

Norwich Selectboard
 Regular Meeting – January 10, 2024 – 6:30 p.m.

Participation: Hybrid In Person & ZOOM & JAM

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.

Public Comments for Items not on the Agenda.

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

2. **Minutes of December 13 and 20, 2023**.....**Motion(s) anticipated.**
3. AP Warrants.....**Motion(s) anticipated.**
4. **Correspondence****Motion(s) anticipated.**

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

5. Fire Dept. Request to approve 3 expenditures from designated funds #25 & #26**Motion(s) anticipated.**
6. **Affordable Housing VCDP grant application**.....**Motion(s) anticipated.**
7. **Selectboard Handbook discussion including**.....**Motion(s) possible.**
 - a. Open Meeting Law requirements for appointed/elected officials
 - b. **Subcommittee appointments**
8. **Preparation for public meetings regarding use of surplus funds not previously budgeted****Motion(s) possible.**
9. **Preparation for Warrant Articles, deadline January 25, 2024**.....**Motion(s) possible.**

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

- Audit FY23 Report
- November Financial Reports

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

- Fire Department, IREC, Recreation Department

Discussion Items – Issues being framed for future action.

- None

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Wednesday	1/17 2024	Special: in Tracy Hall & Zoom & JAM	6:30 p.m. Public meeting for the purpose of discussion suggestions for use of surplus funds not previously budgeted.	Architects' presentation on Tracy Hall
Saturday	1/20/2024	Special: in Tracy Hall & Zoom & JAM	2:00 p.m. Public meeting for the purpose of discussion suggestions for use of surplus funds not previously budgeted.	
Wednesday	1/24/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Regular meeting with emphasis on finalizing warrant articles	January 25: warrant articles deadline
Wednesday	2/14/2024 (NOTE: this is 3 weeks beyond 1/24/2024)	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Regular meeting with emphasis on finalizing warrant articles	

Ongoing and future work

- **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
 - Tracy Hall Study – in progress
 - Energy Study – expected imminently
 - On-going hiring and interviews for open positions
 - Budget preparation for FY 25 – complete
 - Town Report
 - Personnel Policies
 - HR Structure
- Selectboard
 - Public Meetings re surplus and proposed uses
 - Town Warrant Preparation
 - 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

Adjournment

**DRAFT Minutes of the Norwich Selectboard Meeting of
Wednesday, December 13, 2023**

This regular meeting was held in Tracy Hall with Zoom access and with all Selectboard members, Town Manager, and public viewing remotely.

All members of the public body present¹: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; and Priscilla Vincent.

All other active participants in the meeting²: Brennan T.M. Duffy, Town Manager; Joyce Hasbrouck, Interim Finance Director; Israel Maynard, Stantec Consulting Services, Inc.; Shawn Kelley, Sanborn, Head & Associates, Inc.; Chris Kaufman, DPW Director; Jane Weng; Yanmei Lin; Lily Trajman, Town Clerk; Lister Cheryl Lindberg; Chief Alex Northern, Fire Department; Wayne Kniffin; Matt Swett, Fire Department; Jeff Lubell, Affordable Housing Subcommittee.

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 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.”³

“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/2023/12/00-12-13-2023-Selectboard-Packet-Indexed.pdf> Hasbrouck slides reviewed surplus versus general funds and provided a summary of all the budget input from department heads and selectboard directives, see pages 6-16 of the packet. In response to earlier queries, Hasbrouck confirmed that the Childcare Tax Liability would be negligible and is not yet precisely known, so the budget was not adjusted for that cost, see page 14 of the packet; the Listers’ pay structure was also not changed as the Selectboard has not yet had advice of counsel, see page 15; and, Fund 50 Unanticipated Expenses/Emergency Reserve is 12.25 percent of the Operating Budget based on the total FY25 Budget Assumption, so no article would be needed in FY25 to maintain the voter’s approved purpose of that Fund. Hasbrouck calculated the Tax Rate based on the assumption of using \$700,000 of surplus infusion to reduce the current year rate. See projected rates on page 17 of the packet. Duffy offered that the budget work had been reviewed by the Selectboard and was ready for ratification. Discussion followed with Smith questioning the Selectboard’s authority to infuse \$700,000 into the budget without voter approval. Arnold, Layton and Calloway explained that the voters would vote on that when they voted the budget.

- Smith moved to seek legal advice to determine if this Selectboard has the authority to use \$700,000 of surplus funds without voter approval to reduce the tax liability; second by Vincent. Lindberg referenced reserve funds in support of voter approval to use accumulated surplus. Smith: yes; Layton, Arnold, Vincent, Calloway: No. **Motion Failed.**
- Layton moved to ratify the recommendation to the voters a FY25 budget in the amount of \$6,863,401 representing Total Town Expenditures of \$6,221,233 and \$642,168 if All Articles Pass and being balanced by use of \$700,000 from surplus funds from prior years; second Vincent. Layton, Arnold, Vincent, Calloway: Yes; Smith: No. **Motion Passed.**

¹ 1 V.S.A. § 312(b)(1)(A)

² 1 V.S.A. § 312(b)(1)(B)

³ 1 V.S.A. § 312(b)(1)(C)

Calloway asked the Selectboard to consider how they want to plan for the January 2024 public sessions regarding use of surplus monies. Regarding general preparation for warrant articles, Arnold asked the Town Manager to prepare for purpose statements with advice of counsel. Duffy confirmed that the work is already underway with Hasbrouck and Finance Director Barrie Rosalinda working on language; discussion will be had in January. Board members expressed the following interests for use of surplus monies: Arnold would like more information on generators and the Tracy Hall study, and he proposed an idea used in another town to solicit citizen ideas through an application process to suggest projects to be funded. Layton is interested in DPW garage and equipment shed funding; Vincent believes Tracy Hall should be a priority and is interested in equipment shed and solar panel ideas; Smith mentioned solar panels in connection with Tracy Hall heating; Calloway is concerned about preserving our equipment with sheds. Duffy offered that the Tracy Hall Study continues to move forward with people coming to talk with staff next week; the consultants could be asked to come to an evening meeting in January in conjunction with one of the special public meetings; \$500,000 for Tracy Hall had been on Hasbrouck's list for use of surplus; and, the Energy Audit could be ready for those discussions as it was supposed to happen in December. Calloway echoed an earlier board comment that the Tracy Hall project might have to be budgeted in more than one year. Discussion of the dates for meetings in January was suspended to reach additional presenters.

Item # 2 Stantec report on Hemlock Road. Israel Maynard of Stantec Consulting Services, Inc. introduced a PowerPoint presentation and reviewed the timeline and tasks associated with Hemlock Road to date. Shawn Kelley of Sanborn, Head & Associates, Inc. narrated the presentation explaining their subsurface exploration and stability evaluation of the soils on Hemlock Road in the area of the crack; he discussed the safety factors of soils which they determined based on that work. Based on their findings, pages 56-63 of the packet, Sanborn Head could offer three options for action: Option 1 Soil Nail for an approximate cost of \$650,000, see also page 53 of the packet; Option 2 Stone Stabilization for an approximate cost of \$850,000, see also page 54 of the packet; Option 3 No Build with Monitoring for an approximate cost of \$20,000, see also page 55 of the packet. Kelley noted that the slope did not fail, the roadway appears to have stopped moving, and thus Option 3 could be employed for a period of a year with tapered personal monitoring by Sanborn, Head, with the ability to shift to Option 1 to fix the problem if conditions change. Kelley noted that Option 2 would have a large impact on the environment and be difficult to accomplish. Board members asked questions including FEMA implications and about what caused the damage; those questions could not be answered. Duffy noted that FEMA has a one-year window for reimbursement. Chris Kaufman explained the complexity of FEMA decision making and that there is no guarantee about what FEMA will decide but offered that extensions can be requested for up to a year, and we might recoup monitoring costs. Arnold asked if another storm event would trigger the need to start over. Maynard explained that the stability analysis was not based on the storm event, and that monitoring may provide valuable data. Kelly confirmed we would be in a better position as the monitoring data would assist with future decision making.

Hemlock Road residents Jane Weng and Yanmei Lin spoke in favor of Option 1 and against Option 3. Weng expressed concerns about closing the road initially and in future, and about receiving information about monitoring. Both residents were concerned about access and property safety. Kelley explained the need for caution and initial closure: Vermont's code of conduct for professional engineers requires a focus on the welfare of people's lives first and foremost; engineers are unable to know about soil properties without proper investigation. Lin asked what data would trigger more action. Kelley said 1 inch or more of horizontal movement would trigger a recommendation for Option 1; road closure would be triggered if the crack moved to the center line of the road. Kelley reiterated that Option 3 is recommended because they now have the data; Option 1 would fix the problem if it becomes necessary to change course. Kelly confirmed that a line of communication will be developed for the monitoring.

- Layton moved to accept Stantec Option Number 3 titled No Build with Monitor in the amount of \$20,000 for a period of a year with possible contract extension; second Smith. **Motion Passed.**

Item # 3. TRORC Contract extension for services of Kyle Katz. Duffy explained that the current contract will soon expire and the extension will provide for continuing coverage in the Planning Office and potential overlap when the Planning Director position is filled. The deadline for the applications for that position is at the end of this week.

- Layton moved to authorize the Town Manager to execute a contract extension with TRORC for the services of Kyle Katz up to 8 hours per week up a maximum of \$40,800 through the period ending March 31, 2024; second Smith. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**

Item # 4 King Arthur Flour Liquor License. Lily Trajman confirmed that the existing liquor license is still in effect but needed to be amended to accommodate new classroom spaces, and that King Arthur was asking for a waiver of the licensing fee.

- Layton moved to recess the meeting of the selectboard for the purpose of executing the duties of the local control commissioners under authority of 7 V.S.A. § 167 et seq.; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**

Selectboard recessed at 9:06 p.m. to convene as the local control commissioners.

- Layton moved to approve the liquor license application for King Arthur Flour's expansion to add classrooms to their existing license, and to waive the \$115 fee; second Smith. Layton, Vincent, Smith, Calloway: Yes; Arnold: No. **Motion Passed.**
- Layton moved to close the Norwich Liquor Commission session and reconvene the Selectboard meeting; second Smith. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**

Selectboard reconvened at 9:13 p.m.

Item # 5 Fire Department Apparatus Funding request for Fire Engine #1 refurbishment. Chief Alex Northern spoke to the Department's Request for Spending, see page 69 of the packet.

- Layton moved to approve the Fire Department Apparatus Funding request for Fire Engine #1 refurbishment in the not to exceed \$50,000 from Fire Apparatus Fund #6; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**

Public Comments. Wayne Kniffin asked if the budget covered four police officers; Duffy confirmed that the budget contemplates one chief and three sworn officers. Kniffin asked about the intention to hire a fifth police officer; Duffy clarified that the question related to the Advisory Article; Calloway reiterated that Selectboards make budgetary decisions, that police department decisions and requests are made by the Chief and Town Manager, and the union contract which is still under negotiation will govern salaries. Cheryl Lindberg asked about the Listers' salary structure; she was not present during the portion of the budget presentation when that was discussed. Lindberg also advised the Selectboard that she had learned today of approximately seven cases of current use withdrawals which will necessitate a change of the grand list before December 31, 2023; she requested a special Selectboard meeting for that purpose. Matt Swett brought attention to the line item for Fire Apparatus funding in the budget, \$120,000, and reiterated the identification of future deficit in that fund due to it not being funded sufficiently in past years. He reminded the Selectboard that \$300,000 in additional monies from surplus would be needed to get back on track to save for the future. Vincent asked about Fire District billing for fire hydrants; Duffy confirmed that he just had notice of that bill for \$90,000; Arnold noted that was \$30,000 higher than last year.

Item #8 Correspondence. Due to the lateness of the hour with one person present to discuss correspondence, Calloway suggested the Selectboard re-order the agenda to receive correspondence and the members agreed. Jeff Lubell spoke to the planning grant proposed by the Affordable Housing Committee and forwarded with approval from the Planning Commission to the Selectboard; deadline for submission April 9, 2024. See pages 112 to 131 of the packet. Lubell asked for Selectboard suggestions as to the grant and their plan to submit the grant to receive monies for exploring the viability of a development on a portion of lands owned by the Town of Norwich and partially used for the Transfer Station/DPW. Smith asked about the matching funds, the proposed ownership of the land, the type of development anticipated, and the \$45,000 Fund for affordable housing projects and whether this would be replenished or not; Lubell suggested a community land trust model but no opinion yet about the type of buildings/development until the study is completed. The Selectboard members had differing recollections about the use of the \$45,000 Fund, and more information about that will be required. Layton thought the grant needed some editing. All Selectboard

members expressed agreement with the need for affordable housing. Calloway was concerned about the grant's instructions to provide evidence of ownership of subject land, which is probably best done through town vote as the people of Norwich own the land; that the drafted answers appeared potentially misleading where they did not explain that there was as yet no "Town" permission to sell or donate the land; and, that such missing material facts could trigger more serious problems for those making such representations. Calloway suggested that the grant answers indicated there was no time pressure and that the AHS had time to have public meetings and prepare a warrant article for a vote; Duffy confirmed that evidence ownership was generally required for such grants. Lubell explained their concern that the AHS would be unable to answer specific detail questions until the grant-funded investigations were completed, and that a Town vote might not be successful. Lubell will enquire how much detail the grant requires about ownership; the grant application will be amended and the language and issue reviewed by town counsel; and the Selectboard will revisit this issue as an agenda item in early January 2024.

Other correspondence included

- ❖ Notice from King Arthur Flour requesting our ongoing assistance in protecting their public water supply to help reduce the possibility of contamination by keeping them informed of related land use decisions or permitting issues and involving them in the planning and decision process where appropriate. Calloway asked Duffy to ensure that this is forwarded to the Planning Commission, the Planning Office, and the DRB.
 - ❖ Email from Courtney Dobyms in support of using surplus budget funds for Tracy Hall improvements.
 - ❖ Email from Cheryl Lindberg re Mascoma Bank's rate for investing \$2,000,000 of Norwich's funds. The Selectboard has previously acted upon this.
 - ❖ Email from Elissa Close in support for using surplus funds for Tracy Hall renovations and referencing ARPA funds. Calloway reminded everyone that a decision was made to use the ARPA funds to pay salaries thus previously budgeted monies were not used and a surplus was created. Use of surplus monies will be discussed in public meetings in January 2024.
 - ❖ Email from Susan White re repetitive damage to her fence from snow plowing. Vincent reported and Duffy confirmed that this has been addressed.
 - ❖ Separate emails from Charlotte Metcalf and Michelle LaBounty in support of our police. LaBounty supports using surplus monies for the police department, and Tracy Hall or Marion Cross septic issues. Calloway noted that last week the Selectboard approved the lease of two police cruisers and approximately \$850,000 for police funding in the FY25 budget; we are in the midst of union negotiations to get a contract which will determine salaries; Marion Cross septic is not a Selectboard budget issue, it is a school district budget issue.
 - ❖ Email from Chief Northern inviting everyone to a "push-in" ceremony for the new fire engine on Saturday, December 9, 2023.
 - ❖ Official notification from the PUC that the Hennessey certificate of public good was issued. Calloway noted that the Selectboard had previously voted to register party status for all projects in town to be assured of receiving notice if changes were being proposed to projects already reviewed by the Selectboard. See page 104 of the packet: Norwich filed for intervention on 10/5/2023 but did not file any associated comments or request any hearings.
- Layton moved to accept the Correspondence as submitted; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**

Item #6 Approval of Minutes. Three sets of minutes were submitted for approval.

- Layton moved to approve the minutes of 11/21/2023; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**
- Layton moved to approve the minutes of 11/29/2023; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**
- Layton moved to approve the minutes of 12/6/2023; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**

Item #7 AP Warrant(s). Four AP Warrants were submitted for approval.

- Layton moved to approve AP Warrant # 1080 in the amount of \$ 121,049.87 from the General Fund; second Smith. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**
- Layton moved to approve AP Warrant # 1081 in the amount of \$ 1,996.45 from the Police Special Equipment Fund, #21; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**
- Layton moved to approve AP Warrant # 1082 in the amount of \$ 4,225.00 from the Fire Equipment Fund, #26; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**
- Layton moved to approve AP Warrant # 1083 in the amount of \$ 19,000.00 from the Recreation Facility & Improvement Fund, #5; second Vincent. Layton, Arnold, Vincent, Smith, Calloway: Yes. **Motion Passed.**

Future Meetings. The Selectboard discussed and confirmed the following future meetings noting that the deadline for warrant articles will be late January:

- Wednesday, December 20, 2023 – 6:30 p.m. Special meeting by Zoom only and for the limited purpose of addressing grand list amendments brought to the attention of the Selectboard at this meeting by Listers. There will no further meetings in 2023.
- Wednesday, January 10, 2024 – 6:30 p.m. Regular meeting of the Selectboard.
- Wednesday, January 17, 2024 – 6:30 p.m. Special meeting for the Public for the purpose of discussing suggestions for use of surplus funds not previously budgeted.
- **Saturday**, January 20, 2024 – **2:00 p.m.** Special meeting for the Public for the purpose of discussing suggestions for use of surplus funds not previously budgeted.
- Wednesday, January 24, 2024 – 6:30 p.m. Regular meeting of the Selectboard.

Adjournment. There being no further business to come before the Selectboard, Calloway invited a motion to adjourn.

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

Meeting adjourned at 10:33 p.m.

Respectfully submitted,

Marcia S. Calloway, Chair
Norwich Selectboard

**DRAFT Minutes of the Norwich Selectboard Meeting of
Wednesday, December 20, 2023**

This regular meeting was held by Zoom access only, with all Selectboard members, Town Manager, and public viewing remotely.

All members of the public body present¹: Marcia Calloway, Chair; Mary Layton, Vice Chair; Roger Arnold; Pamela Smith; and Priscilla Vincent.

All other active participants in the meeting²: Brennan T.M. Duffy, Town Manager; and, Lister Cheryl Lindberg.

Welcome. Meeting was called to order by Calloway at 6:31 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 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.”³

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

Public Comment. Smith asked when she would receive a copy of the audit. Town Manager Duffy indicated that the audit was not yet available. Calloway reminded Smith that the Selectboard receives copies of audits and does not need to ask for them.

Action Item.

2. Request to adjust grand list due to changes in current use. Lindberg explained that the Listers had been informed of the changes and that they are traditionally voted before end of year. Vincent asked why some parcel valuations go up and some go down. Lindberg explained that some acres not in current use can be less valuable than current use acres; acres changed from agricultural use to forest have a higher value and less current use value.

- Layton moved to approve Current Use Value Changes in the grand list as identified by the Listers’ office for changes to the grand list as to the following Norwich tax payers:
 - Ames (Life Estate) Marguerite J. reduced \$5,000.00 to the amount of \$488,600.00;
 - Dwinell Trust, Mason reduced \$7,000 .00 to the amount of \$425,300.00;
 - Hennessey, Michael/Jacqueline increased \$3,500.00 to \$2,924,600.00;
 - Hepburn, Sarah/Steven reduced \$5,100.00 to the amount of \$690,800.00;
 - Jacobson Family Trust increased \$15,900 to the amount of \$940,100.00;
 - Morley, Benjamin/Christianna increased \$1,000.00 to the amount of \$703,200.00;
 - Tullar, Nathan/Carole Ann increased \$103,400.00 to the amount of \$1,174,800.00; and,
 - Yaffe Trust, Lisa E. reduced \$1,600.00 to the amount of \$403,600.00.

Second by Vincent. Layton, Arnold, Smith, Vincent, Calloway Yes. **Motion Passed.**

Informational Items. Calloway noted that Marion Cross Students sent some thank you cards to various departments in town and the one addressed to the Selectboard was enclosed in the packet for this meeting, thanking the Selectboard for a sidewalk. On behalf of the Selectboard, Calloway acknowledged those

¹ 1 V.S.A. § 312(b)(1)(A)

² 1 V.S.A. § 312(b)(1)(B)

³ 1 V.S.A. § 312(b)(1)(C)

thoughtful messages. Calloway then recognized all the people who work for the town every day, or who give their time to serve in a variety of capacities; and, the hard work, understanding, and patience required.

Future Meetings. Calloway confirmed that the next regular Selectboard meeting will be on January 10, 2024; noting: that meeting will conduct regular business but emphasis will be on preparation for warrant articles and the special public meetings scheduled for January 17 and 20, 2024.

Adjournment. There being no further business to come before the Selectboard, Calloway invited a motion to adjourn.

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

Meeting adjourned at 6:43 p.m.

Respectfully submitted,

Marcia S. Calloway, Chair
Norwich Selectboard

01/05/24

Town of Norwich Accounts Payable

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11:34 am

Check Warrant Report # 1089 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03 (General) All check #s 01/10/24 To 01/10/24 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
LAMPAA	01/03/24	FD-KENWOOD RADIO 103EMPREIMB	01-5-555426.00 RADIO PURCH/REPAIR	596.94	14148	01/10/24
LAMPAA	01/03/24	FD-KENWOOD RADIO 103EMPREIMB	01-5-555532.00 RADIO MAINTENANCE	588.99	14148	01/10/24
BEAUAM	12/28/23	LISTERS-DEC '23 ASSESSOR 1228ASSESS	01-5-300300.00 PROFESS SERVICES	755.25	14149	01/10/24
AMERICAN	12/26/23	DPW-89.71 TONS SALT 0751115	01-5-703201.00 SALT & CHEMICALS	7724.03	14150	01/10/24
ANYTIME	12/24/23	PD-STATION CLEANING 963701	01-5-485304.00 CLEANING	410.00	14151	01/10/24
BETHELMIL	12/01/23	P&R-PADLOCK 233170/6	01-5-425330.00 REPAIRS & MAINT	18.99	14152	01/10/24
BETHELMIL	12/06/23	DPW-SCOOP & SOCKET 234129/6	01-5-703513.00 TOOLS	79.98	14152	01/10/24
BETHELMIL	12/29/23	FD-BATTERY 238496/6	01-5-555422.00 FIRE TOOLS & EQUIPMENT	13.99	14152	01/10/24
CHASITESITE	12/01/23	DPW-PLOW SRVCS PYMNT #2 17912	01-5-703301.00 PLOWING & SANDING	19115.00	14153	01/10/24
COMCAST	12/21/23	DPW-JAN '24 INTERNET 122123DPWINT	01-5-703505.00 TELEPHONE	237.23	14154	01/10/24
DELTA DEN	12/15/23	TH-JAN '24 DENTAL INS JAN24DENTAL	01-5-704125.00 DENTAL INSURANCE	103.71	14155	01/10/24
DELTA DEN	12/15/23	TH-JAN '24 DENTAL INS JAN24DENTAL	01-5-100125.00 DENTAL INSURANCE	67.73	14155	01/10/24
DELTA DEN	12/15/23	TH-JAN '24 DENTAL INS JAN24DENTAL	01-5-703125.00 DENTAL INSURANCE	243.40	14155	01/10/24
DELTA DEN	12/15/23	TH-JAN '24 DENTAL INS JAN24DENTAL	01-5-100125.00 DENTAL INSURANCE	187.46	14155	01/10/24
DELTA DEN	12/15/23	TH-JAN '24 DENTAL INS JAN24DENTAL	01-5-555126.00 DENTAL INSURANCE	67.73	14155	01/10/24
DELTA DEN	12/15/23	TH-JAN '24 DENTAL INS JAN24DENTAL	01-5-500125.00 DELTA DENTAL	171.44	14155	01/10/24
DELTA DEN	12/15/23	TH-JAN '24 DENTAL INS JAN24DENTAL	01-5-005125.00 DENTAL INSURANCE	239.46	14155	01/10/24
DELTA DEN	12/15/23	TH-JAN '24 DENTAL INS JAN24DENTAL	01-5-200125.00 DENTAL INSURANCE	71.96	14155	01/10/24
ECFIBER	01/01/24	FD-JAN '24 INTERNET 2401-0224290	01-5-555625.00 TELEPHONE & INTERNET	76.00	14156	01/10/24
EVANSMOTO	12/20/23	DPW-DIESEL 140 GALS 0057831-IN	01-1-004105.00 Inventory-DPW Fueling Sta	485.99	14157	01/10/24
EYEMED	12/22/23	TH-JAN '24 VISION INS 166098249	01-2-001126.00 VISION SERV PLAN-PAYROLL	173.81	14158	01/10/24
FIRSTLIGH	12/15/23	TH-DEC '23 PHONE 15938651	01-5-425127.00 TELEPHONE	1.05	14159	01/10/24
FIRSTLIGH	12/15/23	TH-DEC '23 PHONE 15938651	01-5-705505.00 TELEPHONE	1.05	14159	01/10/24
FIRSTLIGH	12/15/23	TH-DEC '23 PHONE 15938651	01-5-350531.00 TELEPHONE	7.95	14159	01/10/24
FIRSTLIGH	12/15/23	TH-DEC '23 PHONE 15938651	01-5-005531.00 ADMIN TELEPHONE	6.14	14159	01/10/24

01/05/24

Town of Norwich Accounts Payable

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11:34 am

Check Warrant Report # 1089 Current Prior Next FY Invoices For Fund (General)
 For Check Acct 03 (General) All check #s 01/10/24 To 01/10/24 & Fund 01

ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
FIRSTLIGH	12/15/23	FIRSTLIGHT FIBER TH-DEC '23 PHONE 15938651	01-5-300531.00 TELEPHONE	1.37	14159	01/10/24
FIRSTLIGH	12/15/23	FIRSTLIGHT FIBER TH-DEC '23 PHONE 15938651	01-5-275531.00 TELEPHONE	1.04	14159	01/10/24
FIRSTLIGH	12/15/23	FIRSTLIGHT FIBER TH-DEC '23 PHONE 15938651	01-5-100531.00 TELEPHONE	1.37	14159	01/10/24
FIRSTLIGH	12/15/23	FIRSTLIGHT FIBER TH-DEC '23 PHONE 15938651	01-5-200531.00 TELEPHONE	4.23	14159	01/10/24
GNOMON	12/22/23	GNOMON COPY TS & FIN-ASSRTD PRINT PRJ 63122A	01-5-200550.00 PRINTING	155.00	14160	01/10/24
GNOMON	12/22/23	GNOMON COPY TS & FIN-ASSRTD PRINT PRJ 63122A	01-5-705515.00 ADMINISTRATION	138.46	14160	01/10/24
GMPC	12/15/23	GREEN MOUNTAIN POWER CORP ACDMY RD LTS 05119200003 1215ACDMYRD	01-5-703307.00 STREETLIGHTS	40.50	14161	01/10/24
GMPC	12/26/23	GREEN MOUNTAIN POWER CORP 300 MN ST BND 95726000003 1226BNDSTND	01-5-706101.00 ELECTRICITY	69.13	14161	01/10/24
GMPC	12/26/23	GREEN MOUNTAIN POWER CORP 11 FIREHOUSE 70966000005 1226FRHOUSE	01-5-485233.00 ELECTRICITY	235.27	14161	01/10/24
GMPC	12/26/23	GREEN MOUNTAIN POWER CORP MN ST TWR 35066725603 1226MNSTTWR	01-5-575233.00 TOWER POWER	99.88	14161	01/10/24
GMPC	12/26/23	GREEN MOUNTAIN POWER CORP 24 NW BSTN RD 14695000001 1226NWBSTN	01-5-705501.00 ELECTRICITY	207.97	14161	01/10/24
GMPC	12/26/23	GREEN MOUNTAIN POWER CORP SS-TRNPK RD 75726000005 1226TRNPK	01-5-500204.00 SPEED SIGNS	18.11	14161	01/10/24
GMPC	12/26/23	GREEN MOUNTAIN POWER CORP SS-UNN VLG RD 85726000004 1226UNNVLG	01-5-500204.00 SPEED SIGNS	18.53	14161	01/10/24
GMPC	12/28/23	GREEN MOUNTAIN POWER CORP STRT LGHTS 24926000001 1228STLTS	01-5-703307.00 STREETLIGHTS	1144.74	14161	01/10/24
HAUN	12/22/23	HAUN WELDING SUPPLY, INC. DPW-SUPPLIES 3327424	01-5-703507.00 SUPPLIES	183.53	14162	01/10/24
IRVINGOIL	12/19/23	IRVING ENERGY DPW-547.1 GALS PROPANE 740527	01-5-703503.00 PROPANE	651.10	14163	01/10/24
PLUMGE	12/31/23	JERRY PLUMMER NCC-ANNUAL WEBSITE FEE 1231EMPREIMB	01-5-650630.00 TRAILS	96.00	14164	01/10/24
NAT'L INS	12/15/23	MADISON NATIONAL LIFE INS TH-JAN '24 LIFE INSURANCE 1596642	01-5-555124.00 DISABILITY/LIFE INSURANCE	62.73	14166	01/10/24
NAT'L INS	12/15/23	MADISON NATIONAL LIFE INS TH-JAN '24 LIFE INSURANCE 1596642	01-5-500124.00 DISABILITY/LIFE INS	178.12	14166	01/10/24
NAT'L INS	12/15/23	MADISON NATIONAL LIFE INS TH-JAN '24 LIFE INSURANCE 1596642	01-5-703124.00 DISABILITY/LIFE	285.71	14166	01/10/24
NAT'L INS	12/15/23	MADISON NATIONAL LIFE INS TH-JAN '24 LIFE INSURANCE 1596642	01-5-005124.00 DISABILITY/LIFE INSUR	149.04	14166	01/10/24
NAT'L INS	12/15/23	MADISON NATIONAL LIFE INS TH-JAN '24 LIFE INSURANCE 1596642	01-5-704124.00 DISABILITY/LIFE	94.35	14166	01/10/24
NAT'L INS	12/15/23	MADISON NATIONAL LIFE INS TH-JAN '24 LIFE INSURANCE 1596642	01-5-100124.00 DISABILITY/LIFE INS	110.98	14166	01/10/24
NAT'L INS	12/15/23	MADISON NATIONAL LIFE INS TH-JAN '24 LIFE INSURANCE 1596642	01-5-200124.00 DISABILITY/LIFE INS	124.51	14166	01/10/24
NAT'L INS	12/15/23	MADISON NATIONAL LIFE INS TH-JAN '24 LIFE INSURANCE 1596642	01-5-425124.00 DISABILITY/LIFE INSUR	65.52	14166	01/10/24

01/05/24

Town of Norwich Accounts Payable

11:34 am

Check Warrant Report # 1089 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03 (General) All check #s 01/10/24 To 01/10/24 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
MAYER	12/29/23	MAYER & MAYER Payroll Transfer PR-12/29/23	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14167	01/10/24
MOTOROLA	12/02/23	MOTOROLA SOLUTIONS, INC. PD-ACCESSORY KIT 8281772187	01-5-500301.00 RADIO MAINTENANCE	946.08	14168	01/10/24
NEACTC	12/29/23	NEW ENGLAND ASSOCIATION O TC-MEMBERSHIP DUES 1229DUES	01-5-100615.00 DUES/MTGS/EDUC	50.00	14169	01/10/24
NEMRC	12/21/23	NEW ENGLAND MUNI RESOURCE FIN-WORK WITH CYNTHIA 54232	01-5-200320.00 PROFESS SERVICES	72.50	14170	01/10/24
PBA	01/01/24	NEW ENGLAND PBA, INC TH-JAN '24 UNION DUES 36476	01-2-001117.00 UNION DUES PAYABLE	225.36	14171	01/10/24
POSTMASTE	11/20/23	POSTMASTER TH-PERMIT #28 RENEW PI 1120PERMIT	01-5-275538.00 POSTAGE	310.00	14172	01/10/24
POSTMASTE	12/29/23	POSTMASTER TH-BULK MAILING METER 1229BULK	01-5-275538.00 POSTAGE	1200.00	14172	01/10/24
ROBERT HA	12/27/23	ROBERT HALF FIN-JOYCE WK END 12/15 63003859	01-5-200112.10 FINANCE OFFICER WAGE	88.16	14173	01/10/24
SKIDOOOR	12/21/23	SKI DOOR INC DPW-REPAIR PARTS & LABOR 31803	01-5-703511.00 REPAIRS & MAINTENANCE	534.50	14174	01/10/24
STATELINE	11/03/23	STATELINE SPORTS, LLC P&R-COACHING WHISTLES 6785	01-5-425211.00 EQUIPMENT	36.00	14175	01/10/24
TDS LEASE	12/26/23	TDS LEASING INC PD-WATER COOLER 01086546	01-5-500501.00 ADMINISTRATION	90.00	14176	01/10/24
VTTREASUR	01/02/24	TREASURY OPERATIONS DIVIS TC-MARRIAGE LCNS OCT-DEC 0102MRGLCN	01-2-001124.00 DUE TO VT-VITAL RECORDS	390.00	14177	01/10/24
VTTREASUR	01/02/24	TREASURY OPERATIONS DIVIS TC-DOG LCNS SEPT-DEC 0102DOGLCNS	01-2-001121.00 VT ANIMAL RETURN	20.00	14178	01/10/24
TSSAND	11/30/23	TWIN STATE SAND & GRAVEL DPW-376.28 TONS GRAVEL 111917	01-5-703207.00 GRAVEL & STONE	6957.42	14179	01/10/24
TSSAND	12/15/23	TWIN STATE SAND & GRAVEL DPW-SUBBASE DELIVERY 112064	01-5-703207.00 GRAVEL & STONE	1867.24	14179	01/10/24
UNIFIRST	12/25/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070286817	01-5-704311.00 UNIFORMS	60.00	14180	01/10/24
UNIFIRST	12/25/23	UNIFIRST CORPORATION DPW-UNIFORM CLEANING 1070286817	01-5-703311.00 UNIFORMS	269.21	14180	01/10/24
VLCT	01/02/24	VERMONT LEAGUE OF CITIES TC-TMWARNING2024 4506	01-5-100615.00 DUES/MTGS/EDUC	10.00	14181	01/10/24
VLCT	01/02/24	VERMONT LEAGUE OF CITIES TC-TMAUSTRNLNVTG2024 4507	01-5-100615.00 DUES/MTGS/EDUC	10.00	14181	01/10/24
VLS	12/21/23	VERMONT LIFE SAFETY, LC DPW-ALARM PANEL REPAIR 49385	01-5-703509.00 ALARM MONITORING	2738.00	14182	01/10/24
VMERS	12/15/23	VMERS DB Payroll Transfer PR-12/15/23	01-2-001113.00 VMERS GRP C PAYABLE	3892.84	14183	01/10/24
VMERS	12/15/23	VMERS DB Payroll Transfer PR-12/15/23	01-2-001111.00 VMERS GRP B PAYABLE	6531.47	14183	01/10/24
VMERS	12/29/23	VMERS DB Payroll Transfer PR-12/29/23	01-2-001113.00 VMERS GRP C PAYABLE	3036.39	14183	01/10/24
VMERS	12/29/23	VMERS DB Payroll Transfer PR-12/29/23	01-2-001111.00 VMERS GRP B PAYABLE	4965.23	14183	01/10/24
WBMASON	12/18/23	W.B. MASON CO., INC. B&G-TOWELS & BATHROOM CLN 243314806	01-5-706109.00 BUILDING SUPPLIES	164.65	14184	01/10/24

01/05/24

Town of Norwich Accounts Payable

Page 4 of 4

11:34 am

Check Warrant Report # 1089 Current Prior Next FY Invoices For Fund (General)
 For Check Acct 03 (General) All check #s 01/10/24 To 01/10/24 & Fund 01

ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WBMASON	12/19/23	B&G-POLY BAGS, TRASH BAGS 243337828	01-5-706109.00 BUILDING SUPPLIES	435.76	14184	01/10/24
WBMASON	12/20/23	B&G-TOWELS 243369644	01-5-706109.00 BUILDING SUPPLIES	99.98	14184	01/10/24
Report Total				70608.26		

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 \$ ****70,608.26
 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 Mary Layton Priscilla Vincent Roger Arnold Pam Smith
 Chair Vice Chair

01/05/24

Town of Norwich Accounts Payable

Page 1 of 1

11:35 am

Check Warrant Report # 1090 Current Prior Next FY Invoices For Fund (Kids Bridge-Huntley Mdw)
For Check Acct 03 (General) All check #s 01/10/24 To 01/10/24 & Fund 53

ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BETHELMIL BETHEL MILLS	12/05/23	KIDS BRIDGE SUPPLIES 090417/1	53-5-425322.00 Kids Bridge Expenditures	547.34	14152	01/10/24
Report Total				547.34		

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 \$ *****547.34
Let this be your order for the payments of these amounts.

Staff Accountant:

Ashley Wohler
Ashley Wohler

Town Manager:

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

01/05/24

Town of Norwich Accounts Payable

11:35 am

Check Warrant Report # 1092 Current Prior Next FY Invoices For Fund (TOWN REAPPRAISAL FUND)
 For Check Acct 03 (General) All check #s 01/10/24 To 01/10/24 & Fund 12

ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
KRT	12/04/23	LISTERS-REAPPRAISAL 2760	12-5-300322.00 REAPPRAISAL	7846.01	14165	01/10/24
KRT	12/28/23	LISTERS-REAPPRAISAL 2780	12-5-300322.00 REAPPRAISAL	8793.97	14165	01/10/24
Report Total				16639.98		

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 \$ ****16,639.98
 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 Mary Layton Priscilla Vincent Roger Arnold Pam Smith
 Chair Vice Chair

From: [Christopher Katucki](#)
To: [Marcia Calloway](#); [Brennan Duffy](#); [Select Board](#)
Subject: Budget Question: Wage line items and the CBA
Date: Tuesday, December 5, 2023 3:18:03 PM

Dear Marcia, Brennan and Selectboard:

I have the following questions concerning the budget as it relates to wages and the union contract not yet agreed upon. Any information you could provide will be appreciated.

1. Do line items in the current and proposed budget related to wages and benefits include any increases that are anticipated under a new collective bargaining agreement?
2. If not, where will the money come from for this year and next?
3. Which employees are not covered by the collective bargaining agreement? How are wages and benefits determined for those employees?
4. When is the consultant expected to provide its report on compensation?

Thanks,
Chris Katucki

From: [Christopher Katucki](#)
To: [Select Board](#)
Cc: [Miranda Bergmeier](#); [Marcia Calloway](#)
Subject: Inquiry About Use of Opioid Settlement Funds
Date: Sunday, December 10, 2023 5:52:19 PM

Re: Inquiry About Use of Opioid Settlement Funds

Dear Norwich Selectboard members,

Thank you for your work on the budget for the next fiscal year.

I am writing to inquire about the intended use of the opioid settlement funds that the Town has received and is expected to receive in the coming years. As you may be aware, the Town recently received \$11,765 in funds as its share of the opioid settlement fund for this fiscal year and is slated to receive approximately \$3,000 next fiscal year, as well as additional amounts over the next 10 years.

It appears that the Town will, by default, treat these funds as miscellaneous revenue. Given the significant impact of the opioid crisis in the Upper Valley, I believe it is important that these funds are used to address some aspect of the crisis. Indeed, according to a memo from the Vermont Attorney General's office, municipalities are to use the money from the settlement agreements "for opioid crisis abatement."

Although the amounts Norwich will or has received are relatively small, I came across examples of Vermont municipalities making donations from opioid settlements to community organizations, one for the amount of \$4,050. Perhaps the health officer, community nurse, or Police and Fire Chiefs have ideas.

I do not recall any public discussion by the Selectboard on how to use the money from the opioid settlements or about the AG's guidance. I would appreciate the Selectboard articulating a use for the funds and a rationale for that use, even if simply to treat the money as miscellaneous revenue.

Thank you in advance for your attention to my inquiry.

Sincerely,
Christopher Katucki
Norwich

LINKS

<https://www.vlct.org/news/opioids-settlement-action-required>

<http://www.vitalstrategies.org/wp-content/uploads/Vermont-Opioid-Settlement-Fact-Sheet.pdf>

<https://www.wamc.org/news/2023-09-13/burlington-city-council-reviews-potential-zoning-changes-and-uses-for-opioid-settlement-funds>

From: [Pam Smith](#)
To: [Marcia Calloway](#); [Mary Layton](#); [Priscilla Vincent](#); [Roger Arnold](#)
Cc: [Brennan Duffy](#); [Barrie Rosalinda](#); [Miranda Bergmeier](#); [Treasurer](#)
Subject: FY25 Increase (Decrease) in Reserve Fund Allocations
Date: Wednesday, December 13, 2023 12:59:30 PM
Attachments: [FY25 Change in Reserve Fund Allocations.pdf](#)

To all,

I have compiled the increases (decreases) in the reserve fund allocations FY24 vs. FY25. As noted by Roger at the last meeting, these allocations are an integral part of the use of surplus funds....namely the \$700,000 "buy down" article proposed for the next Town Warrant. This infusion should be shown on the Town Warrant as a separate article and should not be included in the budget that will be put before the voters. If approved, the use of surplus funds would reduce the amount of revenue to be raised when the tax rate is set.

In addition, I have not included the proposed Culvert Replacement and Road Safety allocations in this spreadsheet. The proposed creation of new reserve funds should not be in the Town budget and they should not be in the list of "Outside Appropriations". That list is only for appropriations to "outside" entities (outside of Town governance). The creation of new reserve funds, such as Road Safety and Culvert Replacement, must be placed in separate articles on the Town Warrant for the voters to approve. If approved, the allocation requested in the article would be added to the revenue to be raised through property taxes when setting the tax rate.

Please include this email and the attached PDF in the next packet.

Respectfully,

Pam Smith

NOTE: Please do not "reply to all" to avoid an OML violation.

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

12/13/2023

Change in Allocations to Reserve Funds

Fund #	Fund Description	FY24 Allocation	FY25 Request	Increase (Decrease)
4	Conservation Commision Fund	-	-	
5	Recreation Facility & Improvements	-	15,000	15,000
6	Fire Apparatus	80,000	120,000	40,000
7	Highway Equipment	75,000	250,000	175,000
8	Highway Garage	27,000	30,500	3,500
9	Solid Waste Equipment	5,000	2,000	(3,000)
10	Police Station Fund	-	-	-
11	Police Cruiser Fund	35,000	35,000	-
12	Town Reappraisal Fund	35,000	40,000	5,000
13	Tracy Hall Fund	-	-	-
14	General Admin Fund	15,000	-	(15,000)
15	Granite Bench w/Crystals	-	-	-
16	Recreation Fund - Dam	-	-	-
17	Recreation Fund - Tennis Courts	10,000	75,000	65,000
19	Town Clerk Equipment	-	20,000	20,000
21	Police Special Equipment	5,000	30,000	25,000
22	Kids & Cops Fund	-	-	-
23	Affordable Housing Fund	-	-	-
24	Land Management Council	-	-	-
25	Fire Station Fund	-	-	-
26	Fire Equipment Fund	30,000	30,000	-
27	Sidewalk	10,000	-	(10,000)
28	Long Term Facility Study	-	-	-
29	Town Manager Vehicle Fund	-	-	-
30	Band Stand Restoration Fund	-	-	-
31	Communications Study Fund	-	-	-
33	Citizens Assistance Fund	-	-	-
34	WCTU Fountain	-	-	-
35	Corridor Tree	-	-	-
36	Alura Grant	-	-	-
37	Main St Flags	-	500	500
38	School Leaseland	-	-	-
39	Gospel Leaseland	-	-	-
40	Recreation Scholarships	-	-	-
41	DPW - Bridge	100,000	150,000	50,000
42	DPW - Paving	75,000	75,000	-
43	Buildings & Grounds Equipment	-	2,000	2,000
44	Communications Construction	-	-	-
45	Records Restoration	5,000	5,000	-
46	Generator	15,000	15,000	-
47	Public Safety Facility	-	-	-
48	Climate Emergency	-	-	-
49	ARPA (American Rescue Plan)	-	-	-
50	Unanticipated Expense/Emergency	-	-	-
51	Operational Performance/Development	-	-	-
	Totals	522,000	895,000	373,000

From: [Stuart Richards](#)
To: [Mary Layton](#); [Roger Arnold](#); [Marcia Calloway](#); [Priscilla Vincent](#); [Pam smith](#)
Cc: [Miranda Bergmeier](#); [Brennan Duffy](#)
Subject: FW: OPEN MEETING LAW VIOLATIONS
Date: Friday, December 15, 2023 5:54:44 PM

Dear Selectboard,

There are those of us in Norwich who believe in transparent government and public input forming the bedrock of our democracy. It is heartening to see that Norwich and its Selectboard after wasting more than \$100,000 and three years in needless litigation and being told by a judge that Norwich was making a “MOCKERY” of the Open Meeting Law finally settled this senseless lawsuit. The below press release is written by attorney Scott McGee (thank you) who helped Chris Katucki at the end of this ordeal. As one resident I can’t thank Chris Katucki enough for preserving and expending so much time and effort in holding Norwich and its Selectboard accountable. Many, many thanks to Chris. No thank you to our Selectboard for wasting more than \$100,000 of taxpayer money for no reason for three years.

Town of Norwich Reaches Settlement in Lawsuit Over Open Meeting Law Violations

The Town of Norwich and Norwich resident Christopher Katucki have settled the lawsuit Mr. Katucki filed against the town in 2021 to force the town to comply with Vermont’s Open Meeting Law (OML). The lawsuit alleged that the town was creating subcommittees and other groups to study town policies without requiring such groups to comply with the OML. The town had fought against the relief requested by Mr. Katucki for nearly three years. Under the terms of the settlement, the town has now acknowledged that groups established by town boards or committees or by the town manager to provide advice or to review matters of policy are subject to the OML and must comply with its requirements, such as providing notice of meetings, keeping minutes and holding meetings that are open to the public.

Mr. Katucki's lawsuit identified multiple groups formed by the town manager or by town boards or committees which were meeting in private without public notice and without publishing minutes of their meetings. The lawsuit sought to compel such groups to comply with the Open Meeting Law and to compel town officials to mandate such compliance. The OML applies to all “public bodies” in the town, and the town agreed in the settlement that groups formed by the town to provide advice or review policy issues fall within the OML definition of public bodies.

During the litigation, Mr. Katucki secured two significant rulings from the Court. Early in the case, the court rejected the town’s position that the OML did not apply to any group created by the town manager and rejected the town’s argument that groups composed of fewer than a quorum of the members of an established board or committee were not covered by the Open Meeting Law.

Then, in May of this year, the presiding judge ruled on summary judgment that two groups formed by the town Finance Committee fell within the parameters of the Open Meeting Law. The court's written decision rejected the town's position, stating pointedly that it "would make a mockery of the Open Meeting Law."

Under the terms of the Settlement Agreement, the town has agreed that a committee or subcommittee comprised of less than a quorum of the members of an existing public body, is a separate public body subject to the OML. In addition, it agreed that any board hereafter created by the town manager shall comply with the OML.

Although the town did not admit to any wrongdoing, the settlement terms reflect the legal positions advocated by Mr. Katucki in this case. Specifically, that groups created by a town board or committee are themselves public bodies subject to the Open Meeting Law and that a town manager can also create a "public body" required to follow the OML..

Some Norwich residents questioned the decision of the Selectboard to hire attorneys to oppose the lawsuit, given strong community support for complying with the Open Meeting Law. The Town of Norwich has spent tens of thousands of dollars on attorney fees in this litigation in an attempt to shield town-appointed groups from public view. As part of the settlement, the town agreed to reimburse Mr. Katucki for his litigation costs which totaled \$716.37.

Mr. Katucki released the following statement after the settlement was concluded: "I am grateful that after nearly three years of legal proceedings, we have reached a settlement that promotes transparency in government which is the goal of the Open Meeting Law. Public knowledge and participation is a bedrock principle of town democracy in Vermont. Open government is good government."

The Selectboard approved the settlement at its meeting on December 6, 2023. The Settlement Agreement has been filed with the court in this matter and is also available [here](#). The Town of Norwich is a town in Windsor County, Vermont, United States. The population was 3,612 at the 2020 census. Its median household income is one of the highest in the state. It shares a school district with Hanover, New Hampshire, home to Dartmouth College. Christopher Katucki has lived in Norwich for about 20 years and has a keen interest in local government. He is living with ALS (Lou Gehrig's Disease).

Please put this email in the next Selectboard packet.

Stuart Richards

From: [Don McCabe](#)
To: [Select Board](#)
Cc: [Brennan Duffy](#); [Bridge McDowell](#)
Subject: Fwd: Kids Bridge Today
Date: Tuesday, December 19, 2023 4:07:56 PM

Dear Selectboard,

Thank you for your support for this project, now essentially complete. It is fully funded by donations from Norwich families, the Norwich Women's Club, the Byrne Foundation, and a promised grant from the HOPE Foundation.

Unused funds, we believe, should stay in Fund #53 and be used for bridge maintenance in the future.

Brennan Duffy has done an excellent job as our fiscal agent, and Bridge McDowell has worked tirelessly to insure that the project met local and state permitting requirements.

For the project team,

Don McCabe

Sent from my iPad

Begin forwarded message:

From: Don McCabe <don-mccabe@comcast.net>
Date: December 19, 2023 at 3:50:04 PM EST
To: Bridge McDowell <d1mcd1003@gmail.com>, Brennan Duffy <BDuffy@norwich.vt.us>, Graham Webster <grahamtwebster@gmail.com>, Nick Krembs <nick.krembs@gmail.com>, Jim Faughnan <JimFaughnan74@gmail.com>, Robert Fiskien <fisbradnor@gmail.com>, Brie Swenson <BSwenson@norwich.vt.us>, Jeff Goodrich <Jeff.Goodrich@pathwaysconsult.com>, Sean Ogle <sean.ogle@uvtrails.org>
Subject: Kids Bridge Today

We have essentially completed our project, with ramp to be added in the Spring and foundation on both ends to be smoothed and anchored to the bridge. It is being used every day and weathered last night's flash flooding beautifully.

A great experience working with you all and seeing this dream turned into reality due to generous Norwich people and supportive town government, and your own hard work.

Hope you and your kids will use and enjoy this new way to Huntley Meadow.

Don



Sent from my iPad

12/22/23

Town of Norwich Accounts Payable

01:31 pm

Check Warrant Report # 1085 Current Prior Next FY Invoices For Fund (Operational Perf & Develo)
For Check Acct 03(General) All check #s 12/27/23 To 12/27/23 & Fund 51

ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
STUDIO	11/28/23	STUDIO NEXUS ARCHITECTS & TH-IMPROVEMENT STUDY 1128STUDY	51-5-000300.20 Fund 51 Exp Long Range st	2859.27	14127	12/27/23
Report Total				2859.27		

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 \$ *****2,859.27
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
Marcia Calloway
Chair

Mary Layton
Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

12/22/23
02:01 pm

Town of Norwich Accounts Payable
Check Warrant Report # 1087 Current Prior Next FY Invoices For Fund (General)
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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	10/09/23	ADVANCE AUTO PARTS DPW-DEFROSTER 084328209490	01-5-703403.00 PARTS & SUPPLIES	179.40	14095	12/27/23
ADVANCE	10/12/23	ADVANCE AUTO PARTS DPW-HYDRAULIC FLUID 084328578235	01-5-703403.00 PARTS & SUPPLIES	300.15	14095	12/27/23
ADVANCE	10/12/23	ADVANCE AUTO PARTS DPW-FITTINGS 084328583569	01-5-703403.00 PARTS & SUPPLIES	101.44	14095	12/27/23
ADVANCE	10/20/23	ADVANCE AUTO PARTS DPW-FILTERS 084329367885	01-5-703403.00 PARTS & SUPPLIES	88.69	14095	12/27/23
ADVANCE	10/25/23	ADVANCE AUTO PARTS DPW-GATES 084329868022	01-5-703403.00 PARTS & SUPPLIES	42.06	14095	12/27/23
ADVANCE	10/30/23	ADVANCE AUTO PARTS DPW-LUBE & FILTERS 084330368146	01-5-703403.00 PARTS & SUPPLIES	45.13	14095	12/27/23
ADVANCE	10/30/23	ADVANCE AUTO PARTS DPW-FUEL SEPARATOR 084330368147	01-5-703403.00 PARTS & SUPPLIES	52.13	14095	12/27/23
ADVANCE	10/30/23	ADVANCE AUTO PARTS DPW-FILTERS 084330368148	01-5-703403.00 PARTS & SUPPLIES	26.89	14095	12/27/23
ADVANCE	10/31/23	ADVANCE AUTO PARTS DPW-AIR 084330400103	01-5-703403.00 PARTS & SUPPLIES	86.44	14095	12/27/23
ANYTIME	12/10/23	ANYTIME CARPET CARE & CLE PD-STATION CLEANING 734193	01-5-485304.00 CLEANING	410.00	14096	12/27/23
BCBS	12/04/23	BLUE CROSS/BLUE SHIELD OF TH-JAN '24 HEALTH INSUR 173346158	01-5-704123.00 HEALTH INSURANCE	2256.80	14097	12/27/23
BCBS	12/04/23	BLUE CROSS/BLUE SHIELD OF TH-JAN '24 HEALTH INSUR 173346158	01-5-005123.00 HEALTH INSUR	6407.19	14097	12/27/23
BCBS	12/04/23	BLUE CROSS/BLUE SHIELD OF TH-JAN '24 HEALTH INSUR 173346158	01-5-703123.00 HEALTH INSUR	7305.04	14097	12/27/23
BCBS	12/04/23	BLUE CROSS/BLUE SHIELD OF TH-JAN '24 HEALTH INSUR 173346158	01-5-100123.00 HEALTH INS	4072.41	14097	12/27/23
BCBS	12/04/23	BLUE CROSS/BLUE SHIELD OF TH-JAN '24 HEALTH INSUR 173346158	01-5-500123.00 HEALTH INS	4751.32	14097	12/27/23
BCBS	12/04/23	BLUE CROSS/BLUE SHIELD OF TH-JAN '24 HEALTH INSUR 173346158	01-5-200123.00 HEALTH INS	2071.13	14097	12/27/23
BCBS	12/04/23	BLUE CROSS/BLUE SHIELD OF TH-JAN '24 HEALTH INSUR 173346158	01-5-555123.00 HEALTH INSURANCE	2140.71	14097	12/27/23
BOUNDTREE	12/05/23	BOUND TREE MEDICAL LLC FD-MEDICAL SUPPLIES 85176214	01-5-555424.00 EMS TOOLS/ EQUIP	433.90	14098	12/27/23
SWENBR	12/20/23	BRIE SWENSON P&R-BRIE ASSRTD SUPPLIES 1220EMPREIMB	01-5-425220.00 SPECIAL EVENTS /SUPPLIES	37.90	14099	12/27/23
SWENBR	12/20/23	BRIE SWENSON P&R-BRIE ASSRTD SUPPLIES 1220EMPREIMB	01-5-425211.00 EQUIPMENT	23.47	14099	12/27/23
SWENBR	12/20/23	BRIE SWENSON P&R-BRIE ASSRTD SUPPLIES 1220EMPREIMB	01-5-425206.00 COACHING MATERIALS	7.77	14099	12/27/23
BUSINESS	12/05/23	BUSINESS CARD TH-SEND AUDIT TO JOYCE 171	01-5-275538.00 POSTAGE	28.75	14100	12/27/23
CASELLA	12/01/23	CASELLA WASTE SERVICES DPW-NOV '23 RECYCLING 0878163	01-5-705308.00 FOOD WASTE DISPOSAL	-2068.72	14101	12/27/23
CASELLA	12/01/23	CASELLA WASTE SERVICES DPW-NOV '23 RECYCLING 0878163	01-5-705308.00 FOOD WASTE DISPOSAL	69.16	14101	12/27/23
CASELLA	12/01/23	CASELLA WASTE SERVICES DPW-NOV '23 RECYCLING 0878163	01-5-705305.00 RECYCLING	2702.03	14101	12/27/23

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Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
CASELLA	12/01/23	CASELLA WASTE SERVICES DPW-NOV '24 TRASH 0878164	01-5-705306.00 C & D WASTE DISPOSAL	1563.33	14101	12/27/23
CASELLA	12/01/23	CASELLA WASTE SERVICES DPW-NOV '24 TRASH 0878164	01-5-705303.00 MUNICIPAL SOLID WASTE	4673.26	14101	12/27/23
CASELLA	12/01/23	CASELLA WASTE SERVICES DPW-NOV '24 HIGHWAY DEPT 0880087	01-5-705303.00 MUNICIPAL SOLID WASTE	71.47	14101	12/27/23
CCI	12/01/23	CCI MANAGED SERVICES TH-DEC '23 COMPUTER SRVC CW-58072	01-5-275632.00 SERVER MAINTENANCE	2906.79	14102	12/27/23
CHALLENGE	12/11/23	CHALLENGER SPORTS TEAMWEA P&R-REVERSIBLE TANKS 1214638	01-5-425208.00 TEE SHIRT/HAT	1291.90	14103	12/27/23
COMCAST	12/01/23	COMCAST PD-DEC '23 INTERNET 120123PDINT	01-5-485238.00 PHONE & INTERNET	444.94	14104	12/27/23
COMCAST	12/06/23	COMCAST TH-JAN '24 INTERNET 1202THINT	01-5-275632.00 SERVER MAINTENANCE	24.95	14104	12/27/23
COTT	01/01/24	COTT SYSTEMS INC TC-MONTHLY RESOLUTION 157061	01-5-100613.00 SOFTWARE	290.00	14105	12/27/23
CRYSTAL	12/05/23	CRYSTAL ROCK, LLC DPW-WATER COOLER 736065120523	01-5-703507.00 SUPPLIES	57.97	14106	12/27/23
DEADRIVER	12/05/23	DEAD RIVER COMPANY FD-276.7 GALS HEATING OIL 33532	01-5-555538.00 PETROLEUM PRODUCTS	970.67	14140	12/27/23
DEADRIVER	12/05/23	DEAD RIVER COMPANY TH-582.2 GALS HEATING OIL 38929	01-5-706103.00 HEATING	2042.37	14140	12/27/23
ESO	12/18/23	ESO SOLUTIONS, INC FD-NEW RECORDS SYSTEM ESO-128454	01-5-555530.00 EQUIPMENT MAINTENANCE	3634.45	14108	12/27/23
EVANSMOTO	12/06/23	EVANS GROUP, INC. DPW-500 GALS DIESEL 0057180-IN	01-5-703405.00 PETROLEUM PRODUCTS	1576.81	14109	12/27/23
EVANSMOTO	12/12/23	EVANS GROUP, INC. DPW-402.3 GAS & 140 DSL 0057475-IN	01-5-703405.00 PETROLEUM PRODUCTS	1678.47	14109	12/27/23
EYEMED	11/22/23	EYEMED/FIDELITY SECURITY TH-DEC '23 VISION INSUR 166054918	01-2-001126.00 VISION SERV PLAN-PAYROLL	173.81	14110	12/27/23
GREAT	12/05/23	GREAT GOOD MEDIA SB-HOLIDAY AD 2023-6148	01-5-005300.00 PROFESS SERV	250.00	14111	12/27/23
GREAT	12/05/23	GREAT GOOD MEDIA NCC-HOLIDAY AD 2023-6152	01-5-650625.00 PUBLICITY	250.00	14111	12/27/23
GMPC	11/30/23	GREEN MOUNTAIN POWER CORP 111 TRNPK RD 38951919299 1130TRNPK	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	76.03	14112	12/27/23
GMPC	11/30/23	GREEN MOUNTAIN POWER CORP 24 NW BSTN RD 14695000001 24NWBSTN	01-5-705501.00 ELECTRICITY	159.27	14112	12/27/23
GMPC	11/30/23	GREEN MOUNTAIN POWER CORP 26 NW BSTN RD 04695000002 26NWBSTNRD	01-5-703501.00 ELECTRICITY	25.69	14112	12/27/23
GMPC	11/30/23	GREEN MOUNTAIN POWER CORP 300 MAIN ST 34966000001 300MNST	01-5-706101.00 ELECTRICITY	866.84	14112	12/27/23
GMPC	11/30/23	GREEN MOUNTAIN POWER CORP 319 MN ST SLR 48815990790 319MNSTSLR	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	24.37	14112	12/27/23
GMPC	11/30/23	GREEN MOUNTAIN POWER CORP 300 MN ST 95726000003 MNSTBNDSTND	01-5-706101.00 ELECTRICITY	14.02	14112	12/27/23
GMPC	11/30/23	GREEN MOUNTAIN POWER CORP MN ST TWR 35066725603 MNSTTWR	01-5-575233.00 TOWER POWER	155.22	14112	12/27/23
GMPC	11/29/23	GREEN MOUNTAIN POWER CORP STREET LIGHTS 24926000001 STRTLIGHTS	01-5-703307.00 STREETLIGHTS	1184.26	14112	12/27/23

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GMPC	11/30/23	GREEN MOUNTAIN POWER CORP SS-TRNPK RD 75726000005 TRNPKRD	01-5-500204.00 SPEED SIGNS	14.43	14112	12/27/23
GMPC	11/30/23	GREEN MOUNTAIN POWER CORP SS-UNN VLG RD 85726000004 UNNVLGRD	01-5-500204.00 SPEED SIGNS	15.07	14112	12/27/23
HANOVERPA	12/19/23	HANOVER PARKS AND RECREAT P&R-TEAM REGISTRATIONS 1219REGISTR	01-5-425218.00 REGISTRATION FEES	400.00	14113	12/27/23
TRAJLI	12/06/23	LILY TRAJMAN TC-LILY CMC CERTIFICATION 1206EMPREIMB	01-5-100615.00 DUES/MTGS/EDUC	476.09	14114	12/27/23
GRAYLIN	11/02/23	LINDA GRAY NEC-ASSRTD SUPPLIES 1102EMPREIMB	01-5-005701.20 ENERGY COMMITTEE	41.40	14115	12/27/23
MAYER	12/15/23	MAYER & MAYER Payroll Transfer PR-12/15/23	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14116	12/27/23
MOTOROLA	11/18/23	MOTOROLA SOLUTIONS, INC. PD-MOBILE RADIOS & RSMS 8281761400	01-5-500301.00 RADIO MAINTENANCE	27160.72	14117	12/27/23
OTIS	12/11/23	OTIS ELEVATOR COMPANY TH-JAN '24 ELEVATOR MAIN 100401412642	01-5-706107.00 ELEVATOR MAINTENANCE	311.48	14118	12/27/23
PITNEY	11/29/23	PITNEY BOWES TH-METER MACHINE LEASE 3318344734	01-5-275536.00 POSTAGE METER RENTAL	159.57	14119	12/27/23
POSEIDON	11/08/23	POSEIDON AIR SYSTEMS FD-BLEEDER SCREW 113299	01-5-555530.00 EQUIPMENT MAINTENANCE	29.50	14120	12/27/23
ROBERT HA	12/04/23	ROBERT HALF FIN-JOYCE WK END 12/01 62899017	01-5-200112.10 FINANCE OFFICER WAGE	447.23	14121	12/27/23
ROBERT HA	12/06/23	ROBERT HALF FIN-JOYCE WK END 12/01 62919927	01-5-200112.10 FINANCE OFFICER WAGE	4214.12	14121	12/27/23
ROBERT HA	12/11/23	ROBERT HALF FIN-JOYCE WK END 12/08 62930255	01-5-200112.10 FINANCE OFFICER WAGE	387.02	14121	12/27/23
ROBERT HA	12/11/23	ROBERT HALF FIN-JOYCE WK END 12/08 62930273	01-5-200112.10 FINANCE OFFICER WAGE	3784.11	14121	12/27/23
ROBERT HA	12/18/23	ROBERT HALF FIN-JOYCE WK END 12/15 62960635	01-5-200112.10 FINANCE OFFICER WAGE	244.25	14121	12/27/23
ROBERT HA	12/18/23	ROBERT HALF FIN-JOYCE WK END 12/15 62960641	01-5-200112.10 FINANCE OFFICER WAGE	3440.10	14121	12/27/23
ROYALS	12/19/23	ROYALS ATHLETIC BOOSTERS P&R-BASKETBALL TOURNAMNT 1219REGISTR	01-5-425218.00 REGISTRATION FEES	100.00	14122	12/27/23
SABIL	12/06/23	SABIL & SONS INC DPW-ANIT/SAIL 45548	01-5-703403.00 PARTS & SUPPLIES	37.02	14123	12/27/23
SOLAFLECT	12/15/23	SOLAFLECT SOLAR PARK I, L TH-DEC '23 SOLAR DEC 23	01-5-705501.00 ELECTRICITY	239.04	14124	12/27/23
SOLAFLECT	12/15/23	SOLAFLECT SOLAR PARK I, L TH-DEC '23 SOLAR DEC 23	01-5-706101.00 ELECTRICITY	609.09	14124	12/27/23
SOLAIV	12/15/23	SOLAFLECT SOLAR PARK IV, TH-DEC' 23 SOLAR 2312_01	01-5-705501.00 ELECTRICITY	76.77	14125	12/27/23
SOLAIV	12/15/23	SOLAFLECT SOLAR PARK IV, TH-DEC' 23 SOLAR 2312_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.59	14125	12/27/23
SOLAIV	12/15/23	SOLAFLECT SOLAR PARK IV, TH-DEC' 23 SOLAR 2312_01	01-5-485233.00 ELECTRICITY	698.87	14125	12/27/23
SOLAIV	12/15/23	SOLAFLECT SOLAR PARK IV, TH-DEC' 23 SOLAR 2312_01	01-5-500204.00 SPEED SIGNS	84.41	14125	12/27/23
SOLAIV	12/15/23	SOLAFLECT SOLAR PARK IV, TH-DEC' 23 SOLAR 2312_01	01-5-575233.00 TOWER POWER	22.36	14125	12/27/23

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Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
BACHNER STEVEN BACHNER	12/13/23	DPW-ROAD REPAIR REIMBURSE 1213EMPREIMB	01-5-703321.00 BRIDGES	227.00	14126	12/27/23
SULLIVAN SULLIVAN, POWERS & COMPAN	11/30/23	FIN-AUDIT BILLING 133180	01-5-200322.00 INDEPENDENT AUDIT	6032.00	14128	12/27/23
TOP STITC TOP STITCH EMBROIDERY, IN	09/22/23	P&R-K-3RD GRADE SPORTS 407701	01-5-425208.00 TEE SHIRT/HAT	1118.15	14129	12/27/23
TWORIVERS TWO RIVERS - OTTAUQUECHEE	12/08/23	P&Z-NOV '23 KYLE 24-83	01-5-350580.00 MILEAGE REIMB	31.44	14130	12/27/23
TWORIVERS TWO RIVERS - OTTAUQUECHEE	12/08/23	P&Z-NOV '23 KYLE 24-83	01-5-350110.00 PLAN ADMIN WAGE	3046.51	14130	12/27/23
UNIFIRST UNIFIRST CORPORATION	12/04/23	DPW-UNIFORM CLEANING 1070281104	01-5-704311.00 UNIFORMS	60.00	14131	12/27/23
UNIFIRST UNIFIRST CORPORATION	12/04/23	DPW-UNIFORM CLEANING 1070281104	01-5-703311.00 UNIFORMS	269.21	14131	12/27/23
UNIFIRST UNIFIRST CORPORATION	12/11/23	DPW-UNIFORM CLEANING 1070283022	01-5-703311.00 UNIFORMS	269.21	14131	12/27/23
UNIFIRST UNIFIRST CORPORATION	12/11/23	DPW-UNIFORM CLEANING 1070283022	01-5-704311.00 UNIFORMS	60.00	14131	12/27/23
UNIFIRST UNIFIRST CORPORATION	12/18/23	DPW-UNIFORM CLEANING 1070284887	01-5-704311.00 UNIFORMS	60.00	14131	12/27/23
UNIFIRST UNIFIRST CORPORATION	12/18/23	DPW-UNIFORM CLEANING 1070284887	01-5-703311.00 UNIFORMS	269.21	14131	12/27/23
UVEQUIPME UPPER VALLEY EQUIPMENT RE	11/15/23	DPW-TB LIFT & DRILL 5326	01-5-706113.00 REPAIRS & MAINTENANCE	335.00	14132	12/27/23
VALLEYNEW VALLEY NEWS	11/28/23	P&R-ADMIN AD 4430803	01-5-425140.00 ADVERTISING	111.50	14133	12/27/23
VERIZWIRE VERIZON WIRELESS	12/04/23	TH-NOV '23 CELL PHONES 9950929011	01-5-005532.00 T MNGR CELL PHONE	40.39	14134	12/27/23
VERIZWIRE VERIZON WIRELESS	12/04/23	TH-NOV '23 CELL PHONES 9950929011	01-5-425127.00 TELEPHONE	40.39	14134	12/27/23
VERIZWIRE VERIZON WIRELESS	12/04/23	TH-NOV '23 CELL PHONES 9950929011	01-5-500501.00 ADMINISTRATION	161.56	14134	12/27/23
VERIZWIRE VERIZON WIRELESS	12/04/23	TH-NOV '23 CELL PHONES 9950929011	01-5-555625.00 TELEPHONE & INTERNET	80.40	14134	12/27/23
VLCTPACIF VLCT PROP & CASUALTY INTE	12/04/23	TH-FIRE TRUCK INSURANCE INT455120123	01-5-800518.00 PROP & CAS INSURANCE	140.00	14135	12/27/23
WBMASON W.B. MASON CO., INC.	12/05/23	B&G-TISSUES & BATTERIES 243016287	01-5-706109.00 BUILDING SUPPLIES	103.20	14136	12/27/23
WBMASON W.B. MASON CO., INC.	12/05/23	PD-PENS & BUSINESS CARDS 243017302	01-5-500501.00 ADMINISTRATION	27.87	14136	12/27/23
WBMASON W.B. MASON CO., INC.	12/06/23	PD-POLY BAGS 243047007	01-5-485301.00 BUILDING SUPPLIES	158.89	14136	12/27/23
WBMASON W.B. MASON CO., INC.	12/12/23	TM-PAD OF PAPER 243187490	01-5-005610.00 OFFICE SUPPLIES	17.99	14136	12/27/23
WBMASON W.B. MASON CO., INC.	12/12/23	FIN-ASSRTD SUPPLIES 243191285	01-5-200610.00 OFFICE SUPPLIES	221.21	14136	12/27/23
WBMASON W.B. MASON CO., INC.	12/12/23	TS-BINDER CLIP 243191503	01-5-705403.00 PARTS & SUPPLIES	2.19	14136	12/27/23
WBMASON W.B. MASON CO., INC.	12/14/23	TC-OFFICE SUPPLIES 243259710	01-5-100610.00 OFFICE SUPPLIES	28.25	14136	12/27/23

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WBMASON	12/18/23	W.B. MASON CO., INC. FIN-TONER	01-5-200610.00	208.97	14136	12/27/23
		243318474	OFFICE SUPPLIES			
HEALTHEQ	12/02/23	WAGEWORKS, INC TH-NOV '23 COBRA ADMIN	01-5-005123.00	40.00	14137	12/27/23
		1123TR112178	HEALTH INSUR			
EARTHLINK	12/01/23	WINDSTREAM TH-DEC '23 PHONES	01-5-705505.00	35.70	14138	12/27/23
		76084069	TELEPHONE			
EARTHLINK	12/01/23	WINDSTREAM TH-DEC '23 PHONES	01-5-275531.00	40.75	14138	12/27/23
		76084069	TELEPHONE			
EARTHLINK	12/01/23	WINDSTREAM TH-DEC '23 PHONES	01-5-100531.00	40.75	14138	12/27/23
		76084069	TELEPHONE			
EARTHLINK	12/01/23	WINDSTREAM TH-DEC '23 PHONES	01-5-005531.00	40.75	14138	12/27/23
		76084069	ADMIN TELEPHONE			
EARTHLINK	12/01/23	WINDSTREAM TH-DEC '23 PHONES	01-5-300531.00	40.75	14138	12/27/23
		76084069	TELEPHONE			
EARTHLINK	12/01/23	WINDSTREAM TH-DEC '23 PHONES	01-5-200531.00	40.75	14138	12/27/23
		76084069	TELEPHONE			
EARTHLINK	12/01/23	WINDSTREAM TH-DEC '23 PHONES	01-5-425127.00	40.75	14138	12/27/23
		76084069	TELEPHONE			
EARTHLINK	12/01/23	WINDSTREAM TH-DEC '23 PHONES	01-5-350531.00	40.75	14138	12/27/23
		76084069	TELEPHONE			
WORKSAFE	12/15/23	WORKSAFE TRAFFIC CONTROL DPW-ELM ST BRIDGE SIGN	01-5-703217.00	176.31	14139	12/27/23
		32963	SIGNS			
Report Total				112671.12		

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 \$ ***112,671.12
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wöhler
Ashley Wöhler

Town Manager: Brennan Duffy
D4620EC72DA7484...
Brennan Duffy

SELECTBOARD:

DocuSigned by:
Marcia Calloway
013CAF64E6AD4A3...
Marcia Calloway
Chair

DocuSigned by:
Mary Layton
E2F8D12BFFEF4BA...
Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

Town of Norwich

Departmental Request for Spending

Date: 1/2/24 Department: Fire

Request by: Alex Northern - Chief of Department

Town Manager Approval Date: UNK For Selectboard Meeting Date: 1/10/2024

What is being requested: Draw-down of funds from the NFD Fire Station Fund # 25

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 Station Fund #25 not to exceed \$515.00. Incurred cost is to repair a damaged overhead door. There was a VLCT claim filed, and payment has been received.

Which fund will be used to pay for this request: NFD Fire Station Fund #25

How much is in the above-named fund on this date: \$ 5,128.88

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

Expected Date of purchase, if known: N/A

Signature of Requestor:  Date: 1-2-24

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 _____

Twin State Garage Door, LLC

Invoice

381 US Route 4
Enfield, NH 03748

Date	Invoice #
1/2/2024	18781

Bill To
Town of Norwich PO Box 376 Norwich, VT 05055

Ship To
Norwich Fire Department 11 Firehouse Lane Norwich, VT

P.O. No.	Terms	Project
	Due on receipt	Norwich Fire

Quantity	Description	Rate	Amount
36	es stop molding pre Foot 3-12' white pieces	2.50	90.00
1	11" 2' Raw Vertical Track Heavy Duty	75.00	75.00
1	Commercial Service call Covers up to 30 min. of Labor	175.00	175.00
	Commercial /Industrial Labor pre man hr	175.00	175.00

Thank you for your business.

Total \$515.00

Phone #	Fax #	E-mail
603-632-4900	603-632-4979	twinstatedoors@hotmail.com

Payments/Credits \$0.00

Balance Due \$515.00

Town of Norwich
Departmental Request for Spending

Date: December 21, 2023 Department: Fire

Request by: Alex Northern - Chief of Department

Town Manager Approval Date: UNK For Selectboard Meeting Date: 1/10/24

What is being requested: Draw-down of funds from the NFD Fire Equipment Fund #26 for tool mounting on new Engine 3 see attached itemized 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 Equipment Fund #26 not to exceed \$3,937.20. This request is based on the work done by Dingee Machine to mount newly purchased tools & appliances on the new Engine 3.

Which fund will be used to pay for this request: NFD Fire Equipment Fund #26

How much is in the above-named fund on this date: \$69,774.79

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

Expected Date of purchase, if known: N/A

Signature of Requestor:  _____ Date: 12.21.23

Signature of Town Manager: _____ Date: _____

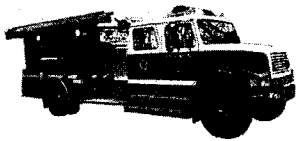
Action by Selectboard: _____ (Approved) _____ (Denied) _____ (Tabled) Date: _____

Concerns of Selectboard: _____

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

Date quotes given to selectboard _____

Purchase: Date purchased _____ Date Received _____



INVOICE

DINGEE MACHINE COMPANY

P.O. Box 162
195 NH RTE. 120
CORNISH FLAT, NH 03746
603-542-9682
603-542-0915 Fax
dingeemachine@comcast.net

NO. 9350
DATE: December 13, 2023

To: Norwich Fire Department
11 Firehouse Lane
Norwich, VT 05055

RE: E3 Tool Mounting

Quantity	Description	Unit Price	Amount
4	Hookloks; PAC P/N 1001	\$32.95	\$131.80
2	Hookmounts; PAC P/N 1029	\$17.95	\$35.90
4	Jumboloks; PAC P/N 1070	\$62.95	\$251.80
2	Tooloks; PAC P/N 1003-HD	\$29.95	\$59.90
4	Handleloks; PAC P/N 1004	\$39.95	\$159.80
3	Storz Fitting Holders; Sensible Prod. P/N SH-2	\$108.00	\$324.00
4	1 ½" Double M/F Posts; Sensible Prod. P/N 15PT	\$44.00	\$176.00
1	2 ½" x 1 ½" Post; Sensible Prod. P/N 1525A-PT	\$44.00	\$44.00
6	2 ½" Front Mount Posts; Sensible Prod. P/N 25-PT	\$44.00	\$264.00
1	Hammer w/Bracket; Sensible Prod. P/N Z3132	\$180.00	\$180.00
21 hrs.	Labor to install department supplied equipment that was not included in original bid.	\$110.00	\$2,310.00

TOTAL DUE

\$3,937.20

Town of Norwich
Departmental Request for Spending

Date: December 21, 2023 Department: Fire

Request by: Alex Northern - Chief of Department

Town Manager Approval Date: UNK For Selectboard Meeting Date: 1/10/24

What is being requested: Draw-down of funds from the NFD Fire Equipment Fund #26 for the installation of radio equipment on Engine 3

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 Equipment Fund #26 not to exceed \$1,179.85. This request is based on the work done by Dingee Machine to install newly purchased radio equipment on the new Engine 3.

Which fund will be used to pay for this request: NFD Fire Equipment Fund #26

How much is in the above-named fund on this date: \$69,774.79

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

Expected Date of purchase, if known: N/A

Signature of Requestor:  _____ Date: 12-21-23

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 _____



INVOICE

DINGEE MACHINE COMPANY

P.O. Box 162
195 NH RTE. 120
CORNISH FLAT, NH 03746
603-542-9682
603-542-0915 Fax
dingeemachine@comcast.net

NO. 9353
DATE: December 13, 2023

To: Norwich Fire Department
11 Firehouse Lane
Norwich, VT 05055

RE: E3 Radio Install

Quantity	Description	Unit Price	Amount
3	Antenna mounts with cable, includes shipping		\$309.00
1	Special coax connector to fit repeater filter		\$18.35
7.75	Labor to complete installation, including mounting antennas in roof.		\$852.50

TOTAL DUE: **\$1,179.85**

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

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 longer (north to-south) than it is taller than it is wide (east to west) 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-Ottauquechee Regional Commission and Mount Ascutney Regional Commission, suggests that the broader Upper Valley region needs an additional 10,000 homes by 2030.¹ 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 30², 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.

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

² <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 stock³, 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.⁴ However, the 2023 HUD fair market rent for Windsor County is just \$1,129.⁵ 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 program⁶, 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 Education⁷, 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

3

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

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

⁵ https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2023_code/2023summary.odn

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[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)

⁷ <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 Subcommittee⁸ and ultimately included as an appendix by the Planning Commission in the 2020 town plan that was approved by the Selectboard.⁹ 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.¹⁰ 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.

⁸ http://norwich.vt.us/wp-content/uploads/2012/06/Appendices_2019_12_09.pdf

⁹ http://norwich.vt.us/wp-content/uploads/2012/06/Norwich_Plan_2020-ADOPTED-lr-.pdf

¹⁰ <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-Union Village 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 Development¹¹ and the Northern Border Regional Commission¹² 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 Sector¹³), 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

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

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

¹³ <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 2018.¹⁴ 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.¹⁵ 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

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

¹⁵ <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.¹⁶ 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 longer (north to-south) than it is wide (east to west) 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

¹⁶ https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/VCDP/ER/CD-VCDP-ER-LevelsOfReview.pdf

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

**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~~Not applicable.

Town of Norwich

2024 Selectboard Handbook for Appointed Committees, Boards, Commissions

[hereinafter referred to as “the Handbook”]

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Introduction

Purpose of this Handbook. A host of Norwich residents volunteer to serve their community in a variety of ways. Some are elected and have statutory responsibilities. Some are appointed and may or may not have statutory responsibilities. This document is an effort to amass necessary information in one place. The intention is to ensure that elected and appointed members of our community are:

- (1) working efficiently and effectively toward the fulfillment of our shared and often changing goals,
- (2) in compliance within the laws pertaining to town government, such as to Open Meetings, and
- (3) identified correctly for the furtherance of transparent government.

Accessibility of the Handbook. Given the nature of municipal government, this document must be an organic reference source with a Selectboard commitment to keeping it up to date and accessible. New and existing appointed and elected individuals will be expected to understand its content and remain in compliance with the statutes, rules, regulations and policies referenced herein. Town residents who want to better understand who is responsible for what function, as well as what opportunities exist for future volunteerism and engagement in Norwich, should refer to it and have easy to it.

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

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

Authorization to Appoint Committees, Boards, Commissions and Subcommittees. By statute, the Selectboard is authorized or allowed to appoint individuals to fulfill certain town functions, specifically:

- **shall** appoint
 - tree warden – 24 V.S.A. § 871(b)
 - deputy tree warden may be appointed under 24 V.S.A. § 2505
 - local health officer – 18 V.S.A. § 601
- **may** appoint
 - under 10 V.S.A. § 2641 – town forest fire wardens
 - under 24 V.S.A. § 871(b)
 - poundkeeper for each pound
 - one or more inspectors of lumber, shingles, and wood
 - one or more weighers of coal
 - one town service officer and
 - one grand juror.
 - under 24 V.S.A. § 2505
 - deputy tree warden
 - under 24 V.S.A. § 4321 and 4323 – planning commissions
 - under 24 V.S.A. § 4460 – appropriate municipal panels such as a development review board

- under 24 V.S.A. § 4501
 - conservation commission – “when a municipality votes to create one, or, if the charter of a municipality permits it, when the legislative body of the municipality votes to create one.” Id.

In addition to the above, and to the extent there is no prohibition on the creation of additional groups, the Town of Norwich has appointed individuals for other groups and charged for particular purposes. To that end, the Selectboard acknowledges that a “subcommittee” is commonly defined as a smaller number of people chosen from the existing parent committee members, for a particular purpose, and charged to report back to the parent committee. The Selectboard affirms by virtue of this Handbook that

- all appointments to any committee, commission, or other “parent” group, are made by the Selectboard;
- all subcommittees or sub-groups created by a parent group will be current members of the parent group with unexpired terms;
- parent groups appointed by the Selectboard do not have authority to appoint individuals or otherwise increase their membership size; and,
- all parent groups will oversee the work of any such subcommittee to ensure compliance with law and town policy.

Open Meeting Law

The Town of Norwich remains committed to following the requirements of the “Open Meeting Law,” 1 V.S.A. § 312, which requires notice of meetings to be held, the right of public access to meetings, and publication of minutes of those meetings. Notwithstanding the requirements, and definitions pertaining to the Public Information in general, are not necessarily complete; see also 1 V.S.A. § 310 Definitions. Where no Vermont Supreme Court decisions have clarified municipal responsibilities for all situations, gaps can exist and can be debated. To that end, the Town of Norwich has settled a complaint and agreed upon how it will do the work of the Town when statute is otherwise silent or susceptible to differing interpretation. All elected and appointed individuals in the Town of Norwich will follow the “Open Meeting Law” as well as the agreed-upon additional protocols. More specific information will be forthcoming. Going forward, the Selectboard monitor the compliance of all appointed and elected officials. Where questions of violations or incomplete compliance are found, the Selectboard will review and take appropriate action.

Appointed Standing Committees, Boards, Commissions

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

Statutory requirements:

- **24 V.S.A. § 4502. Membership; appointment; terms**

“(a) A conservation commission shall have not less than three nor more than nine members. All members shall serve without compensation, but may be reimbursed by the municipality for necessary and reasonable expenses. All members shall be residents of the municipality.

(b) Members of the conservation commission shall be appointed, and any vacancy filled, by the legislative body of the municipality. The term of each member shall be for four years, except for those first appointed, whose terms shall be varied in length so that in the future the number whose terms expire in each successive year shall be minimized.”

- **24 V.S.A. § 4505. Powers and duties of conservation commissions**

Any conservation commission created under this chapter may:

(1) make an inventory and conduct continuing studies of the natural resources of the municipality including:

- (A) air, surface and ground waters, and pollution thereof;
- (B) soils and their capabilities;
- (C) mineral and other earth resources;
- (D) streams, lakes, ponds, wetlands, and floodplains;
- (E) unique or fragile biologic sites;
- (F) scenic and recreational resources;
- (G) plant and animal life, especially the rare and endangered species;
- (H) prime agricultural and forest land, and other open lands;

(2) make and maintain an inventory of lands within the municipality which have historic, educational, cultural, scientific, architectural, or archaeological values in which the public has an interest;

(3) recommend to the legislative body of the municipality the purchase or the receipt of gifts of land or rights thereto, or other property, for the purposes of this chapter;

(4) receive appropriations for operating expenses including clerical help by appropriation through the budget of the legislative body;

(5) receive money, grants, or private gifts from any source, for the purposes of this chapter. Grants and gifts received by the trustee of public funds shall be carried in a conservation fund from year to year to be expended only for purposes of this chapter;

(6) receive gifts of land or other property for the purposes of this chapter, by consent of the legislative body or by the affirmative vote of the municipality;

(7) administer the lands, properties, and other rights which have been acquired by the municipality for the purposes of this chapter;

(8) assist the local planning commission or zoning board of adjustment or the District Environmental Commission, by providing advisory environmental evaluations where pertinent to applications made to those bodies, for permits for development;

(9) cooperate with the local legislative body, planning commission, zoning board of adjustment, road committee, or other municipal or private organizations on matters affecting the local environment or the natural resources of the municipality;

(10) prepare, collect, publish, advertise, and distribute relevant books, maps, and other documents and maintain communication with similar organizations; and encourage through educational activities the public understanding of local natural resources and conservation needs;

(11) make a brief annual report to the municipality of its finances and transactions for the year just passed, and its plans and prospects for the ensuing year.

- **24 V.S.A. § 4504. Rules**

(a) At its organizational meeting a conservation commission shall adopt by majority vote of those present and voting such rules as it deems necessary and appropriate for the performance of its functions. It shall annually elect a chair, a treasurer, and a clerk.

(b) Times and places of meetings of a conservation commission shall be publicly posted in the municipality, and its meetings shall be open to the public.

(c) A conservation commission shall keep a record of its transactions, which shall be filed with the town clerk as a public record of the municipality.

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

Subcommittees

- *Trails* **INFORMATION TO BE INSERTED**

¹ Town website Conservation Commission.

² Norwich Position Descriptions, town website, Conservation Commission.

Appointed Standing Committees, Boards, Commissions

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Development Review Board	3 yrs	7 reg	Patrick Bradley, Chair	2024	S_____
			Linda Gray, Vice Chair	2024	
			Don McCabe	2025	
			Emily Myers	2026	
			Alec Orenstein	2026	
			Sue Pitiger	2024	
			Matt Stuart	2024	
		3 alt	Jack Candon	2026	
		Barry Rotman	2026		

Statutory requirements: *TO BE INSERTED*

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

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Appointed Standing Committees, Boards, Commissions

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Energy Committee	3 yrs	5**	Erich Rentz, Chair	March 2026	\$
			Garret Heaton	March 2024	
			Rob Gere	March 2024	
			Linda Gray	March 2024	
			Charlie Lindner	March 2025	
			Brad Wible	March 2025	
			Eva Rosenbloom	March 2026	

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

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

Statutory requirements: *TO BE INSERTED*

Norwich Charge:

Norwich Energy Committee Charge⁴: *Advise Planning Commission, Selectboard, and Town Manager On energy-related matters pertaining to town policy and Town Plan. Identify opportunities And make recommendations to appropriate town officials and committees regarding Energy conservation and efficiency, non-fossil energy sources, and pollution reduction that Addresses environmental and fiscal benefits to the town’s government, residents and Businesses. Educate citizens and property owners about energy conservation, alternative Energy sources and energy sustainability measures to increase public awareness of energy Issues and build public support for energy efficiency and sustainable energy policies. Devise And implement programs in support of those measures with assistance of volunteers.*

³ Norwich Position Descriptions.

⁴ Norwich Position Descriptions.

Appointed Standing Committees, Boards, Commissions

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Finance Committee (& Audit Comm.?***)	3 yrs	**	Emmanuel Tesone, Chair Libby Chamberlin, Sec. Linda Cook Cheryl Lindberg New appointment	2023 2023 2023 Treasurer	

** No number of members stated.

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

Statutory requirements: TO BE INSERTED IF ANY EXIST

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

⁵ Norwich Position Descriptions.

Appointed Standing Committees, Boards, Commissions

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Historic Preservation Commission	3 yrs	7**	Nancy Osgood, Chair	2024	\$
			Phil Zea, Vice Chair	2025	
			Margaret Boone	2024	
			Linda Cook	2026	
			Jess Phelps	2026	
			Vacant	2025	
			Vacant	2026	

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

Statutory requirements: *TO BE INSERTED IF ANY EXIST*

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

Appointed Standing Committees, Boards, Commissions

<u>Name/Charge</u> <u>No. of Members</u>	<u>Term</u> <u>Length</u>	<u>No. of</u> <u>Members</u>	<u>Member</u> <u>Names</u>	<u>Member</u> <u>Term</u>	<u>Budget</u>
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**Land
Management
Council**

Statutory requirements: *TO BE INSERTED IF ANY EXIST*

Norwich Land Management Council Charge: *TO BE INSERTED*

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Appointed Standing Committees, Boards, Commissions

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Planning Commission	4 yrs	7 to 9		Jaan Laaspere, Chair 2024 Jeff Goodrich, Vice Chair 2024 Ernie Ciccotelli 2026 Kris Clement 2024 Vincent Crow 2026 Bob Pape 2025 Stuart Richards 2027	\$

Statutory requirements: *TO BE INSERTED*

Norwich Planning Commission Charge: *With regard to long-term planning, prepares the town plan for adoption by the Selectboard. Implements the town plan through zoning and subdivision Regulations based on the recommendations in the town plan. Staff support provided by the Planner.⁶*

Subcommittees:

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

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

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

⁶ Norwich Position Descriptions.

Appointed Standing Committees, Boards, Commissions

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Recreation Council	3 yrs	_____**	Marisa Lorenzo Kristin Fauci Cathy Girard Nina Sablan Bill Tine Anna Connolly Sohier Perry Youth Member Charlie Forbush	_____ _____ _____ _____ _____ _____ _____	\$_____
	? yrs				

** No number of members stated.

Statutory requirements: *TO BE INSERTED IF ANY*

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

⁷ Norwich Position Descriptions.

Appointed Standing Committees, Boards, Commissions

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Solid Waste Committee	1,2 or 3 yrs	5**	Andy Scherer, Chair	2024	\$
			Linda Cook	Vice Chair 2025	
			Bram Litvinoff	2025	
			Jordan Mueller	2026	
			Lily Terry	2024	

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

Statutory requirements: *TO BE INSERTED IF ANY*

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

⁸ Norwich Position Descriptions.

⁹ Norwich Position Descriptions.

Appointed Standing Committees, Boards, Commissions

<u>Name/Charge</u> <u>No. of Members</u>	<u>Term</u> <u>Length</u>	<u>No. of</u> <u>Members</u>	<u>Member</u> <u>Names</u>	<u>Member</u> <u>Term</u>	<u>Budget</u>
Town Service Officer	_____	1	_____		\$_____

Statutory requirements: ***TO BE INSERTED IF ANY***

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

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¹⁰ Norwich Position Descriptions.

Appointed Representatives – Descriptions & Charges

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

Statutory requirements: ***TO BE INSERTED IF ANY***

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

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¹¹ <https://www.ecfiber.net/mission/>

Appointed Representatives – Descriptions & Charges

<u>Name/Charge No. of Members</u>	<u>Term Length</u>	<u>No. of Members</u>	<u>Member Names</u>	<u>Member Term</u>	<u>Budget</u>
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**Greater Upper
Valley Solid
Waste
Management
District**

TO BE INSERTED

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Appointed Representatives – Descriptions & Charges

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
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Health Officer	<i>TO BE INSERTED</i>		Alka Dev		
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18 V.S.A. § 601)

- **§ 601. Local health officials**

(a) The Commissioner shall appoint, upon recommendation of the selectboard, a local health officer for each town or city, and the Commissioner shall give such officer a certificate of appointment. The Commissioner may appoint one or more deputy local health officers for a town or city upon written request of the local board of health. In case the selectboard neglect or refuse to recommend to the Commissioner a local health officer, the Commissioner after 30 days' notice in writing to the selectboard shall appoint a local health officer.

DRAFT

Appointed Representatives – Descriptions & Charges

<u>Name/Charge No. of Members</u>	<u>Term Length</u>	<u>No. of Members</u>	<u>Member Names</u>	<u>Member Term</u>	<u>Budget</u>
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IREC Steering Committee	<i>TO BE INSERTED</i>				
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Temporary Committees

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

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

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Temporary Committees

<u>Name/Charge</u> <u>No. of Members</u>	<u>Term</u> <u>Length</u>	<u>No. of</u> <u>Members</u>	<u>Member</u> <u>Names</u>	<u>Member</u> <u>Term</u>	<u>Budget</u>
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Childcare Committee

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

DRAFT

Elected Officials

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



1

Vacant

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

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Elected Officials

<u>Name/Charge</u> <u>No. of Members</u>	<u>Term</u> <u>Length</u>	<u>No. of</u> <u>Members</u>	<u>Member</u> <u>Names</u>	<u>Member</u> <u>Term</u>	<u>Budget</u>
Cemetery Commission		5	Dan Goulet W. "Scooter" Hardy Bonnie Munday Emily Myers Vacant Seat	2025 2025 2024 2026	20,000

- Cemetery Commission Charge: ***TO BE INSERTED***

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Elected Officials

<u>Name/Charge</u> <u>No. of Members</u>	<u>Term</u> <u>Length</u>	<u>No. of</u> <u>Members</u>	<u>Member</u> <u>Names</u>	<u>Member</u> <u>Term</u>	<u>Budget</u>
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**Collector of
Delinquent
Taxes**

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

DRAFT

Elected Officials

<u>Name/Charge No. of Members</u>	<u>Term Length</u>	<u>No. of Members</u>	<u>Member Names</u>	<u>Member Term</u>	<u>Budget</u>
Town Moderator	1 year	1	Vacant		\$0

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Elected Officials

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Listers	3 yrs	3 listers	Ernie Ciccotelli	2024	_____
			Cheryl Lindberg, Chair	2025	
			Jonathan Vincent	2026	
	Contract 1 assessor	Vacant	Contract	_____	

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

Elected Officials

<u>Name/Charge</u> <u>No. of Members</u>	<u>Term</u> <u>Length</u>	<u>No. of</u> <u>Members</u>	<u>Member</u> <u>Names</u>	<u>Member</u> <u>Term</u>	<u>Budget</u>
Selectboard	2 yrs & 3 yrs	5**	Marcia Calloway, Chair Mary Layton, Vice Chair Roger Arnold Smith, Pam Vincent, Priscilla	Mar. 2026 Mar. 2024 Mar. 2025 Mar. 2025 Mar. 2024	\$

** Norwich town residents

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

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Elected Officials

<u>Name/Charge</u> <u>No. of Members</u>	<u>Term</u> <u>Length</u>	<u>No. of</u> <u>Members</u>	<u>Member</u> <u>Names</u>	<u>Member</u> <u>Term</u>	<u>Budget</u>
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Town Clerk	3 yrs ¹²	1	Lily Trajman		03/2023-03/2026
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- *Town Clerk statutory authority: **TO BE INSERTED.***

DRAFT

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

Elected Officials

<u>Name/Charge</u> <u>No. of Members</u>	<u>Term</u> <u>Length</u>	<u>No. of</u> <u>Members</u>	<u>Member</u> <u>Names</u>	<u>Member</u> <u>Term</u>	<u>Budget</u>
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Town Treasurer	1 yr	1	Cheryl Lindberg		\$0
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- *Town Treasurer statutory authority: **TO BE INSERTED.***

DRAFT

Elected Officials

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Trustee(s) of Public Funds	_____**	_____**	Cheryl Lindberg Pamela Smith	2025 2023	\$0

** ** No number of members stated.

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

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Summary Table with Membership and Terms

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

Appointed Representatives *TO BE INSERTED*

Elected Officials *TO BE INSERTED*

DRAFT

THIS IS A DRAFT AGENDA UNTIL THE TOWN MANAGER'S OFFICE POSTS IT PUBLICLY.

Norwich Selectboard
SPECIAL PUBLIC Meeting – January 17, 2024 – 6:30 p.m.

Participation: Hybrid In Person & ZOOM & JAM

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.

Public Comments for Items not on the Agenda.

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

- None

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

- None

Reports Submitted -- Reports from appointed committees, departments, or other town-related entities.

- Architects’ presentation of their draft report on Tracy Hall.

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

- Selectboard recommendations for use of surplus funds.
 - Public invited to provide their opinions and suggestions.
 - Selectboard will listen and record for future Selectboard discussion/decisions.

Discussion Items – Issues being framed for future action.

- None

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Other Notes
Saturday	1/20/2024	Special: in Tracy Hall & Zoom & JAM	2:00 p.m. Public meeting for the purpose of discussion suggestions for use of surplus funds not previously budgeted.	
Wednesday	1/24/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Regular meeting with emphasis on finalizing warrant articles	January 25: warrant articles deadline
Wednesday	2/14/2024 (NOTE: this is 3 weeks beyond 1/24/2024)	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Regular meeting with emphasis on finalizing warrant articles	

- Ongoing and future work
- **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
 - Tracy Hall Study – in progress
 - Energy Study – expected imminently
 - On-going hiring and interviews for open positions
 - Budget preparation for FY 25 – complete
 - Town Report
 - Personnel Policies
 - HR Structure
- **Selectboard**
 - Public Meetings re surplus and proposed uses
 - Town Warrant Preparation
 - 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

Adjournment

Capital Fund Surplus Infusion Article Request Ideas from
12/13/2023 Selectboard meeting

Fund 6 Fire
Apparatus

Shall the voters approve the use of \$300,000 of the current surplus to fund the Fire Apparatus Fund #6? [N.B.: Purpose of the fund is To purchase and maintain a fleet of vehicles to provide fire protection and emergency safety to the Town of Norwich.]

Fund 8
Highway
Garage

Shall the voters approve the use of \$200,000 of the current surplus to fund the Highway Garage Fund #8 for the DPW garage? [N.B.: Purpose is to purchase mechanical equipment for and maintain the structure of the public works garage]

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? [N.B. Purpose To purchase mechanical equipment for and maintain Tracy Hall for ongoing public use and safety. (Purpose derived from the name and restrictions.)]

Capital Fund Surplus Infusion Article Request Ideas from
12/13/2023 Selectboard meeting

Fund 46
Generators

Shall the voters approve the use of \$_____ of the current surplus to fund the Generator Fund #46 [N.B. Purpose is to purchase generators to supply emergency power in Town buildings during climate emergency situations?

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? [N.B.: Purpose To purchase mechanical equipment for and maintain Tracy Hall for ongoing public use and safety.] Vincent & Smith solar panels?

Current Fund Purpose Statements

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

Fund 10- Police Station Fund	Fund- 16- Recreation Fund- Dam	Fund 25- Fire Station Fund	Fund 47 - Public Safety Facility Fund	Fund#49- American Rescue Plan Act "ARPA"
<p>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)</p>	<p>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.)</p>	<p>To purchase mechanical equipment for and maintain the Fire station structure at the Town of Norwich. (Purpose derived from the name and restrictions.)</p>	<p>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.</p>	<p>Article 10 March 7, 2023 - Create a special reserve fund for the purpose of holding the American Rescue Plan Act (ARPA) monies.</p>

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>

Fund Account Glossary

Town of Norwich, VT

Introduction

GASB Standard 54 defines funds as amounts set aside for restricted, committed, assigned and unassigned purposes based on the relative strength of the controls applied to the funds. Furthermore, it states, fund balances for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor the constraints on the specific purposes for which amounts in those funds can be spent.

Cash and claims to cash that meet any of the following conditions shall be reported separately and shall be excluded from current assets:

- They are restricted as to withdrawal or use for other than current operations.
- They are designated for expenditure in the acquisition or construction of non-current assets.
- They are required to be segregated for the liquidation of long-term debts.
- They are required by a donor-imposed restriction that limits their use to long term purposes.

Definitions - Fund Balance Restrictions

Non-spendable— Funds that are inherently non-spendable because of (a) their form or (b) they must be maintained intact by statute or donor restriction.

Committed – Amounts that can only be used for specific purposes pursuant to the constraints imposed by a formal action of the government’s highest level of decision making. The voters are considered the highest level of government.

Restricted – Constraints placed on the resources are either (a) externally imposed by creditors, contributors, laws, or regulations of the governments or, (b) imposed by law through constitutional provisions or enabling legislation.

Unassigned – The fund balance has not been assigned to other funds and has not been restricted, committed, or assigned to a specific purpose. Example: the surplus/deficit account.

Assigned – Amounts are constrained by the government’s intent to be used for specific purposes but are neither restricted or committed. The elected board assigns the purpose of the funds. Example: The Unanticipated Expenses and Emergency expense fund.

Capital Project – Amounts are saved for capital projects as defined in the purpose of the fund and the capital policy. A Capital project is any project which requires capital flows for completion and usually refers to the requirement for large sums of capital. It generally requires a consistent inflow and management to meet the needs to pay off the assets.

General Fund – The general fund accounts for all financial resources except those required to be accounted for in another fund.

Special Revenue – The source of the funds imposes a restriction or commits the spending to a specific purpose. The special revenue funds cannot be used to accumulate funds that are not restricted to the named special purpose.

Debt Service – Funds are used to account for the accumulation of resources for and the payment of general long-term debt principal and inters.

Note: Some restriction classifications shown below may not be accurate since there is no approved document listing the purpose for each fund. The restriction classes shown below are based on the current understating as stated in the purpose section for each fund.

Fund List with Restriction and Purpose

04- Conservation Commission Fund

Managed By: Conservation Committee

Fund Type: Restricted, Special Revenue

Revenue Streams: Donations

Purpose: Article 38, April 4, 2019 - use the existing Conversation fund for work related to conservation trail easement, recreation purposes, and non-vehicular commuting, including the legal, surveying and related expenses in connection with acquiring and documenting potential conservation easements for such purpose.

05 - Recreation Facility & Imp

Managed By: Recreation Director

Fund Type: Committed, Capital Projects

Revenue Streams: Donations, Allocations, Grants

Purpose: To maintain and improve facilities and grounds related to the recreation programs conducted by the town. (Purpose derived from the name and restrictions.)

06 – Fire Apparatus Fund

Managed By: Fire Chief

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain a fleet of vehicles to provide fire protection and emergency safety to the Town of Norwich. (Purpose derived from the name and restrictions.)

07 – Highway Equipment Fund

Managed By: Manager DPW – Highway Dept

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain a fleet of vehicles and equipment needed to perform the services on the town roads, bridges, highways, etc. to provide highway and road safety in the Town of Norwich. (Purpose derived from the name and restrictions.)

08 – Highway Garage Fund

Managed By: Manager DPW – Highway Dept

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase mechanical equipment for and maintain the structure of the public works garage in the Town of Norwich. (Purpose derived from the name and restrictions.)

09 – Solid Waste Equip Fund

Managed By: Manager DPW- Solid Waste Dept

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain the equipment needed to perform all Transfer Station services in the Town of Norwich. (Purpose derived from the name and restrictions.)

10 – Police Station Fund

Managed By: Police Chief

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: 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)

11 - Police Cruiser Fund

Managed By: Police Chief

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain a fleet of vehicles to provide policing and public safety in the Town of Norwich. (Purpose derived from the name and restrictions.)

12 – Town Reappraisal Fund

Managed By: Department of Listers

Fund Type: Committed, General Fund

Revenue Streams: Allocations

Purpose – Article 10, March 1, 2011- for town-wide real property reappraisals.

13 – Tracy Hall Fund

Managed By: DPW- Buildings & Grounds Manager

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase mechanical equipment for and maintain Tracy Hall for ongoing public use and safety. (Purpose derived from the name and restrictions.)

14 – General Admin Fund

Managed By: Town Manager

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain the equipment used by various departments in the Town of Norwich as needed in the course of their job duties. (Purpose derived from the name and restrictions.)

15 – Granite Bench with Crystal

Managed By: Recreation Director

Fund Type: Restricted, Special Revenue

Revenue Streams: Donations

Purpose: To purchase and install the Granite Bench. (Purpose derived from the name and restrictions.)

16 – Recreation Fund – Dam

Managed By: Recreation Director

Fund Type: Committed, Capital Projects

Revenue Streams: Donations, Allocations, Grants

Purpose: 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.)

17 – Recreation Fund – Tennis Courts

Managed By: Recreation Director

Fund Type: Committed, Capital Projects

Revenue Streams: Donations, Allocations, Grants

Purpose: To maintain and improve the public tennis courts and the surrounding grounds used for recreation programs conducted by the Town of Norwich. (Purpose derived from the name and restrictions.)

19 – Town Clerk Equipment Fund

Managed By: Town Clerk

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain equipment needed for the Town Clerk's office to perform all services as required by statute and town directives at the Town of Norwich. (Purpose derived from the name and restrictions.)

21 – Police Special Equipment Fund

Managed By: Police Chief

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain the equipment needed for the Police department to perform all services required to provide policing and public safety in the Town of Norwich. (Purpose derived from the name and restrictions.)

22 – Kids & Cops Fund

Managed By: Police Chief

Fund Type 3 – unknown

Purpose- Unknown- Closed 2015?

23 – Affordable Housing Fund

Managed By: Town Manager

Fund Type: Committed, General Fund

Revenue Streams: Donations

Purpose- Article 12, March 6, 2012- revolving fund to acquire land suitable for affordable housing. The money is to be returned to the general fund at the end of 5 years. This had several renewals at the end of the 5-year period in articles, but this is the last one noted. (Seed money for Affordable housing projects.)

24 – Land Management Council Fund

Managed By: Watershed Land Management Council

Fund Type: Restricted, Special Revenue

Revenue Streams: Donations, Timber Sales

Purpose: Support forestry management for Norwich Fire District lands. (Purpose defined by Brian Shiner on 11-29-23.)

25 – Fire Station Fund

Managed By: Fire Chief

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase mechanical equipment for and maintain the Fire station structure at the Town of Norwich. (Purpose derived from the name and restrictions.)

26 – Fire Equipment Fund

Managed By: Fire Chief

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain the equipment needed for the Fire department to perform all services required to provide fire safety and emergency services in the Town of Norwich. (Purpose derived from the name and restrictions.)

27 – Sidewalk Fund

Managed By: Manager DPW

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: March 6, 2000, article 11- close the sidewalk capital fund as it is no longer being used. Passed 1312 to 82. March 7, 2006- Article 22- the development and construction of sidewalks and bike paths.

28 – Long term Facility Study

Managed By: Town Manager

Fund Type: Committed Capital Project

Revenue Streams: Allocations

Purpose: Unknown- Last Expenses booked were in Feb 2017. Close the Fund?

29 – Town Manager Vehicle Fund

Managed By: Unknown

Fund Type: Committed, Capital Project Fund

Revenue Streams: Allocations

Purpose: Unknown. Closed 2009?

30 – Bandstand Renovation Fund

Managed By: Town Manager?

Fund Type: Committed, Capital Project Fund

Revenue Streams: Allocations, donations

Purpose: Unknown. Closed 2020?

31 – Communications Study Fund

Managed By: Town Manager

Fund Type: Restricted, Special Revenue Funds

Revenue Streams: Allocations

Purpose- Article 10, May 5, 2018 – Spend Remaining fund for purpose of reducing the communications tower debt- Closed 2018?

33 – Citizen Assistance Fund

Managed By: Town Manager

Fund Type: Private Purpose, Special Revenue

Revenue Streams: Allocations, donations, transfer stations recyclables rebates

Purpose: Assisting individuals within the town who require emergency food, fuel, or shelter assistance. The Town Service officer works in collaboration with the Town Manager to provide assistance when possible and appropriate. (Purpose derived from the name, restrictions and conversation with Asst Town Manager.)

34 – WCTU Fountain

Managed By: Recreation Manager

Fund Type - Unknown

Revenue Streams:

Purpose- Unknown. Closed2020?

35 – Corridor Tree

Managed By: Town Manager

Fund Type: Restricted, Special Revenue

Revenue Streams: Grants, donations

Purpose- Article 8 March 6, 2000- enhancement project sidewalks, bicycle paths, landscaping, pavement striping and lighting for the Ledyard bridge to the edge of town. VTRANS matching. Article 9 - March 1, 2011 - establish a fund for planting trees under the direction and control of the town manager to receive insurance reimbursements resulting from damage to trees and grants and gifts for planting trees. Fund to remain available as long as there are monies remaining in the fund. - Closed 2016?

36 – Alura Grant

Managed By: Unknown

Fund Type: Unknown

Revenue Streams: Grant

Purpose – Unknown. Closed 2020?

37 – Main Street Flags

Managed By: Town Manager

Fund Type: Committed, Special Revenue

Revenue Streams: Allocations, donations

Purpose- Closed 2020? Re-opened 2024. To purchase flags and accessories to maintain the Towns public displays of America flags. (Purpose derived from the name and restrictions.)

38 – School Leaseland

Managed By: unknown

Fund Type

Revenue Stream:

Purpose- Closed to Trustee of Public Funds 2016

39 – Gospel Leaseland

Managed By: Unknown

Fund Type

Revenue Streams:

Purpose – Closed to Trustee of Public Funds 2016

40 – Recreation Scholarships

Managed By: Recreation Director

Fund Type: Restricted, Special Revenue

Revenue Streams: Donations

Spending Authority: Scholarship Committee then Selectboard.

Purpose: Donations received to help defray the cost of participating in Norwich Recreation Department programs. Awarded to needy families as determined by the scholarship committee. (Purpose derived from the name and restrictions plus conversations with the Recreation Department manager.)

41 – DPW- Bridge Fund

Managed By: Manager DPW – Highway Dept

Fund Type 3 – Capital Project Fund

Revenue Streams: Allocations, Grants

Purpose: Fund for building and maintaining bridges within the town’s responsibility. (Purpose derived from the name and restrictions.)

42 – DPW Paving Fund

Managed By: Manager DPW- Highway Dept

Fund Type: Committed Capital Projects

Revenue Streams: Allocations, Grants

Purpose- Article 6 March 6, 2012 – Designated fund for road paving estimated yearly fund to be \$160,000.

43 – Buildings & Grounds Equipment

Managed By: Manager DPW- Building & Grounds Dept

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase and maintain the equipment needed to maintain the buildings and grounds under the responsibility of the Town of Norwich. (Purpose derived from the name and restrictions.)

44 – Communications Construction

Managed By: Unknown

Fund Type 3 – Capital Project Fund

Revenue Streams -

Purpose – Unknown. Closed 2018?

45 – Record Restoration Fund

Managed By: Town Clerk

Fund Type: Restricted, Special Revenue; Restricted, Special Revenue

Revenue Streams: Statutory Fees, Allocations

Purpose: Restoration, preservation, digitization, storage, and conservation of municipal records as defined in 32 V.S.A. §1671. (Purpose derived from Statute and conversation with the Town Clerk.)

46 – Generator Fund

Managed By: Emergency Management - Town Manager and Fire Chief

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose: To purchase generators to supply emergency power in the buildings in the Town of Norwich during climate emergency situations. (Purpose derived from the name and restrictions.)

47 – Public Safety Facility

Managed By: Town Manager and Police Chief

Fund Type: Committed, Capital Projects

Revenue Streams: Allocations

Purpose – 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.

48 – Climate Emergency

Managed By: Town Manager

Fund Type: Committed, General Fund

Revenue Streams: Allocations, donations

Purpose: Established 3-20-2020, Article 7. Designated fund to help with the cost of repairs from storms. This is meant to be a one-time fund and people can contribute to this fund if it passes.

49 – ARPA (American Rescue Plan)

Managed By: Town Manager

Fund Type – Unassigned, Special Revenue

Revenue Stream: Federal Grant

Purpose: Article 10 March 7, 2023 - Create a special reserve fund for the purpose of holding the American Rescue Plan Act (ARPA) monies.

50 – Unanticipated Expense/Emergency Reserve

Managed by: Town Manager

Fund Type: Unassigned, General Fund

Revenue Streams: Allocations

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.

51 – Operational Performance & Development

Managed By: Town Manager

Fund Type: Committed, General Fund

Revenue Streams: Allocations, grants

Purpose: Article 8 March 1, 2022. To support reviews of town operations, technical studies and meeting grant match requirements as needed.

52 – Emerald Ash Borer Response

Managed By: Town Manager

Fund Type: - Committed, Special Revenue

Revenue Streams: Allocations

Purpose: Article 11 March 1, 2022 - Voter approved appropriations to support expenses involved in the mapping and response to the Emerald Ash Borer affected trees in the Town of Norwich.

53 – Kid’s Bridge at Huntley Meadow

Managed By: Town Manager

Fund Type: - Donor Restricted, Special Revenue

Revenue Streams: Donations

Purpose: SB Motion 7-26-23 - To build a donor sponsored foot bridge over Blood Brook at Huntley Meadow. No town money is to be allocated or spent on this project.

TBD – Roadway and Pedestrian Safety

Managed By: DPW- Highway Department

Fund Type: -Committed, Special Revenue

Revenue Streams: Allocations

Purpose: Article #? March 2024 – 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.

TBD – Culverts Fund

Managed By: Manager DPW- Highway Dept

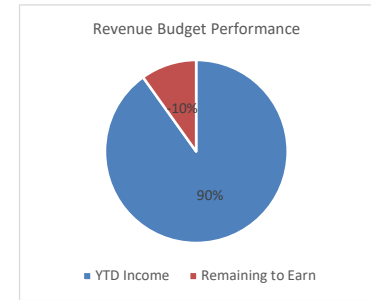
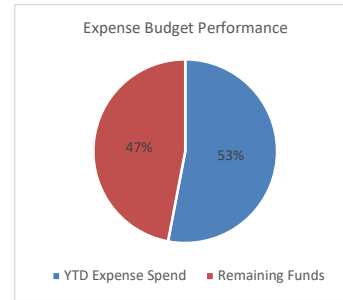
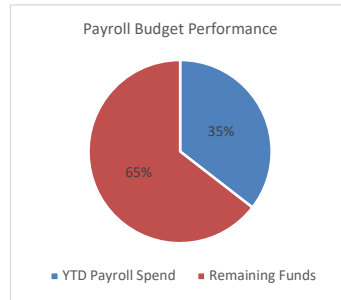
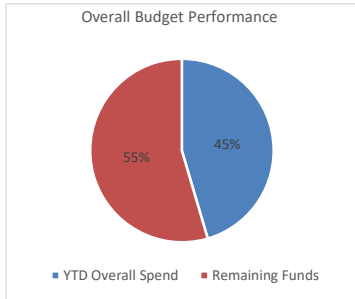
Fund Type: Committed Capital Projects

Revenue Streams: Allocations, Grants

Purpose: Article #? March 2024 - Designated fund to allocate and track expenses relates to the purchase, repair and replacement of culverts in the Town’s jurisdiction.



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

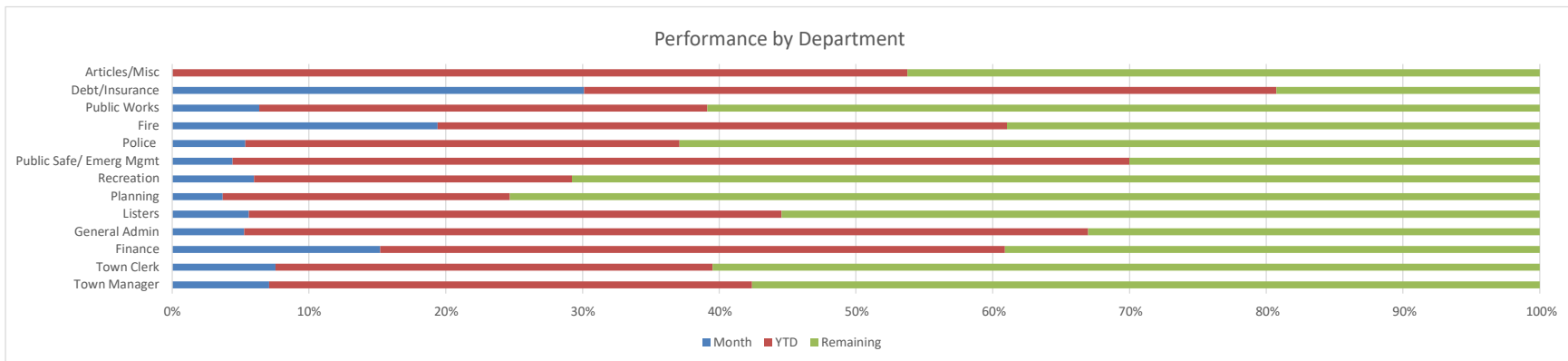


FY24 Overall Budget \$ 5,972,683
YTD Overall Spend \$ 2,716,856
Remaining Funds \$ 3,255,827
FY 24 Performance 45.49%

FY24 Payroll Budget \$ 2,552,823
YTD Payroll Spend \$ 904,871
Remaining Funds \$ 1,647,952
FY24 Performance 35.45%

FY24 Expense Budget \$ 3,419,860
YTD Expense Spend \$ 1,811,984
Remaining Funds \$ 1,607,876
FY24 Performance 52.98%

FY24 Revenue Projection \$ 5,375,482
YTD Income \$ 6,038,133
Remaining to Earn \$ (662,651)
FY 24 Performance 112.33%



Town of Norwich Revenue Report
November 30, 2023
Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 30-Nov	FY 24 YTD PERF
PROPERTY TAX REVENUES						
TOWN PROPERTY TAX	\$ 4,098,806	\$ 4,202,296	\$ 4,621,999	\$ 4,760,998.84	\$ (18,217)	103.01%
WINDSOR COUNTY TAX		\$ 58,829	\$ -	\$ 61,444	\$ -	0.00%
PROPERTY TAX FOR OTHER MONETARY ARTICLES	\$ 425,938	\$ 406,654	\$ 450,560	\$ 450,560	\$ -	100.00%
VT LAND USE TAX (HOLD HARMLESS PAYMENT)	\$ 187,863	\$ 219,466	\$ 205,000	\$ 220,924	\$ 220,902	107.77%
PROPERTY TAX INTEREST	\$ 30,000	\$ 10,305	\$ 30,000	\$ 28,100	\$ 3,185	93.67%
PROPERTY TAX COLLECTION FEE	\$ 20,000	\$ 27,410	\$ 20,000	\$ 5,798	\$ -	28.99%
TOTAL PROPERTY TAX REVENUE	\$ 4,762,607	\$ 4,924,959	\$ 5,327,559	\$ 5,527,824	\$ 205,870	103.76%
LICENSE & PERMIT REVENUE						
LIQUOR LICENSE	\$ 600	\$ 600	\$ 600	\$ 70	\$ -	11.67%
DOG LICENSE	\$ 1,750	\$ 2,593	\$ 1,750	\$ 87	\$ 7	4.97%
HUNTING & FISHING LICENSES	\$ 200	\$ 84	\$ 200	\$ 30	\$ 3	15.00%
PEDDLER LICENSE	\$ -	\$ 25	\$ -	\$ 25	\$ -	0.00%
BUILDING/DEVELOPMENT PERMITS	\$ 8,000	\$ 7,880	\$ 9,000	\$ 3,610	\$ 283	40.11%
LAND POSTING PERMIT	\$ 200	\$ 215	\$ 200	\$ 250	\$ 40	125.00%
TOTAL LICENSE & PERMIT REVENUE	\$ 10,750	\$ 11,397	\$ 11,750	\$ 4,072	\$ 333	34.65%
INTERGOVERNMENTAL REVENUE						
VT HIWAY GAS TAX	\$ 160,000	\$ 163,688	\$ 160,000	\$ 168,134	\$ -	105.08%
VT ACT 60	\$ 13,750	\$ 15,495	\$ 15,000	\$ -	\$ -	0.00%
PILOT PAYMENTS	\$ 10,000	\$ 13,930	\$ 10,000	\$ 2,427	\$ -	24.27%
VT NATURAL RESRCS	\$ 2,500	\$ -	\$ 2,500	\$ 78	\$ -	3.12%
LATE FEES-REVISED TAX BILLS		\$ -	\$ -	\$ -	\$ -	0.00%
EDUCATION TAX RETAINER	\$ 27,000	\$ -	\$ 27,000	\$ -	\$ -	0.00%
TOTAL INTERGOVERNMENTAL REVENUE	\$ 213,250	\$ 193,112	\$ 214,500	\$ 170,639	\$ -	79.55%
SERVICE FEE REVENUE						
RECORDING FEE & RESTORATION	\$ 25,000	\$ 23,909	\$ 25,000	\$ 9,016	\$ 2,324	36.06%
RESTORATION		\$ -	\$ -	\$ -	\$ -	0.00%
DOCUMENT COPY FEE	\$ 2,100	\$ 3,696	\$ 2,100	\$ 699	\$ 148	33.29%
USE OF RECRDS FEE	\$ 250	\$ 589	\$ 250	\$ 144	\$ 32	57.60%
VITAL STATISTIC FEE	\$ 800	\$ 1,610	\$ 800	\$ 535	\$ 60	66.88%
MOTOR VEHICLE RENEWAL FEE	\$ 50	\$ 30	\$ 50	\$ 9	\$ -	18.00%
PHOTOCOPYING FEE	\$ 50	\$ 2	\$ 50	\$ -	\$ -	0.00%
EV CHARGING FEES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TRACY HALL RENTAL FEE	\$ 3,500	\$ 4,910	\$ 3,500	\$ 958	\$ 813	27.36%
POLICE REPORT FEE	\$ 500	\$ 236	\$ 500	\$ 114	\$ -	22.80%
POLICE ALARM RESPONSE FEE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SPECIAL POLICE DUTY FEES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING DOC COPY FEE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING MAPS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RECREATION PROGRAM FEES	\$ 125,000	\$ 73,478	\$ 155,000	\$ 78,018	\$ 4,878	50.33%
TRANSFER STATION STICKERS	\$ 40,000	\$ 46,255	\$ 40,000	\$ 33,995	\$ 1,295	84.99%
RECYCLING SOLID WASTE FEES	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	0.00%
E-WASTE REVENUE	\$ 3,500	\$ 3,456	\$ 3,500	\$ 1,720	\$ 265	49.14%
RECYCLING REBATES	\$ 6,500	\$ 15,005	\$ 6,500	\$ 6,597	\$ 1,142	101.49%
C & D WASTE REVENUE	\$ 10,000	\$ 13,458	\$ 10,000	\$ 9,001	\$ 1,542	90.01%
TRASH COUPON	\$ 105,000	\$ 100,970	\$ 105,000	\$ 45,700	\$ 7,445	43.52%
TOTAL SERVICE FEE REVENUE	\$ 325,750	\$ 287,604	\$ 355,750	\$ 186,506	\$ 19,943	52.43%
GRANT REVENUE						
BETTER BACK ROADS GRANT	\$ -	\$ -	\$ -	\$ 19,300	\$ 19,300	0.00%
HIWAY PAVING GRANT		\$ 210,302	\$ -	\$ -	\$ -	0.00%
HIWAYBRIDGE GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
FEMA	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HISTORIC PRESERVATION GRANT	\$ -	\$ 9,000	\$ -	\$ -	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ 7,991	\$ -	\$ 7,766	\$ 7,766	0.00%
ENERGY GRANT		\$ -	\$ -	\$ 4,000	\$ -	0.00%
VLCT GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GRANTS IN AID PROJECT	\$ -	\$ -	\$ -	\$ 39,500	\$ 39,500	0.00%
BEAVER MEADOW SIDEWALK SCOPING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Town of Norwich Revenue Report
November 30, 2023
Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 30-Nov	FY 24 YTD PER%
HIWAY CULVERT GRANT	\$ -	\$ -	\$ -	\$ 7,613	\$ -	0.00%
VLCT PACIF GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
GOVERNORS HIGHWAY SAFETY GRANT	\$ -	\$ 8,171	\$ -	\$ 1,334	\$ -	0.00%
PLANNING GRANT	\$ -	\$ 7,835	\$ -	\$ -	\$ -	0.00%
RECREATION DEPT GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
MAHHC GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
NORWICH WOMEN'S CLUB GRANTS	\$ -	\$ 800	\$ -	\$ -	\$ -	0.00%
RECREATION RESTART GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS TAP GRANT		\$ 219,638	\$ -	\$ -	\$ -	0.00%
CONSERV COMM GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COVID 19 GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS BIKE & PED GRANT		\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL GRANT REVENUE	\$ -	\$ 463,736	\$ -	\$ 79,513	\$ 66,566	0.00%
OTHER TOWN REVENUES						
TOWN REPORT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BANK INTEREST	\$ 20,000	\$ 26,170	\$ 20,000	\$ 42,587	\$ 11,918	212.93%
TRX FROM SCHOLARSHIP FUND		\$ 2,330	\$ -	\$ -	\$ -	0.00%
INSURANCE CLAIMS	\$ -	\$ 4,158	\$ -	\$ 1,012	\$ 512	0.00%
ATHLETIC FIELD RENTAL	\$ 32,000	\$ 25,125	\$ 32,000	\$ 11,450	\$ -	35.78%
LINE OF CREDIT (FEMA)		\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER TOWN REVENUES	\$ 52,000	\$ 57,783	\$ 52,000	\$ 55,049	\$ 12,430	105.86%
PUBLIC SAFETY REVENUES						
POLICE FINE	\$ 10,000	\$ 2,402	\$ 10,000	\$ 2,296	\$ 169	22.96%
PARKING FINE	\$ 500	\$ -	\$ 500	\$ 30	\$ 20	6.00%
DOG FINE	\$ 125	\$ -	\$ 125	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,625	\$ 2,402	\$ 10,625	\$ 2,326	\$ 189	21.89%
MISCELLANEOUS REVENUE						
AMBULANCE BILLS PAID	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COBRA REIMBURSEMENTS		\$ 775	\$ -	\$ -	\$ -	0.00%
TOWN CLERK	\$ -	\$ 38	\$ -	\$ 8	\$ -	0.00%
VTGFOA SCHOLARSHIP	\$ -	\$ -	\$ -	\$ -	\$ -	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	\$ -	\$ -	\$ -	\$ 11,765	\$ -	0.00%
FIN DEPT MISCEL	\$ -	\$ 210	\$ -	\$ 105	\$ 35.00	0.00%
MISCELLANEOUS	\$ 500	\$ 707	\$ 500	\$ 327	\$ -	65.38%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 1,022,298	\$ 500	\$ 12,205	\$ 35	2441.07%
TOTAL FEES & SERVICES	\$ 612,875	\$ 2,038,333	\$ 645,125	\$ 510,309	\$ 99,496	79.10%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -				\$ -	
TOTAL TOWN REVENUES	\$ 5,375,482	\$ 6,963,292	\$ 5,972,684	\$ 6,038,133	\$ 305,366	101.10%

Town of Norwich
Department Expense Summary
November 30, 2023 Unaudited

	FY 23 Budget	FY 24 Budget	FY 24 YTD	FY 24 Nov	FY 24 Performance
TOWN ADMINISTRATION	\$ 383,197	\$ 469,631	\$ 199,113	\$ 33,262	42.40%
BCA/BOA	\$ 975	\$ 985	\$ 7	\$ 2	0.70%
STATUTORY MEETINGS	\$ 14,025	\$ 9,575	\$ 80	\$ 8	0.84%
TOWN CLERK	\$ 183,230	\$ 196,728	\$ 81,820	\$ 15,657	41.59%
FINANCE	\$ 215,646	\$ 235,584	\$ 143,429	\$ 35,837	60.88%
GENERAL ADMINISTRATION	\$ 64,822	\$ 65,800	\$ 44,076	\$ 3,460	66.98%
LISTER	\$ 121,767	\$ 112,890	\$ 50,294	\$ 6,318	44.55%
PLANNING	\$ 185,801	\$ 160,330	\$ 39,573	\$ 5,914	24.68%
RECREATION	\$ 260,412	\$ 335,865	\$ 98,200	\$ 20,077	29.24%
PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,062	\$ 13,057	\$ 1,762	36.21%
POLICE	\$ 642,802	\$ 746,344	\$ 276,896	\$ 39,831	37.10%
FIRE/FAST	\$ 473,816	\$ 526,236	\$ 321,256	\$ 102,219	61.05%
EMERGENCY MGMT.	\$ 47,875	\$ 47,910	\$ 45,719	\$ 1,935	95.43%
CONSERVATION COMMISSION	\$ 9,300	\$ 8,500	\$ 578	\$ -	6.80%
PUBLIC WORKS	\$ 1,970,385	\$ 2,206,983	\$ 863,719	\$ 140,392	39.14%
LONG TERM DEBT	\$ 162,881	\$ 167,400	\$ 196,450	\$ 62,070	117.35%
TAXES	\$ 3,000	\$ 3,000	\$ -	\$ -	0.00%
INSURANCES	\$ 188,250	\$ 192,300	\$ 96,389	\$ 47,160	50.12%
TOWN TOTAL	\$ 4,958,866	\$ 5,522,124	\$ 2,470,656	\$ 515,904	44.74%
OUTSIDE APPROPRIATIONS	\$ 416,608	\$ 450,560	\$ 246,200	\$ -	54.64%
TOTAL	\$ 5,375,474	\$ 5,972,683	\$ 2,716,856	\$ 515,904	45.49%

Town of Norwich
Expenditures Detail
November 30, 2023 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Nov. 30, 2023	FY 24 PERF
TOWN ADMINISTRATION						
SELECTBOARD STIPEND	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -	0.00%
TOWN MANAGER WAGE	\$ 96,877	\$ 197,368	\$ 103,997	\$ 57,971	\$ 11,136	55.74%
TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ -	\$ -	0.00%
ADMIN ASSIST WAGE	\$ 58,458	\$ 63,780	\$ 89,284	\$ 33,160	\$ 7,104	37.14%
ADMIN ASSIST OT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 9,631	\$ 16,241	\$ 12,247	\$ 5,479	\$ 1,067	44.74%
MEDI TAX	\$ 2,175	\$ 3,798	\$ 2,864	\$ 1,281	\$ 249	44.74%
HEALTH INSUR	\$ 43,929	\$ 37,611	\$ 43,087	\$ 28,050	\$ 4,746	65.10%
DISABILITY/LIFE INSURANCE	\$ 1,541	\$ 892	\$ 1,857	\$ 623	\$ 283	33.56%
DENTAL INSURANCE	\$ 884	\$ 579	\$ 1,105	\$ 366	\$ 108	33.11%
VT RETIREMENT	\$ 10,485	\$ 17,150	\$ 13,046	\$ 7,007	\$ 1,626	53.71%
VT RETIREMENT ADJUSTMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PROFESSIONAL SERVICES	\$ 17,500	\$ 8,568	\$ 18,000	\$ 1,384	\$ -	7.69%
CONTRACTED SERVICES	\$ 30,670	\$ 30,670	\$ -	\$ 300	\$ -	0.00%
LEGAL	\$ 90,000	\$ 183,467	\$ 95,000	\$ 37,822	\$ 6,848	39.81%
VLCT MEMBERSHIP	\$ 5,657	\$ 5,657	\$ 5,863	\$ 5,863	\$ -	100.00%
TOWN REPORT	\$ 3,750	\$ 4,046	\$ 4,000	\$ -	\$ -	0.00%
TELEPHONE	\$ 800	\$ 561	\$ 800	\$ 221	\$ 45	27.68%
T MNGR CELL PHONE	\$ 480	\$ 944	\$ 1,500	\$ 163	\$ 40	10.85%
T MNGR RECRUITMENT	\$ -	\$ -	\$ 30,000	\$ -	\$ -	0.00%
T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 100	\$ 56	\$ 100	\$ 1	\$ -	0.63%
ADVERTISING	\$ 1,000	\$ 2,149	\$ 3,000	\$ 984	\$ -	32.79%
PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILEAGE	\$ 200	\$ 182	\$ 200	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,500	\$ 1,768	\$ 2,000	\$ 1,026	\$ -	51.28%
OFFICE EQUIP	\$ 300	\$ 290	\$ 1,000	\$ 56	\$ -	5.60%
DUES/MTS/EDUC	\$ 750	\$ 1,105	\$ 3,000	\$ 1,952	\$ 10	65.08%
SB COMMITTEE EXPENSES	\$ -	\$ 118	\$ 500	\$ -	\$ -	0.00%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE	\$ 1,760	\$ 722	\$ 1,760	\$ -	\$ -	0.00%
EVCS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
NEGRASS GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-FACILITIES STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-CITIZEN ASSISTANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND - CLIMATE EMERGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
REGIONAL ENERGY COORDINATOR	\$ -	\$ -	\$ 30,670	\$ 15,335	\$ -	50.00%
MISCELLANEOUS	\$ 500	\$ 19,185	\$ 500	\$ 69	\$ -	13.70%
BUSINESS E-MAIL COMPROMISES (BEC'S)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 383,197	\$ 601,159	\$ 469,631	\$ 199,113	\$ 33,262	42.40%
BOARD OF CIVIL AUTHORITY/ABATEMENT						
JUSTICES WAGE	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
FICA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MEDI TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 150	\$ -	\$ 160	\$ 7	\$ 2	4.30%
OFFICE SUPPLIES	\$ 25	\$ -	\$ 25	\$ -	\$ -	0.00%
DUES/MTS/EDUC	\$ 300	\$ -	\$ 300	\$ -	\$ -	0.00%
TOTAL	\$ 975	\$ -	\$ 985	\$ 7	\$ 2	0.70%
STATUTORY MEETINGS						
POLLWORKERS WAGE	\$ 700	\$ -	\$ 500	\$ -	\$ -	0.00%
FICA TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MEDI TAX	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONTRACTED SERVICES	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	0.00%
POSTAGE	\$ 2,500	\$ 575	\$ 400	\$ 80	\$ 8	20.03%
ADVERTISING	\$ 200	\$ 290	\$ 225	\$ -	\$ -	0.00%
PRINTING	\$ 5,000	\$ 2,298	\$ 3,000	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 400	\$ 97	\$ 450	\$ -	\$ -	0.00%
VOTING MACH EXPENSE	\$ 75	\$ -	\$ 100	\$ -	\$ -	0.00%
VOTING MACH MAINT AGRMT	\$ 650	\$ -	\$ 400	\$ -	\$ -	0.00%
VTG MCHN PROGRAMING	\$ 3,500	\$ 1,589	\$ 3,500	\$ -	\$ -	0.00%
TOTAL	\$ 14,025	\$ 4,848	\$ 9,575	\$ 80	\$ 8	0.84%
TOWN CLERK						
TOWN CLERK WAGE	\$ 75,848	\$ 91,523	\$ 78,472	\$ 25,947	\$ 5,467	33.06%
ASST CLK WAGE	\$ 49,982	\$ 54,656	\$ 52,316	\$ 19,720	\$ 4,064	37.69%
FICA TAX	\$ 7,787	\$ 8,479	\$ 8,109	\$ 2,672	\$ 553	32.95%
MEDI TAX	\$ 1,758	\$ 2,005	\$ 1,896	\$ 625	\$ 129	32.96%
HEALTH INS	\$ 30,633	\$ 29,892	\$ 33,113	\$ 19,919	\$ 3,248	60.16%
DISABILITY/LIFE INS	\$ 1,340	\$ 1,264	\$ 1,340	\$ 571	\$ 111	42.64%
DENTAL INSURANCE	\$ 884	\$ (236)	\$ 884	\$ 224	\$ 4	25.37%
VT RETIREMENT	\$ 8,478	\$ 9,545	\$ 8,828	\$ 3,106	\$ 643	35.18%
DOG/CAT LICENSE	\$ 275	\$ -	\$ 300	\$ 302	\$ 302	100.81%
VITAL STATISTICS	\$ 20	\$ 38	\$ 50	\$ -	\$ -	0.00%
RECORD RESTORATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
TELEPHONE	\$ 550	\$ 599	\$ 600	\$ 226	\$ 44	37.75%
POSTAGE	\$ -	\$ 31	\$ -	\$ 90	\$ 23	0.00%
OFFICE SUPPLIES	\$ 1,200	\$ 682	\$ 1,290	\$ 285	\$ 37	22.08%
OFFICE EQUIPMENT	\$ 500	\$ 33	\$ 500	\$ 404	\$ 50	80.77%
SOFTWARE	\$ 3,600	\$ 3,900	\$ 3,480	\$ 1,160	\$ 290	33.33%
DUES/MTGS/EDUC	\$ 175	\$ 125	\$ 350	\$ 1,568	\$ 690	447.91%
WOMEN'S CLUB GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-RECORD RESTORATION	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
TOTAL	\$ 183,230	\$ 202,537	\$ 196,728	\$ 81,820	\$ 15,657	41.59%
FINANCE DEPARTMENT						
FINANCE ASSISTANT WAGE	\$ 49,982	\$ 57,471	\$ 55,389	\$ 20,778	\$ 4,314	37.51%
FINANCE OFFICER WAGE	\$ 83,428	\$ 164,769	\$ 91,054	\$ 83,146	\$ 17,023	91.31%

Town of Norwich
Expenditures Detail
November 30, 2023 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Nov. 30, 2023	FY 24 PERF
FICA TAX	\$ 8,508	\$ 9,160	\$ 9,079	\$ 3,083	\$ 690	33.95%
MEDI TAX	\$ 1,921	\$ 2,142	\$ 2,123	\$ 721	\$ 161	33.95%
HEALTH INS	\$ 37,522	\$ 15,388	\$ 27,400	\$ 8,264	\$ 1,573	30.16%
DISABILITY/LIFE INS	\$ 1,445	\$ 836	\$ 1,445	\$ 484	\$ 125	33.50%
DENTAL INSURANCE	\$ 884	\$ 902	\$ 884	\$ 288	\$ 72	32.57%
VT RETIREMENT	\$ 9,005	\$ 5,908	\$ 9,885	\$ 2,715	\$ 768	27.46%
PROFESSIONAL SERVICES	\$ 3,000	\$ 2,627	\$ 3,000	\$ 103	\$ -	3.42%
INDEPENDENT AUDIT	\$ 14,250	\$ 29,430	\$ 28,600	\$ 20,530	\$ 10,273	71.78%
TELEPHONE	\$ 1,000	\$ 894	\$ 1,000	\$ 224	\$ 45	22.40%
POSTAGE	\$ -	\$ 2	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 175	\$ -	\$ 175	\$ -	\$ -	0.00%
PRINTING	\$ 75	\$ 119	\$ 100	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,750	\$ 1,067	\$ 1,750	\$ 506	\$ 319	28.91%
OFFICE EQUIPMENT	\$ 750	\$ -	\$ 750	\$ 1,587	\$ -	211.60%
SOFTWARE	\$ 1,425	\$ 4,586	\$ 1,425	\$ 300	\$ 300	21.05%
DUES/MTGS/EDUC	\$ 525	\$ 20	\$ 525	\$ 560	\$ 175	106.63%
BANK CHARGE	\$ -	\$ 278	\$ 1,000	\$ 141	\$ -	14.14%
TOTAL	\$ 215,646	\$ 295,598	\$ 235,584	\$ 143,429	\$ 35,837	60.88%
GENERAL ADMINISTRATION						
TELEPHONE	\$ 600	\$ 496	\$ 650	\$ 209	\$ 42	32.20%
POSTAGE METER RENTAL	\$ 700	\$ 638	\$ 750	\$ 160	\$ -	21.28%
POSTAGE	\$ 4,000	\$ 3,973	\$ 4,300	\$ 2,444	\$ (17)	56.84%
OFFICE SUPPLIES	\$ 1,250	\$ 755	\$ 1,300	\$ 53	\$ -	4.11%
PHOTOCOPIER	\$ 1,600	\$ 1,695	\$ 1,700	\$ 528	\$ -	31.07%
Remote Meeting Services	\$ -	\$ 6,550	\$ -	\$ 2,015	\$ 504	0.00%
COMPUTER SOFTWARE	\$ -	\$ -	\$ -	\$ 240	\$ -	0.00%
COMPUTER EQUIPMENT	\$ 1,400	\$ 4,363	\$ 1,500	\$ 1,100	\$ -	73.30%
WEB SITE SUPPORT	\$ 600	\$ 541	\$ 600	\$ -	\$ -	0.00%
SERVER MAINTENANCE	\$ 39,672	\$ 44,150	\$ 40,000	\$ 22,327	\$ 2,932	55.82%
DESIGNATED FUND EQUIPMENT	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	100.00%
TOTAL	\$ 64,822	\$ 78,160	\$ 65,800	\$ 44,076	\$ 3,460	66.98%
BOARD OF LISTERS						
LISTER WAGE	\$ 4,500	\$ 3,000	\$ 4,500	\$ -	\$ -	0.00%
ASSESSING CLERK WAGE	\$ 22,547	\$ -	\$ 27,000	\$ 2,799	\$ 904	10.37%
FICA TAX	\$ 1,677	\$ 186	\$ 1,953	\$ 174	\$ 56	8.88%
MEDI TAX	\$ 663	\$ 44	\$ 457	\$ 41	\$ 13	8.88%
HEALTH INS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DISABILITY/LIFE INS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DENTAL INSURANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VT RETIREMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PROFESSIONAL ASSESSOR SERVICES	\$ 35,000	\$ 34,834	\$ 36,000	\$ 6,550	\$ -	18.19%
TAX MAPPING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 5,680	\$ 6,000	\$ 5,300	\$ 5,300	88.33%
TELEPHONE	\$ 530	\$ 530	\$ 600	\$ 215	\$ 43	35.84%
POSTAGE	\$ 150	\$ 442	\$ 180	\$ 13	\$ 3	7.20%
ADVERTISING	\$ 150	\$ -	\$ 180	\$ -	\$ -	0.00%
PRINTING	\$ 100	\$ 66	\$ 180	\$ 24	\$ -	13.33%
MILEAGE REIMB	\$ 100	\$ 11	\$ 180	\$ 55	\$ -	30.57%
OFFICE SUPPLIES	\$ 125	\$ 168	\$ 180	\$ -	\$ -	0.00%
OFFICE EQUIPMENT	\$ 125	\$ 1,393	\$ 180	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 100	\$ 20	\$ 300	\$ 125	\$ -	41.67%
DESIGNATED FUND REAPPRAISAL	\$ 50,000	\$ 50,000	\$ 35,000	\$ 35,000	\$ -	100.00%
TOTAL	\$ 121,767	\$ 96,373	\$ 112,890	\$ 50,294	\$ 6,318	44.55%
PLANNING/DRB DEPARTMENT						
PLAN ADMIN WAGE	\$ 78,874	\$ 28,612	\$ 88,803	\$ 11,799	\$ 2,249	13.29%
PLANNING DEPT. WAGES	\$ 58,357	\$ 31,779	\$ 28,601	\$ 14,965	\$ 3,181	52.32%
FICA TAX	\$ 8,508	\$ 2,801	\$ 7,279	\$ 941	\$ 197	12.93%
MEDI TAX	\$ 1,921	\$ 655	\$ 1,702	\$ 220	\$ 46	12.93%
HEALTH INS	\$ 15,408	\$ 2,058	\$ 9,671	\$ -	\$ -	0.00%
DISABILITY/LIFE INS	\$ 779	\$ 113	\$ 779	\$ -	\$ -	0.00%
DENTAL INSURANCE	\$ 442	\$ 72	\$ 442	\$ -	\$ -	0.00%
VT RETIREMENT	\$ 5,324	\$ 882	\$ 5,994	\$ -	\$ -	0.00%
TOWN PLAN	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING SERVICES	\$ 3,000	\$ 604	\$ 3,000	\$ 50	\$ 50	1.67%
TWO RIVER PLANNING COMM.	\$ 5,223	\$ 5,707	\$ 5,600	\$ 5,888	\$ -	105.14%
U.V. TRANSPORTATION MGMT	\$ 1,134	\$ -	\$ 1,225	\$ -	\$ -	0.00%
MAPPING	\$ 2,000	\$ 822	\$ 2,144	\$ -	\$ -	0.00%
HISTORIC PRES CLG GRANT	\$ 1,000	\$ -	\$ 1,000	\$ 2,960	\$ -	296.00%
RURAL SETTLEMENT GRANT	\$ -	\$ 4,340	\$ -	\$ -	\$ -	0.00%
PLANNING GRANT	\$ -	\$ -	\$ -	\$ 1,840	\$ -	0.00%
TELEPHONE	\$ 930	\$ 652	\$ 1,000	\$ 228	\$ 44	22.77%
POSTAGE	\$ 450	\$ 130	\$ 500	\$ 74	\$ 4	14.78%
ADVERTISING	\$ 500	\$ 1,061	\$ 540	\$ 81	\$ -	15.00%
PRINTING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
MILEAGE REIMB	\$ 400	\$ 52	\$ 400	\$ 89	\$ 21	22.27%
OFFICE SUPPLIES	\$ 350	\$ 254	\$ 375	\$ 438	\$ 121	116.84%
OFFICE EQUIPMENT	\$ 250	\$ -	\$ 275	\$ -	\$ -	0.00%
DUES/MTGS/EDUC	\$ 750	\$ 169	\$ 800	\$ -	\$ -	0.00%
TOTAL	\$ 185,801	\$ 80,764	\$ 160,330	\$ 39,573	\$ 5,914	24.68%
RECREATION DEPARTMENT						
RECREATION ADMINISTRATION						
RECREATION DIR WAGE	\$ 71,796	\$ 77,712	\$ 74,280	\$ 28,605	\$ 5,915	38.51%
RECREATION ADMIN ASST	\$ -	\$ -	\$ 41,714	\$ -	\$ -	0.00%
FICA TAX	\$ 4,451	\$ 5,219	\$ 7,192	\$ 2,196	\$ 367	30.54%
MEDI TAX	\$ 1,005	\$ 1,220	\$ 1,682	\$ 514	\$ 86	30.53%
HEALTH INS	\$ 23,046	\$ 400	\$ 17,729	\$ -	\$ -	0.00%
DISABILITY/LIFE INSUR	\$ 756	\$ 738	\$ 1,511	\$ 340	\$ 66	22.48%
DENTAL INSURANCE	\$ 442	\$ 84	\$ 884	\$ -	\$ -	0.00%
VT RETIREMENT	\$ 4,846	\$ 5,092	\$ 7,830	\$ 1,967	\$ 399	25.12%

Town of Norwich
Expenditures Detail
November 30, 2023 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Nov. 30, 2023	FY 24 PERF
SUPPORT						
ADMINISTRATION	\$ 4,000	\$ 4,457	\$ 4,250	\$ 3,023	\$ 347	71.13%
VIBRS	\$ 3,000	\$ 3,615	\$ 3,000	\$ 1,447	\$ -	48.25%
DISPATCH SERVICES	\$ 73,000	\$ 72,911	\$ 95,800	\$ 32,040	\$ -	33.44%
TRAINING	\$ 2,500	\$ 2,299	\$ 3,500	\$ 1,159	\$ 409	33.11%
TRAINING SUPPLIES	\$ 2,000	\$ 2,697	\$ 4,500	\$ 3,416	\$ 1,151	75.90%
MILEAGE REIMB	\$ 200	\$ 304	\$ 250	\$ 165	\$ -	66.02%
DUES/MTGS/EDUC	\$ 1,000	\$ 682	\$ 1,000	\$ 220	\$ -	22.00%
UNIFORM	\$ 2,500	\$ 4,246	\$ 3,000	\$ 2,174	\$ -	72.48%
UNIFORMS CLEANING	\$ 1,500	\$ 919	\$ 1,608	\$ 272	\$ 98	16.92%
BULLET PROOF VESTS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 89,700	\$ 92,130	\$ 116,908	\$ 43,916	\$ 2,004	37.56%
DESIGNATED FUNDS						
DESIGNATED FUND-SPECIAL EQUIP	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	100.00%
DESIGNATED FUND-CRUISER	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	100.00%
TOTAL	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	100.00%
TOTAL POLICE DEPARTMENT	\$ 642,802	\$ 548,387	\$ 746,344	\$ 276,896	\$ 39,831	37.10%
FIRE/FAST DEPT.						
FIRE CHIEF WAGES	\$ 70,761	\$ 77,183	\$ 73,168	\$ 27,912	\$ 5,739	38.15%
FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	\$ -	0.00%
FIREFIGHTERS WAGE	\$ 30,000	\$ 30,478	\$ 31,125	\$ 9,913	\$ 1,654	31.85%
FF DRILLS/MTGS WAGE	\$ 2,500	\$ 1,512	\$ 2,500	\$ 760	\$ 140	30.40%
C-19 GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
C-19 MILEAGE REIUMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 6,532	\$ 6,739	\$ 6,751	\$ 2,319	\$ 440	34.35%
MEDI TAX	\$ 1,528	\$ 1,576	\$ 1,579	\$ 543	\$ 103	34.36%
HEALTH INSURANCE	\$ 21,141	\$ 14,688	\$ 15,102	\$ 8,775	\$ 1,380	58.10%
DISABILITY/LIFE INSURANCE	\$ 736	\$ 719	\$ 736	\$ 348	\$ 63	47.29%
VT RETIREMENT	\$ 4,770	\$ 5,051	\$ 5,081	\$ 1,921	\$ 387	37.81%
DENTAL INSURANCE	\$ 442	\$ 448	\$ 442	\$ 180	\$ 36	40.71%
TOTAL	\$ 140,510	\$ 140,494	\$ 138,583	\$ 52,669	\$ 9,941	38.01%
EMS WAGES						
EMS WAGE	\$ 5,000	\$ 7,722	\$ 5,000	\$ 3,958	\$ 457	79.16%
EMS DRILL WAGE	\$ 1,900	\$ 1,200	\$ 1,900	\$ 420	\$ 120	22.11%
EMS FICA TAX	\$ 428	\$ 420	\$ 444	\$ 218	\$ 30	49.20%
EMS MEDI TAX	\$ 100	\$ 98	\$ 104	\$ 51	\$ 7	49.12%
TOTAL	\$ 7,428	\$ 9,440	\$ 7,448	\$ 4,647	\$ 614	62.40%
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	\$ 750	\$ 909	\$ 750	\$ -	\$ -	0.00%
EMS EDUC/TRNG	\$ 1,200	\$ 775	\$ 1,200	\$ 180	\$ 180	15.00%
FIRE DUES/MTGS/EDUC	\$ 500	\$ 480	\$ 500	\$ 280	\$ -	56.00%
TOTAL	\$ 2,450	\$ 2,164	\$ 2,450	\$ 460	\$ 180	18.78%
TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	\$ 4,000	\$ 4,304	\$ 4,200	\$ 1,341	\$ 1,315	31.92%
EMS TOOLS/ EQUIP	\$ 1,900	\$ 2,171	\$ 2,000	\$ 142	\$ -	7.08%
RADIO PURCH/REPAIR	\$ 750	\$ 1,785	\$ 800	\$ -	\$ -	0.00%
TOTAL	\$ 6,650	\$ 8,260	\$ 7,000	\$ 1,482	\$ 1,315	21.18%
MAINTENANCE						
FIRE TRK R & M	\$ 13,000	\$ 21,169	\$ 14,500	\$ 7,243	\$ 1,980	49.95%
EQUIPMENT MAINTENANCE & SAFETY TESTING	\$ 4,000	\$ 1,106	\$ 4,000	\$ 800	\$ -	20.00%
RADIO MAINTENANCE	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
SOFTWARE MAINTENANCE	\$ -	\$ 120	\$ -	\$ -	\$ -	0.00%
COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VEHICLE FUEL	\$ 3,500	\$ 3,137	\$ 4,500	\$ 2,478	\$ 488	55.07%
TOTAL	\$ 21,000	\$ 25,531	\$ 23,500	\$ 10,522	\$ 2,468	44.77%
SUPPORT						
RECRUITMENT	\$ 100	\$ 179	\$ 100	\$ -	\$ -	0.00%
POSTAGE	\$ 25	\$ 10	\$ 25	\$ -	\$ -	0.00%
FIRE PREVENTION BOOKS & MATERIALS	\$ 100	\$ -	\$ 100	\$ -	\$ -	0.00%
FIREFIGHTERS CASUL INS	\$ 5,800	\$ 3,610	\$ 5,800	\$ -	\$ -	0.00%
TELEPHONE & INTERNET	\$ -	\$ 1,226	\$ -	\$ 1,924	\$ 156	0.00%
OFFICE SUPPLIES	\$ 600	\$ 724	\$ 650	\$ 881	\$ -	135.52%
DISPATCH SERVICE	\$ 25,004	\$ 24,698	\$ 28,755	\$ 13,634	\$ -	47.41%
UNIFORM	\$ 225	\$ -	\$ 250	\$ 370	\$ -	147.98%
HYDRANT RENTAL	\$ 34,000	\$ 34,000	\$ 34,000	\$ 30,000	\$ -	88.24%
DRY HYDRANT	\$ 500	\$ 670	\$ 500	\$ 590	\$ (100)	118.00%
OSHA COMPLIANCE	\$ 1,000	\$ 665	\$ 1,000	\$ -	\$ -	0.00%
WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 67,354	\$ 65,783	\$ 71,180	\$ 47,399	\$ 56	66.59%
DESIGNATED FUNDS						
DESIGNATED FUND-APPARATUS	\$ 60,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ -	100.00%
DESIGNATED FUND-EQUIPMENT	\$ 10,000	\$ 10,000	\$ 30,000	\$ 30,000	\$ -	100.00%
TOTAL	\$ 70,000	\$ 70,000	\$ 110,000	\$ 110,000	\$ -	100.00%
GRANT						
VLCT PACIF GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COVID-19 Grant Transfer	\$ -	\$ 21,138	\$ -	\$ -	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ 2,940	\$ -	\$ 9,300	\$ 9,300	0.00%
FY 17 HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ 24,078	\$ -	\$ 9,300	\$ 9,300	0.00%

Town of Norwich
Expenditures Detail
November 30, 2023 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Nov. 30, 2023	FY 24 PERF
AMBULANCE EXPENDITURES						
AMBULANCE CONTRACT	\$ 152,925	\$ 149,212	\$ 160,575	\$ 78,344	\$ 78,344	48.79%
AMBULANCE LIAB	\$ 5,500	\$ 8,667	\$ 5,500	\$ 6,432	\$ -	116.95%
TOTAL	\$ 158,425	\$ 157,878	\$ 166,075	\$ 84,777	\$ 78,344	51.05%
TOTAL FIRE DEPT.						
	\$ 473,816	\$ 503,628	\$ 526,236	\$ 321,256	\$ 102,219	61.05%
EMERGENCY MANAGEMENT						
DEBT SERVICE ON TOWER BOND PRINCIPAL	\$ 26,775	\$ 27,500	\$ 26,775	\$ 27,500	\$ -	102.71%
DEBT SERVICE ON TOWER BOND INTEREST	\$ 3,025	\$ 1,422	\$ 3,025	\$ 470	\$ -	15.53%
TOWER POWER	\$ 400	\$ 1,253	\$ 430	\$ 604	\$ 215	140.56%
EMERG MAN ADMIN	\$ 25	\$ -	\$ 30	\$ -	\$ -	0.00%
EMERG MNGMT SUPPLIES	\$ 50	\$ 24	\$ 50	\$ 177	\$ -	354.00%
GENERATOR FUEL	\$ 100	\$ 248	\$ 100	\$ 248	\$ -	247.95%
EMERG GEN MAINT	\$ 2,500	\$ -	\$ 2,500	\$ 1,720	\$ 1,720	68.80%
EMERG GENERATOR REPAIR	\$ -	\$ 436	\$ -	\$ -	\$ -	-
BASE RADIO MAINTENANCE PD & DPW	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
HAZARD MITIGATION PLAN (FEMA Grant) - Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DESIGNATED FUND- GENERATORS	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	100.00%
TOTAL	\$ 47,875	\$ 45,883	\$ 47,910	\$ 45,719	\$ 1,935	95.43%
GRANTS						
LOCAL HAZARD MITIGATION GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
CONSERVATION COMM.						
PRINTING	\$ -	\$ -	\$ -	\$ 57	\$ -	-
OFFICE SUPPLIES & EMAIL	\$ -	\$ -	\$ -	\$ -	\$ -	-
DUES/MTGS/EDUC	\$ 300	\$ -	\$ 200	\$ 32	\$ -	16.17%
SPKRS/PUBLIC INFO / GEN'L PUBLIC EDUCATION	\$ 500	\$ 250	\$ 1,250	\$ -	\$ -	0.00%
PUBLICITY / OUTDOOR STUDENT PROGRAMS - LEEEP	\$ 1,750	\$ 2,100	\$ 750	\$ -	\$ -	0.00%
TRAILS	\$ 2,750	\$ 2,390	\$ 1,800	\$ 181	\$ -	10.04%
WATER QUAL MONIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILT FRYE NATURE AREA	\$ 1,500	\$ 924	\$ 1,500	\$ 150	\$ -	9.99%
NATRL RESRCS INVEN	\$ 1,000	\$ 490	\$ 1,000	\$ -	\$ -	0.00%
PROJECT RESTORATION / NATURAL RES. PROJS.	\$ 1,500	\$ 1,449	\$ 2,000	\$ 158	\$ -	7.91%
WOMAN'S CLUB GRANT	\$ -	\$ 799	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 9,300	\$ 8,402	\$ 8,500	\$ 578	\$ -	6.80%
PUBLIC WORKS DEPARTMENT						
HIGHWAY DIVISION						
DIRECTOR OF PUBLIC WORKS	\$ 87,664	\$ 95,647	\$ 96,520	\$ 35,509	\$ 7,351	36.79%
ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 22,385	\$ 1,221	\$ 22,823	\$ 7,919	\$ 1,517	34.70%
ROAD CREW WAGES	\$ 271,472	\$ 187,537	\$ 316,182	\$ 85,537	\$ 18,138	27.05%
ROAD CREW OVERTIME	\$ 46,150	\$ 39,813	\$ 47,881	\$ 4,019	\$ 779	8.39%
PAGER COMPENSATION	\$ 4,650	\$ 4,482	\$ 4,650	\$ 779	\$ 164	16.75%
FICA	\$ 26,884	\$ 19,842	\$ 30,259	\$ 7,974	\$ 1,662	26.35%
MEDICARE	\$ 6,071	\$ 4,641	\$ 7,077	\$ 1,865	\$ 389	26.35%
HEALTH INSURANCE	\$ 90,929	\$ 45,419	\$ 76,438	\$ 34,990	\$ 5,473	45.78%
DISABILITY & LIFE INSURANCE	\$ 3,859	\$ 2,685	\$ 4,176	\$ 1,626	\$ 286	38.94%
DENTAL INSURANCE	\$ 2,651	\$ 1,902	\$ 2,872	\$ 953	\$ 72	33.20%
RETIREMENT	\$ 27,761	\$ 21,463	\$ 31,403	\$ 8,536	\$ 1,784	27.18%
TOTAL	\$ 590,476	\$ 424,653	\$ 640,281	\$ 189,708	\$ 37,615	29.63%
MATERIALS						
SALT & CHEMICALS	\$ 115,000	\$ 116,830	\$ 119,626	\$ 8,151	\$ 8,151	6.81%
SAND	\$ 115,000	\$ 97,094	\$ 125,511	\$ -	\$ -	0.00%
DUST CONTROL	\$ 22,500	\$ 10,115	\$ 24,120	\$ -	\$ -	0.00%
GRAVEL & STONE	\$ 55,000	\$ 54,097	\$ 58,960	\$ 1,640	\$ -	2.78%
CULVERTS & OTHER ROAD SUPPLIES	\$ 12,000	\$ 13,132	\$ 20,000	\$ -	\$ -	0.00%
ASPHALT PRODUCTS	\$ 3,000	\$ 1,118	\$ 3,100	\$ -	\$ -	0.00%
BRIDGE REPAIR & MAINTENANCE	\$ 2,000	\$ 1,865	\$ 2,000	\$ -	\$ -	0.00%
OTHER PROJECTS	\$ 1,785	\$ 6,426	\$ 1,900	\$ 871	\$ 871	45.85%
SIGNS	\$ 2,250	\$ 2,360	\$ 2,400	\$ -	\$ -	0.00%
TOTAL	\$ 328,535	\$ 303,038	\$ 357,617	\$ 10,662	\$ 9,022	2.98%
CONTRACTED SERVICES						
PLOWING & SANDING	\$ 25,000	\$ 78,560	\$ 25,683	\$ 19,115	\$ 19,115	74.43%
ROAD SWEEPING	\$ -	\$ 2,480	\$ 2,325	\$ -	\$ -	0.00%
LEAF REMOVAL	\$ 3,000	\$ -	\$ 3,220	\$ -	\$ -	0.00%
STREETLIGHTS	\$ 13,000	\$ 14,109	\$ 13,900	\$ 4,883	\$ 1,308	35.13%
TREE CUTTING & REMOVAL	\$ 10,000	\$ 8,650	\$ 10,275	\$ -	\$ -	0.00%
UNIFORMS	\$ 12,000	\$ 13,000	\$ 12,325	\$ 5,255	\$ 1,629	42.64%
PAVING	\$ 7,500	\$ 4,648	\$ 30,000	\$ 30,000	\$ -	100.00%
OTHER PROJECTS	\$ 15,500	\$ 13,014	\$ 16,000	\$ 12,452	\$ 2,482	77.82%
CRACK SEALING	\$ 15,000	\$ 18,000	\$ 18,000	\$ 315	\$ 315	1.75%
PAVEMENT MARKING	\$ 38,000	\$ 20,105	\$ 39,000	\$ 21,824	\$ 21,824	55.96%
BRIDGES	\$ 50,000	\$ 77,909	\$ 51,375	\$ (34,300)	\$ -	-66.76%
TOTAL	\$ 189,000	\$ 250,475	\$ 222,103	\$ 59,544	\$ 46,671	26.81%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 35,000	\$ 36,921	\$ 45,000	\$ 11,992	\$ 4,474	26.65%
PARTS & SUPPLIES	\$ 50,000	\$ 53,007	\$ 55,000	\$ 23,087	\$ 4,606	41.98%
PETROLEUM PRODUCTS	\$ 70,000	\$ 32,626	\$ 77,070	\$ 17,109	\$ 2,787	22.20%
TOTAL	\$ 155,000	\$ 122,554	\$ 177,070	\$ 52,188	\$ 11,867	29.47%
HIGHWAY GARAGE						

**Town of Norwich
Expenditures Detail
November 30, 2023 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Nov. 30, 2023	FY 24 PERF
ELECTRICITY	\$ 4,000	\$ 7,517	\$ 6,000	\$ -	\$ -	0.00%
PROPANE	\$ 9,000	\$ 4,915	\$ 10,395	\$ -	\$ -	0.00%
TELEPHONE (Inc. Internet)	\$ 6,500	\$ 4,507	\$ 6,950	\$ 1,360	\$ 277	19.56%
SUPPLIES	\$ 8,250	\$ 5,604	\$ 8,800	\$ 4,268	\$ 271	48.50%
ALARM MONITORING	\$ 900	\$ 119	\$ 1,000	\$ 335	\$ -	33.50%
REPAIRS & MAINTENANCE	\$ 7,750	\$ 11,811	\$ 8,300	\$ 2,989	\$ -	36.01%
TOOLS	\$ 7,250	\$ 635	\$ 7,775	\$ 2,123	\$ 1,988	27.30%
ADMINISTRATION	\$ 5,000	\$ 10,547	\$ 5,300	\$ 270	\$ -	5.09%
TOTAL	\$ 48,650	\$ 45,656	\$ 54,520	\$ 11,344	\$ 2,536	20.81%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ 40,000	\$ 40,000	\$ 75,000	\$ 75,000	\$ -	100.00%
DESIGNATED FUND-SIDEWALK	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	100.00%
DESIGNATED FUND-PAVING	\$ 45,000	\$ 45,000	\$ 75,000	\$ 75,000	\$ -	100.00%
DESIGNATED FUND-BRIDGES	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	100.00%
DESIGNATED FUND-GARAGE	\$ 25,000	\$ 25,000	\$ 27,000	\$ 27,000	\$ -	100.00%
TOTAL	\$ 220,000	\$ 220,000	\$ 287,000	\$ 287,000	\$ -	100.00%
GRANTS						
VTRANS - PAVING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Culvert Grant	\$ -	\$ -	\$ -	\$ 1,622	\$ -	-
FEMA GRANT	\$ -	\$ -	\$ -	\$ 20,091	\$ -	0.00%
Two Rivers-Betr Back Road	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BETTER ROADS / GRANTS IN AID	\$ -	\$ 4,310	\$ -	\$ 40,174	\$ -	0.00%
VTRANS - BIKE & PED	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VTRANS - TAP GRANT (Tigertown Culverts - 20%)	\$ -	\$ 647,806	\$ -	\$ -	\$ -	0.00%
VTRANS - STRUCTURES GRANT (10% Local)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ 652,116	\$ -	\$ 61,887	\$ -	0.00%
TOTAL-HIGHWAY DIVISION	\$ 1,531,661	\$ 2,018,492	\$ 1,738,591	\$ 672,332	\$ 107,712	38.67%
BUILDINGS & GROUNDS DIVISION						
BUILDING & GROUND WAGES	\$ 96,545	\$ 71,513	\$ 105,475	\$ 36,318	\$ 7,674	34.43%
OVERTIME WAGES	\$ 5,793	\$ 1,522	\$ 6,000	\$ 442	\$ 227	7.37%
PAGER COMPENSATION	\$ 750	\$ 1,034	\$ 750	\$ -	\$ -	0.00%
FICA	\$ 6,478	\$ 4,749	\$ 6,958	\$ 2,249	\$ 483	32.32%
MEDICARE	\$ 1,463	\$ 1,111	\$ 1,627	\$ 526	\$ 113	32.32%
HEALTH INSURANCE	\$ 29,180	\$ 16,960	\$ 24,570	\$ 13,573	\$ 1,983	55.24%
DISABILITY & LIFE INSURANCE	\$ 1,089	\$ 694	\$ 1,088	\$ 483	\$ 94	44.36%
DENTAL INSURANCE	\$ 884	\$ 735	\$ 884	\$ 360	\$ 72	40.71%
RETIREMENT	\$ 7,052	\$ 4,919	\$ 7,525	\$ 2,488	\$ 533	33.07%
TOTAL	\$ 149,233	\$ 103,238	\$ 154,877	\$ 56,438	\$ 11,179	36.44%
MATERIALS						
GARDEN SUPPLIES & PLANTS	\$ 1,575	\$ 418	\$ 1,575	\$ -	\$ -	0.00%
TOTAL	\$ 1,575	\$ 418	\$ 1,575	\$ -	\$ -	0.00%
CONTRACTED SERVICES						
FOLEY PARK & MEDIANS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
UNIFORMS	\$ 4,800	\$ 2,550	\$ 5,100	\$ 1,200	\$ 360	23.53%
TOTAL	\$ 4,800	\$ 2,550	\$ 5,100	\$ 1,200	\$ 360	23.53%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 2,000	\$ 106	\$ 2,100	\$ -	\$ -	0.00%
PARTS & SUPPLIES	\$ 2,500	\$ 2,682	\$ 2,600	\$ 1,115	\$ 745	42.88%
PETROLEUM PRODUCTS	\$ 2,800	\$ 616	\$ 3,083	\$ 1,036	\$ 6	33.59%
TOOLS	\$ 500	\$ 136	\$ 550	\$ -	\$ -	0.00%
TOTAL	\$ 7,800	\$ 3,539	\$ 8,333	\$ 2,151	\$ 751	25.81%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION	\$ 163,408	\$ 109,745	\$ 169,885	\$ 59,789	\$ 12,291	35.19%
SOLID WASTE DIVISION						
TRANSFER STATION WAGES	\$ 43,097	\$ 45,877	\$ 45,482	\$ 17,356	\$ 3,673	38.16%
FICA	\$ 2,672	\$ 2,872	\$ 2,820	\$ 1,095	\$ 228	38.83%
MEDICARE	\$ 603	\$ 672	\$ 659	\$ 256	\$ 53	38.83%
TOTAL	\$ 46,372	\$ 49,420	\$ 48,961	\$ 18,707	\$ 3,953	38.21%
CONTRACTED SERVICES						
GUWSWMD ASSESSMENT	\$ 36,120	\$ 36,120	\$ 32,508	\$ 32,508	\$ -	100.00%
MUNICIPAL SOLID WASTE	\$ 51,250	\$ 45,393	\$ 52,650	\$ 20,637	\$ 3,851	39.20%
RECYCLING	\$ 42,250	\$ 43,865	\$ 45,300	\$ 11,776	\$ 3,601	26.00%
C & D WASTE DISPOSAL	\$ 10,250	\$ 14,362	\$ 15,600	\$ 5,130	\$ 1,508	32.89%
FOOD WASTE DISPOSAL	\$ 21,250	\$ 24,654	\$ 22,780	\$ 9,702	\$ 2,055	42.59%
UNIFORMS	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 161,620	\$ 164,394	\$ 168,838	\$ 79,753	\$ 11,014	47.24%
EQUIPMENT						
PARTS & SUPPLIES	\$ 1,000	\$ 1,384	\$ 1,075	\$ 470	\$ 54	43.70%
REPAIRS & MAINTENANCE	\$ 3,000	\$ 6,390	\$ 3,000	\$ 1,995	\$ 260	66.49%
SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
TOTAL	\$ 4,500	\$ 7,774	\$ 4,575	\$ 2,464	\$ 314	53.87%
TRANSFER STATION						
PURCHASED SERVICES	\$ 2,500	\$ 825	\$ 4,000	\$ 1,500	\$ -	37.50%
ELECTRICITY	\$ 2,250	\$ 2,360	\$ 2,300	\$ 1,966	\$ 463	85.48%
PROPANE	\$ 750	\$ 608	\$ 866	\$ -	\$ -	0.00%
TELEPHONE	\$ 500	\$ 448	\$ 525	\$ 182	\$ 37	34.75%
ADMINISTRATION	\$ 1,000	\$ 1,960	\$ 1,000	\$ 200	\$ 200	20.00%
FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 715	\$ 2,150	\$ 776	\$ -	36.08%

**Town of Norwich
Expenditures Detail
November 30, 2023 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Nov. 30, 2023	FY 24 PERF
TOTAL	\$ 9,000	\$ 6,915	\$ 10,841	\$ 4,624	\$ 700	42.66%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	
TOTAL-TRANSFER STATION DIVISION	\$ 221,492	\$ 228,503	\$ 238,215	\$ 110,549	\$ 15,982	46.41%
TRACY HALL						
WATER USAGE	\$ 875	\$ 714	\$ 900	\$ 160	\$ -	17.78%
ELECTRICITY	\$ 16,000	\$ 13,127	\$ 18,192	\$ 3,083	\$ 619	16.95%
HEATING	\$ 15,000	\$ 15,869	\$ 18,750	\$ 1,876	\$ 1,876	10.00%
ALARM MONITORING	\$ 1,250	\$ 119	\$ 1,300	\$ 642	\$ -	49.38%
ELEVATOR MAINT	\$ 3,250	\$ 4,307	\$ 3,300	\$ 1,969	\$ 623	59.66%
CUSTODIAN PAGER	\$ 750	\$ -	\$ 750	\$ -	\$ -	0.00%
BUILDING SUPPLIES	\$ 4,200	\$ 2,801	\$ 4,300	\$ 2,371	\$ 876	55.14%
REPAIRS & MAINT	\$ 10,000	\$ 13,982	\$ 10,300	\$ 10,278	\$ 267	99.79%
BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,500	\$ 1,020	\$ 2,500	\$ 670	\$ 148	26.81%
DESIGNATED FUND-TRACY HALL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL TRACY HALL	\$ 53,825	\$ 51,938	\$ 60,292	\$ 21,049	\$ 4,408	34.91%
TOTAL PUBLIC WORKS DEPARTMENT	\$ 1,970,385	\$ 2,408,678	\$ 2,206,983	\$ 863,719	\$ 140,392	39.14%
DEBT SERVICE EXPENDITURES						
PUBLIC SAFETY FACILITY BOND - PRINCIPAL	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ -	100.00%
Windsor County Bond		\$ 18,433	\$ -	\$ 18,095	\$ 18,095	0.00%
Windsor County Equalization		\$ 40,397	\$ -	\$ 43,975	\$ 43,975	0.00%
PUBLIC SAFETY FACILITY - INTEREST	\$ 46,381	\$ 45,437	\$ 49,500	\$ 22,447	\$ -	45.35%
BROWNS SCHOOLHOUSE RD PED. BRIDGE - PRIN/INT	\$ 14,000	\$ -	\$ 14,400	\$ 13,140	\$ -	91.25%
Browns SH Rd Bridge Inter		\$ -	\$ -	\$ 903	\$ -	
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - "OVER."	\$ 48,000	\$ 48,000	\$ 49,000	\$ 48,000	\$ -	97.96%
PUBLIC SAFE BLDG / HIGH. GARAGE ADD. - INTEREST	\$ 7,500	\$ 4,236	\$ 7,500	\$ 2,890	\$ -	38.54%
FEMA LTR OF CREDIT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FEMA LTR OF CREDIT - INTEREST PAID TO CLOSEOUT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 162,881	\$ 203,503	\$ 167,400	\$ 196,450	\$ 62,070	117.35%
TAX EXPENDITURES						
TAX ADJUSTMENTS & ABATEMENT	\$ 3,000	\$ 18,019	\$ 3,000	\$ -	\$ -	0.00%
INTEREST EXPENSE		\$ 7		\$ -	\$ -	0.00%
TOTAL	\$ 3,000	\$ 18,026	\$ 3,000	\$ -	\$ -	0.00%
INSURANCES						
SOCIAL SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
COBRA (Inc. an HRA adjust. In FY20 Actual)	\$ -	\$ 34	\$ -	\$ -	\$ -	0.00%
UNEMP INS RATE ASSMT	\$ 3,250	\$ 4,181	\$ 3,300	\$ 1,067	\$ -	32.33%
PROP & CAS INSURANCE	\$ 90,000	\$ 92,230	\$ 92,000	\$ 57,705	\$ 28,353	62.72%
WORKER'S COMP INS	\$ 95,000	\$ 51,146	\$ 97,000	\$ 37,617	\$ 18,808	38.78%
TOTAL	\$ 188,250	\$ 147,590	\$ 192,300	\$ 96,389	\$ 47,160	50.12%
TOTAL TOWN EXPENDITURES	\$ 4,958,866	\$ 5,478,018	\$ 5,522,124	\$ 2,470,656	\$ 515,904	44.74%
OTHER MONETARY ARTICLES						
ADVANCE TRANSIT	\$ 13,514	\$ 13,514	\$ 13,920	\$ 6,960	\$ -	50.00%
CATV	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	100.00%
CLIMATE EMERGENCY FUND	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ASH BORER REMEDIATION FUND	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	0.00%
POLICING STUDY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GOOD BEGINNINGS	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	100.00%
GREEN MOUNTAIN ECONOMIC DEVELOPMENT CORP	\$ 1,659	\$ 1,705	\$ 1,705	\$ 1,705	\$ -	100.00%
HEADREST	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	100.00%
NORWICH AMERICAN LEGION	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	100.00%
NORWICH CEMETERY ASSOCATN	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ -	50.00%
NORWICH CHILD CARE SCHOLARSHIP	\$ 4,348	\$ 4,348	\$ 4,348	\$ 4,348	\$ -	100.00%
NORWICH COMMUNITY NURSE		\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
NORWICH HISTORICAL SOCIETY	\$ 8,000	\$ 8,000	\$ 8,000	\$ 4,000	\$ -	50.00%
NORWICH LIONS CLUB FIREWORKS	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ -	100.00%
NORWICH PUBLIC LIBRARY - OPERATING	\$ 300,000	\$ 300,000	\$ 337,000	\$ 168,500	\$ -	50.00%
PUBLIC HEALTH COUNCIL OF THE UPPER VALLEY	\$ 337	\$ 337	\$ 337	\$ 337	\$ -	100.00%
SENIOR SOLUTIONS	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	100.00%
SEVCA	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	100.00%
SPECIAL NEEDS SUPPORT CENTER	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100.00%
THE FAMILY PLACE	\$ 6,000	\$ 6,000	\$ 6,000	\$ 3,000	\$ -	50.00%
UPPER VALLEY TRAILS ALLIANCE	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	100.00%
VISITING NURSE ASSOC. & HOSPICE	\$ 18,500	\$ 18,500	\$ 18,500	\$ 9,250	\$ -	50.00%
WHITE RIVER COUNCIL ON AGING	\$ 5,300	\$ 5,300	\$ 5,300	\$ 2,650	\$ -	50.00%
WINDSOR COUNTY MENTORS	\$ 1,000	\$ 1,000	\$ 2,500	\$ 2,500	\$ -	100.00%
WISE	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	100.00%
YOUTH-IN-ACTION	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	100.00%
TOTAL VOTED MONETARY ARTICLES	\$ 416,608	\$ 416,654	\$ 450,560	\$ 246,200	\$ -	54.64%
TOTAL TOWN EXPENDITURES IF ALL	\$ 5,375,474	\$ 5,894,671	\$ 5,972,683	\$ 2,716,856	\$ 515,904	45.49%

Account	Curr Yr Pd 5 Nov Encumbrances	Curr Yr Pd 5 Nov Actual
ASSET		
01-1-001 CASH	0.00	2,642,544.81
01-1-002 INVESTMENTS	0.00	2,047,065.62
01-1-003 RECEIVABLES		
01-1-0030 ACCOUNTS RECEIVABLE	0.00	0.78
01-1-0031 GRANT RECEIVABLE	0.00	0.00
01-1-0032 NOTES RECEIVABLE	0.00	0.00
01-1-0034 TAXES RECEIVABLE	0.00	9,331,784.87
Total RECEIVABLES	0.00	9,331,785.65
01-1-004 OTHER ASSETS	0.00	71,902.74
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-3,261,915.82
Total Asset	0.00	10,831,383.00
LIABILITY		
01-2-001 ACCOUNTS PAYABLE	0.00	5,703,197.15
01-2-002 GRANT LIABILITY	0.00	0.00
01-2-003 OTHER LIABILITIES	0.00	0.00
01-2-004 DEFERRED REVENUES	0.00	0.00
Total Liability	0.00	5,703,197.15
FUND BALANCE		
01-3-0011 RESERVE-FUND BALANCE	0.00	0.00
01-3-0013 UNRESTRICTED FUNDS	0.00	1,806,908.64
Total Prior Years Fund Balance	0.00	1,806,908.64
Fund Balance Current Year	0.00	3,321,277.21
Total Fund Balance	0.00	5,128,185.85
Total Liability, Reserves, Fund Balance	0.00	10,831,383.00

Town of Norwich General Ledger
Balance Sheet Current Year - Period 5 Nov
CONSERVATION COMM FUND

Account	Curr Yr Pd 5 Nov Encumbrances	Curr Yr Pd 5 Nov Actual
ASSET		
04-1-090000.00 DUE FROM/TO OTHER FUND	0.00	4,750.45
Total Asset	0.00	4,750.45
LIABILITY		
Total Liability	0.00	0.00
FUND BALANCE		
04-3-001300.00 FUND BALANCE-CONS COMM	0.00	4,714.60
Total Prior Years Fund Balance	0.00	4,714.60
Fund Balance Current Year	0.00	35.85
Total Fund Balance	0.00	4,750.45
Total Liability, Reserves, Fund Balance	0.00	4,750.45

NORWICH FIRE DEPARTMENT DECEMBER SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 12/15/23

Dear town residents, the arrival of winter and the holiday season naturally calls for a cozy evening in front of a fireplace. Unfortunately, 36% of all home fires are caused by fireplaces. Please read the safety tip sheet attached. Stay warm and safe. Happy Holidays!

Sincerely,

Alexander Northern

Town of Norwich Fire Chief

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

In November:

FIRE CALLS	14
EMS CALLS	17
FIRE MUTUAL AID	2

Warm home. Safe home. Fireplace safety tips.

Chimney cleaning and other fireplace safety tips to help you avoid a home fire.

Is your fireplace causing you more worry than enjoyment this winter? Here are some tips to avoid fireplace mishaps so you and your family can safely enjoy the comfort of a crackling fire this winter.

Chimney

Install a mesh screen cap over the top of the chimney.

Call a certified chimney specialist to inspect and clean your chimney or wood stove annually.

Flue

Use a stovepipe thermometer to monitor flue temperature.

Air inlets

Air inlets should always be kept open.

Mesh gates

When the glass doors are open, close the mesh screen. It will help keep embers from escaping.

Hearth

The hearth should be completely clear of any debris, decorations or clutter.

Doors

Open or closed? Depends.

Starting fire



OPEN – air helps start the fire

During fire



CLOSED – keeps fire contained and allows fan to heat your home

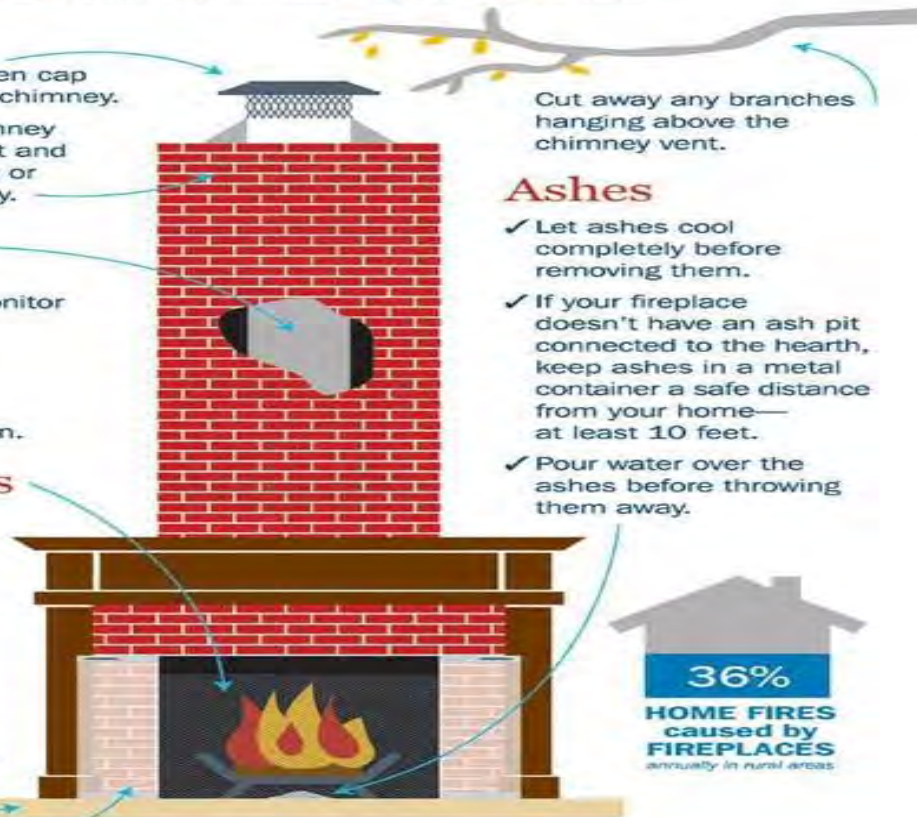


OPEN – you can better enjoy the fireplace experience, but it requires more supervision

Finishing fire



CLOSED – helps keep air in the chimney from entering your home



Cut away any branches hanging above the chimney vent.

Ashes

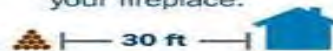
- ✓ Let ashes cool completely before removing them.
- ✓ If your fireplace doesn't have an ash pit connected to the hearth, keep ashes in a metal container a safe distance from your home—at least 10 feet.
- ✓ Pour water over the ashes before throwing them away.



1 in 3 homeowners use a fireplace as their primary heat source

Other tips

- ✓ Never leave a fire in the fireplace unattended.
- ✓ Always have a smoke alarm on every level of your home and a fire extinguisher nearby.
- ✓ Never burn trash or use accelerants in your fireplace.
- ✓ Always keep firewood at least 30 feet from your home.



IREC Progress Report
Town of Norwich VT
November 2023

- The MERP Level 2 energy assessment at Tracy Hall has been awarded but not yet scheduled. The assessment date has not yet been announced, but it can be expected during the first quarter of 2024. Notification should arrive at least 30 days prior to the actual audit date. TRORC receives notification as soon as towns in our region are scheduled and we will pass the date to you as soon as it is received.
- The EV charging station at Dan & Whit's has been operating continually since November 11, 2023 and appears to be fully operational. The EV charger contract is due for renewal on December 17th. I am in contact with ChargePoint negotiating credit for the days it was down in 2023 to minimize the cost to the Town.
- I have completed a review of the EV charger contracts and reported the findings to the Town Manager and the Finance Director. Key findings include:
 - The original grant for both Norwich EV charging stations included a 5-year service contract and 5 years of the Network fee which is required to communicate online with the EV charger.
 - Both Huntley Field EV charger fees are covered through November 2024. See above for the expiration date of the EV charging station at Dan & Whit's.
 - Dan & Whit's has agreed to pay all fees associated with the charging station in their parking lot and annually signs a 1-year contract with Norwich. This agreement has not yet been signed for 2024. Dan & Whit's pays the GMP electrical bill for the charger and receives the income. It appears that Dan & Whit's has also been receiving the income from the Huntley Meadows charging station which should be going to the TON.
 - Once the agreement with Dan & Whit's has been finalized, the routing of the funds generated will be corrected and the payments charged at the EV stations will be adjusted to reduce or eliminate TON expenses.
- I am reviewing the Town of Norwich 2023 energy bills and solar credits to ensure accuracy and will have a report available in early 2024. So far, billing and solar credits appear accurate with no discrepancies.

Respectfully submitted,

Jeff Grout, TRORC IREC

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

PREPARED BY: BRIE SWENSON, RECREATION DIRECTOR

DATE: DECEMBER 1ST, 2023

Huntley Meadows – Our Buildings & Grounds team worked quickly and efficiently to brush hog the meadow before our first frost, widening pathways for next spring at the same time. They removed the nets from the tennis courts and the goals. Work was completed on both Girard Field and the softball field. Touch ups (if needed) will happen in the spring, as part of the contract with Valley Turf Services.

Beaver Meadow Bridge Project – Fundraising for the bridge reached its goal, and the bridge arrived late this month. Site work was completed. The bridge will be installed early in December.

Winter youth programs – All programs are now open. Basketball games will begin in mid-December. Unfortunately, the Marion Cross gym is full of lunch tables that we are told we cannot move out of the gym. They are stored directly under a basketball hoop, making it unsafe for games to run in the facility. The Facilities Director has assured us that they will have this issue remedied by the time we begin hosting home games (December 16th). Drama Club had a successful first week, with rave reviews from parents and participants alike. They will perform on February 4th before the Community Potluck. Futsal and Footskills, another new program, will open in early December. Norwich Nordic opened with dryland practices. They will move to Huntley Meadows once there is snow on the ground.

Winter adult programs –The HIIT program, Futsal and Pickleball will be our only sponsored Adult programs in Tracy Hall. Yoga has moved to a rental-based program. At Marion Cross, volleyball, Basketball, Table Tennis, Badminton and Futsal are running. The Facilities Director for the SAU70 requested that we move our Futsal program so that they could fit in a private weekly rental during our allotted time. This worked well for our Futsal program, since it gave them their original time back.

Special events – Community potlucks moved to Tracy Hall, and welcomed a wonderful group of resident musicians, who played throughout the first potluck. The next potluck will feature information about the newly formed Norwich Community Collaborative, who are reviving the former Grange on Main Street. We partnered with the Lions Club again this year, to present both the Giving Tree and the lights on the Town Green. The Marion Cross PTO will be adding pine boughs to the display in an collaborative ‘cookies & cocoa’ event mid-December.