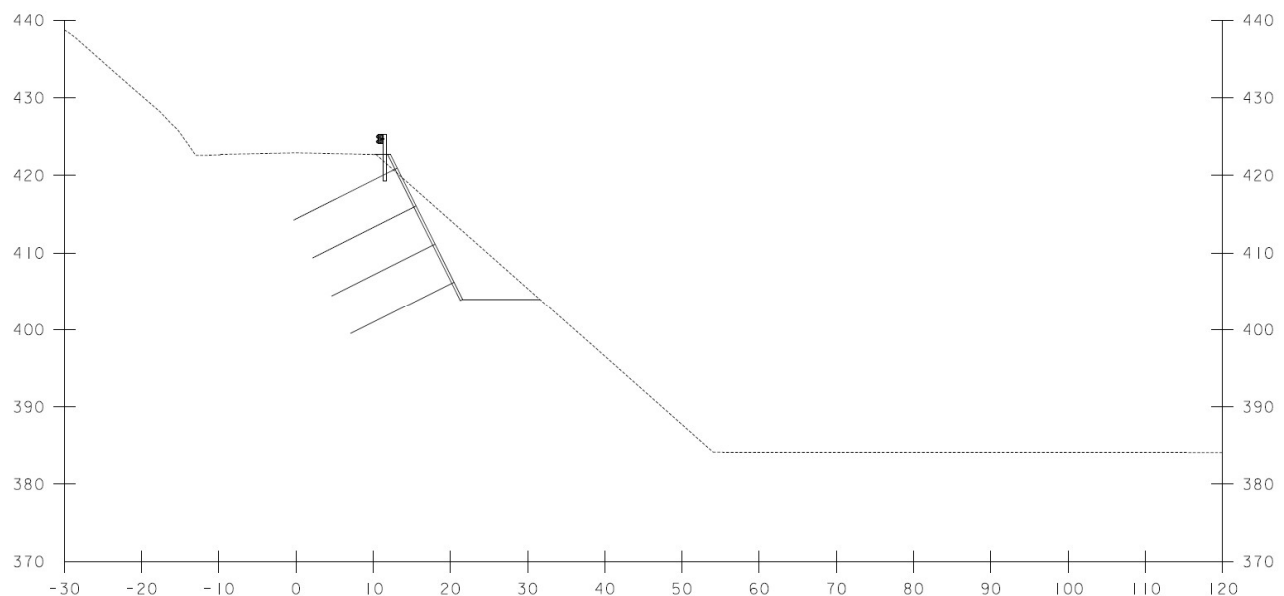
Date: December 7, 2023

## Reference: Hemlock Road Embankment Options

Stantec and our Geotechnical subconsultant Sanborn-Head have developed and evaluated alternatives for the slope repair on Hemlock Road. Three alternatives have been evaluated including soil nail, stone stabilization, and No Build with monitoring.

### Option 1 soil nail slope

The soil nail solution (See figure 1) would consist of creating a 10' bench approximately midway down the slope with a 1H:2V slope from the bench to the edge of roadway. The 1H:2V slope would be stabilized with 4 rows of 15' soil nails and a shotcrete face. The lower portion of the slope would remain vegetated and not be disturbed.



*Figure 1 - Soil Nail Option*

While this option would impact the view shed with the shotcrete face on the upper portion of the slope, this could be mitigated through plantings on the bench area after construction. The anticipated cost for this alternative is \$650K.

Reference: Hemlock Road Embankment

### Option 2: Stone Stabilization

The stone stabilization solution (See figure 2) would require the removal of vegetation and stumps on the entire slope face. This would be overexcited to allow for 12" of gravel material and stone fill material. The stone fill material would be 4' of Type IV at the base and 2' of Type II in the upper portion of the slope. Grubbing material would be placed on the stone face above the waterline.

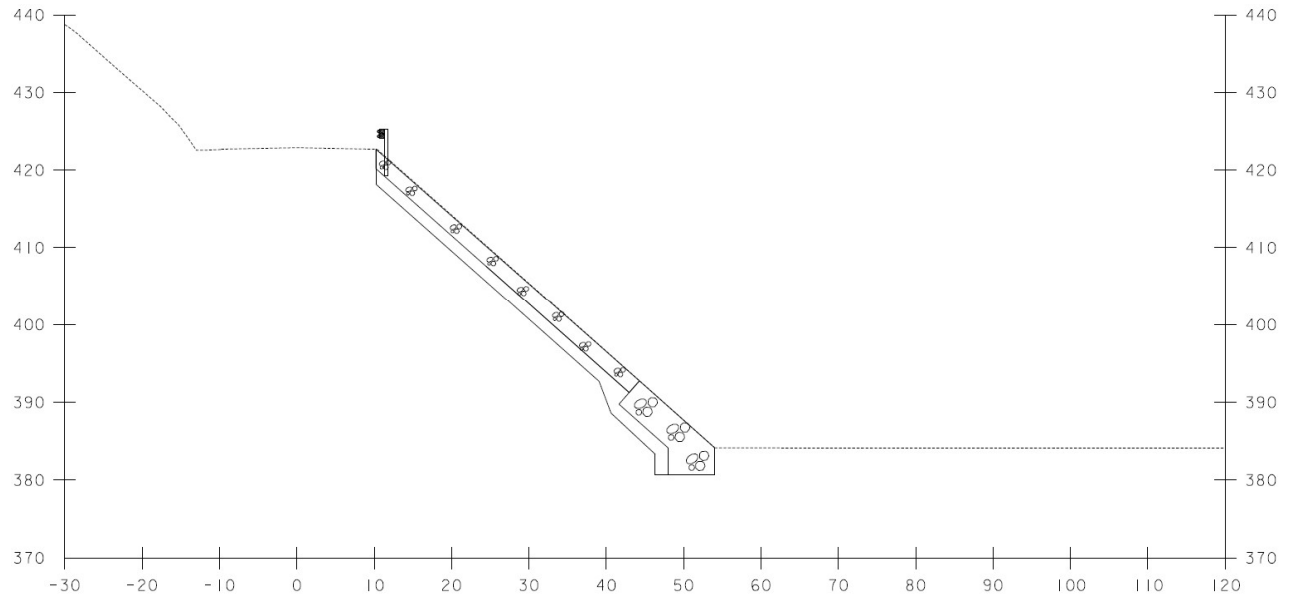


Figure 2 - Stone Stabilization

This construction would require temporary access construction at the toe of slope that would impact below the ordinary high waterline. It would also require cofferdam and dewatering to construct the key at the toe of slope. The anticipated cost for this alternative is \$850K. Since this alternative would result in a higher costs, and greater environmental impacts, this alternative was removed from consideration and not modeled for slope stability.

**Reference:** Hemlock Road Embankment

### **Option 3: No Build with Monitoring**

Based on observations since the tension cracks observed immediately following rain events in July 2023, the roadway appears to have stopped moving. This is somewhat obscured by fill added after the original observations. Since there is no evidence of further movement the Town could decide to forego costly repairs at this time and implement a geotechnical monitoring program including inclinometer, witness stakes and/or other devices. This would help determine if the slope has reached a new state of equilibrium or if it continues to move. The cost for monitoring is anticipated to be \$20k for an inclinometer and a year of monitoring.

**Next Steps:** At this stage Stantec and Sanborn Head have not fully designed any alternative. If the Town elects to move forward with Alternative 1 or Alternative 2. We will advance plans, specifications and bid documents for the selected alternative. If the Town elects for Alternative 3, an Invoice will be sent for work to date and a new scope can be developed for monitoring. Unused budget from the design tasks would be reallocated to cover the inclinometer and monitoring tasks.

Regards,

**STANTEC CONSULTING SERVICES INC.**



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

Israel Maynard, P.E.  
Stantec Consulting Services, Inc.  
193 Tilley Drive, Suite 101  
South Burlington, Vermont 05403

December 6, 2023  
File No. 5949.00

Re: Geotechnical Engineering Report  
Slope Stability Evaluation  
Hemlock Road  
Norwich, Vermont

Dear Mr. Maynard:

Sanborn, Head & Associates, Inc. (Sanborn Head) is pleased to submit our geotechnical engineering report for the Hemlock Road Slope Stability Evaluation located in Norwich, Vermont (Site), as shown on the enclosed Figure 1 – Locus Plan. This report has been prepared on behalf of Stantec Consulting Services, Inc. (Stantec, Client) under our subconsultant agreement dated September 29, 2023.

The purpose of this study was to characterize the subsurface conditions in the project area, perform geotechnical engineering analyses, and develop a repair concept that will provide a minimum factor of safety against global stability failure per the Vermont Department of Transportation (VTrans) *GEI 14-01 Slope Stability Investigation and Evaluation Manual*. This report is subject to the limitations provided in Appendix A.

## BACKGROUND

Sanborn Head was contacted by Stantec on Thursday, August 10, 2023, regarding a recent slope failure on Hemlock Road, approximately 900 feet from the intersection with US Route 5. The roadway is located adjacent to the bank of the Ompompanoosuc River. Hemlock Road is a dead-end street that provides vehicular access to five residential properties as well as the Waterman Hill Cemetery.

We understand that Stantec was contacted by the Town of Norwich on July 18, 2023 to perform a site reconnaissance and visual inspection of the slope failure. The slope inspection was documented in a memorandum titled “Norwich, Hemlock Road Updated Slope/Embankment Stability Assessment” dated July 27, 2023. The primary location of the slope instability was highlighted by multiple tension cracks between Station (Sta.) 8+50 and Sta. 10+50, as shown on the enclosed Figure 2 - Subsurface Exploration Location Plan. The vertical and horizontal opening of the tension cracks were observed to be up to 3.5 feet deep and up to 9 inches wide. Vertical displacement of the failed soil mass ranged between approximately 5 and 10 inches.



The slope of the roadway embankment along the failure zone ranges between approximately 50 and 70 degrees. Toe erosion/undercutting was observed by Stantec along the bank of the Ompompanoosuc River which measured approximately 3 to 4 feet. The roadway was subsequently closed to vehicular traffic following the initial inspection.

### **HEMLOCK ROAD SLOPE INSPECTION (SEPTEMBER 2023)**

Sanborn Head performed a site reconnaissance on September 14, 2023 to visually inspect the condition of the slope, delineate the extents of the failed groundmass (to the extent possible), and document pertinent geologic site features. Sanborn Head documented the following conditions during our time on-site:

- The tension cracking documented by Stantec during their initial inspection was filled in by others prior to our inspection. The top of the slope, in the vicinity of the tension cracking, was soft and minor settlement was apparent.
- The soils at the toe of slope (along the edge of the river) were dense and penetration depths with a T-bar probe ranged between 6 and 12-inches. The soils were granular in nature as observed by the penetration resistance.
- Undercutting (river scour) directly along the toe of slope was observed (similar to the Stantec July 19<sup>th</sup> observations). The undercut penetration depth ranged between approximately 6 inches to 48 inches. The water along the toe of slope is a backwater portion of the river (i.e., impounded by the Route 5 causeway) with river flow focused north of the Site. Portions of the undercut were filled in with 6-inch minus river stone. It was unclear if this material was naturally deposited or placed as erosion control.
- The majority of the trees along the slope were vertical with some having a “banana” shape at the trunk. A few of the trees were also tipping toward the river. This observation typically indicates that the slope has previously experienced slumping/drained creep.
- No signs of overland water flow (i.e., flooding) were present at the crest of slope or signs of highwater washout at the toe (minus the observed undercutting).

### **SUBSURFACE EXPLORATIONS**

#### **Test Borings**

Sanborn Head observed four test borings (SH-1 through SH-4) that were performed by G&M Subsurface, LLC of North Dighton, Massachusetts on October 16 and 17, 2023. The test borings were performed at the crest of the slope to evaluate the subsurface conditions in the vicinity of the failure. The test borings were located by GPS measurements and their approximate locations are shown on the enclosed Figure 2. Ground surface elevations were estimated by interpolating between surface elevations as presented on a drawing entitled “Norwich – Sections and Contours” prepared by Stantec and dated November 2, 2023.

Flush-jointed casing and rotary wash drilling methods were used to advance the test borings to depths ranging between approximately 18 and 51 feet below existing site grades (bgs) or between approximately elevation (El.) 390 feet and El. 363 feet. Representative soil samples were



obtained by split-barrel sampling procedures in general accordance with ASTM International Specification D-1586. Groundwater levels were measured using a water level indicator in the open drill holes or inferred from the soil samples during drilling. A groundwater observation well was installed in boring SH-1 upon completion to facilitate long-term groundwater level measurements. Logs of the subsurface conditions encountered in the test borings are included in Appendix B.

The split-barrel sampling procedure utilizes a standard 1-3/8-inch-inside-diameter (I.D.) split-barrel sampler that is driven into the bottom of the test boring with a 140-pound hammer falling 30 inches. The number of blows required to advance the sampler the middle 12 inches of a normal 24-inch penetration is recorded as the field-measured Standard Penetration Resistance Value (N-value). The blows are indicated on the test boring logs at their depth of occurrence and provide an indication of the consistency or relative density of the material.

The test borings were observed and logged by Sanborn Head personnel on a full-time basis. Soil samples were classified using the Modified Burmister System based on visual estimates of particle size distribution and plasticity. A legend is provided in Appendix B that describes the classification system.

### **Hand Auger Borings**

Sanborn Head performed seven hand auger borings (HA-1 through HA-7) on October 5, 2023 at locations along the slope that were not accessible to the drilling equipment. The hand augers were advanced to depths ranging between approximately 4 and 10 feet bgs or between approximately El. 404 feet and El. 384 feet. Similar to the test borings, soil samples retrieved from the hand augers were classified using the Modified Burmister System based on visual estimates of particle size distribution and plasticity. A summary of the subsurface conditions encountered in the hand auger borings are included in Table 1.

### **SUBSURFACE CONDITIONS**

The subsurface profile encountered in the test borings generally consists of topsoil, over fill, over natural sand or silty sand deposits, over sand and gravel to the depths explored. The approximate thicknesses and generalized descriptions for each soil stratum are presented below:



Stratum	Depth to Top of Layer (feet)	Approximate Layer Thickness (feet)	Generalized Description
Topsoil	0 (discontinuous)	1.3 to 1.7 (discontinuous)	Gray, fine to coarse SAND, little Silt, trace Gravel, frequent Organics (i.e., Roots) Moist.
Fill	0 (discontinuous)	2.0 to 4.0 (discontinuous)	Very loose to medium dense, brown, fine to coarse SAND, little to some Gravel, little to some Silt, few Organics. Moist.
Natural Sand/ Silty Sand Deposits	1.3 to 4.0	4.5 to 9.5	Very loose to dense, brown, gray, or black, fine to coarse SAND, trace to some Gravel, trace to little Silt. Moist. (SAND) <u>or</u> Very loose to medium dense, gray to brown, SAND, little to and Silt, trace to some Gravel, frequent Organics. Moist. (SILTY SAND)
Sand and Gravel	8.5 to 13.5	> 37.5	Medium dense to very dense, brown, gray, or black, fine to coarse SAND, some to and Gravel, trace to some Silt. Moist to wet.

**Groundwater** was inferred in test borings SH-1 and SH-2 during drilling operations between depths of approximately 24 and 16 feet bgs, which corresponds to approximately El. 390 feet and El. 387 feet, respectively. Longer-term groundwater measurements were made in the observation well installed in boring SH-1 and are summarized as follows:

Observation Well (SH-1)			
Installation Date	Date of Groundwater Level Measurement	Depth (feet)	Elevation (feet)
10/16/2023	10/17/2023	30.5	383.5

Groundwater levels will vary depending on factors such as season, precipitation, fluctuations in the level of the Ompompanoosuc River, construction activity, and other conditions, which may be different from those at the time of these observations.

## GEOTECHNICAL ANALYSIS AND RECOMMENDATIONS

### Approach

A summary of our approach to establish the recommended repair concept for the Hemlock Road Slope Stability Evaluation is as follows:

- Establish geotechnical engineering parameters of the subsurface materials using the field exploration data.
- Develop a representative cross-section of the slope based on topographic information developed by Stantec and the subsurface information obtained from the borings.
- Estimate the failure surface based on the depth and location of the tension cracking documented by Stantec, subsurface information obtained from the borings, and estimated flood loading condition during the July 2023 storm-events.



- Perform back-analyses to estimate the engineering properties of the subsurface materials and compare the results to the geotechnical engineering parameters established using the Standard Penetration Test (SPT) data.
- Perform slope stability analyses and develop a repair concept that will provide a minimum factor of safety against global stability failure per the Vermont Department of Transportation (VTrans) *GEI 14-01 Slope Stability Investigation and Evaluation Manual*.

### Geotechnical Engineering Parameters

Geotechnical engineering parameters were established from a combination of SPT empirical correlations and back-calculated slope stability analyses using existing topography and the estimated flood loading condition. Soil properties, such as unit weight, effective stress friction angle, and cohesion were estimated for the various soil stratum and are summarized as follows:

Stratum	Unit Weight (pcf)	Cohesion (psf)	Effective Stress Friction Angle (deg.)
Fill (F)	130	0	38
Natural Silty Sand (SS)	130	0	40
Sand (S)	120	0	32
Sand and Gravel (SG1)	130	0	40
Sand and Gravel (SG2)	125	0	36

pcf = pounds per cubic foot, psf = pounds per square foot, deg. = degree

### Representative Cross-Section

A representative cross-section was developed using topographic information from a drawing titled “Norwich – Sections and Contours”, prepared by Stantec, and subsurface information obtained from the borings. The location of the cross-section is shown on Figure 2 and represents our interpretation of the most critical slope geometry (i.e., height and steepness) and its proximity to the subsurface explorations.

### Stability Analyses and Design Recommendations

Sanborn Head analyzed the global stability of the Hemlock Road slope using limit equilibrium methods, which compare the differences between driving and resisting forces within a potential slope failure surface. Instability occurs when driving forces exceed resisting forces, resulting in a Factor of Safety (FOS) of less than 1.0.

Global (or slope) instability can potentially develop by erosion (scour) of material from the toe of a slope, increasing the driving force at the crest or within a slope, changing groundwater or surface water conditions, or by a combination of these scenarios. Instability can also result from a decrease in a materials shear strength by changes in loading conditions (both loading or unloading) or by excessive strain (drained creep). These conditions generally occur when low-strength materials are present.



Global stability analyses were performed using the software program *Slide2D*, Version 9.0, developed by RocScience, Inc. Potential failure surfaces were analyzed using the Modified Bishop Method, which satisfies vertical force and overall moment equilibrium. Sanborn Head analyzed the global stability of the Hemlock Road slope at cross-section (A-A') based on the surveyed location of the tension cracking, existing topography, subsurface information, and estimated flood loading. The analyses were performed using the groundwater levels observed in the test borings (e.g., El. 390 feet) and a piezometric surface was applied to the top of the sand layer to model a fully saturated condition resulting from surface water infiltration (assumed to be present during the July storm event). To calibrate the slope stability model, sensitivity analyses were performed with differing combinations of material strengths, unit weights, and flood loading conditions and the results were compared to the geotechnical engineering parameters established from the SPT data.

**Recommended Repair Concept (Option 1) – Cut Slope and Soil Nail System**

Varying cut slope geometries in conjunction with a soil nail system were analyzed for the static, long-term (drained), estimated flood loading, and pseudo-static (seismic loading) conditions and the resulting factors of safety were compared to the *VTrans GEI 14-01* minimum requirements for design. The seismic loading condition resulting from the design earthquake was modeled using pseudo-static methods based on ½ the estimated peak ground acceleration adjusted for site class ( $PGA_M$ ) of 0.10g.

Proposed and existing slope geometries, recommended repair concept, and the results of the slope stability analyses are shown on Figures 3 through 7. The results of the analyses are summarized below:

Design Condition	Slope Geometry	Factor of Safety	
		VTrans GEI 14-01 (Recommended)	Calculated
<b>Existing Condition (Pre-Failure)</b>			
Static, Long-Term Stability, Drained	1.1H:1V	1.3	1.46
<b>Flood Loading (Failure Condition)</b>			
Static, Long-Term Stability, Drained	1.1H:1V	1.3	0.99
<b>Recommended Repair Concept (Soil Nailing)</b>			
Static, Long-Term Stability, Drained	1H:2V	1.3	1.60
Static, Flood Loading, Drained	1H:2V	1.3	1.59
Pseudo-Static, Long-Term Stability	1H:2V	1.1	1.33

The proposed Hemlock Road slope repair could consist of a cut slope geometry of 1H:2V in conjunction with a soil nail system to satisfy the *VTrans GEI 14-01* required minimum factors of safety for design, as presented in the table above. The soil nail system should consist of a reinforced shotcrete face and a minimum of 4 rows of hollow-bar soil nails. The soil nails should be a minimum of 15 feet long and have a maximum center-to-center spacing of 5-feet.



We estimate the critical failure surfaces, after construction of the soil nail system, will generally consist of deep-seated circular arch failures that originate within Hemlock Road and terminate within the Ompompanoosuc River.

### **Option 2 – Stone Stabilization**

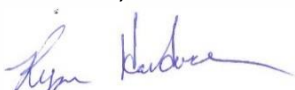
Repair of the Hemlock Road slope could consist of stone stabilization along the slope face and construction of a thickened stone “key” at the toe of the slope. Stone stabilization would require the removal and excavation of existing vegetation and soil from the slope face/toe and replacing these materials with processed rock fill. Construction of the stone “key” would require dewatering and a temporary cofferdam at the toe of the slope. Sanborn Head did not perform global stability analyses for the stone stabilization concept. Based on the anticipated failure mechanism, existing slope geometry, and site access constraints, it is our opinion that stone stabilization would not be a cost-effective solution for repair of the Hemlock Road slope.

### **Option 3 – Long-Term Monitoring of Slope (Geotechnical Instrumentation)**

Based on site observations through October 2023, no evidence of additional tension cracking, slope failure, or drained creep (i.e., horizontal or vertical displacement) has been documented. In an effort to reduce upfront costs, a long-term geotechnical monitoring program of the slope could be implemented. The geotechnical monitoring program would consist of inclinometers and surveyed witness stakes. The purpose of the geotechnical instrumentation is to evaluate slope movement and provide quantitative evidence of horizontal displacement.

We appreciate the opportunity to provide you with continued service. Should you have any questions regarding the report, please do not hesitate to call us.

Very truly yours,  
SANBORN, HEAD & ASSOCIATES, INC.

  
Ryan Henderson  
Senior Project Engineer

  
Shawn P. Kelley, Ph.D., P.E.  
Project Director

RMH/SPK: rmh

Enclosed:     Figures  
                  Tables  
                  Appendix A – Limitations  
                  Appendix B – Test Boring Logs  
                  Appendix C – Standard Penetration Test (SPT) Data Reduction

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## ADDENDUM FOR CONTRACT EXTENSION

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

The Agreement, signed on February 9<sup>th</sup>, 2023, is amended to read:

### II. General Terms

- a. The maximum dollar amount for all services performed under this Agreement shall not exceed **\$40,800**, unless amended.
- b. Services performed under this agreement shall be rendered on an as needed, hourly basis, not to exceed 8 hours per week, though hours per week may be less depending on Town need.
- c. The period of performance under this Agreement shall run through **March 31, 2024**, unless amended.


### V. Certificate of Insurance

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

Attachment A is amended to read:

This contract will be billed at cost, not to exceed \$40,800. Total to be earned from January 1, 2024, through March 31, 2024, shall not exceed \$9,500. TRORC's hours are expected to be approximately 5 hours per week, at \$90 per hour. Hours per week will likely vary, and may be less than what is approximated, depending on the number of permits to be processed. Time will focus on permit processing, but as time allows, this work may also include attending DRB Hearings when necessary and supporting their review and approval of projects. Mileage done as part of the duties under this agreement will be billed at the prevailing federal rate.

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



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

\_\_\_\_\_  
Town of Norwich – Town Manager



**Application ID:** DLL - Application - 33785  
**Application for:** First Class Restaurant/Bar License  
**Category of Business:** First Class

**Business/ Entity Information**

**Business/ Entity Name:** King Arthur Flour Company Inc, The  
**Business ID:** 0008483  
**Business Address:** 58 Billings Farm Rd,  
White River Jct, Vermont 05001  
**Entity Type:** Business Corporation  
**Phone:** 802-299-2240  
**Management Type if LLC:**  
**Email:** robin.beane@kingarthurbaking.com

**People Information**

• **Person:**  
Karen Colberg

**Business Role:** Business Principal  
**Email:** karen.colberg@kingarthurbaking.com  
**Business Address:** ,  
,  
**US Citizen?**  
**Political Position**  
**Phone:** **Name:** Karen Colberg  
**Office:**  
**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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• **Person:**  
Robin Beane

**Business Role:** **Email:**



Registered Agent

robin.beane@kingarthurbaking.com

**Business Address:**

**US Citizen?**

,  
,

**Political Position**

**Phone:**

**Name:** Robin Beane

**Office:**

**Jurisdiction:**

**Violations:**

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
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### Location/ Premises Detail

**Location Name:**

Expansion adding classrooms to our existing license

**Do you lease this Premises:**

**Health License:**

Food:  
Lodging:

**Location Address:**

135 5 South,  
Norwich, Vermont 05055

**Vermont Tax Department:**

**Local Jurisdiction/ Town Clerk:**

Norwich

### Education Details

**Student Name:**

**Training Completion Date:**

**Mode of Training:**

**Type of Training:**

### Foundational License (if applicable)

**License Type:**

**License Number:**

**Licensee Name:**

**License Status:**

**Licensee Address:**

,  
,

**License Start Date:**

**License End Date:**

### Documents Attached

Name	Document Type	Assosicated With
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### Payment and Acknowledgement

**Signed by:**  
Robin Beane

**Date of Submission:**  
2023-11-30 20:43:15

**Local Application Fee:**  
115

**State of Vermont / DLL Application Fee:**  
115.00

**State of Vermont / DLL Payment Status:**

**Local Control Payment Status:**  
false



## Norwich Town Clerk

---

**From:** noreply@salesforce.com on behalf of David Hamlin II <david.hamlin@vermont.gov>  
**Sent:** Monday, December 4, 2023 10:49 AM  
**To:** Norwich Town Clerk  
**Cc:** robin.beane@kingarthurbaking.com  
**Subject:** Application 33785 / Fee Waiver

Lily,

To follow up on our phone call, the department will be waiving the fee pursuant to 7 V.S.A § 207, as copied below.

"If a licensee desires to change the location of its business before the expiration of its license, the licensee may submit an application to the Board of Liquor and Lottery, which may amend the license to cover the new premises without the payment of any additional fee. (Amended 2017, No. 83, § 26; 2018, No. 1 (Sp. Sess.), § 30.)"

Link: [Vermont Laws](#)

The application being submitted is to document the change in location and will not impact the current expiration date.

David Hamlin II | Program Technician II  
Vermont Department of Liquor and Lottery  
1311 US Route 302, Suite 100, Barre, VT 05641  
802-461-5905 cell | 802-828-4940 office  
802-479-4294 fax | David.Hamlin@vermont.gov

# The Vermont Statutes Online

The Vermont Statutes Online have been updated to include the actions of the 2023 session of the General Assembly.

NOTE: The Vermont Statutes Online is an unofficial copy of the Vermont Statutes Annotated that is provided as a convenience.

## **Title 7 : Alcoholic Beverages, Cannabis, and Tobacco**

### **Chapter 009 : Licensing**

#### **Subchapter 001 : GENERAL PROVISIONS**

(Cite as: 7 V.S.A. § 207)

#### **§ 207. Change of location**

If a licensee desires to change the location of its business before the expiration of its license, the licensee may submit an application to the Board of Liquor and Lottery, which may amend the license to cover the new premises without the payment of any additional fee. (Amended 2017, No. 83, § 26; 2018, No. 1 (Sp. Sess.), § 30.)

Town of Norwich  
Departmental Request for Spending

Date: December 6, 2023      Department: Fire

Request by: Alex Northern - Chief of Department

Town Manager Approval Date: UNK      For Selectboard Meeting Date: 12/13/23

What is being requested: Draw-down of funds from the Fire Apparatus Fund #06 for the planned refurbishment of Engine 1 see attached itemized refurb. estimate

Has this request been budgeted by the Selectboard: No

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

The NFD requests an appropriation of funds from the Fire Apparatus Fund #06 not to exceed \$50,000.

This refurb. of Engine 1 will allow us to squeeze another 10 years of service out of this piece of apparatus. In our Capital Plan we have budgeted \$25,000 for the refurb and we expect the sale of Engine 2 to bring us an additional \$25-35,000 to put toward the refurb. The estimate from Dingee Machine totals \$47,367. However, there are several costs TBD and our request gives us a little more room to address issues of rust, frame repairs, pump overhaul and electronics that may be discovered in the "opening up" and inspection of the truck.

Which fund will be used to pay for this request: Fire Apparatus Fund #06

How much is in the above-named fund on this date: ~ \$224,130.00

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

Expected Date of purchase, if known: January 2024 (educated guess at this point)

Signature of Requestor:  \_\_\_\_\_ Date: 12.6.23

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 \_\_\_\_\_

**Dingee Machine Company** 195 NH Route 120  
Cornish, NH 03745 603-542-9682 • 603-542-0915 (fax)  
dingeemachine@comcast.net

Norwich Fire Department  
Attn: Chief Northern  
11 Firehouse Lane Norwich, VT 05055

November 6, 2023

Our base cost for E1's refurbishment is \$25,000.00. Additional options are quoted below. Base cost includes the following:

- Cleaning compartments,
- Opening up all hidden panels to access wiring,
- Removing water tank from truck to inspect subframe and chassis,
- Performing a pump test and advise customer of any work needed,
- Cleaning and inspecting cab interior,
- Installing new front seatbelts.
- Removing all lighting on the rear vertical panels of the truck and applying Diamondgrade chevron striping.

Following all work needed, body to be reassembled, tank to be reinstalled.

**BACKUP CAMERA** **COST: \$1,500.00**  
Supply and install a Fire Research Corporation backup camera. The camera shall be installed at the rear of the body and shall turn on when transmission is placed in reverse. The monitor shall be installed inside the cab. This FRC camera is the same camera that was installed on E3.

**INSPECT AND REPLACE ALL TIRES THAT ARE MORE THAN 7 YEARS OLD** **COST: N/A**  
Department to handle.

**CHECK THE CALIBRATION OF THE FOAM PROPORTIONER** **COST: \$400.00**  
The calibration of the foam proportioner shall be checked. If needed, it shall be recalibrated. Should repairs be required, the customer will be informed and will be billed on a cost-plus basis.  
*Please note that the foam tank shall be emptied prior to the truck being brought to Dingee Machine Company.*

**CHANGE FOAM TO NOVACOOOL UAF** **COST: N/A**  
Department to decide/handle.

**FOAM TANK****COST: N/A**

Department to determine whether previous foam tank leak shall be repaired or not. If so, it will be done on a cost-plus basis, being billed strictly by the hour.

**TOOL MOUNTINGS TO BE SIMILAR TO THE NEW ENGINE****ALLOWANCE: \$7,500.00**

Not knowing exactly what you would like to upgrade, we are proposing a \$7,500.00 tool mounting allowance to add and remove tool mounting items.

**INSPECT THE ROLLUP DOORS AND REPAIR OR REPLACE, AS NECESSARY****COST: \$1,430.00**

Replace one (1) non-painted roll-up door at the rear of the body (A1). This door shall have a snap-in Luma Bar integral LED light.

**CAB & BODY PAINT****ALLOWANCE: \$5,000.00**

Consult with the department as to how much the cab and body need to be repainted and corrosion removed. Should this be desired, the customer will be billed on a cost-plus basis.

**TEST GENERATOR****COST: \$750.00**

The generator shall be tested by running at full load for thirty (30) minutes. This includes changing the oil and the filter. Provide a report if any additional work is required.

**ONSPOTS****COST: \$3,120.00**

The cost quoted above is for an entire new set that includes brackets. If current brackets can be reused, the cost will be less.

**COMPRESSOR****COST: TBD**

Will take a look at this to see what is happening. Customer will be informed of what is found.

**AIR PRIMER****COST: \$ 2,667.48**

Provide and install a new Trident Auto Air Primer. This primer shall include a second priming button for the front suction.

**DRAFT Minutes of the Norwich Selectboard Meeting of  
Tuesday, November 21, 2023**

This special meeting was held in Hybrid format with Selectboard members Marcia Calloway and Priscilla Vincent physically present in Tracy Hall, Selectboard members Mary Layton, Pamela Smith and Roger Arnold on Zoom, and with JAM broadcasting.

All members of the public body present<sup>1</sup>: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; and Priscilla Vincent.

All other active participants in the meeting<sup>2</sup>: Brennan T.M. Duffy, Town Manager; Joyce Hasbrouck, Interim Finance Director; Chris Kaufman; Chief Matt Romeii; Chief Alex Northern; Demo Sofronas; Wayne Kniffin; Sarah Rooker; Nancy Osgood; Cheryl Lindberg.

**Welcome.** Meeting was called to order by Calloway at 6:31 p.m. She reminded everyone that there was a different order of process due to the Selectboard's focus on budget preparation.

**1. Agenda.** Calloway requested re-ordering the agenda to take Public Comments after Item #2, the Executive Session with Counsel. Smith requested adding a new Item #9 for consideration of a CD Renewal. Layton moved to approve the agenda as amended to move the Public Comments section to follow Item #2 and to add an Item #9; seconded by Smith. Layton, Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

***The following minutes reflect***

***“all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same.”<sup>3</sup>***

***“the results of any votes, with a record of the individual vote of each member if a roll***

**Budget Presentation.** Interim Finance Director Hasbrouck reviewed FY25 Budget Department Presentation, Part I, for the Departments of Public Works, Police, and Fire, found in the packet for this meeting on pages 2 through 37, here: <http://norwich.vt.us/wp-content/uploads/2023/11/00-Selectboard-Packet-11-21-2023-indexed-1.pdf> Hasbrouck also reviewed the process by which surplus or deficit fund balances happen each year as well as the increase in surplus created by the use of ARPA money to offset Salaries in FY23; reference her presentation slide on page 7 of the packet.

Chris Kaufman explained the DPW requests in context of unavoidable overtime hours, aging equipment, increased demands for bridge and culvert repairs, the need to fund the various designated funds for those repairs and replacements, and the insufficient numbers of licensed staff to provide plowing for the town. Selectboard members indicated an interest the suggestion of leasing equipment when possible. See DPW slides on packet pages 13 through 26.

Chief Matt Romeii explained the Police Department requests including protective equipment and the need for earlier replacement of police cruisers. In general, the life cycle of cars is 5 to 7 years or 100,000 miles. He also explained the need for 3 new computers, secure broadband, and training. The issue of leasing was again discussed with Selectboard members indicating an interest in more information. See Police Department slides on packet pages 27 through 32. Demo Sofronas spoke in support of using surplus monies f fund departments and bonds for building projects. Wayne Kniffin asked a question about collective bargaining

Chief Alex Northern explained See Fire Department and Emergency Management slides, pointing out their new copier expense and on-going equipment which will require designated fund allocations to safe for various fire apparatus needs. See Fire Department slides on packet pages 33 through 37.

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<sup>1</sup> 1 V.S.A. § 312(b)(1)(A)

<sup>2</sup> 1 V.S.A. § 312(b)(1)(B)

<sup>3</sup> 1 V.S.A. § 312(b)(1)(C)



**2. Katucki v. Town of Norwich Executive Session.** Layton moved 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); seconded by Smith. Layton, Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

Layton moved 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; seconded by Vincent. Layton, Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.** Entered Executive Session at 8:06 p.m.

Layton moved to enter public session; seconded by Vincent. Layton, Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.** Entered Public Session at 8:33 p.m.

Layton moved to approve the form of the Settlement Agreement and the form of the Stipulation regarding dismissal of the Katucki litigation as recommended by legal counsel for the Town; seconded by Vincent. Layton, Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

Layton moved authorize execution of the approved form of the Settlement Agreement, provided that the Settlement Agreement as approved is signed by Mr. Katucki, approved as to form by his counsel, and returned to counsel for the Town; seconded by Vincent. authorize execution of the approved form of the Settlement Layton, Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

**3. Kids' Bridge expenditure request for Designated Fund #53.** T.M. Duffy explained this expense was for work toward completion of the "Kids' Bridge" project. See page 38 of the packet. Layton moved to authorize the Town Manager to expend up to \$ 5,000.00 from the Kids' Bridge Fund # 53 for completion of the Kids' Bridge project; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

**4. Hydro Quebec FERC relicensing application comment.** Calloway reviewed the memo describing information received from the Connecticut River Conservancy regarding opportunity to comment and asked the Selectboard if they were willing to authorize the chair to convene a group to discuss the need for comment if any. See page 39 of the packet. Layton moved to authorize the Selectboard chair to convene a meeting of the of appropriate individuals and/or appointed town groups such as the Planning and Conservation Commissions to discuss the need for a Town of Norwich comment on the pending Hydro Quebec FERC relicensing application; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

**5. Historic Preservation Commission request to apply for CLG '24 Grant for Grange Hall.** Nancy Osgood, Chair of the Historic Preservation Commission, explained the importance of the grant for a architectural plan, and which can only be applied for by a municipality. See page 40 of the packet. She and Sarah Rooker confirmed that the application is made by the town but names the Norwich Community Collaborative ("NCC") as third-party administrator; if the grant is awarded, NCC becomes the grantee and the town is no longer involved. Layton moved to authorize the Town Manager to sign the grant application evidencing the Town's support of the Upper Valley Community Grange Hall rehabilitation project. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

**6. Minutes 11/8 and 11/15/2023.** As to the minutes of 11/8/2023, Smith pointed out Cheryl Lindberg's email request to change the minutes to indicate that the Listers' office did not request another assistant but rather replaced the assessor with a new person to do some of that work. See page 46 of the packet. Lindberg also spoke to changing her identification as Lister rather than Listers Clerk. Layton moved to approve the minutes of November 8, 2023; seconded by Arnold. Smith offered a friendly amendment to which was not accepted by Layton. Calloway, Layton, Arnold: Yes; Vincent, Smith: No. **Motion Passed.**

As to the minutes of 11/15/2023, Layton moved to approve the minutes of November 15, 2023; seconded by Arnold. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

**7. Correspondence.** Calloway read the names and topics of each correspondence. See pages 48 through 61 of the packet. Layton moved to accept the correspondence submitted; seconded by Arnold. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

**8. AP Warrants**

Layton moved to approve AP Warrant number 1072 in the amount of \$ 454,557.05 from the General Fund; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

Layton moved to approve AP Warrant number 1073 in the amount of \$ 1,625.50 from the Records Restoration Fund #45; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

Layton moved to approve AP Warrant number 1074 in the amount of \$ 20,499.74 from the Fire Equipment Fund #26; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

Layton moved to approve AP Warrant number 1075 in the amount of \$ 7,166.35 from the Town Reappraisal Fund #12; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

Layton moved to approve AP Warrant number 1076 in the amount of \$ 3,864.88 from the Expense/Emergency Reserve Fund #50; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

T.M. Duffy explained that Warrant number 1077 was corrected and the new number is 1079. Layton moved to approve AP Warrant number 1079 in the amount of \$ 287,141.00 from the Fire Apparatus Fund #6; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

**9. CD Renewal.** Regarding the \$2,000,000.00 CD which the Selectboard authorized 6 months ago, Smith referred to a memorandum from Lindberg regarding renewal. Calloway asked about penalties for early withdrawal if the money were required, Lindberg did not have that information; Lindberg confirmed this would be another 6-month CD. Smith moved to reinvest the \$2,000,000.00 with accumulated interest from the CD maturing with Mascoma Savings Bank at 4.4 percent, 4.5 percent APY for 6 months; seconded by Vincent. Arnold, Smith, Vincent, Layton, Calloway: Yes. **Motion Passed.**

9:35 p.m. Smith left the meeting.

**Informational Items.**

Town Managers Report: T.M. Duffy confirmed that the temporary position of police chief is coming to an end and a permanent position has been advertised with a deadline of December 15. The Planning Direction/Zoning Administrator position has also been posted with a mid-December deadline. Hemlock Road will be fitted with “Jersey Barriers” next week as temporary traffic management so that the road can be opened to one-lane traffic. In continued discussions with Stantec, we are asking for some further options and working with FEMA for reimbursement and on other specific questions.

The Finance Report begins on page 76 of the packet. As always, any questions should be sent to T.M. Duffy for investigation and any necessary response.

Route 5 Bike Corridor Survey. Calloway provided response on behalf of the Selectboard with input from Vincent; see pages 74-75 of the packet.

**Reports Submitted.** Fire Department, IREC, Police Department, and Recreation Department filed reports beginning on page 88 of the packet. Town Clerk’s 3<sup>rd</sup> Quarter Report is on pages 94-95 of the packet.

**Discussion Items.** As to remaining budget work:

- 11/29/2023 meeting will focus on remaining departments not already discussed.

- Arnold had concerns about Gile Mountain Parking lot, Fire Tower and Trails; T.M. Duffy confirmed they would be covered by the Conservation Commission segment at the 11/29/2023 budget session.
  - Concerns about how to manage the surplus were discussed. Calloway referred to the need for voter approval and recommended setting two public meetings early in January to discuss focused options to be presented by the Selectboard. It was decided that the Selectboard meeting on December 6 will be extended to review options. In advance Selectboard members are asked to submit responses to the following:
    - (1) Would you be in favor of an injection of surplus money into the budget to reduce the monetary allocation? If yes, how much?
    - (2) What would you recommend for use of the remaining surplus? E.g. all of it for one thing or certain amounts in Reserve Funds.
- On December 6, the Selectboard will discuss these responses and what will be presented in the budget and in public meetings.
- T.M. Duffy will request that Hasbrouck make a slide for leasing versus purchasing options.

### **Adjourn**

Vincent moved to adjourn; seconded by Layton. Calloway, Layton, Vincent, Arnold: Yes. Smith absent. **Motion Passed.** Meeting adjourned at 10:09 p.m.

**DRAFT Minutes of the Norwich Selectboard Meeting of  
Tuesday, November 29, 2023**

This special meeting was held in Zoom format with all Selectboard members, Town Manager, and public viewing remotely.

All members of the public body present<sup>1</sup>: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; and Priscilla Vincent.

All other active participants in the meeting<sup>2</sup>: Brennan T.M. Duffy, Town Manager; Joyce Hasbrouck, Interim Finance Director; Barrie Rosalinda, Finance Director; Brie Swenson, Recreation Department; Lily Trajman, Town Clerk; Listers Cheryl Lindberg, Ernie Ciccotelli and Jonathan Vincent; Jaan Laaspere; Demo Safronas/

**Welcome.** Meeting was called to order by Calloway at 6:32 p.m., Vincent joining at approximately 6:33 p.m. Calloway reminded everyone that full names are required for admission to the Zoom platform to eliminate “Zoom bomb” interruptions and delays in the meetings. Some members of the community have been confused about this requirement; the Selectboard agreed that people trying to get admitted to meetings may contact Selectboard members to be identified for admission. Calloway clarified that there is no change in the policy just an effort to ensure everyone who wants to attend is admitted.

**1. Agenda.** Motion to approve the agenda by Layton; seconded by Vincent. Layton, Arnold, Smith, Vincent, Calloway: Yes. **Motion Passed.**

*The following minutes reflect*

*“all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same.”<sup>3</sup>*

*“the results of any votes, with a record of the individual vote of each member if a roll*

**Budget Presentation.** Interim Finance Director Hasbrouck began the FY25 Budget presentation, starting on page 2 of the meeting packet, found here: <http://norwich.vt.us/wp-content/uploads/2023/11/00-Selectboard-Packet-11-29-2023-indexed.pdf> Hasbrouck reviewed the Questions previously asked and discussed the answers; see pages 5-10 of the packet. She then explained the Proposed Articles for Town Meeting Warrant, see pages 10-X of the packet, including Capital Fund Surplus Infusion Article Requests (page 11), Funds to Transact by Article Requests (page 12); the Selectboard will further discuss these proposals at their special meeting on December 6, 2023. In advance of that meeting, Hasbrouck requested the Selectboard provide more information about what they would like to suggest for budget changes. For that meeting Hasbrouck will be prepared with updated slides, revenue and expense reports, and fund balance report as of June 2023 and beginning balance for FY25.

FY25 Budget Department Presentation Part II proceeded the budgets of Conservation Commission; Departments of Recreation and Finance; Town Manager; and Offices of Town Clerk and Listers. As a preface and review for the presentations, reviews of Increase percentages, Budget Summary, Surplus Funds, and the effect of “buying down” the increase costs of FY25 appear on pages 16-19 of the packet, with a Department Expense Summary and Budget Totals by Department shown on pages 21-23. Non-Capital Fund Allocation Summary appears on page 24.

- Conservation Commission, introduced by Hasbrouck, effectively no change. See page 25 of the packet.
- Recreation Department, presented by Brie Swenson, effectively a reduction overall; see pages 26-29. The position of Administrative Assistant being pulled for FY24 and not requested for FY25. Selectboard members asked for more information about revenue and expenses. Notable requests included

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<sup>1</sup> 1 V.S.A. § 312(b)(1)(A)

<sup>2</sup> 1 V.S.A. § 312(b)(1)(B)

<sup>3</sup> 1 V.S.A. § 312(b)(1)(C)

Designated fund # 5: \$15,000 for a play structure replacement at Huntley Meadow; and, #17 for \$75,000 as savings for tennis court replacement.

- Town Administration, presented by Brennan Duffy, pages 30-32. Notable changes include a higher Town Manager contract wage as approved by the Selectboard; and new General Ledger accounts to be created for the Assistant town Manager Wage and Designated Fund #37 for Main Street Flags. There was general Selectboard discussion and agreement that computer/software expenses and oversight should be centered in the Town Manager's office to ensure effective planning for future hardware needs and efficiencies with software licenses and security management.
- Tracy Hall Expenses, presented by Duffy, pages 33-34. Efforts are being made to consolidate the expenses currently spanning Department of Public Works and Administration.
- Planning and Zoning, presented by Duffy, page 35. Notable increased expense planned for training of the new director. Jaan Laaspere, Planning Commission Chair, noted that there may be a need for GIS Mapping/ Software expense/TRORC assistance.
- Finance Department Operating Expenses, presented by Barrie Rosalinda, Finance Director, pages 36-37. Notable items included planned single audit(s) for any federal funds over a certain dollar amount, updated software and training for new staff. Selectboard members asked for more information about number of audits anticipated. Rosalinda also pointed out that the figures for Windsor County Bond and Windsor County Equalization are on hold pending receipt from the Treasurer.
- Town Clerk, presented by Lily Trajman, pages 38-41 of the packet. Notable increases included postage, due to the high number of BCA meetings and multiple elections in 2024; training/travel/accommodations for new clerk and assistant; and, a request for a specialty archival-quality scanner for records, specifically \$20,000 for Designated Fund #19 Town Clerk Equipment. [Separate documentation was provided to the Selectboard which will be included for information purposes in the December 6, 2023 Selectboard packet.]
- Listers' Office, presented by Listers Lindberg, Ciccotelli and Vincent, pages 41-43 of the packet. Notable changes: the Listers request their \$4,500 total stipend amount be changed to \$36,510 to be paid out as wages at the hourly rate of \$22.02; and, \$25,000 for Professional Assessor Services. There were Selectboard questions about whether such a change required voter approval and about the distinction between wages versus stipend, the similarities and statutory differences between Town Clerk/staff versus Listers. Layton asked for more information about the basis for the number of hours requested; acknowledging the work of the office. Arnold questioned whether there was a 2017 or 2018 Selectboard decision about the Listers' Office staffing; Calloway questioned how this request differed from the FY24 request by the Listers which was not granted. Smith expressed support for the Listers' request. Selectboard member Vincent abstained due to family conflict. Lister Ciccotelli explained the history of Assessor assistance for commercial appraisals. Legal advice will be requested.

Duffy summarized the next steps. By Friday, December 1, Selectboard members are requested to send Duffy their questions/suggestions for changes to the budget as presented. At the December 6, 2023 special meeting, Hasbrouck will manipulate the financial workbook in real time so Selectboard members can witness the effect of any changes in the budget. Calloway reminded everyone that the session will not be a line-by-line review and that the Selectboard members must respect the hard work done by the departments, Finance and Town Manager in crafting their requests needed to fund their work.

**Adjourn.** Vincent moved to adjourn; seconded by Layton. Calloway, Layton, Vincent, Arnold, Smith:  
**Motion Passed.** Meeting adjourned at 8:51 p.m.

Respectfully submitted,

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Marcia S. Calloway, Chair  
Norwich Selectboard

**DRAFT Minutes of the Norwich Selectboard Meeting of  
Wednesday, December 6, 2023**

This special meeting was held in Zoom format with all Selectboard members, Town Manager, and public viewing remotely.

All members of the public body present<sup>1</sup>: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; and Priscilla Vincent.

All other active participants in the meeting<sup>2</sup>: Brennan T.M. Duffy, Town Manager; Joyce Hasbrouck, Interim Finance Director; Barrie Rosalinda, Finance Director; Lister Cheryl Lindberg; Stuart Richards.

**Welcome.** Meeting was called to order by Calloway at 6:31 p.m., Arnold joining at approximately 6:33 p.m. Calloway reminded everyone that full names are required for admission to the Zoom platform to eliminate “Zoom bomb” interruptions and delays in the meetings; and, people trying to get admitted to meetings may contact Selectboard members to be identified for admission.

**1. Agenda.** Motion to approve the agenda by Layton; seconded by Smith. Layton, Arnold, Smith, Vincent, Calloway: Yes. **Motion Passed.**

*The following minutes reflect*

*“all motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same.”<sup>3</sup>*

*“the results of any votes, with a record of the individual vote of each member if a roll*

**Budget Presentation.** Interim Finance Director Hasbrouck began the FY25 Budget presentation, referring to slides in the packet, found here: <http://norwich.vt.us/wp-content/uploads/2023/12/00-12-6-2023-Selectboard-Agenda-Special-Mtg-indexed.pdf> Hasbrouck slides provided answers to previously asked Questions, see pages 5-20 of the packet. She then explained the differences between lease versus buy options, see page 21-24 of the packet. Hasbrouck reviewed Capital Fund Surplus Infusion Article Requests (page 26 of the packet) and summarized Surplus Spending Requests in the context of the Unrestricted General Fund balance (page 27 of the packet). The funds requiring changes to purpose statements are on page 28 of the packet, Funds to Transact by Article Requests are on page 29-30, and she referenced the Revenue Report on pages 31-33. Hasbrouck explained that the purpose of the budget discussion for this meeting was to answer the remaining questions for the final budget which will be presented on December 13, 2023 for Selectboard ratification; and to look at the Tax Rate estimate. With introduction and discussion for each of the remaining questions, the Selectboard took a straw poll on each of the following questions:

- **Should the Town Adm Prof'l Services line item be reduced?** If yes, by how much?
  - For: Smith; Vincent; Layton
  - Against: Arnold; Calloway
  - **Decision:** Reduce the Town Adm Professional Services line to \$10,000.
  
- **What is the amount to be budgeted in FY25 for Tax Expenditures?**
  - For: Smith and Vincent initially \$21,000; Layton \$21,298
  - Against: Arnold; Calloway
  - **Decision:** Agreed to \$21,298 after discussion
  
- **Listers Office – what will be the budgeted amounts be for stipend or wages, professional assessor services?**
  - For: \$56,500 Layton, Arnold; Calloway; no change as to form of stipend payment
  - Against: \$67,500 Smith; \$61,510 Vincent

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<sup>1</sup> 1 V.S.A. § 312(b)(1)(A)

<sup>2</sup> 1 V.S.A. § 312(b)(1)(B)

<sup>3</sup> 1 V.S.A. § 312(b)(1)(C)

- **Decision:** \$56,500; no change as to form of stipend payment. Calloway confirmed that she has forwarded Selectboard questions to counsel, regarding the requested shift to pay elected Listers a wage instead of a stipend. Lindberg asked what was expected to be learned from counsel. Until the Selectboard has a response, no decision will be made.
- **Police cruisers** – two questions
  - Question #1 – **What will we allocate to Fund 11 Police Cruisers?**
    - For: \$35,000 Vincent; Layton; Calloway
    - Against: \$0 Arnold; Smith
    - **Decision:** Allocate \$35,000 to Fund 11 Police Cruisers
  - Question #2 – **Will we enter into a lease for the purchase of 2 vehicles?**
    - For: 1 lease Arnold; 2 leases Vincent; Layton; Calloway
    - Against: None
    - **Decision:** Lease 2 vehicles
- **Shall the allocation to the new Culvert fund stay at \$150,000 or increase by \$100,000 for a total of \$250,000?**
  - For:
  - Against: Vincent, Layton, Smith, Arnold, Calloway
  - **Decision:** Stay at \$150,000 with the Article to include creation of the fund and authorization of funding.
- **Shall we allocate more money to Fund 50? If yes, by how much?**
  - For: 12 percent Arnold, Vincent, Layton, Smith, Calloway
  - Against: None
  - **Decision:** Yes, 12 percent.
- 1. **What amount of the surplus will be used to “Buy-down” the tax rate?**
  - For: \$700,000 Arnold, Vincent, Layton, Calloway
  - Abstain: Smith
  - Decision: Use \$700,000 of the surplus to buy down the tax rate and be prepared to explain to voters that this is money toward reparation of prior years’ of underfunding Funds for save for capital purchases.

Stuart Richards asked about the Tax Rate. Hasbrouck showed the Tax Rate effect of infusing \$700,000 of the surplus; see page 71 of the packet. Hasbrouck and Duffy explained the next steps to be taken on December 13, 2023 toward ratification of the budget; see page 73 of the packet.

**2. Katucki v. Town of Norwich, Executive Session under 1 V.S.A. § 313(a)(1)(E).**

Layton moved to find that premature general public knowledge of privileged attorney client communications would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1), including by revealing privileged information and waiving attorney client privilege; Vincent seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

Layton moved 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 Town Counsel and the Town Manager; Vincent seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

Selectboard entered Executive Session at 8:27 p.m.

Arnold moved to enter public session; Layton seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

Selectboard entered Public Session at 8:48 p.m.

Layton moved to approve the form of the Settlement Agreement and the form of the Stipulation regarding dismissal of the Katucki litigation as recommended by legal counsel for the Town; Smith seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

Layton moved to authorize the Chair to execute the approved form of the Settlement Agreement; Smith seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

**3. Executive Session to receive confidential attorney-client communications made for the purpose of providing professional legal services to the body pursuant to 1 V.S.A. § 313(a)(1)(F).**

Layton moved to find that premature general public knowledge of privileged attorney client communications would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1), including by revealing privileged information and waiving attorney client privilege; Vincent seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

Layton moved to enter Executive Session under 1 V.S.A. § 313(a)(1)(F) to receive confidential attorney-client communications made for the purpose of providing professional legal services to the body; and to invite Town Counsel and the Town Manager; Vincent seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

Selectboard entered Executive Session at 8:51 p.m.

Arnold moved to enter public session; Layton seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

**Selectboard entered Public Session at 10:00 p.m.**

**Adjourn.**

Layton moved to adjourn; Vincent seconded; Calloway, Layton, Vincent, Arnold, Smith: Yes. **Motion Passed.**

Meeting adjourned at 10:01 p.m.

Respectfully submitted,

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Marcia S. Calloway, Chair  
Norwich Selectboard



12/05/23  
03:40 pm

Town of Norwich Accounts Payable  
Check Warrant Report # 1080 Current Prior Next FY Invoices For Fund (General)  
For Check Acct 03(General) All check #s 12/13/23 To 12/13/23 & Fund 01

Page 1 of 5  
ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
BEAUAM	11/30/23	AMANDA BEAULIEU LISTERS-ASSESSOR AMANDA 1130ASSESS	01-5-300300.00 PROFESS SERVICES	413.25	14033	12/13/23
AMERICAN	11/30/23	AMERICAN ROCK SALT CO., L DPW-109.68 TONS OF SAND 0749227	01-5-703201.00 SALT & CHEMICALS	9443.45	14034	12/13/23
AMERICAN	11/30/23	AMERICAN ROCK SALT CO., L DPW-BULK ICE CONTROL SALT 0749228	01-5-703201.00 SALT & CHEMICALS	1791.74	14034	12/13/23
ANYTIME	11/28/23	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 734191	01-5-485304.00 CLEANING	410.00	14035	12/13/23
ATYOUR	11/26/23	AT YOUR HOUSE APPARATUS S FD-TRUCK REPAIRS 771	01-5-555528.00 FIRE TRK R & M	1008.05	14036	12/13/23
BETHELMIL	11/21/23	BETHEL MILLS TS-FOOD WASTE 207040/7	01-5-705403.00 PARTS & SUPPLIES	7.18	14037	12/13/23
BETHELMIL	11/01/23	BETHEL MILLS DPW-SPRING CLAMP 226933/6	01-5-705403.00 PARTS & SUPPLIES	14.36	14037	12/13/23
BETHELMIL	11/01/23	BETHEL MILLS DPW-CHAIN STRT COIL 227078/6	01-5-703507.00 SUPPLIES	13.95	14037	12/13/23
BETHELMIL	11/06/23	BETHEL MILLS DPW-ROLLERS & RESPIRATOR 227952/6	01-5-703507.00 SUPPLIES	39.35	14037	12/13/23
BETHELMIL	11/07/23	BETHEL MILLS DPW-PLASTIC BUCKETS 228183/6	01-5-703507.00 SUPPLIES	19.77	14037	12/13/23
BETHELMIL	11/14/23	BETHEL MILLS DPW-DRILL BITS & HINGES 229665/6	01-5-703513.00 TOOLS	23.98	14037	12/13/23
BETHELMIL	11/14/23	BETHEL MILLS DPW-BRIDGE TIGERTOWN RD 229699/6	01-5-703321.00 BRIDGES	31.96	14037	12/13/23
BETHELMIL	11/17/23	BETHEL MILLS DPW-COLD PATCH REPAIR 230450/6	01-5-703313.00 PAVING	39.98	14037	12/13/23
BETHELMIL	11/29/23	BETHEL MILLS DPW-ASSORTED SUPPLIES 232558/6	01-5-703515.00 ADMINISTRATION	82.57	14037	12/13/23
BETHELMIL	11/30/23	BETHEL MILLS DPW-CABLE TIES & CHAIN PL 232842/6	01-5-703513.00 TOOLS	45.96	14037	12/13/23
BETHELMIL	11/02/23	BETHEL MILLS DPW-SPRING CLAMP 235745/8	01-5-705403.00 PARTS & SUPPLIES	10.77	14037	12/13/23
BETHELMIL	11/21/23	BETHEL MILLS TS-FOOD WASTE 239855/8	01-5-705403.00 PARTS & SUPPLIES	7.18	14037	12/13/23
BETHELMIL	11/02/23	BETHEL MILLS TS-FOOD WASTE 250860/9	01-5-705403.00 PARTS & SUPPLIES	17.95	14037	12/13/23
BOUNDTREE	11/20/23	BOUND TREE MEDICAL LLC FD-MEDICAL SUPPLIES 85162040	01-5-555424.00 EMS TOOLS/ EQUIP	205.20	14039	12/13/23
SWENBR	12/01/23	BRIE SWENSON P&R-BRIE WREATHS & SNACKS 1201EMPRIEMB	01-5-425211.00 EQUIPMENT	123.48	14040	12/13/23
SWENBR	12/01/23	BRIE SWENSON P&R-BRIE WREATHS & SNACKS 1201EMPRIEMB	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	29.98	14040	12/13/23
BUSINESS	11/24/23	BUSINESS CARD TC-DEC '23 WHITE PAGES 1124WHTPGS	01-5-100538.00 POSTAGE	22.99	14041	12/13/23
BUSINESS	11/17/23	BUSINESS CARD TC-CURTAIN ROD 2075469	01-5-100610.00 OFFICE SUPPLIES	19.98	14041	12/13/23
BUSINESS	11/10/23	BUSINESS CARD P&R-BASKETBALLS 4169865	01-5-425211.00 EQUIPMENT	234.48	14041	12/13/23
BUSINESS	12/02/23	BUSINESS CARD TC-FILE FOLDERS 7654648	01-5-100610.00 OFFICE SUPPLIES	40.98	14041	12/13/23

12/05/23  
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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
BUSINESS	11/11/23	BUSINESS CARD P&R-BASKETBALLS 7754644	01-5-425211.00 EQUIPMENT	67.80	14041	12/13/23
BUSINESS	11/20/23	BUSINESS CARD TH-NOV '23 ZOOM SUBSCRIP INV228187562	01-5-275627.00 Remote Meeting Services	503.83	14041	12/13/23
CHAPPELL	11/30/23	CHAPPELL TRACTOR/ B-B CHA DPW-TRUCK CHAINS P11286	01-5-703403.00 PARTS & SUPPLIES	1420.00	14042	12/13/23
CINTAS	11/09/23	CINTAS CORPORATION DPW/TH-STOCK & INSPECT 5183381529	01-5-706109.00 BUILDING SUPPLIES	21.42	14043	12/13/23
CINTAS	11/09/23	CINTAS CORPORATION DPW/TH-STOCK & INSPECT 5183381529	01-5-703507.00 SUPPLIES	52.10	14043	12/13/23
COMCAST	11/01/23	COMCAST PD-NOV '23 INTERNET 1101PDINT	01-5-485238.00 PHONE & INTERNET	442.96	14044	12/13/23
COMCAST	11/20/23	COMCAST DPW-DEC '23 INTERNET 1120DPWINT	01-5-703505.00 TELEPHONE	237.23	14044	12/13/23
COOP	11/16/23	COOP SERVICE CENTER PD-OIL 20242	01-5-500306.00 CRUISER MAINT	956.74	14045	12/13/23
COTT	12/01/23	COTT SYSTEMS INC TC-DEC '23 MONTHLY RESOLU 156545	01-5-100613.00 SOFTWARE	290.00	14046	12/13/23
DELTA DEN	11/15/23	DELTA DENTAL TH-DEC '23 DENTAL INS DEC23DENTAL	01-5-704125.00 DENTAL INSURANCE	103.71	14047	12/13/23
DELTA DEN	11/15/23	DELTA DENTAL TH-DEC '23 DENTAL INS DEC23DENTAL	01-5-100125.00 DENTAL INSURANCE	67.73	14047	12/13/23
DELTA DEN	11/15/23	DELTA DENTAL TH-DEC '23 DENTAL INS DEC23DENTAL	01-5-703125.00 DENTAL INSURANCE	243.40	14047	12/13/23
DELTA DEN	11/15/23	DELTA DENTAL TH-DEC '23 DENTAL INS DEC23DENTAL	01-5-100125.00 DENTAL INSURANCE	187.46	14047	12/13/23
DELTA DEN	11/15/23	DELTA DENTAL TH-DEC '23 DENTAL INS DEC23DENTAL	01-5-555126.00 DENTAL INSURANCE	67.73	14047	12/13/23
DELTA DEN	11/15/23	DELTA DENTAL TH-DEC '23 DENTAL INS DEC23DENTAL	01-5-005125.00 DENTAL INSURANCE	275.44	14047	12/13/23
DELTA DEN	11/15/23	DELTA DENTAL TH-DEC '23 DENTAL INS DEC23DENTAL	01-5-200125.00 DENTAL INSURANCE	71.96	14047	12/13/23
DELTA DEN	11/15/23	DELTA DENTAL TH-DEC '23 DENTAL INS DEC23DENTAL	01-5-500125.00 DELTA DENTAL	171.44	14047	12/13/23
ECFIBER	12/01/23	ECFIBER FD-DEC '23 INTERNET 2312-0215634	01-5-555625.00 TELEPHONE & INTERNET	76.00	14048	12/13/23
EVANSMOTO	11/14/23	EVANS GROUP, INC. DPW-REG GAS 410 GALS 0056001-IN	01-5-703405.00 PETROLEUM PRODUCTS	1305.43	14049	12/13/23
EVANSMOTO	11/21/23	EVANS GROUP, INC. DPW-DIESEL 200 GALS 0056406-IN	01-5-703405.00 PETROLEUM PRODUCTS	658.24	14049	12/13/23
FIRSTLIGH	11/15/23	FIRSTLIGHT FIBER TH-NOV '23 PHONE 15684660	01-5-425127.00 TELEPHONE	1.01	14050	12/13/23
FIRSTLIGH	11/15/23	FIRSTLIGHT FIBER TH-NOV '23 PHONE 15684660	01-5-705505.00 TELEPHONE	1.41	14050	12/13/23
FIRSTLIGH	11/15/23	FIRSTLIGHT FIBER TH-NOV '23 PHONE 15684660	01-5-350531.00 TELEPHONE	8.22	14050	12/13/23
FIRSTLIGH	11/15/23	FIRSTLIGHT FIBER TH-NOV '23 PHONE 15684660	01-5-100531.00 TELEPHONE	3.86	14050	12/13/23
FIRSTLIGH	11/15/23	FIRSTLIGHT FIBER TH-NOV '23 PHONE 15684660	01-5-300531.00 TELEPHONE	2.71	14050	12/13/23

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
FIRSTLIGH	11/15/23	FIRSTLIGHT FIBER TH-NOV '23 PHONE 15684660	01-5-005531.00 ADMIN TELEPHONE	4.72	14050	12/13/23
FIRSTLIGH	11/15/23	FIRSTLIGHT FIBER TH-NOV '23 PHONE 15684660	01-5-200531.00 TELEPHONE	3.87	14050	12/13/23
FIRSTLIGH	11/15/23	FIRSTLIGHT FIBER TH-NOV '23 PHONE 15684660	01-5-275531.00 TELEPHONE	1.01	14050	12/13/23
GATEKEEP	11/22/23	GATEKEEPER LOCK & SAFE, L TH-WORK ON FRONT DOOR I-230522-6	01-5-706113.00 REPAIRS & MAINTENANCE	2461.00	14051	12/13/23
GMPC	11/16/23	GREEN MOUNTAIN POWER CORP ACDMY RD LTS 05119200003 1116ACDMYRD	01-5-703307.00 STREETLIGHTS	41.91	14052	12/13/23
HARDWIRED	11/17/23	HARD WIRED AUTO ELECTRONI PD-CAR 3 REPAIR 2666	01-5-500306.00 CRUISER MAINT	225.00	14054	12/13/23
HOMEDEPOT	10/23/23	HOME DEPOT CREDIT SERVICE FD-BATTERIES 6522062	01-5-555424.00 EMS TOOLS/ EQUIP	134.22	14055	12/13/23
HOMEDEPOT	11/11/23	HOME DEPOT CREDIT SERVICE FD-BLADES 7040435	01-5-555422.00 FIRE TOOLS & EQUIPMENT	52.94	14055	12/13/23
HOMEDEPOT	11/10/23	HOME DEPOT CREDIT SERVICE FD-ASSORTED PARTS 8510415	01-5-555422.00 FIRE TOOLS & EQUIPMENT	324.73	14055	12/13/23
IRVINGOIL	11/28/23	IRVING ENERGY DPW-651.2 GALS PROPANE 634962	01-5-703503.00 PROPANE	762.42	14056	12/13/23
JAY'S	11/21/23	JAY'S SEPTIC TANK CLEANIN TH-TANK PUMP 197749	01-5-706113.00 REPAIRS & MAINTENANCE	995.00	14057	12/13/23
K&R	11/01/23	K & R PORTABLE RESTROOM S P&R-OCT '23 PORTA TOILET 25496	01-5-425326.00 PORTABLE TOILET	650.00	14058	12/13/23
KEYCOMM	11/30/23	KEY COMMUNICATIONS INC TH-PHONE ISSUES 56973	01-5-706113.00 REPAIRS & MAINTENANCE	82.50	14059	12/13/23
LEAF	11/30/23	LEAF CAPITAL FUNDING, LLC PD-COPIER LEASE 15704970	01-5-500501.00 ADMINISTRATION	82.00	14060	12/13/23
TRAJLI	11/20/23	LILY TRAJMAN TC-LILY MILEAGE WESTBROOK 1120MLGREIMB	01-5-100615.00 DUES/MTGS/EDUC	256.76	14061	12/13/23
TRAJLI	11/29/23	LILY TRAJMAN TC-CANNABIS CONTROL BRD 1129EMPREIMB	01-5-100615.00 DUES/MTGS/EDUC	48.00	14061	12/13/23
GRAYLIN	11/21/23	LINDA GRAY NEC-TRASH CAN & LUNCH 1121EMPREIMB	01-5-005701.20 ENERGY COMMITTEE	91.95	14062	12/13/23
NAT'L INS	11/15/23	MADISON NATIONAL LIFE INS TH-DEC '23 LIFE INSURANCE 1591123	01-5-500124.00 DISABILITY/LIFE INS	178.12	14063	12/13/23
NAT'L INS	11/15/23	MADISON NATIONAL LIFE INS TH-DEC '23 LIFE INSURANCE 1591123	01-5-704124.00 DISABILITY/LIFE	94.35	14063	12/13/23
NAT'L INS	11/15/23	MADISON NATIONAL LIFE INS TH-DEC '23 LIFE INSURANCE 1591123	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	14063	12/13/23
NAT'L INS	11/15/23	MADISON NATIONAL LIFE INS TH-DEC '23 LIFE INSURANCE 1591123	01-5-703124.00 DISABILITY/LIFE	285.71	14063	12/13/23
NAT'L INS	11/15/23	MADISON NATIONAL LIFE INS TH-DEC '23 LIFE INSURANCE 1591123	01-5-425124.00 DISABILITY/LIFE INSUR	65.52	14063	12/13/23
NAT'L INS	11/15/23	MADISON NATIONAL LIFE INS TH-DEC '23 LIFE INSURANCE 1591123	01-5-005124.00 DISABILITY/LIFE INSUR	192.24	14063	12/13/23
NAT'L INS	11/15/23	MADISON NATIONAL LIFE INS TH-DEC '23 LIFE INSURANCE 1591123	01-5-100124.00 DISABILITY/LIFE INS	110.98	14063	12/13/23
NAT'L INS	11/15/23	MADISON NATIONAL LIFE INS TH-DEC '23 LIFE INSURANCE 1591123	01-5-200124.00 DISABILITY/LIFE INS	124.51	14063	12/13/23

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
MAINEOXY	11/16/23	MAINE OXY DPW-STANDOFF GUIDE 3002840211	01-5-703513.00 TOOLS	108.34	14064	12/13/23
MISC	11/30/23	MATT ROMEI PD-MATT BAGS & MILEAGE 1130EMPREIMB	01-5-500308.00 CRUISER SUPPLIES	84.95	14065	12/13/23
MISC	11/30/23	MATT ROMEI PD-MATT BAGS & MILEAGE 1130EMPREIMB	01-5-500580.00 MILEAGE REIMB	200.43	14065	12/13/23
MAYER	12/01/23	MAYER & MAYER Payroll Transfer PR-12/01/23	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14066	12/13/23
MODERN	11/30/23	MODERN CLEANERS & TAILORS PD-UNIFORM CLEANING EE0847	01-5-500583.00 UNIFORMS CLEANING	59.50	14067	12/13/23
MYREC	12/01/23	MYRECDEPT.COM P&R-MYREC.COM ANNUAL FEE 03216945S	01-5-425218.00 REGISTRATION FEES	3680.00	14068	12/13/23
PBA	12/01/23	NEW ENGLAND PBA, INC TH-DEC '23 UNION DUES 36257	01-2-001117.00 UNION DUES PAYABLE	225.36	14069	12/13/23
ROBERT HA	11/20/23	ROBERT HALF FIN-JOYCE WK END 11/17 62840935	01-5-200112.10 FINANCE OFFICER WAGE	3812.78	14070	12/13/23
ROBERT HA	11/20/23	ROBERT HALF FIN-JOYCE WK END 11/17 62840938	01-5-200112.10 FINANCE OFFICER WAGE	344.02	14070	12/13/23
ROBERT HA	11/23/23	ROBERT HALF FIN-JOYCE WK END 11/17 62867486	01-5-200112.10 FINANCE OFFICER WAGE	88.16	14070	12/13/23
ROBERT HA	11/27/23	ROBERT HALF FIN-JOYCE WK END 11/24 62869771	01-5-200112.10 FINANCE OFFICER WAGE	2809.42	14070	12/13/23
ROBERT HA	11/27/23	ROBERT HALF FIN-JOYCE WK END 11/24 62869817	01-5-200112.10 FINANCE OFFICER WAGE	301.02	14070	12/13/23
SABIL	12/01/23	SABIL & SONS INC FD-STATE INSPECTION 10019	01-5-555528.00 FIRE TRK R & M	239.29	14071	12/13/23
SABIL	11/15/23	SABIL & SONS INC DPW-LED STROBE KIT 45438	01-5-703513.00 TOOLS	176.12	14071	12/13/23
SABIL	12/01/23	SABIL & SONS INC DPW-GUIDE BLADE 45522	01-5-703403.00 PARTS & SUPPLIES	49.25	14071	12/13/23
SKIDOOR	11/09/23	SKI DOOR INC DPW-TORSION SPRING 31643	01-5-703511.00 REPAIRS & MAINTENANCE	874.00	14072	12/13/23
STITZEL	11/27/23	STITZEL PAGE & FLETCHER P TH-OCT '23 LEGAL 78799	01-5-005305.00 LEGAL	5633.16	14073	12/13/23
UNIFIRST	11/20/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070277488	01-5-704311.00 UNIFORMS	60.00	14074	12/13/23
UNIFIRST	11/20/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070277488	01-5-703311.00 UNIFORMS	269.21	14074	12/13/23
UNIFIRST	11/27/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070279237	01-5-704311.00 UNIFORMS	60.00	14074	12/13/23
UNIFIRST	11/27/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070279237	01-5-703311.00 UNIFORMS	269.21	14074	12/13/23
VALLEYNEW	11/19/23	VALLEY NEWS TH-POLICE CHEIF AD 892376	01-5-005540.00 ADVERTISING	117.50	14075	12/13/23
VLCTERB	11/14/23	VLCT EMPLOYMENT RESOURCE FIN-Q1 UNEMPLOYMENT CONT REN037582-Q1	01-5-800517.00 UNEMP INS RATE ASSMT	1615.00	14077	12/13/23
VLCTPACIF	11/27/23	VLCT PROP & CASUALTY INTE TH-Q1 WRK COMP & PROP/CAS REN240455-Q1	01-5-800520.00 WORKER'S COMP INS	14928.00	14078	12/13/23
VLCTPACIF	11/27/23	VLCT PROP & CASUALTY INTE TH-Q1 WRK COMP & PROP/CAS REN240455-Q1	01-5-800518.00 PROP & CAS INSURANCE	29713.25	14078	12/13/23

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
VMERS	11/03/23	Payroll Transfer PR-11/03/23	01-2-001111.00 VMERS GRP B PAYABLE	5174.51	14079	12/13/23
VMERS	11/03/23	Payroll Transfer PR-11/03/23	01-2-001113.00 VMERS GRP C PAYABLE	3356.46	14079	12/13/23
VMERS	11/17/23	Payroll Transfer PR-11/17/23	01-2-001113.00 VMERS GRP C PAYABLE	3148.79	14079	12/13/23
VMERS	11/17/23	Payroll Transfer PR-11/17/23	01-2-001111.00 VMERS GRP B PAYABLE	5163.11	14079	12/13/23
VMERS	12/13/23	Payroll Transfer PR-12/01/23	01-2-001113.00 VMERS GRP C PAYABLE	3892.82	14079	12/13/23
VMERS	12/13/23	Payroll Transfer PR-12/01/23	01-2-001111.00 VMERS GRP B PAYABLE	4989.32	14079	12/13/23
MISC	11/20/23	NCC-HARDPACK 1120EMPREIMB	01-5-650710.00 PROJECT RESTORATION	200.00	14080	12/13/23
WORKSAFE	11/15/23	DPW-HIGHWAY & STREET SIGN 32750	01-5-703217.00 SIGNS	713.33	14081	12/13/23
Report Total				121049.87		

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 \$ \*\*\*121,049.87  
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler  
Ashley Wohler

DocuSigned by:  
Brennan Duffy  
D4520EC72DA7484...  
Brennan Duffy

SELECTBOARD:

\_\_\_\_\_  
Marcia Calloway  
Chair

\_\_\_\_\_  
Mary Layton  
Vice Chair

\_\_\_\_\_  
Priscilla Vincent

\_\_\_\_\_  
Roger Arnold

\_\_\_\_\_  
Pam Smith

12/05/23

Town of Norwich Accounts Payable

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Check Warrant Report # 1081 Current Prior Next FY Invoices For Fund (POLICE SPEC EQUIP FUND)

ashleyw

For Check Acct 03(General) All check #s 12/13/23 To 12/13/23 & Fund 21

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HANDCUFF HANDCUFF WAREHOUSE, BATON	11/14/23	PD-HANDCUFFS 486110	21-5-500612.00 SPEC EQUIP CAPITAL	1996.45	14053	12/13/23
Report Total				1996.45		

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 \$ \*\*\*\*\*1,996.45  
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler  
Ashley Wohler

DocuSigned by:  
Brennan Duffy  
D4520EC72DA7484...  
Brennan Duffy

SELECTBOARD:

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

12/05/23

Town of Norwich Accounts Payable

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Check Warrant Report # 1082 Current Prior Next FY Invoices For Fund (FIRE EQUIPMENT FUND)

ashleyw

For Check Acct 03(General) All check #s 12/13/23 To 12/13/23 & Fund 26

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
HOMEDEPOT HOME DEPOT CREDIT SERVICE	10/26/23	FD-EQUIPMENT FOR ENGINE 3 WM49979718	26-5-555322.00 FIRE EQUIPMENT	4225.00	14055	12/13/23
Report Total				4225.00		

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 \$ \*\*\*\*\*4,225.00  
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler  
Ashley Wohler

Town Manager: Brennan Duffy  
Brennan Duffy

SELECTBOARD:

Marcia Calloway  
Chair

Mary Layton  
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

12/05/23

Town of Norwich Accounts Payable

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Check Warrant Report # 1083 Current Prior Next FY Invoices For Fund (RECREATION FACILITY & IMP)

ashleyw

For Check Acct 03(General) All check #s 12/13/23 To 12/13/23 & Fund 05

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
VALLEYTUR VALLEY TURF SERVICES, LLC	11/21/23	P&R-GIRARD FIELD RECONSTR	05-5-425580.00	2500.00	14076	12/13/23
		1498	J GIRARD EXPENSE			
VALLEYTUR VALLEY TURF SERVICES, LLC	11/21/23	P&R-HUNTLEY MEADOWS FIELD	05-5-425580.00	16500.00	14076	12/13/23
		1499	J GIRARD EXPENSE			
Report Total				19000.00		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ \*\*\*\*19,000.00

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

Staff Accountant: Ashley Wohler  
Ashley Wohler

DocuSigned by:  
Brennan Duffy  
D4520EC72DA7484  
Town Manager: Brennan Duffy

SELECTBOARD:

Marcia Calloway  
Chair

Mary Layton  
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith





**KING ARTHUR™**  
- BAKING COMPANY -

November 13, 2023

Dear State, Local and Regional Officials,

As required by the State of Vermont, King Arthur Baking (KAB) is preparing the three-year update to the existing approved Source Protection Plan to protect our drinking water well. KAB 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 well serving the employees and customers at King Arthur Baking – 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.

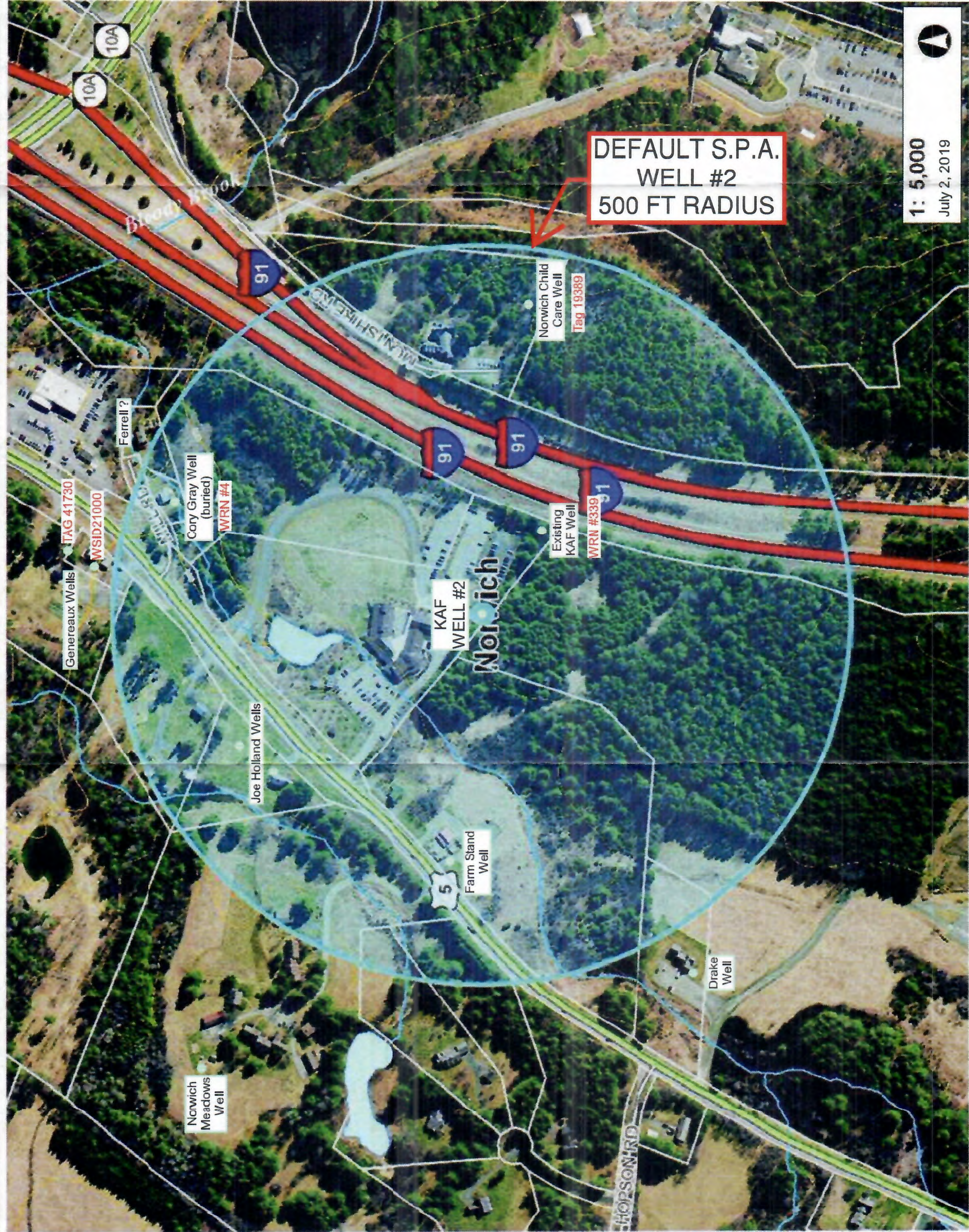
On behalf of the drinking water system, I would like to thank you for your ongoing attention to this matter. If you have any questions, please contact King Arthur Baking.

Sincerely,

James Kirkpatrick  
DIRECTOR OF FACILITIES & ENVIRONMENTAL SVCS  
(802) 299-2240 Ext. 252

Enclosure: KAB - Source Protection Area Maps

**FIGURE 2**  
**1000-Foot Interference Monitoring Radius for Replacement Well (KAF Well #2)**  
**King Arthur Flour Water System, WSID #21303, Norwich, Vermont**



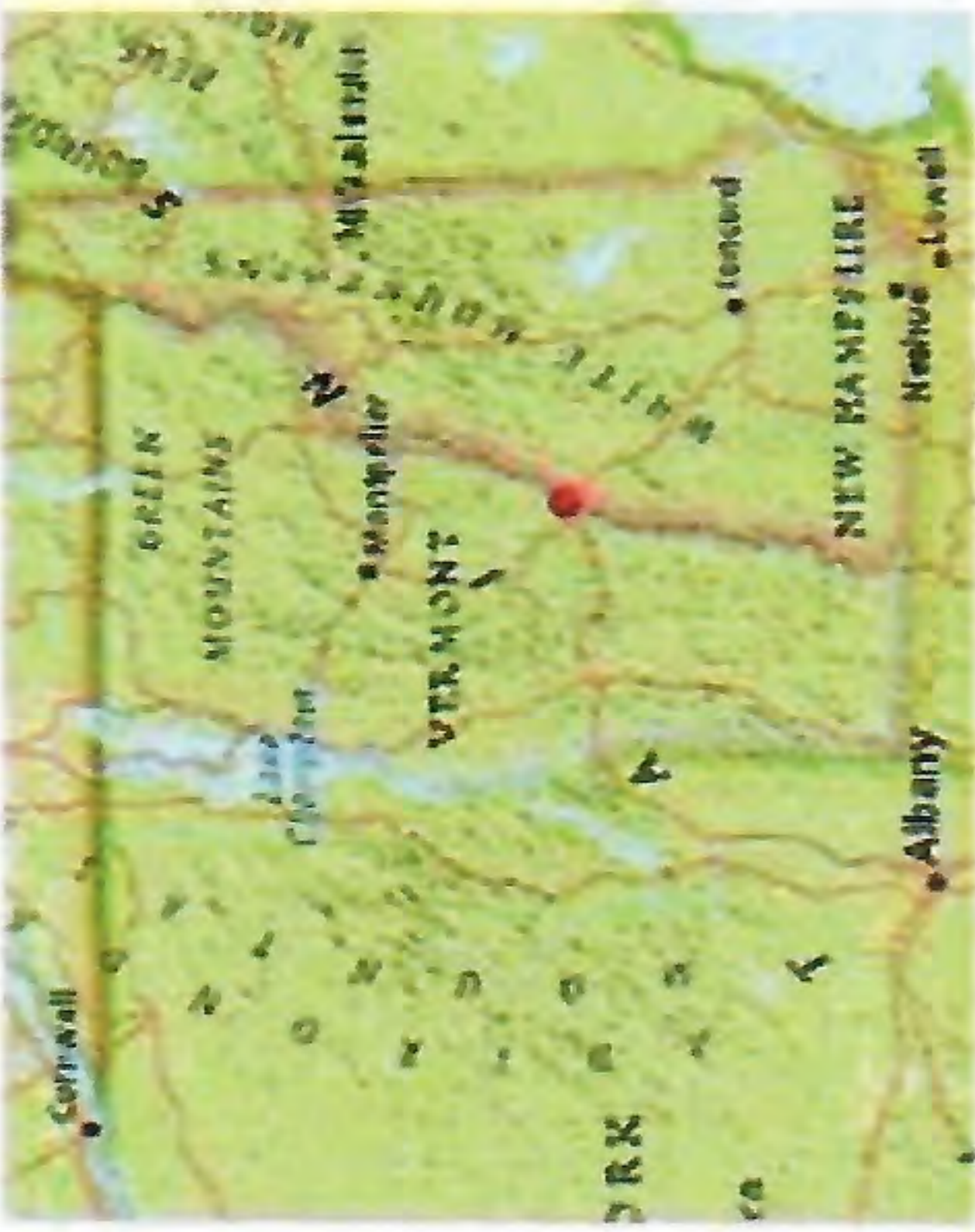
254.0 127.00 254.0 Meters

0 417 Ft. 1cm = 50 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

© Vermont Agency of Natural Resources

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.



**LEGEND**

- Parcels (standardized)
- Parcels (non-standardized)
- Roads
  - Interstate
  - Principal Arterial
  - Minor Arterial
  - Major Collector
  - Minor Collector
  - Local
  - Not part of function Classification S
- Waterbody
- Stream
- Town Boundary
- Farm Stand Well
- Existing Water Supply

**NOTES**

Map created using ANR's Natural Resources Atlas

**1: 5,000**  
 July 2, 2019

**From:** [Courtney Dobyms](#)  
**To:** [Select Board](#)  
**Subject:** Use of Fiscal Year 2023 Surplus  
**Date:** Sunday, November 19, 2023 1:38:45 PM

---

To the Norwich Selectboard:

In response to Cheryl Lindberg's 11/17/23 list serve post and call to action, I am sending this letter to offer my "guidance" as a Vermont League of Cities and Towns Ass. (VLCT) "Stakeholder"

I would like to propose that the Fiscal Year 2023 Surplus which in part has been generated by funds from the American Rescue Plan Act (ARPA) be used to fund the improvements needed at Tracy Hall.

Using this surplus along with the financial assistance provided through the Inflation Reduction Act (IRA) to municipalities through a Direct Pay procedure would go a long way in mitigating the cost of a very important and expensive project.

I would like to call for a public (stakeholders) forum to discuss how the stakeholders would like to have these surplus funds spent. I understand that this should happen in order to place an article on the Warning by late January 2024 so the town can vote on this important issue at Town Meeting in March.

Sincerely,  
Courtney Dobyms

**From:** [Cheryl Lindberg](#)  
**To:** [Select Board](#); [Marcia Calloway](#); [Mary Layton](#); [Roger Arnold](#); [Pam Smith](#); [Priscilla Vincent](#)  
**Cc:** [Treasurer](#)  
**Subject:** Fwd: Mascoma Bank CDARS Town of Norwich  
**Date:** Sunday, November 19, 2023 11:10:37 AM  
**Attachments:** [image001.png](#)

---

Selectboard members,

Please see email below regarding the special rate that Mascoma Bank is offering to the Town of Norwich to reinvest the \$2,000,000.

Thank you,  
Cheryl

Cheryl A Lindberg, Treasurer  
Town of Norwich

Any response to this email is subject to the Vermont Public Records request.

---

**From:** Rick Lemay <Richard.Lemay@MascomaBank.com>  
**Sent:** Friday, November 17, 2023 11:00 AM  
**To:** Treasurer <Treasurer@norwich.vt.us>  
**Cc:** Paul Beach <paul.beach@mascomabank.com>  
**Subject:** Mascoma Bank CDARS Town of Norwich

Cheryl –

Good to talk with you today. Below are the current CDARS rates, however I have been given permission to offer the Town of Norwich a 6-month CDARS at 4.40% with a 4.50% APY.

Please let us know by the 29<sup>th</sup> by 10:00AM on how the Town would like to proceed.

## CDARS RATE SHEET

CD Term	CD Term in Days	Annual Percentage Yield	Interest Rate
4 Weeks	28 Days	2.00%	1.980%
13 Weeks	91 Days	0.10%	0.100%
26 Weeks	182 Days	0.10%	0.100%
6 M Jumbo CD Special *+	182 Days	3.50%	3.440%
52 Weeks	364 Days	2.50%	2.469%
2 years	728 Days	0.25%	0.249%
3 Years	1092 Days	0.30%	0.299%

Rick

**Richard Lemay** | Area Manager | **Mascoma Bank**

80 South Main Street | Hanover, NH 03755

Phone: 603-443-8771 | [Richard.Lemay@mascomabank.com](mailto:Richard.Lemay@mascomabank.com)



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**From:** [elissa close](#)  
**To:** [Select Board](#)  
**Subject:** USE OF MUNICIPAL ARPA FUNDS  
**Date:** Friday, November 24, 2023 11:25:28 AM

---

To the Selectboard regarding ARPA Fund distribution:

Tracy Hall is much in need of renovation. I support a PUBLIC FORUM on this topic, renovations required, funding sources (including possibility of ARPA funds) and other considerations related to building renovations.

Norwich is extremely fortunate to have Tracy Hall which adds substantially to the town center. In addition, the building provides space for a variety of events of various sizes, space for meetings, and Town offices. Having more than adequately performed these functions and more over the years (it was the kitchen and lunchroom for Elementary School when I was a student there), wear and weathering have taken their toll on the exterior of the building and a need for modernization of interior that will address energy/ heat-cooling and other needs is long overdue.

**I strongly support** use of ARPA funds for the purpose of supporting a substantial building renovation that will assure Tracy Hall continues to be the welcoming, serviceable structure that has served us so well for so long. Let's assure that our town celebration of that building's 100<sup>th</sup> Anniversary in 1939 celebrates the next 100 years with renovations complete, ready for townspeople to enjoy for another century.

Perhaps the appropriate subsection speaking to these ARPA funds might be: Department of Buildings & General Services: Municipal Energy Resilience Assessments: Aiming to make municipal buildings more energy efficient, resilient, and reliable. .... Grants of up to \$500,000 will be available for approved projects for weatherization, thermal efficiency, and to supplement or replace fossil fuel heating systems with more efficient renewable or electric heating systems.

Thank you,  
Elissa Close  
64 Partridge Hill

---

**From:** Sutton Books <suttonbooks@gmail.com>

**Sent:** Monday, November 27, 2023 8:32 AM

**To:** Brennan Duffy <BDuffy@norwich.vt.us>

**Subject:** Fence again

PLEASE ADD TO THE SELECTBOARD PACKET

Dear Mr. Duffy:

You may recall that last winter those plowing the Fire Station parking lot broke down my fence, which had to be repaired/ replaced at the Town's expense. This was the second year in a row that this had happened.

Now again already the plow operators have pushed in my fence while plowing for the most recent snowfall.

Replacing my fence each year seems a very poor use of taxpayer dollars, especially when an alternative plowing strategy could surely be found. It may be easier for the plowers simply to push all the snow from the lot up against my fence, but a cost-benefit analysis would surely show it to have more downsides than up.

Might you be able to negotiate an alternative strategy with your plow drivers? Not only would it save the town some expense, but it would reduce the risk that my dog is injured because her fenced yard is insecure, and the mild irritation I feel each day when I see the breach to my property.

Many thanks, in advance,

Susan White  
338 Main Street

**From:** [Marcia Calloway](#)  
**To:** [michelle labounty](#)  
**Cc:** [Brennan Duffy](#); [Miranda Bergmeier](#)  
**Subject:** Re:  
**Date:** Monday, December 4, 2023 12:15:11 PM

---

Dear Michelle,

Thank you very much for your email. By copy to the Town Manager's office I am asking that they include this message in the correspondence for the next regular meeting of the board.

All best wishes,

Marcia

On Mon, Dec 4, 2023 at 11:59 AM michelle labounty <[labountym66@gmail.com](mailto:labountym66@gmail.com)> wrote:

I have read all the postings of how residents and / or selectboard members feel that the 1.8 million dollar surplus should or shouldn't be used. My opinion and that is what it is my opinion is that some of that money should be used to update the equipment that is needed for the police department and there should be some sort of account for the repairs for either Tracey Hall or MCS septic issues. I also feel that the police need to have updated cruisers and that their pay should be increased or we will be without a police force. No town should be without a police force. Why should the police force be made get paid what they are while surrounding towns are making more. Let's take care of the people that are taking care of the town and i dont mean the selectboard or town manager. These people do not put their lives on the line like the police do.

Thank you for your time,

Michelle LaBounty  
resident of Norwich



**From:** [Alex Northern](#)  
**To:** [Select Board](#); [Brennan Duffy](#); [Brie Swenson](#); [Barrie Rosalinda](#); [Lily Trajman](#); [Romei, Matthew S](#); [Chris Kaufman](#)  
**Cc:** [Alex Northern](#); [Matthew Swett](#)  
**Subject:** "Push-in" Ceremony for our new Engine 3!  
**Date:** Wednesday, December 6, 2023 2:16:16 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

Hello Selectboard, Brennan and fellow department heads:

The members of the Norwich Fire Department invite you to join us this Saturday, December 9th at noon at the fire station for the "Push-in" Ceremony for our new Engine 3!

This is a firefighting tradition where a new fire truck is literally pushed into the station to be put into service for the first time. Everyone - kids and adults - are welcome to attend. The more hands, the better, but you can cheer instead of push, if that's what feels best. Engine 3 will be part of our community for decades to come, and we hope you will come out to add your good luck to this exciting day for the town of Norwich. The ceremony will be quick, and we will be giving tours of the truck afterward.

--

For those of you who are interested in more detail, here's the longer version:

Getting this new fire engine is the culmination of an incredible amount of work which truly began 23 years ago with sound capital planning and yearly appropriations after we received our "new" Engine 2 in 2000. In 2019, our focus began in earnest when we assembled an Apparatus Focus Group to begin the process of exploring our needs for a new primary response engine. Over several years, we tested different engines, debated important features and options, discussed pricing, and finally produced a specifications document for bids. In 2021, we selected a manufacturer and got Selectboard approval to sign a contract to purchase a new engine. From the day we signed the contract until now, the average cost of a new fire engine has increased by about 20% each of the past two years and the average build time has extended to 18-24 months. Our price was already locked in, so we couldn't have timed our purchase any better!

Over the past several months, we have been working thoughtfully and diligently to outfit the truck with tools and equipment that will support our "all-hazards" response focus. We are switching to nearly all battery-operated tools which is environmentally better and allows us to operate untethered to a generator. Our members are excited to show you the new engine and our various tools and equipment. We hope you to see you this Saturday!

Alex Northern JD, MPA CFO  
Town of Norwich Fire Chief  
Deputy Emerg. Man. Director  
O: 802-649-1133

Cell: 802-359-2045

[anorthern@norwich.vt.us](mailto:anorthern@norwich.vt.us)



**NYU**

**ROBERT F. WAGNER GRADUATE  
SCHOOL OF PUBLIC SERVICE**

STATE OF VERMONT  
PUBLIC UTILITY COMMISSION

Case No. 23-2899-NM

Application of Michael Hennessey <sup>1</sup> for a certificate of public good for a 50.0 kW solar net-metered electric power system in Norwich, Vermont	
--	--

Order entered: 12/06/2023

**CERTIFICATE OF PUBLIC GOOD (“CPG”) ISSUED**  
**PURSUANT TO 30 V.S.A. SECTIONS 248 & 8010**

IT IS HEREBY CERTIFIED that the Vermont Public Utility Commission (“Commission”) this day found and adjudged that the site preparation, construction, operation, and maintenance of a 50.0 kW solar net-metering system by Michael Hennessey (“CPG Holder”) at 249 Bragg Hill Road in Norwich, Vermont (the “Project”), in accordance with the evidence and plans submitted in this proceeding, will promote the general good of the State, subject to the following conditions.

1. Site preparation, construction, operation, and maintenance of the Project must be in accordance with the plans and evidence submitted in this proceeding. Any material deviation from these plans or a substantial change to the Project must be approved by the Commission. Failure to obtain advance approval from the Commission for a material deviation from the approved plans or a substantial change to the Project may result in the assessment of a penalty pursuant to 30 V.S.A. §§ 30 and 247.

2. The net-metering system must comply with all applicable existing and future statutory requirements and Commission Rules and Orders.

3. In the event this CPG is transferred pursuant to Commission Rule 5.110, the new CPG Holder must file the required certificate transfer form with the Commission before operating the system.

---

<sup>1</sup> The application in this case identifies the applicant as Michael Hennessey. However, other documents filed in this case indicate that the applicant’s name is likely spelled without the third “s.” Therefore, this CPG uses the spelling “Hennessey.” If that is incorrect, the applicant may request a technical correction to the CPG.

4. Pursuant to Commission Rule 5.110(C), if the net-metering system is not commissioned within one year of the date of this CPG, this CPG will be revoked unless otherwise ordered by the Commission.

5. All environmental attributes associated with the Project's output, including any renewable energy credits ("RECs"), will be transferred to Green Mountain Power Corporation ("GMP") pursuant to Commission Rule 5.127(B) with no REC adjustor.

6. Pursuant to Commission Rule 5.127(C), a siting adjustor of negative two cents per kilowatt hour will apply to all energy generated by the net-metering system.

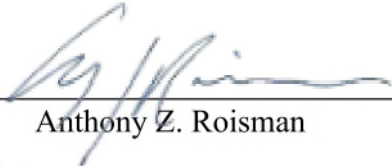
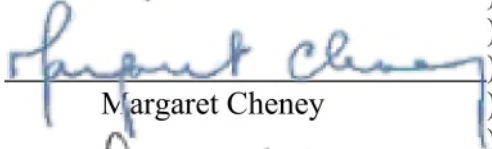
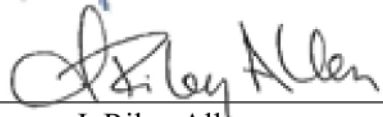
7. For the first 10 years of the Project's operation, no less than 50% of the output of the Project must be allocated to a customer who is located on the same parcel as, or directly adjacent to, the Project.

8. The CPG Holder must comply with the requirements for Project interconnection described in GMP's comment letter dated September 12, 2023.

9. As required by 30 V.S.A. § 248(a)(7), within 45 days of the date of this CPG, the CPG Holder must record a notice of the CPG on the form available at <http://puc.vermont.gov/document/cpg-municipal-notice-form> in the land records of each municipality in which a facility subject to the CPG is located. The CPG Holder must file proof of this recording with the Commission.

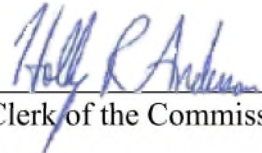
10. As provided in 30 V.S.A. § 248(t), despite any contrary provision of the law, primary agricultural soils as defined in 10 V.S.A. § 6001 located on the site of a solar electric generation facility approved under Section 248 must remain classified as such soils, and the review of any change in the use of the site subsequent to the construction of the facility must treat the soils as if the facility had never been constructed.

Dated at Montpelier, Vermont, this 6th day of December, 2023.

 _____ ) Anthony Z. Roisman )	PUBLIC UTILITY COMMISSION OF VERMONT
 _____ ) Margaret Cheney )	
 _____ ) J. Riley Allen )	

OFFICE OF THE CLERK

Filed: December 6, 2023

Attest:   
\_\_\_\_\_  
Clerk of the Commission

*Notice to Readers: This decision is subject to revision of technical errors. Readers are requested to notify the Clerk of the Commission (by e-mail, telephone, or in writing) of any apparent errors, in order that any necessary corrections may be made. (E-mail address: [puc.clerk@vermont.gov](mailto:puc.clerk@vermont.gov))*

PUC Case No. 23-2899-NM - SERVICE LIST

Parties:

\*Ed McNamara, General Counsel  
Vermont Agency of Natural Resources  
anr.notice@vermont.gov

(for Vermont Agency of  
Natural Resources)

Michael Hennessey  
249 Bragg Hill Rd  
Norwich, VT 05055  
mhh@provri.net

Joseph S. McLean, Esq.  
Stitzel, Page & Fletcher, P.C.  
171 Battery Street  
P.O. Box 1507  
Burlington, VT 05402-1507  
jmclean@firmspf.com

(for Town of Norwich)

\*James Porter, Director of Public Advocacy  
Vermont Department of Public Service  
DPS-PA@vermont.gov

(for Vermont  
Department of Public  
Service)

\*Notice of appearance to be filed.

Non-Party Recipients:

Liz SMITHIES  
Catamount Solar  
4 Randolph Ave  
Randolph, VT 05060  
liz@catamountsolar.com

(Installer)

STATE OF VERMONT  
PUBLIC UTILITY COMMISSION

Case No. 23-2899-NM

---

Application of Michael Hennessey <sup>1</sup> for a certificate of public good for a 50.0 kW solar net-metered electric power system in Norwich, Vermont	
--	--

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Order entered: 12/06/2023

**ORDER GRANTING CERTIFICATE OF PUBLIC GOOD**

In this Order, the Vermont Public Utility Commission (“Commission”) adopts the following proposal for decision.

**PROPOSAL FOR DECISION**

**I. INTRODUCTION**

In this proposal for decision, I recommend that the Vermont Public Utility Commission (“Commission”) approve, subject to conditions, an application filed by Michael Hennessey (“Applicant”) on April 4, 2023, requesting a certificate of public good (“CPG”), pursuant to 30 V.S.A. §§ 248 and 8010 and Commission Rule 5.100, for a 50.0 kW solar net-metering system in Norwich, Vermont (the proposed “Project”).

On September 5, 2023, Commission staff issued a memorandum determining that the application was administratively complete under Commission Rule 5.106 as of September 5, 2023.

Notice and copies of the application have been provided pursuant to Commission Rule 5.100. The application stated that any person wishing to submit comments or request a hearing in this matter must file comments with the Commission by October 5, 2023.

On September 12, 2023, Green Mountain Power Corporation (“GMP”) filed comments on the Project.

On September 18, 2023, the Applicant filed a response to GMP’s comments.

---

<sup>1</sup> The application in this case identifies the applicant as Michael Hennessey. However, other documents filed in this case indicate that the applicant’s name is likely spelled without the third “s.” Therefore, this order uses the spelling “Hennessey.” If that is incorrect, the applicant may request a technical correction to the order.

On October 5, 2023, the Vermont Division for Historic Preservation (“DHP”) filed comments on the Project.

On October 5, 2023, the Town of Norwich filed a notice of intervention. The Town of Norwich did not file any associated comments.

No other comments on the application were received by the Commission.

No party has requested an evidentiary hearing or objected to the prefiled testimony and exhibits. The Commission has reviewed the application and accompanying documents and has determined that, pursuant to 30 V.S.A. §§ 248 and 8010 and Commission Rule 5.100, a CPG should be issued without further investigation or hearing. Accordingly, the following exhibits are admitted as if presented at a hearing: the Applicant’s Application filed 8/24/23; the Applicant’s site plan filed 8/24/23; the Applicant’s Revised Application form filed 9/5/23; the Applicant’s Act 250 Statement filed 8/24/23; the Applicant’s Response to Comments Received Following 45-Day Advance Notice Letter filed 8/24/23; the Applicant’s Wetland Delineation filed 8/24/23; Wetland Determination Data Sheet filed 8/24/23; GMP’s September 12, 2023, Comments; Applicant’s September 18, 2023, Response to GMP’s Comments; and DHP’s October 5, 2023, Comments.<sup>2</sup>

## **II. FINDINGS**

Pursuant to 30 V.S.A. § 8(c), and based on the record and evidence before me, I present the following proposed findings of fact to the Commission.

1. The Project will be located on property owned by the Applicant at 249 Bragg Hill Road in Norwich, Vermont. Application at Applicant Information and Property Owner Information sections.

2. The Project will consist of a ground-mounted solar electric system with a total capacity of 50.0 kW AC. Application at Photovoltaic System Information.

3. The Applicant represents that the Project will comply with the setback requirements of 30 V.S.A. § 248(s) and that the town of Norwich does not have any applicable screening requirements. Application at Setback Information section.

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<sup>2</sup> If any party has an objection to any of these documents being entered into evidence, the party shall submit its objection within 14 days of the date this Order is entered.



4. The Project will have no effect on any historic sites listed in or eligible for inclusion in the State Register of Historic Places. DHP's October 5, 2023, Comments.

5. The Vermont Department of Environmental Conservation ("DEC"), though Elijah Schumacher, DEC Wetlands Ecologist, requested that a wetland delineation be performed. After reviewing the delineation, the DEC had no further concerns regarding wetlands. Applicant's Response to Comments Received Following 45-Day Notice Letter.

6. The delineation referenced above has been included with the Application. Wetland Delineation.

7. The Project is not subject to an Act 250 Permit. Act 250 Statement.

8. The Project will be located on a preferred site, as defined in Commission Rule 5.103, because it will be located on the same parcel as the host customer. Application at Environmental Information / Preferred Sites section.

9. The Project will be interconnected with GMP's electric distribution system. Application at Applicant Information section.

10. After an engineering review pursuant to Commission Rule 5.105(E), GMP concluded that the Project requires inverters that comply with the Inverter Source Requirement Document of ISO New England ("ISO-NE SRD"). GMP also concluded that a 50 kVA transformer must be installed and the primary line must be extended to the Project at the Applicant's cost. GMP's September 12, 2023, Comments.

11. The Applicant agreed that the Project's inverters will meet the ISO-NE SRD and that it is the Applicant's responsibility to pay for the required primary line extension and transformer that will serve the Project. Applicant's September 18, 2023, Response to GMP's Comments.

12. The Applicant has elected to transfer all environmental attributes associated with the Project's output, including any renewable energy credits, to GMP. Application at Applicant Information section.

13. The Applicant has certified that the Project complies with all of the provisions of the Certification section of the Application and that all information provided in the Application is true and correct. Application at Certification section.

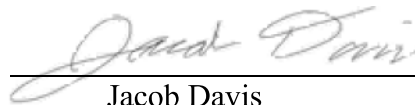
**III. DISCUSSION AND CONCLUSION**

Section 8010 of Title 30 Vermont Statutes Annotated requires that the Commission adopt and implement rules that govern the installation and operation of net-metering systems. These rules are embodied in Commission Rule 5.100.

Based upon the certifications of the Applicant and the findings made herein, I recommend the Commission conclude that, subject to conditions, the Project will comply with the requirements of Commission Rule 5.100 and will promote the general good of the State.

This Proposal for Decision has not been circulated to the parties pursuant to 3 V.S.A. § 811 because it is not adverse to any party.

Date: December 6, 2023



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Jacob Davis  
Hearing Officer

#### **IV. ORDER**

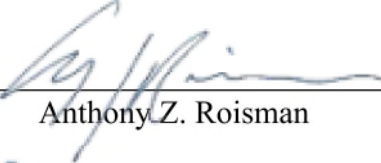

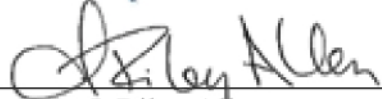
IT IS HEREBY ORDERED, ADJUDGED, AND DECREED by the Vermont Public Utility Commission (“Commission”) that:

1. The findings, conclusions, and recommendations of the Hearing Officer are hereby adopted. All other findings proposed by parties, to the extent that they are inconsistent with this Order, were considered and not adopted.

2. In accordance with the evidence and plans submitted in this proceeding, the 50.0 kW AC solar net-metering system proposed for construction and operation by Michael Hennessey (the “CPG Holder”) at 259 Bragg Hill Road in Norwich, Vermont (the “Project”), will promote the general good of the State of Vermont pursuant to 30 V.S.A. §§ 248 and 8010, and a certificate of public good (“CPG”) to that effect shall be issued in this matter.

3. As a condition of this Order, the CPG Holder must comply with all terms and conditions set out in the CPG issued in conjunction with this Order.

Dated at Montpelier, Vermont, this 6th day of December, 2023.

 _____ Anthony Z. Roisman	) PUBLIC UTILITY
 _____ Margaret Cheney	) COMMISSION
 _____ J. Riley Allen	) OF VERMONT

OFFICE OF THE CLERK

December 6, 2023

Filed:

Attest:

  
\_\_\_\_\_  
Clerk of the Commission

*Notice to Readers: This decision is subject to revision of technical errors. Readers are requested to notify the Clerk of the Commission (by e-mail, telephone, or in writing) of any apparent errors, in order that any necessary corrections may be made. (E-mail address: [puc.clerk@vermont.gov](mailto:puc.clerk@vermont.gov))*

*Appeal of this decision to the Supreme Court of Vermont must be filed with the Clerk of the Commission within 30 days. Appeal will not stay the effect of this Order, absent further order by this Commission or appropriate action by the Supreme Court of Vermont. Motions for reconsideration or stay, if any, must be filed with the Clerk of the Commission within 28 days of the date of this decision and Order.*

PUC Case No. 23-2899-NM - SERVICE LIST

Parties:

\*Ed McNamara, General Counsel  
Vermont Agency of Natural Resources  
anr.notice@vermont.gov

(for Vermont Agency of  
Natural Resources)

Michael Hennessey  
249 Bragg Hill Rd  
Norwich, VT 05055  
mhh@provri.net

Joseph S. McLean, Esq.  
Stitzel, Page & Fletcher, P.C.  
171 Battery Street  
P.O. Box 1507  
Burlington, VT 05402-1507  
jmclean@firmspf.com

(for Town of Norwich)

\*James Porter, Director of Public Advocacy  
Vermont Department of Public Service  
DPS-PA@vermont.gov

(for Vermont  
Department of Public  
Service)

\*Notice of appearance to be filed.

Non-Party Recipients:

Liz SMITHIES  
Catamount Solar  
4 Randolph Ave  
Randolph, VT 05060  
liz@catamountsolar.com

(Installer)

**From:** [Marcia Calloway](#)  
**To:** [Brennan Duffy](#); [Miranda Bergmeier](#); [Debi Wade](#)  
**Subject:** Fwd: People are paying attention to what has happened to Norwich.....  
**Date:** Monday, November 20, 2023 10:40:35 AM

---

This should go in a packet.

Marcia

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

**From:** **charlotte metcalf** <[metcalfcharlotte738@gmail.com](mailto:metcalfcharlotte738@gmail.com)>  
**Date:** Mon, Nov 20, 2023 at 10:34 AM  
**Subject:** People are paying attention to what has happened to Norwich.....  
**To:** Marcia Calloway <[msbcalloway@gmail.com](mailto:msbcalloway@gmail.com)>, Pamela Thompson Smith <[psmith4203@gmail.com](mailto:psmith4203@gmail.com)>, Roger Arnold <[rogerarnoldvt@gmail.com](mailto:rogerarnoldvt@gmail.com)>, Mary Layton <[marydlayton@gmail.com](mailto:marydlayton@gmail.com)>, Priscilla Vincent <[priscilla.e.vincent@gmail.com](mailto:priscilla.e.vincent@gmail.com)>, Stuart Richards <[stuartrichards50@gmail.com](mailto:stuartrichards50@gmail.com)>, W. Smith <[wsmith4203@gmail.com](mailto:wsmith4203@gmail.com)>  
**Cc:** brennan duffy <[bduffy@norwich.vt.us](mailto:bduffy@norwich.vt.us)>

The problem is not simply pay for our police. They want to protect us as we need to be, but they have not been given the support or the resources to do the job they yearn to do..Who are we to tell them they do not need to worry when no one is on duty — or even on call. That is not in the DNA of the police we have been lucky to retain so far, but we will never attract that kind of person again. People are paying attention.... This is one response to my listserv post over the weekend.

>

> Great letter, and you are so right. What will they do when it really hits the fan? For instance Chelsea. Four robberies in one week and last summer two murders. Who knows what else has happened since. I think it was last year or the year before we were warned going out to dinner in Hanover if we stayed out late we could be robbed on the street.

> I was a corrections officer for years with juveniles. With adult crimesters they read the listservs. There is a lot in Norwich. It is not a poor little town. People need to put their hats back on and start paying attention to reality versus propaganda. Defunding police is insanity. Sadly Norwich is truly lining themselves up to find out the hard way. Time for a good old town meeting to deal with this "board" who is supposed to be for protecting the town and listening to its residents.

>

> You go girl. They need to be brought to a public forum. Or replaced for not doing their jobs. There is a crime wave that is going to hit Vermont like the one hitting Connecticut. It has already started. Where I live a young man had an attempted mugging right outside the store in broad daylight. There needs to be law officers and backups.

>

> Good luck.

>

>

**From:** [Marcia Calloway](#)  
**To:** [Brennan Duffy](#); [Miranda Bergmeier](#); [Debi Wade](#)  
**Subject:** Fwd: Police Chief  
**Date:** Monday, November 20, 2023 10:45:10 AM

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Please put this in a packet.

Marcia

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

**From:** **charlotte metcalf** <[metcalfcharlotte738@gmail.com](mailto:metcalfcharlotte738@gmail.com)>  
**Date:** Sat, Nov 18, 2023 at 11:50 AM  
**Subject:** Police Chief  
**To:** Priscilla Vincent <[priscilla.e.vincent@gmail.com](mailto:priscilla.e.vincent@gmail.com)>  
**Cc:** Marcia Calloway <[msbcalloway@gmail.com](mailto:msbcalloway@gmail.com)>, Roger Arnold <[rogerarnoldvt@gmail.com](mailto:rogerarnoldvt@gmail.com)>, Mary Layton <[marydlayton@gmail.com](mailto:marydlayton@gmail.com)>, Pamela Thompson Smith <[psmith4203@gmail.com](mailto:psmith4203@gmail.com)>

Thank you for your listserv post today Priscilla. it give us a clear idea of where the board stands at present.

Will Matt Romei be keen to keep the job if he finds himself in the position that the Board put Officer Ingraham in 2 years ago?? It does not seem that he has an appetite for the kind of responses that are required and that we read about in the paper on a daily basis now.

On the other hand I can't imagine many qualified candidates will emerge given the poor support they will be offered from "Town Hall". Wade Cochran was certainly qualified but he had been misled about his opportunity to "build the department" when he was hired. Now there is no evidence to support those claims or to assure a chief he will even have the current patrol staff. If they remain they can no longer be expected to cover for one another. We now have extremely limited coverage, and virtually none during the hours when many serious crimes take place

Is the board behind the times, still believing it is safe to defund the police?? That is exactly where their intransigence is taking us.

What is the point of asking citizens to weigh in on the budget if you already know what you are planning to do??

Sincerely  
charlotte

**From:** [Jaan Laaspere](#)  
**To:** [Marcia Calloway](#); [Brennan Duffy](#); [Miranda Bergmeier](#); [Jeff Lubell](#); [Pam Mullen](#)  
**Subject:** Planning Commission AHSC planning grant  
**Date:** Monday, November 27, 2023 2:11:37 PM  
**Attachments:** [Potential building sites New Boston Road Parcel 2023 10 31.docx](#)  
[VCDP Planning Grant - Norwich - DRAFT - 2023 11 01.docx](#)

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With this notice I officially submit to the Selectboard a draft planning grant application for a possible affordable housing project being explored by the Affordable Housing Subcommittee (AHSC) of the Planning Commission.

At the November 7, 2023 Planning Commission meeting the PC voted unanimously:

"to submit the draft application to the Selectboard with the full support of the PC, granted that the AHSC and PC will be involved in the selection, engagement and management of the project, including cost considerations." [from draft minutes of 11-7-23 PC meeting]

Attached please find the draft planning grant application, along with a schematic map of possible available areas for housing outside the exclusion circle of the existing tower.

The next steps, as outlined by the AHSC, are as follows:

First, the group is seeking feedback from the Selectboard on the draft application. This need only be a general sense of the Selectboard's feelings on the project and any issues or concerns.

Second, a public hearing would be held by the PC AHSC to gather public input.

Third, after the public hearing the application would come back to the Selectboard for final approval. The proposal needs to be submitted by April 9.

I understand there is a concern about the need for town resident approval to make the land available for this project. At this early stage in the potential project, it is most valuable to answer all possible questions in parallel to save time. While it will be possible to have an advisory vote at the March '24 town meeting relative to a potential land availability, that question does not need to preclude forward movement on this grant application to be ready with everything by the April deadline.

Respectfully submitted,

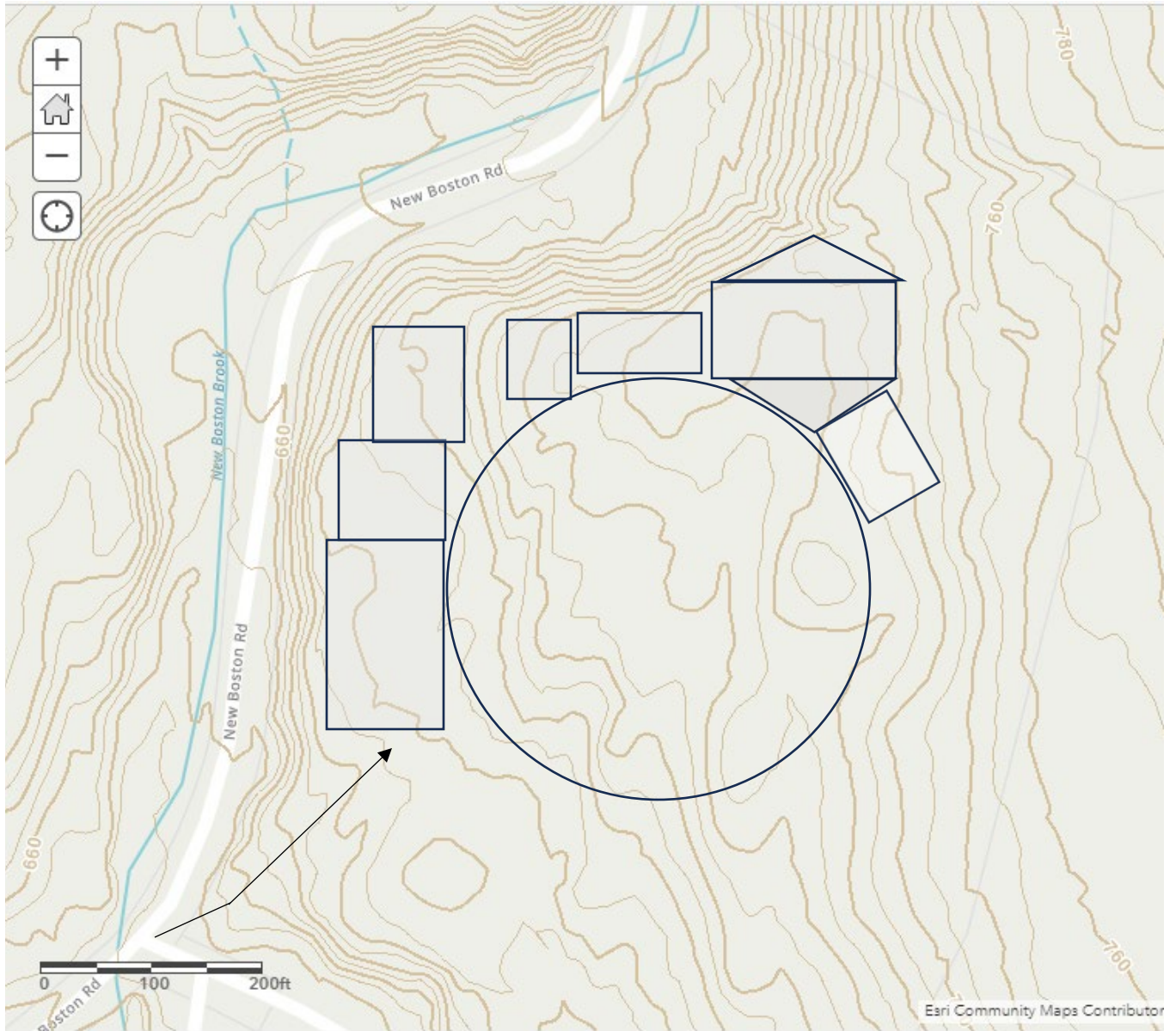
Jaan Laaspere, PC Chair

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[Please note that this email message, along with any response or reply, is considered a public record, and thus subject to disclosure under the Vermont Public Records Law (1 V.S.A. §§ 315-320)]



## Northern Portion of the Town-owned parcel on New Boston Road



Circle = approximate area of no-fall zone around the communications tower.

Arrow = approximate path of access from New Boston Road

Rectangles and triangles represent potential sites for development.

Note: All shapes, including the circle, were drawn manually to illustrate the approximate building envelope and should be confirmed at a future date.

## Vermont Community Development Program Planning Grant Application

Instructions:

[https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/CD/VCDP/Applicant/CD-VCDP-Planning-Grant-Instructions.pdf](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/VCDP/Applicant/CD-VCDP-Planning-Grant-Instructions.pdf)

### **Executive Summary**

*Please identify the working title for your project, once saved the title used will be the title that will appear when hovering over the application identifier within the system.*

Norwich affordable housing site assessment

This Planning Grant will cover the site and regulatory analysis to determine the suitability of part of a town-owned parcel for development of affordable housing. It will include an assessment of the topography, natural and archaeological resources, capacity for on-site wastewater disposal and potable water, optimal siting, design and access options, and the feasibility and demand for the housing concepts that may be a good fit for the site. Integral to the project will be a process of public consultation with low- and moderate-income households, not limited to current town residents, who would be the beneficiaries of development efforts undertaken subsequent to the planning grant period in the event the development is found to be feasible. The final product will be a report laying out the capacity of the site for affordable housing, project options and constraints, and recommendations for next steps.

### **Consortium**

*If applying as a consortium, mark yes and then mark each applicable municipality checkbox in the list labeled 'Participating Municipalities'. A consortium is formed when two or more municipalities submit a joint application with one municipality agreeing to serve as the lead grantee.*

No

### **Chief Executive Officer**

*List the name and title of the elected Chief Executive Officer (CEO) of the municipality. In the case of a joint application, it is the name of the lead applicant's CEO that should be entered. For those municipalities with a municipal manager or administrator, this person can act as the CEO if so authorized by the elected governing body (city council, board of selectmen or trustees), to act on behalf of the municipality.*

Brennan Duffy, Town Manager

**Contact Person**

*Please provide the name of the person designated to be your day-to-day contact for the VCDP with respect to the application. This person shall be responsible for:*

- *keeping all applicant partners advised as to application progress and communication with the VCDP*
- *providing the VCDP information as may be needed during the application review process*
- *securing decisions from the applicant(s) and others involved with the project with respect to any issues about the project which may arise during application review*

TBD

**Person who prepared this application**

*If we have questions or need clarification, it is a big help to have the name of the person who did the work of putting together the application. If the Contact Person did the work, just indicate that this is the case. The Grantee Roles & Capacity page should also be completed in the application.*

Brian Loeb, Member, Affordable Housing Subcommittee  
Jeff Lubell, Chair, Affordable Housing Subcommittee

**Estimated Project Funding**

This section automatically populates based on the budget pages that you fill out in the online system. No dollar amounts will appear in this field until you have built your budget pages and saved this page.

**Subgrantee and Borrower**

If your project involves a subgrant or loan, the legal name, complete address, DUNS# and Federal ID# for the subgrantee and borrower are required. Select N/A if your project does not have a Subgrantee or Borrower.

**National and State Objectives**

National Objectives

- Low-Moderate Income (LMI) - Provide a benefit primarily to persons with very low, low and moderate incomes. If you propose to meet the National Objectives by serving persons of very low, low, and moderate income, please bear in mind that you will be required to document that the project has achieved the proposed benefit within the grant period by demonstrating that at least 51% of the individuals served are persons of low- or moderate-income. \*Please Note: Any projects being considered under a Planning Grant must have the potential for providing benefit where at least 51% of those served would be persons with very low, low or moderate incomes.

State Objectives

- Housing - Conserve, expand, and improve housing.
- Economic Development - Create and retain jobs.

## **Program Management and General Administration**

### General Administration

General Administration activities relate to the overall management of the VCDP grant. These functions are common to any VCDP grant and include environmental review, financial management, progress reports, requisitions, procurement and final program reports/closeout, among others.

### Procured According to VCDP Standards

Goods and services, such as buying supplies, retaining design professionals and awarding construction contracts are all subject to procurement procedures. The appropriate method for any given product or service is dependent on the estimated cost or price, whether the procurement is for a service or product, the type of contract to be utilized, whether the service or product is unique, whether there is any eligible, qualified competition. The key element of procurement is that the entire process provides for full and open competition.

### Environmental Review Release

You must secure an Environmental Review Release (ER) letter from the Agency prior to obligating any funds, such as offering contracts, beginning planning work, or requisitioning CDBG funds.

## **Project Description**

### Service Area

*Indicate the area/region your project will service. This can be as small as a neighborhood in your town or could encompass a county or larger region.*

SPAN: 450-142-12272 – This is a 24+/- acre parcel owned by the town that houses, in the southern section, the town’s Department of Public Works (DPW) facility and the transfer station. The parcel is taller than it is wide and includes flat wooded areas at the northwestern and northern edges of the property that are far from the transfer station and DPW facility and could potentially be used to develop housing without interfering with the continued operations of the DPW facility and transfer station. The site includes slopes, which is one reason a planning grant is needed to determine project feasibility. The assessment will consider which of several possible options for accessing the proposed development site is optimal; if needed, abutting landowners have expressed their willingness to consider an easement that would allow access to the site through their property.

### Floodplain

Under the Environmental Review process, you must consider the potential impact the project may have to a designated floodplain. Contact the relevant town clerk, regional

planning commission, or the FEMA Map Service to obtain a copy of the floodplain map covering your project area.

Designated Downtown/Village

*Towns and villages that receive downtown/village designation are eligible for a number of benefits, including tax credits, loans and grants from various state agencies, and priority consideration from other state programs and agencies.*

Not applicable for project site.

**Budget**

Budget Considerations for General Administration

All planning grants must have General Administration in the budget. These are costs related to the overall management of the VCDP grant. General Administration work common to any VCDP grant includes environmental review, financial management, progress reports, requisitions, procurement, the final program reports/closeout, among others.

1. Up to eight percent of the VCDP request (not the total project cost) for all grant types and projects, other than scattered site housing developments, may be budgeted for General Administration activities. If this amount calculates to be less than \$5,000.00, the grantee can request up to \$5,000 provided it does not exceed 12% of the VCDP request. However, AM projects are limited to 8%, even if this results in an amount less than \$5,000. More than 8% may be allowed, on a case-by-case basis, provided the applicant demonstrates that a larger amount is necessary for the project.
2. Up to twelve percent of the VCDP request may be budgeted for General Administration activities for regional scattered site housing loan programs and regional small business loan programs.

Budget Considerations for Program Management

There is no Program Management activity associated with Planning Grants. Please include any budget considerations for program management in your Planning activity budget.

Other Budget Considerations:

- 10% Match Requirement: Planning Grants must include a cash or cash-in-kind contribution of goods and/or services of a flat 10% of the CDBG funds requested. All Cash-In-Kind contributions must have an associated dollar value.
- Pre-Award Costs: Applicants who receive an award may be reimbursed through the Grant Agreement for pre-award costs such as the fees charged by professionals (architects, engineers, archeologists, lawyers, etc.) in the preparation of the applications with pre-approval from VCDP staff. Such costs will not be reimbursable to applicants who do not receive an award. These costs should be clearly identified in the application.

Project budget

Activity	Number	Cost	Sub-total
Wetland analysis, conceptual planning, and schematic design	-	\$34,000	\$34,000
Archeological Resources Assessment	-	\$4,000	\$4,000
Market Study	-	\$4,000	\$4,000
Legal services and surveying	-	\$13,000	\$13,000
General Administration	-	\$5,000	\$5,000
Total request			\$60,000
Outreach	X hrs. volunteer X hrs. Town Manager		
Legal services	X hours town counsel		
Total town contribution			\$6,000
Total project budget			\$66,000

**Narrative**

Priorities of the Consolidated Plan

Each project must meet at least one of the priorities indicated in the Consolidated Plan. Due to the critical and on-going need for the creation and retention of quality jobs and housing throughout Vermont, the highest priority for VCDP funding will be housing and economic development projects. In your response please speak to how your project meets the priorities in the Consolidated Plan.

Regional Needs - Housing

All housing projects will be evaluated based on the regional need and the ability of the proposed project to address that need. Applicants should review the 2015-2020 Vermont Housing Needs Assessment and respond accordingly.

Priorities of the Regional Plan

Most projects have impacts beyond the borders of the applicant municipality. Your response to this question should indicate the regional goal(s) that the project is meeting and how the project meets the goal(s). Additionally, the implications of the project must be considered, and a written statement that the project is not at odds with the ongoing regional initiatives must be provided from the regional commission(s).

Comprehensive Economic Development Strategy (CEDS)

Please confirm with your local Regional Development Corporation that your region has an approved CEDS and that your project is consistent with it.

Project Need

Project Need is Well-Documented (e.g., studies, updated data, etc.)

1. *Describe the need for this project.*

*\* Back up your statement with studies, research and data. Avoid generalized statements with no substantial data or evidence.*

A recent study conducted by the Keys to the Valley initiative, a joint project of the Upper Valley Lake Sunapee Regional Planning Commission, Two Rivers-Ottawaquechee Regional Commission and Mount Ascutney Regional Commission, suggests that the broader Upper Valley region needs an additional 10,000 homes by 2030.<sup>1</sup> In addition to the housing crisis's direct impacts on low- and moderate-income households, area employers report that they are unable to fill positions or retain employees because of a lack of affordable housing.

Norwich is well located near the regional job centers in White River Junction and in Hanover and Lebanon, NH, and the town has high performing schools. But there is very little existing, dedicated affordable housing, naturally occurring affordable housing, or prospective new housing development at any price point. No dedicated affordable housing has been built in Norwich in over 15 years. The Planning Grant will lay the groundwork for a project at the best-available unused parcel of land owned by the town, in close proximity to homes valued in excess of \$1 million. Affordable housing in this desirable location would help address this regional and local affordable housing deficit.

Norwich has a low level of new homebuilding activity, concentrated at the higher end of the price spectrum on large lots located a significant distance from the town center. The existing housing stock is no more accessible to new residents, since the town consistently has among the highest housing prices in the state. The low volume of home sales in Norwich and other small towns makes these rankings fluctuate, but, for example, according to the accumulated 2023 year-to-date property transfer tax records through June 30<sup>2</sup>, the median sales price in Norwich for residential property under six acres was \$578,000, and for over six acres it was \$1.125 million. Local realtors report intense competition, even at these high prices, meaning those households who are able to purchase homes have the means to make large downpayments or make all-cash offers. The high interest-rate environment exacerbates the challenges facing moderate- or even middle-income would-be homebuyers.

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<sup>1</sup> <https://www.keystothevalley.com/report/2030-home-projections/>

<sup>2</sup> <https://tax.vermont.gov/document/statistics-ptt-2023-town-q2>

On the rental side, American Community Survey data suggest rental units make up 25% of the town's occupied housing stock<sup>3</sup>, though the lack of a town rental registry makes it difficult to know unit characteristics, including asking rents, with precision. The most recent Census estimates put the gross rent for a two-bedroom apartment in Norwich at \$1,298 per month.<sup>4</sup> However, the 2023 HUD fair market rent for Windsor County is just \$1,129.<sup>5</sup> That means that a household with a housing choice voucher would struggle to afford an appropriate rental unit in Norwich, even if a vacant unit could be found, given the high proportion likely occupied by students of Dartmouth College.

The fact that the town is at present largely inaccessible to new residents with low or moderate incomes hurts employees of local businesses who want to live within a reasonable commuting distance of their employers (and in turn, hurts the businesses' ability to attract and retain employees). Norwich is located close to three major job centers. According to the most recently available data from the Census's County Business Patterns program<sup>6</sup>, three nearby towns – White River Junction (a village in the Town of Hartford), Hanover, NH, and Lebanon, NH – collectively have 33,975 employees (4,754; 12,593; and 16,628, respectively). This concentration exceeds the 24,514 employees in zip code 05401, which encompasses much of Burlington.

In addition to the proximity to jobs that residency in Norwich offers, its elementary school, and the middle school and high school in Hanover, NH that comprise the bi-state school district of which Norwich is a part, are consistently rated highly by education authorities, making Norwich appealing for families with children. In the 2022 assessment from the Vermont Agency of Education<sup>7</sup>, 89% of sixth graders at the Marion Cross School tested proficient or above in language arts, compared to the statewide average of 44%; 82% were proficient in math, compared to 30% statewide.

At present, the challenges of developing additional housing in town – including lack of wastewater infrastructure, high land values, and the limited reach of public water infrastructure – are pushing development to other towns. Twin Pines Housing Trust, the regional nonprofit developer that relies on the Low

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3

<https://data.census.gov/table/ACSST5Y2021.S2502?q=S2502:+Demographic+Characteristics+for+Occupied+Housing+Units&g=860XX00US05055>

<sup>4</sup> <https://data.census.gov/table/ACSST5Y2021.B25031?q=Renter+Costs&g=860XX00US05055>

<sup>5</sup> [https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023\\_code/2023summary.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023_code/2023summary.odn)

6

[https://data.census.gov/table/CBP2021.CB2100CBP?q=CBP2021.CB2100CBP&t=Employment&g=040XX00US33\\$8610000,50\\$8610000](https://data.census.gov/table/CBP2021.CB2100CBP?q=CBP2021.CB2100CBP&t=Employment&g=040XX00US33$8610000,50$8610000)

<sup>7</sup> <https://education.vermont.gov/data-and-reporting/vermont-education-dashboard/vermont-education-dashboard-assessment>



Income Housing Tax Credit and other programs administered by Vermont and New Hampshire, has active projects in Hartford, Hanover and Lebanon, but no prospects in Norwich.

2. Describe the manner in which the need was determined and how your project (proposal) will meet the need described in #1.

\*Cite relevant data and attach any studies or information to support this need.

Norwich has a town housing strategy, developed with public engagement in 2019 by the Affordable Housing Subcommittee<sup>8</sup> and ultimately included as an appendix by the Planning Commission in the 2020 town plan that was approved by the Selectboard.<sup>9</sup> The housing strategy sets a task for the town to reduce barriers to the development of new housing, and one of the recommended mechanisms is to investigate the use of land owned or controlled by the town as a way to bring down development costs. This task is also included as task 4-3.c in the Housing Chapter of the Norwich Town Plan (2020).

With the facilitation of the then-Planning Director, the subcommittee undertook that investigation in 2021, leading to a report of notable parcels.<sup>10</sup> Much of the property reviewed was located far from the village center, had deed restrictions limiting its use, was currently being utilized for another purpose, or had natural resources constraints that made it less suitable for the development of housing than the site chosen for this Planning Grant application.

The site selected as the subject of this planning grant represents the best available area of unused town-owned land. While not within the village center, it is in a close-in section of Norwich – closer to the center of town and regional job centers than other nearby homes valued at over \$1 million. While this parcel houses the town's transfer station and DPW facility on the southern half of the site (and a long-closed landfill at the very southern end), the proposed development sites are at the northwestern and northern edges of the property, a sizable distance from these facilities, in wooded areas that are outside the fall zone of a radio tower that is on the property. Developing the northwestern or northern edges of the property, in a wooded area from which one cannot see the transfer station or DPW facility, would help to mitigate environmental justice concerns. In addition, to the extent feasible, access options will be prioritized that minimize the need to drive by the transfer station or DPW facility.

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<sup>8</sup> [http://norwich.vt.us/wp-content/uploads/2012/06/Appendices\\_2019\\_12\\_09.pdf](http://norwich.vt.us/wp-content/uploads/2012/06/Appendices_2019_12_09.pdf)

<sup>9</sup> [http://norwich.vt.us/wp-content/uploads/2012/06/Norwich\\_Plan\\_2020-ADOPTED-lr-.pdf](http://norwich.vt.us/wp-content/uploads/2012/06/Norwich_Plan_2020-ADOPTED-lr-.pdf)

<sup>10</sup> <http://norwich.vt.us/wp-content/uploads/2022/09/2021-Review-of-Publicly-Owned-Land-by-Affordable-Housing-Subcommittee.pdf>

Should the planning activities undertaken with this planning grant determine that affordable housing is feasible, it will be important to assess the environmental safety of the site. This could potentially involve subdividing the parcel and partnering with a prospective purchaser for access to the state's Brownfields Reuse and Environmental Liability Limitation Program. Before this process can be considered and undertaken, however, a determination is needed of whether development is feasible and, if so, of what size and at what specific part of the property – evidence and recommendations that can be provided through the activities funded by this Planning Grant.

The requested Planning Grant will help the town determine the suitability of the site for the development of affordable housing, determine the physical, regulatory and financial constraints associated with the site, and develop a project plan that can be used to provide the framework needed to move forward with an environmental assessment and then the development of affordable housing, should the planning grant determine it to be feasible and the town determines the project's benefits outweigh its costs.

The Planning Grant will fund a project that entails both the services of technical experts and local volunteer contributions.

A qualified firm will create a LiDAR base map for the parcel using publicly available information from the Vermont Center for Geographic Information, and conduct a conceptual wetland evaluation in the immediate area of the project. The firm will conduct conceptual planning of the site, including development and access options, taking into consideration the planning and zoning requirements for subdivision in the town and other likely regulatory requirements (such as wetland classification and likely buffers, Act 250 threshold criteria, and other permits needed to implement the project). This work will include an examination of the feasibility of accessing the site via New Boston Road, either directly, or through an easement from a neighboring landowner, and if needed via Turnpike Road (again through an easement); among other issues, this will include an examination of topographical constraints (including slopes and the route of New Boston Brook) and financial feasibility.

Onsite work will include digging test pits in the likely development areas to evaluate soil conditions for potential on-site wastewater disposal; topographic surveying to facilitate access road design and unit layout design; and boundary surveying for the project area that would be removed from the town's parcel. An engineer will consider the amount of land needed for wells and a septic system, along with associated isolation distances.

At the recommendation of the State Historic Preservation Office, the project will include an Archeological Resources Assessment. (They recommended this rather

than a Phase 1 at this time.) The Assessment will include desktop research (land records, historical maps, aerial photos) and onsite examination to determine the historic use of the site, the presence of historic structures and Native American sites, and issues that may be relevant to historic structures on nearby parcels. The town will receive a map of any sensitive areas, a determination of the extent to which they can be avoided by the likely building envelope, and recommendations for the need for a subsequent Phase 1 archeology survey to assess a presumed site's significance.

The project will also include a market study to determine the most appropriate development concept for the site (e.g. rental vs. homeownership, number of units) based on demand, financial feasibility, and other factors. The market study will require a determination of the primary geographic area from which the project's residents will be generated, considering transportation systems, geographic constraints, comparable housing in the area, and social market patterns; an analysis of the market area with respect to the income of residents and their housing needs, with particular attention to income bands relevant for financing programs; a review of local and regional economic trends affecting the area residential market; and an assessment of comparable existing and planned housing offerings in the market area. The study will compare the projected development costs against potential revenue sources to determine the financial feasibility of any future development of affordable housing. Like the other studies, the market study will be conducted by a qualified and reputable firm whose work can be relied upon by future development partners for the site.

The Planning Grant will support two additional work streams to prepare the town to develop the site:

- **Outreach to low- and moderate-income community members –** Members of the town's Affordable Housing Subcommittee will conduct interviews and moderate focus groups with residents of Norwich and surrounding towns. These individuals have lived experiences that should inform the choice of development options and other project requirements. Potential partners for these research and consultation efforts include Twin Pines Housing Trust, which manages the Starlake community, a permanently-affordable homeownership community in Norwich; Norwich Senior Housing, the town's only other dedicated affordable housing site; the Upper Valley Haven, which in addition to being the region's homeless shelter and service provider also connects local landlords with income-eligible tenants for the Vermont Housing Improvement Program; and other local organizations. Among the participants may be individuals who could be residents of future housing development at the site. The subcommittee will supplement this targeted outreach with general information sessions for Norwich residents to update them on the status of the Planning Grant and obtain feedback on

recommendations developed by the project, as well as with briefings with housing developers to identify concerns or priorities that the final Planning Grant work should address.

- **Legal services and additional surveying work for subdividing the parcel**
  - Should the Planning Grant determine that affordable housing is feasible on the site, a qualified firm, in partnership with the town’s counsel, will conduct the necessarily preparatory work that would be needed to separate the part of the parcel most suited to housing from the part the town would likely retain, including the transfer station and surrounding operations. This preparatory work will entail a subdivision plat for local review (by the Development Review Board) and guidance to the Selectboard and town manager for advancing the development of the site. (The actual subdivision of the property, should it occur, would take place after the conclusion of this planning grant process, should a decision be made to proceed based on the information developed through the planning activities funded by the planning grant.)

The Two Rivers-Ottawaquechee Regional Commission will provide the overall program administration for the Planning Grant, including procurement for services over \$10,000, financial management, and reporting.

3. *a. Describe why this is the best approach to meet this need.*  
*b. Identify other approaches that were considered and explain why they were not pursued.*

*\*Clearly indicate all other alternatives that were explored and investigated as alternatives. Summarize the options and outcomes of your investigation.*

Ultimately, the town and region need multiple affordable housing options. To our knowledge, this parcel represents the best possibility for developing affordable housing on an unused area of town-owned land. Given the other constraints on affordable housing development noted above, this represents the best available option for meeting our need.

In parallel to preparing this Planning Grant application, the Affordable Housing Subcommittee has pursued other recommendations of the town housing strategy. Notably, the subcommittee has conducted educational events, in partnership with the Windham & Windsor Housing Trust and other local experts, to encourage homeowners to explore creating Accessory Dwelling Units; and it has begun an effort to build awareness within and a coalition among the town’s faith communities, in the hopes of generating public support and potentially the donation of privately-owned land for affordable housing development.

The subcommittee also continues to investigate the other promising parcel of land identified in the recent study, one owned by the fire district, but to which

the town controls the development rights. Both municipal entities have indicated that discussion of this parcel's future disposition, and an assessment of its feasibility for housing, is contingent on broader and more long-term negotiations on other issues. The topic of this Planning Grant application was determined to be the best case for concrete and meaningful action on town-owned property not otherwise committed to other uses to address the widely understood local and regional needs for affordable housing.

To be clear, the affordable housing supply shortage in Norwich and the broader region is so severe that multiple projects will be needed. This project will make an important contribution to addressing this need.

All appropriate funding sources have been sought.

4. *Describe the effort to obtain other funding and, why particular funding sources were considered but not pursued.*

*\*Cite all other sources that have been pursued. Be sure to include any other applications that were made to other funding sources. If they were not funded, please indicate reasons and explain why other funding is not applicable to this application.*

The VCDP Planning Grant is the most appropriate source of funding for the initial evaluation of the site. Other grant programs considered include those offered by USDA-Rural Development<sup>11</sup> and the Northern Border Regional Commission<sup>12</sup> generally are applicable to projects that have an identified development partner or that are located in low-income municipalities.

5. Explain the level of municipal government support.  
*\*If the town is not providing any financial support for the project or any Cash-in-Kind services, please explain why.*

The town's contribution at this stage will consist of in-kind services from the town manager, who will act as the Contact Person, as well as at least 150 hours of volunteer time from the Affordable Housing Subcommittee (valued at \$30 per hour per estimates from Independent Sector<sup>13</sup>), whose members will plan and moderate the community input described in the Project Need section.

In the event the products of the Planning Grant suggest that the site may be viable for the development of affordable housing, there may be other ways for the town to contribute to the eventual project, including by making the land available at a below-market price (or at no cost) and by making available to a

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<sup>11</sup> <https://www.rd.usda.gov/programs-services/all-programs/vt-nh>

<sup>12</sup> <https://www.nbrc.gov/content/program-areas>

<sup>13</sup> <https://independentsector.org/wp-content/uploads/2023/04/Value-of-Volunteer-Time-by-State-2001-2022.pdf>

development partner the town's \$45,000 Affordable Housing Reserve Fund, re-established by the approval of 80% of voters in November 2018.<sup>14</sup> A determination of how the town can best support an eventual project will be made at a future date, based on a review of learning from the studies funded through this planning grant.

How well the project meets a Consolidated Plan goal.

6. *Describe how your project meets the goals of the Consolidated Plan and identify the strategies that will be employed to meet those goals.*

The Planning Grant will fund activities that prepare the town to respond to several of the priorities in Vermont's 2020-24 Consolidated Plan and 2023 Annual Action Plan.<sup>15</sup> The highest priority need is "Safe, Decent, and Affordable Housing," to be achieved by "increasing the supply of decent affordable housing." And the third priority, economic opportunity, touches on both the role of affordable housing in a high-opportunity town like Norwich on the lives of low- and moderate-income residents in addition to the benefits to local employers' ability to attract and retain staff. The 2023 action plan notes that in the previous year the state allocated CDBG funds to several planning grants, making clear that the criteria incorporate the impacts of the project on future development.

Is the project consistent with the local Municipal Plan?

7. *Provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.*  
*\*the certification should come from a person at the municipality who has a right to act on behalf of the municipality. This could be a municipal official or chair of the planning commission.*

To be provided by the Town manager or the Chair of the Planning Commission

Is the project consistent with the regional plan?

8. *Upload a certification from the Regional Planning Commission that the project is consistent with the Regional Plan. Provide clarification if needed.*  
*\*the certification should come from a person at the Regional Planning Commission.*

To be provided by Two Rivers-Ottawaquechee Regional Commission

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<sup>14</sup> <http://norwich.vt.us/wp-content/uploads/2018/11/2018-General-Election-and-Ballot-Article-Results.pdf>

<sup>15</sup> <https://accd.vermont.gov/housing/plans-data-rules/hud>

9. *a. If this project is being carried out on behalf of the municipalities within your county or region, the application must include documentation of regional support.*  
*b. Is this project on the Regional Development Corporation Priority List?*  
*\*Check in with your Regional Development Corporation on how to get on their list.*

Not applicable

#### Degree of health/safety risks to beneficiaries

10. *Describe how this project, if it were to be implemented, would directly addresses a health or safety issue for the intended beneficiaries.*  
*\*Health and safety issues include potable water supplies, eradicating homelessness and poverty, lead paint abatement, handicap accessibility, crime prevention, providing increased health and wellness services, etc. If you are unsure how to answer this question, please contact your CD Specialist.*

The Planning Grant itself qualifies for the “Exempt” level of environmental review.<sup>16</sup> In addition to providing program administration, the Two Rivers-Ottawaquechee Regional Commission has performed this review, using funding separate from the Planning Grant. (Need to ask Nate Cleveland for process of creating environmental review in GEARS.)

The 24+/- acre parcel is taller than it is wide. At the southern end of the parcel, there was formerly a town landfill. That landfill is now closed, and there is a transfer station and a town garage just north of the historic landfill site. The areas most likely to be suitable for development are on the northwestern and northern edges of the parcel, far from the historic landfill, the transfer station and the town garage, as well as outside of the fall zone from a communications tower located on the property. A phase 1 environmental assessment has not yet been performed on the site. Should findings from the Planning Grant determine that a project is feasible, and the town decides to move the project to the next stage, such an assessment would be a logical next step.

The site planning work funded by this grant will also inform discussions with abutters, if needed to secure access to the site via easements that allow for driveway construction. Access will also be planned in consideration of minimizing potential traffic impacts of new residents.

#### Timing Pressures

11. *Please describe, if applicable, any particular issues that make this project time sensitive.*

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<sup>16</sup> [https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/CD/VCDP/ER/CD-VCDP-ER-LevelsOfReview.pdf](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/VCDP/ER/CD-VCDP-ER-LevelsOfReview.pdf)

*\*Please address if you have closing dates, contract with time limits, other funding that is dependent on CDBG funds, cost estimates with expiration dates, or other factors that may apply.*

None

### Project Impact

Level of beneficiary involvement in the development of the project, as appropriate

*12. Describe how persons of low- and moderate- income were involved in the development of this project. How have they shown support?*

*\* Describe any planning meetings, resident meetings, or surveys that have been done. Describe what methods of communication were used to communicate the goals of the project and how you collected input from persons of low and moderate incomes.*

This Planning Grant application was developed by the town's Affordable Housing Subcommittee, in consultation with the Planning Commission, the Selectboard, the Town Manager and the Two Rivers-Ottawaquechee Regional Commission. As described in the Project Need section, the grant will in part fund outreach to low- and moderate-income residents in the region regarding potential future housing development. The subcommittee views this as an integral component of the project, and subcommittee members have experience soliciting this kind of public input from the process of developing the town's housing strategy.

How well the project indirectly impacts the community and/or additional LMI people.

*13. Describe the indirect impact to the community, if it were to be implemented and other LMI beneficiaries that may be indirectly served by the project.*

*\*A housing rehab project may preserve housing for 10 existing residents (Direct Benefit) of the facility but may positively impact the community (Indirect Benefit) by retaining affordable housing in an area that has very little. The indirect benefit could also be related to neighbors and adjacent properties, future employees, generations, etc.*

Any future development at the site would directly benefit LMI households who secure access to affordable housing through this development. In addition, the development would add to the town's tax rolls. To the extent that future residents include families with children, it could reduce residents' annual education taxes by reducing per-pupil spending. The development of affordable housing at the site could also reduce commuting distances for employees of area businesses, in turn reducing costs that fall disproportionately on low-wage earners as well as climate impacts of car travel.

### Project Feasibility

Readiness to start within three months of the award.



14. Please specifically identify the level of access to any land or buildings that will be required in order to complete your project as proposed; please explain when and how you expect to obtain such access.

*\*If the planning activities are site specific, adequate access to the site during the life of the planning grant is crucial. If the entity undertaking the planning activities does not own the site a letter from the property owner must be obtained. The letter should: a) demonstrates support for the study's scope of work, b) allows access for whatever work must be done on the property for the study, c) ensures that the property is available during the timeframe needed to complete the study so the project, if found feasible, can move to implementation, and d) provides a willingness to sell the land at the appraised value.*

The town owns the site and has agreed to allow access pertinent to this Planning Grant. There are no obstacles to work starting within three months of award.

15. Please identify the status of commitments from each of the other funding sources; please explain when commitments are expected from each funding source.

None

#### Benefit/Timeframe Feasibility

16. There must be a reasonable expectation for achieving benefits for persons of low- and moderate income in the plan(s) developed with the use of CDBG funds were to be implemented. Explain what the anticipated benefits(s) would be and how this was determined.

The goal of this Planning Grant is to assess the feasibility of housing that rents or sells at below-market levels and remains affordable in perpetuity; we anticipate that at least half of the units will be permanently affordable to families at or below 80% of the area median income. This will ensure that the project meets or exceeds the requirements for the LMI national objective and meets a vital local and regional need. A more precise determination of the income levels that can feasibly be served by the site will need to await the outcome of the studies funded by this Planning Grant, including an assessment of the projected costs of the project and the subsidies, if any, that may be available. Workforce housing in Norwich, and Windsor County generally, corresponds to a level of income at which households typically own cars. Because the site is not located on a current Advance Transit bus line, an eventual housing development would most likely target that income level. If needed for the project's overall financial feasibility, a small number of units could be sold or rented at or just below market rates, in a mixed-income model, consistent with the LMI national objective.

17. Timetable:

- a. Provide a project timeline. Include dates the Environmental Release, permits in hand, 100% funding commitments, design completion, construction completion, etc. as well as for procurement steps including hiring, execution of contracts achieving Benefit, and any other key dates for actions to carry out this project.
  - b. How was this timetable determined?
18. If the applicant community has an open PG, please explain its capacity to administer an additional PG and describe the timeline to complete the open PG.

Cost estimates are reasonably supported

19. *Submit back-up documentation to support the cost shown on the Budget Forms. If supporting documentation was uploaded to the budget forms, please note this in the text box and select N/A.*

Cost estimates provided by firms with extensive VCDP Planning Grant experience.

20. *Despite best efforts and built in contingencies, please explain how cost overruns will be covered?*  
*\*It is not enough to say that the estimates for your project are firm. Please discuss your capacity for gap financing or the availability of operating reserves.*

Cost overruns with the site investigation components of the project would jeopardize funding available for later site planning and legal work. However, if needed to cover cost overruns, the town could consider tapping its \$45,000 Affordable Housing Reserve Fund. Another option is to increase the in-kind contributions provided by members of the affordable housing subcommittee, which includes several individuals with relevant housing experience.

### **Resolution for Grant Application**

*A VCDP grant must go to a municipality or municipalities. Even if an organization or agency sponsors the project and prepares the application, final authority and responsibility rests with the municipality(ies). To be certain that the legislative body understands the obligations it will assume if the application is successful, the appropriate Resolution for VCDP Grant Application Authority must be adopted by the municipality(ies), signed by the legislative body(ies) and the original(s) are uploaded to the grant application.*

**To be issued by the Selectboard following public hearing (below)**

### **Public Hearing**

*The municipality's legislative body must hold at least one public hearing, in an ADA accessible location, to provide residents with an opportunity to learn about the proposal and an opportunity to comment. The Federal Act requires that the development of projects carried out*

*in whole or in part with CDBG funds, must involve citizen participation, especially low- and moderate-income citizen participation.*

To be scheduled in coordination with Selectboard and Planning Commission

**Certification of Program Income/Unrestricted Revenue Available**

*Applicants that have received income from previous VCDP and/or HUD grants must include a history of such receipts for the previous three years, the current balance of such funds and what is anticipated to be received during the course of the proposed program. Describe how the funds are being used and indicate whether the funds are being committed to the proposed activities.*

Town to provide certification

**Option Agreement/Other Evidence of Site Control**

*If the planning activities are site specific, adequate access to the site during the life of the planning grant is crucial. If the entity undertaking the planning activities does not own the site a letter from the property owner must be obtained. The letter should: a) demonstrates support for the study's scope of work, b) allows access for whatever work must be done on the property for the study, c) ensures that the property is available during the timeframe needed to complete the study so the project, if found feasible, can move to implementation, and d) provides a willingness to sell the land at the appraised value.*

No letter required because the town owns the site