

Norwich Selectboard
 Regular Meeting – February 28, 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.

3. Minutes of January 20 and 24, and February 14, 2024.....Motion(s) anticipated.
 4. AP Warrant(s).....Motion(s) anticipated.

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

5. Preferred Siting Letter Lamperti-Eanet at 557 New Boston RDMotion(s) possible.
 6. Commission appointments.....Motion(s) possible.
 7. Preparation of Selectboard Town Meeting Presentation.....Motion(s) possible.
 8. Norwich Inn Liquor License.....Motion(s) possible.
 9. Collective Bargaining Union Contract, possible Executive Session pursuant to 1 V.S.A. § 313(a)(1)(B) to discuss labor relation agreements with employees and/or 1 V.S.A. § 313(a)(1)(A) to discuss contract issuesMotion(s) anticipated.
 10. Review and discussion of financial implications for non-bargaining and bargaining employees Motion(s) possible.
 11. Update on Listers, Executive Session pursuant to 1 V.S.A. § 313(a)(1)(F) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body.....Motion(s) possible.

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

- Selectboard Handbook in progress
- Town Manager Report
- 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

Discussion Items – Issues being framed for future action.

- Town Clerk Q4 Clerk’s Report – October to December 2023
- Naming of town parcel.
- Town Manager Reports Discussion tabled from 02/14/2024 as related to Selectboard and Town Manager process for determining Town Manager Goals and Performance Objectives, Priorities, and Review Process and Timeline.

Future Meeting Dates and Potential Topics

Day	Date	Meeting Type	Time & Content	Notes
Monday	3/4/2024	Town Informational Meeting in Tracy Hall & JAM	7:00 p.m. Town Informational Meeting Presentations	
Tuesday	3/5/2024	Voting in Tracy Hall Auditorium	7:00 a.m. to 7:00 p.m. Town and School Elections	
Wednesday	3/13/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard post-election organization and business	
Wednesday	3/27/2024	Regular: in Tracy Hall & Zoom & JAM	6:30 p.m. Selectboard business	

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 – copy complete for publication
 - Personnel Policies
- **Selectboard**
 - Preparation for informational meeting prior to Town voting – in progress
 - Handbook for Committees, Boards, Commissions – in progress
 - Committees: coordination with overall town priorities – beginning soon
 - Financial Policies & Procedures – on-going reviews.

Adjournment

**DRAFT Minutes of the Norwich Selectboard Meeting of
Saturday, January 20, 2024**

This special meeting was held in hybrid format in Tracy Hall meeting room with by Zoom and Jam broadcasting by You-Tube.

Members of the public body in attendance¹:

- At Tracy Hall: Marcia Calloway, Chair; Mary Layton, Vice Chair; Pamela Smith; and Priscilla Vincent.
- Roger Arnold was not present.

Town Manager Brennan Duffy attended via Zoom.

Other active participants in the meeting²:

- Members of the public present in Tracy Hall:
 - From Norwich: Matt Swett, Peter Orner
- Members of the public appearing on Zoom: Barrie Rosalinda, Emily Scherer, Jaan Laaspere, Bob Pape

Welcome. Meeting was called to order by Calloway at 2:02 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. Calloway reiterated that the purpose of the meeting was to listen to the voting public of Norwich as to how we should use surplus monies which were budgeted but not spent.

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

Public Comments for items not on the agenda: Matt Swett noted that, at the January 17, 2024 public meeting regarding the surplus, Cheryl Lindberg stated there was \$600,000 in the Fire Department account. Swett clarified that the actual figure is closer to \$203,000 currently but will be drawn down to \$175,000 or \$180,000 by the end of the fiscal year due to approved spending. Finance Director Barrie Rosalinda confirmed that Swett was correct and offered that Lindberg may have been quoting the audit figures.

Vincent offered information she received from Suzanne Stofflet, that Stofflet is in favor of monies for Hemlock Road.

Layton had information from speaking with Jeannie Kornfeld, to be offered during the discussion of surplus spending.

Listening Session to Present Information, Gather Public In-put, Answer Questions regarding Use of Surplus Funds: Calloway referred to the five sheets of paper posted on the board and explained the genesis of the surplus funds under discussion, specifically:

- \$1,800,000.00 previously budgets monies which were not spent
- - 100,000.00 previously budgeted for police equipment which is not yet received/paid for
- \$1, 700,000.00 uncommitted surplus
- - 700,000.00 voted by Selectboard as part of the next budget to buy down the amount of tax to be collected
- **\$1,000,000.00 surplus under discussion**

The other four sheets of paper identified ideas the Selectboard had discussed as possible uses for the surplus. Specifically, Tracy Hall Fund #13, Fire Apparatus Fund #6, Highway Garage Fund #8, Generator Fund #46.

¹ 1 V.S.A. § 312(b)(1)(A)

² 1 V.S.A. § 312(b)(1)(B)

As to sidewalks in general versus the proposed pedestrian corridor. Question about sidewalks included the purpose of existing Sidewalk Fund #27 vis-à-vis proposed monies for a pedestrian corridor from Heritage Lane to Barrett Memorial Park, and Huntley Street to Moore Lane. Calloway read the Fund #27 purpose: “the development and construction of sidewalks and bike paths.” Layton explained the original idea of Fund #27 was to save money for sidewalk renovations. Jaan Laaspere, Planning Commission Chair, mentioned the new Multi-modal Subcommittee; they will create an inventory to update the master plan for a holistic vision. Vincent pointed out the sidewalk inventory in the January 24, 2024 Selectboard packet. Personally, Laaspere favors of the proposed pedestrian corridor with \$80,000 to \$90,000 allocated from surplus monies. Andy Scherer spoke in favor of expanded, additional paths and walkways. Duffy clarified that four-season maintenance is still an outstanding question, and Peter Orner echoed that understanding. Selectboard members discussed and, with Duffy’s clarification, confirmed that monies already allocated to an existing fund, such as Sidewalk Fund #27, can be spent by the Selectboard for the fund purpose approved by the voters; however, another additional warrant article(s) would be needed for voters to allocate part of the surplus funds for any particular existing fund or for a new fund. Layton was concerned about the genesis of the \$80,000 to \$90,000 cost of the proposed pedestrian corridor; Layton and Smith requested a basis for the number. Duffy explained that the Beaver Meadow/proposed pedestrian corridor is a new idea and the existing Sidewalk Fund #27 does not have much money in it, therefore he thinks there is a need to ask for more money. Duffy also confirmed he has spoken with TRORC and DuBois & King regarding the cost of a study, etc. Orner supported language for the creation of the two pedestrian corridors. Selectboard members indicated a desire for proposed language that implied a date for work to be done.

As to Tracy Hall and input from students, Layton had spoke with Jeannie Kornfeld, Hanover High School (“HHS”) science teacher. “March Intensive” courses are developed each year for the following year. Kornfeld indicated an interest in developing a course related to Tracy Hall’s climate and historical preservation issues with attention to architecture and interior space. Kornfeld also mentioned Scott Stokoe of Dartmouth’s organic farm regarding design; Casey Kelsey, HHS Science and Engineering teacher; and, Chrissy Morley of Marion Cross School Environmental Education regarding ideas for younger children to be involved.

Public comments concerning use of surplus monies:

Person	Climate	Tracy Hall	Sidewalks	Fire Dept	Police/ Public Safety	Affordable Housing	Highway Dept	Hemlock Road
Suzanne Stofflet								X
Peter Orner			X 80-90,000					
Andy Scherer			X 80-90,000					
Jaan Laaspere			X per master plan					
Mary Layton		March Intensive course focusing on Climate & Historical preservation issues; connecting students with architects now.						

Adjournment: Smith moved to adjourn. Seconded by Vincent. Layton, Smith, Vincent, Calloway: Yes.
Motion Passed. Selectboard adjourned at 3:03 p.m.

Respectfully submitted,

Marcia S. Calloway, Chair
Norwich Selectboard

**DRAFT Minutes of the Norwich Selectboard Meeting of
Wednesday, January 24, 2024**

This regular meeting was held by in person in Tracy Hall and via Zoom with JAM broadcasting on You-Tube.

All members of the public body present in Tracy Hall¹: Marcia Calloway, Chair; and Priscilla Vincent.

All members of the public body present via Zoom: Mary Layton, Vice Chair; Roger Arnold; Pamela Smith. and Priscilla Vincent.

All other active participants in the meeting²: Brennan T.M. Duffy, Town Manager; Barrie Rosalinda, Finance Director.

People in Tracy Hall: Matt Swett, Alex Northern, Chris Rimmer.

People on Zoom: Fred Carter, Emily Scherer, Colleen Fox, Nan Carroll, Demo Sofronas, Doug Wilberding, Chris Kaufman, Alberto Paniagua, Cheryl Lindberg, Matt Romei, Jaan Laaspere, Peter Orner, Elliot Harik, Lily Trajman, Katie Crouch, C.E. Spencer.

Welcome. Meeting was called to order by Calloway at 6:30 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.

- Vincent moved to approve the agenda; seconded by Layton. Arnold, Calloway, Layton, Smith, Vincent: 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 call is taken.”⁴

Public Comments.

- Smith asked if the agenda could be amended to discuss whether the Town Manager report should be written instead of verbal. The Selectboard agreed to put the topic on a future agenda but not amend the current agenda.
- Smith and Lister Lindberg asked about the town boundary issue that the Listers had mentioned previously. Calloway reiterated that, as posted on the agenda, the SELECTBOARD is waiting for the landowners to tell the SELECTBOARD what they want and why; and, if Listers are holding any additional information, it should be forwarded to the SELECTBOARD as well. Lister Lindberg indicated there had been some confusion about what the SELECTBOARD required.
- Smith and Lister Lindberg asked about the Listers’ wage request; Lindberg reiterated the concern. Town Manager Duffy indicated that he would contact counsel again.
- Chris Rimmer spoke to the request of the Conservation Commission, forwarded April 28, 2023, requesting the name of the nature area adjacent to Marion Cross School be officially designated “The Milton Frye Nature Area.” SELECTBOARD agreed to put the issue on the next agenda. In preparation, Duffy will consult counsel to ensure there are no issues of which the SELECTBOARD should be aware.
- Matt Swett pointed out that three-quarters of the Fire Department members attended the first public meeting on January 17, 2024 in support of the Fire Department request for \$300,000 of surplus to be included as a warrant article for Fund 6 Fire Apparatus. He read the names of 22 member of the Department who submitted a supporting letter.

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)

⁴ 1 V.S.A. § 312(b)(1)(D)

2. Minutes.

- Layton moved to approve the minutes of January 10, 2024; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Layton moved to approve the minutes of January 17, 2024; seconded by Vincent. Calloway noted she made a typographical error on page 3 in the grid showing public comments: Jeff Lubell requested support in the amount of \$100,000.000 for Affordable Housing, not \$10,000.00. Layton withdrew her motion and moved to approve the minutes of January 17, 2024 as amended; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

3. AP Warrants.

- Layton moved to approve AP Warrant # 1093 in the amount of \$ 97,766.62 paid from the General Fund; seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith abstained. **Motion Passed.**
- Layton moved to approve AP Warrant # 1094 in the amount of \$ 2,873.75 paid from Operational Performance Fund #51 for the Tracy Hall Improvement Study; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Layton moved to approve AP Warrant # 1095 in the amount of \$ 450.87 paid from Kids' Bridge Fund#53; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

4. Correspondence. Layton moved to approve the correspondence as submitted; seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

5. DPW Request for approval to expend funds from Highway Equipment Fund #7 for a DPW tractor. DPW Director Chris Kaufman explained the need for replacing an existing tractor. Packet materials included quotes for repairing the existing tractor, trading it in, purchasing a new one. Layton moved to approve funds not to exceed \$167,000.00 from Highway Equipment Fund #7 for a new tractor mower; seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith abstained. **Motion Passed.**

6. Update on Affordable Housing Subcommittee proposed grant application. Calloway reminded the SELECTBOARD that, at the January 10, 2024, SELECTBOARD meeting, Jeff Lubell agreed to get a specific writing from TRORC to confirm their willingness to provide administration for the proposed grant to study land owned by Norwich for potential housing. No document was provided in the packet. Calloway also referenced new information from Duffy that no public meeting warning has to be done until March 20, 2024. Lubell offered that there were other options identified and that warning the public meeting implied no commitment; Jaan Laaspere, Chair of Planning Commission, supported the request for SELECTBOARD approval of an earlier public meeting and noted there were multiple options for contractors/grant management. Lily Trajman asked about Miranda Bergmeier's ability to take on this grant manager. Duffy explained that the Town Manager's office has lost a staff member and he cannot assign this additional work to Miranda. Layton and Calloway agreed that no action was required at this meeting; Arnold reiterated continuing concern about staff ability to manage this grant with no Planning Director in place, and Duffy's capacity to manage a consultant. Duffy stated his preference to get to the next stage to choose a consultant before taking action and so revisit the topic in February as to administration and project management. He noted the April 9 application deadline and the March warning deadline. Vincent was concerned the SELECTBOARD was going in circles. Smith noted the apparent confusion about February 21 being a SELECTBOARD meeting. SELECTBOARD agreed to put the topic on the February 14, 2024 meeting agenda; Smith adding a caveat about getting enough information before the meeting.

7. FY25 Warrant Articles. Calloway explained the two documents in the packet: the draft warrant, and an Excel spreadsheet with articles that have been proposed and organized to show the provenance of each. Calloway suggested the SELECTBOARD review the articles not proposed for use of surplus monies, and then choose the article(s) they would support and in what amount of surplus money. The proposal for use of \$90,000.00 of the surplus to fund Sidewalk Fund #27 for a pedestrian corridor was discussed at length. The majority of the SELECTBOARD favored using the existing Sidewalk Fund monies for such a project once more specific details were known, including a further study. Peter Orner, Demo Sofronas, Elliot Harik, Colleen Fox

expressed disappointment and encouraged the warrant article as written. Jaan Laasphere suggested adding \$90,000 to the fund and changing the definition of it to include maintenance.

- Layton moved to approve the following Articles for the FY25 Warrant from the Possible Warrant Articles enclosure in the 01/24/2024 Selectboard packet:
 - Article from line 3;
 - Article from line 4;
 - Article from line 5;
 - Article from line 6;
 - Article from line 8, amended as to the title;
 - Article from line 9;
 - Article from line 11;
 - Article from line 12;
 - Article from line 13.

Seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith abstained. **Motion Passed.**

Smith requested discussion about her email to SELECTBOARD members regarding the correct amount of surplus. Finance Director Barrie Rosalinda explained how the surplus was calculated from the totality of revenue and expenditures from all funds, the difference between the General Fund and Reserve Funds, the supply chain delays that caused FY23 approved expenditures to be paid in FY24, the auditors' confirmation of how this should be handled, and the reliance of that information when the Police Department made FY24 budget requests. Smith disagreed with calculation and analysis; she believes the voters should be asked. Lindberg concurred with Smith that it was wrong. Arnold asked for clarification that the auditors had checked this. Rosalinda confirmed. Vincent acknowledged Smith's valuable accounting experience. The majority of the Selectboard agreed that no further action was required based on staff and auditor recommendations.

Informational Items.

- **Town Manager Report.**
 - Duffy holds Department Head meetings between the SELECTBOARD's first and second meeting of the month. Some topics from those meetings included:
 - DPW crew is working very hard to keeping streets and sidewalks clear. Duffy is aware people are concerned.
 - General Department Head request for an additional holiday for Juneteenth. Duffy said this would be a SELECTBOARD decision. Calloway asked about the need to confirm with counsel vis-à-vis union negotiations. Arnold suggested this would be an item for the Personnel Policies; it was agreed those could be reviewed by SELECTBOARD and counsel. Duffy will enquire of counsel and have something for a future SELECTBOARD meeting.
 - Recreation Department multiple activities were listing including the skating rink which was open as of January 15, 2024; cross-country skiing trails at Huntley Field; summer camp registrations about to begin for next summer; etc.
 - Human Resources work continues with conditional offers having been made for Chief of Police and Planning Director positions. More information will be forthcoming when allowed.
 - Conservation Commission has sent an email confirming the Emerald Ash Borer has been found in Norwich.
 - Town Report materials must be submitted to the printer by February 8, 2024.
 - The Auditors have been asked to be present at the SELECTBOARD meeting on February 14, 2024; the SELECTBOARD agreed to that idea.
 - The architects are continuing work on the study of Tracy Hall and have completed the first of their three-phase project.
 - The Compensation Study has now produced a draft which is in the final stages of discussions.

- **Financial Reports.** As per the practice, monthly Financial Reports are in the packet. Questions about any of them should be directed to Duffy for appropriate investigation and/or response.

Reports Submitted included Fire Department, IREC, and Police Department. Calloway asked about a new IREC representative; Duffy said an interim person is in place. Vincent reported hearing a concern from people in the community about the low level of police response and noted the on-going effort to hire for vacant positions.

Discussion Items. Nothing further.

Future Meeting Dates. Calloway noted the expectation of SELECTBOARD meetings on February 14 and 28, 2024.

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

Meeting adjourned at 9:45 p.m.

Respectfully submitted,

Marcia S. Calloway, Chair
Norwich Selectboard

From: [Pam Smith](#)
To: [Miranda Bergmeier](#)
Subject: Requested Corrections to January 24, 2024 minutes
Date: Wednesday, February 7, 2024 11:03:16 AM

Please include this email in the February 14, 2024 SB packet under Correspondence.

These requested corrections are not meant to show a lack of appreciation for the efforts of the Chair to record pertinent discussion and the actions taken at this meeting. I know that it is difficult to take the minutes while also chairing the meeting. Some of my requested corrections are sequence-based, some are fact-based, and others request the insertion of pertinent discussions.

I feel that it is appropriate to respectfully request the following corrections to the January 24, 2024 minutes:

The minutes state:

All members of the public body present in Tracy Hall: Marcia Calloway, Chair; and Priscilla Vincent.

All members of the public body present via Zoom: Mary Layton, Vice Chair; Roger Arnold; Pamela Smith. and Priscilla Vincent.

Priscilla Vincent was at Tracy Hall, therefore I request that the minutes be corrected as follows:

All members of the public body present in Tracy Hall: Marcia Calloway, Chair; and Priscilla Vincent.

All members of the public body present via Zoom: Mary Layton, Vice Chair; Roger Arnold; and Pamela Smith.

I requested two additions under "Agenda". Those two items appear in the minutes under "Public Comments", therefore, the sequence of events is not correct. The minutes state:

Smith asked if the agenda could be amended to discuss whether the Town Manager report should be written instead of verbal. The Selectboard agreed to put the topic on a future agenda but not amend the current agenda.

The SB agreed to place this on the agenda for February 14, 2024, therefore I request that the minutes be corrected as follows:

Smith asked if the agenda could be amended to discuss whether the Town Manager report should be written instead of verbal. The Selectboard agreed to put the topic on the February 14, 2024 agenda but not amend the current agenda.

This is the second paragraph that should appear under "Agenda".

Smith and Lister Lindberg asked about the town boundary issue that the Listers had mentioned previously. Calloway reiterated that, as posted on the agenda, the SELECTBOARD is waiting for the landowners to tell the SELECTBOARD what they want and why; and, if Listers are

holding any additional information, it should be forwarded to the SELECTBOARD as well. Lister Lindberg indicated there had been some confusion about what the SELECTBOARD required.

I request that this paragraph in the minutes be corrected to say:

Smith stated that the SELECTBOARD received a request from the Listers on January 10, 2024 regarding the Norwich/Sharon boundary dispute. Smith asked if this could be added to the agenda to discuss next steps. Calloway reiterated that, as posted on the agenda, the SELECTBOARD is waiting for the landowners to tell the SELECTBOARD what they want and why; and, if Listers are holding any additional information, it should be forwarded to the SELECTBOARD as well. Lister Lindberg indicated she did not realize that the landowner needed to correspond directly with the SELECTBOARD rather than asking the Listers to forward their request. She will inform the landowner.

Under "Public Comments", the minutes state:

Smith and Lister Lindberg sked about the Listers' wage request; Lindberg reiterated the concern. Town Manager Duffy indicated that he would contact counsel again.

I have reviewed the tape of the meeting on YouTube and found this discussion from 19:10 - 20:00. I have confirmed that I did not speak on this topic at the January 24, 2024 meeting, therefore, I am requesting that the minutes be corrected to state:

Lister Lindberg asked about the Listers' wage request; Lindberg asked if the SELECTBOARD had received advice of counsel. Town Manager Duffy indicated that he has not heard from counsel and will reach out to counsel again this week.

FY25 Warrant Articles:

At the beginning of the discussion of FY25 Warrant Articles, I spoke about a request I relayed from the Norwich School Board. I am requesting that the minutes be corrected to add the following paragraph:

Smith stated that, as the SELECTBOARD liaison to the Norwich School Board, she forwarded a request for information from the School Board to the TM. Smith asked if the study requested by the School Board had been conducted on the efficacy of extending the first tax due date to August 30, as stated in the proposed warrant article. The TM stated that no study has been done.

Prior to the SB taking a vote on the FY25 Warrant Articles motion, I requested a discussion of the email I sent to the SB on the \$100,000 set aside for the NPD. The paragraph below is not in the proper sequence because it appears after the vote in the minutes.

Smith requested discussion about her email to SELECTBOARD members regarding the correct amount of surplus. Finance Director Barrie Rosalinda explained how the surplus was calculated from the totality of revenue and expenditures from all funds, the difference between the General Fund and Reserve Funds, the supply chain delays that caused FY23 approved expenditures to be paid in FY24, the auditors' confirmation of how this should be handled, and the reliance of that information when the Police Department made FY24 budget requests.

Smith disagreed with calculation and analysis; she believes the voters should be asked. Lindberg concurred with Smith that it was wrong. Arnold asked for clarification that the auditors had checked this. Rosalinda confirmed. Vincent acknowledged Smith's valuable accounting experience. The majority of the Selectboard agreed that no further action was required based on staff and auditor recommendations.

I am requesting that this text be placed before the motion on the FY25 Warrant Articles and I request the following corrections to this text:

Smith requested discussion about her email to SELECTBOARD members regarding the \$100,000 of surplus being set aside for the Police Department. Finance Director Barrie Rosalinda explained how the surplus was calculated from the totality of revenue and expenditures from all funds, the difference between the General Fund and Reserve Funds, the supply chain delays that caused FY23 approved expenditures to be paid in FY24, the auditors' confirmation of how this should be handled, and the reliance of that information when the Police Department made FY24 budget requests. Smith disagreed with the calculation and analysis noting that \$34,000 of the proposed "set aside" funds were to be paid from reserve funds, not the general fund. Lindberg concurred with Smith. Arnold asked for clarification that the auditors had checked this. Rosalinda confirmed. Vincent acknowledged Smith's valuable accounting experience. The majority of the Selectboard agreed that no further action was required based on staff and auditor recommendations.

The vote on the FY25 warrant articles states:

Seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith abstained. Motion Passed.

At 2:57:06 in the tape, I voted no on this motion, therefore, I am requesting that the minutes be corrected to state:

Seconded by Vincent. Arnold, Calloway, Layton, Vincent: Yes. Smith: No. Motion Passed.

Thank you for taking the time to consider my requests.

Respectfully,

Pam Smith

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

**DRAFT Minutes of the Norwich Selectboard Meeting of
Wednesday, February 14, 2024**

This regular meeting was held by in person in Tracy Hall and via Zoom with JAM broadcasting on You-Tube.

All members of the public body present in Tracy Hall¹: Marcia Calloway, Chair; Priscilla Vincent; Pam Smith.

All members of the public body present via Zoom: Mary Layton, Vice Chair; Roger Arnold.

All other active participants in the meeting²: Brennan T.M. Duffy, Town Manager; Barrie Rosalinda, Finance Director; Tim Baker, FEMA; Chris Kaufman, DPW Director; Chief Matt Romei; Demo Sofronas; Peter Orner.

Welcome. Meeting was called to order by Calloway at 6:32 p.m..

Agenda.

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

Item #2 Rick Brigham, Auditor. Auditor presentation with some Selectboard questions. No actions taken.

Item #3 Tim Baker FEMA Complex Project Manager, Infrastructure Branch Director, regarding Hemlock Road. Verbal explanation of FEMA practice,

- Calloway moved to proceed with an Architectural Engineering project to capture the expense of the prior engineer work and any temporary measurers the engineer needs to do to monitor and refine the design that will be developed to repair Hemlock Road. Seconded by Arnold. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #4 Update on Collective Bargaining Union Negotiations, Executive Session pursuant to 1 V.S.A. § 313(a)(1)(B)

- Vincent moved to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage pursuant to 1 V.S.A. § 313(a)(1); seconded by Layton. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Vincent moved to enter Executive Session under 1 V.S.A. § 313(a)(1)(B) to discuss labor relations agreements with employees, and to invite Town Counsel, the Town Manager and Finance Director; seconded by Layton. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

The Selectboard entered Executive Session at 7:43 p.m.

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

The Selectboard entered Public Session at 9:20 p.m. Calloway asked Layton if she had a statement. Layton said the Selectboard has reviewed a Memorandum of Agreement reached with the union and our intention is to ratify the agreement upon review of final contract language.

In light of the late hour and the individuals still waiting to be heard, the Selectboard agreed to shift the agenda items to accommodate people, and to table the following items:

- ➔ **Item #5 Approval of Minutes** of January 20 and January 24, 2024.
- ➔ **Town Clerk's Q4 Report**
- ➔ **Town Manager Reports Discussion**

¹ 1 V.S.A. § 312(b)(1)(A)

² 1 V.S.A. § 312(b)(1)(B)

Item #8 Police Department request to purchase body cameras

- Layton moved to authorize the expenditure of up to \$30,000.00 from Budget Line 01-5-500304 for the purchase of integrated Motorola Body Worn Cameras and Cruiser Cameras; and, to authorize the Town Manager to sign a contract for this equipment in the total amount of \$84,079.04 with yearly installments not to exceed \$14,000.00 over the term of the five-year contract. Seconded by Vincent. Vincent, Layton, Calloway: Yes. Arnold: No. Smith: Abstain. **Motion Passed.**

Item #9 Town Line/Tax Border Dispute

- Vincent moved to
 - recommend that the Listers correct the Lister card, Grand List and NEMRC data to conform to the Davis to Adams deed, and survey dated 11/5/1990, which survey lines are accepted by the Town of Sharon and the State of Vermont; and
 - accept the corresponding change in the Grand List as to parcel 03-040a; and
 - instruct the Finance Office to issue a new bill to comport with the corrected Norwich tax map and Grand List as to parcel 03-040a.

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

Item #10 Affordable Housing VCDP grant application

- Layton moved that the Selectboard warn a public hearing regarding the VCDP grant application; seconded by Arnold. Arnold, Layton, Smith, Vincent: Yes. Calloway: No. **Motion Passed.**

Item #13 Pedestrian corridor

- Vincent moved to approve the use of monies from Operational Performance & Development Fund 51 for any studies related to construction of a pedestrian corridor along Beaver Meadow in the vicinity of the Kids' Bridge and Moore Lane, and from the Sidewalk Fund 27 for construction of as much as possible of said pedestrian corridor. Seconded by Calloway. Calloway, Layton, Vincent: Yes. Arnold, Smith: No. **Motion Passed.**
- Layton moved to approve an article for the August or November 2024 warrant to read: Shall the voters approve a change in purpose for Sidewalk Fund 27 to allow for "the development, construction and maintenance of sidewalks and bike paths?" Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #6 AP Warrants

- Smith moved to approve AP Warrant number 1097 in the amount of \$ 199,383.61 to be paid from the General Fund, and \$ 8,385.25 to be paid from Fund #12 Town Reappraisal Fund. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Smith moved to approve AP Warrant number 1098 in the amount of \$ 515.00 to be paid from the Fire Station Fund # 25. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Smith moved to approve AP Warrant number 1099 in the amount of \$ 5,117.05 to be paid from the Fire Equipment Fund #26. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**
- Smith moved to approve AP Warrant number 1100 in the amount of \$ 90.11 to be paid from the General Fund. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #7 Correspondence

- Smith moved to accept the correspondence. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item # 11 Approve AOT Mileage Certificate

- Smith moved to approve the AOT Mileage Certificate as prepared by the Department of Public Works. Seconded by Vincent. Arnold, Calloway, Layton, Smith, Vincent: Yes. **Motion Passed.**

Item #12 Minute Taker. Ralph Hybels notified the Town Manager that he is currently unable to continue taking minutes of the Selectboard meetings. The Selectboard expressed their regret, thanked Ralph for his good work, and wished him all the best. The Town Manager’s office has advertised for a minute taker. Arnold volunteered to produce the minutes from the next regular meeting.

Discussion item: Preparation of Selectboard Town Meeting Presentation. Duffy and Calloway, with input from Finance Director Barrie Rosalinda, will create approximately ten PowerPoint slides for a presentation at the Town informational meeting on March 4th, to include:

- Capital plan slide prepared by Finance Department showing the ‘dip’ in Reserve Funds;
- Presentation of current staffing levels, to be posted on the website;
- An organizational chart;
- Collective bargaining contract
- Sidewalk work
- Accomplishments including progress on the Tracy Hall project.

The presentation will be reviewed by the Selectboard at the regular meeting on February 28, 2024.

Adjournment

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

Meeting adjourned at 11:26 p.m.

Respectfully submitted,

Marcia S. Calloway, Chair
Norwich Selectboard

02/23/24

11:44 am

Town of Norwich Accounts Payable

Page 1 of 4

Check Warrant Report # 1101 Current Prior Next FY Invoices For Fund (General)

ashleyw

For Check Acct 03(General) All check #s 02/28/24 To 02/28/24 & Fund 01

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
ADVANCE	12/06/23	ADVANCE AUTO PARTS DPW-RELAY 084334069301	01-5-703403.00 PARTS & SUPPLIES	27.40	14305	02/28/24
ADVANCE	12/08/23	ADVANCE AUTO PARTS DPW-ASSRTD PARTS 084334270238	01-5-703403.00 PARTS & SUPPLIES	349.80	14305	02/28/24
ADVANCE	12/18/23	ADVANCE AUTO PARTS FD-DIESEL FLUID 084335231924	01-5-555538.00 PETROLEUM PRODUCTS	45.60	14305	02/28/24
ADVANCE	12/28/23	ADVANCE AUTO PARTS DP-GREASE GUN 084336260219	01-5-703513.00 TOOLS	36.66	14305	02/28/24
ATG	02/12/24	ADVANTAGE TRUCK GROUP DPW-FRTLNR #5 REPAIRS 701006774:01	01-5-703401.00 OUTSIDE REPAIRS	2736.00	14306	02/28/24
ATG	02/12/24	ADVANTAGE TRUCK GROUP DPW-FRTLNR #5 REPAIRS 701006774:01	01-5-703403.00 PARTS & SUPPLIES	1490.19	14306	02/28/24
ATG	02/20/24	ADVANTAGE TRUCK GROUP DPW-FRTLNR #8 REPAIRS 701006795:01	01-5-703403.00 PARTS & SUPPLIES	1681.89	14306	02/28/24
ATG	02/20/24	ADVANTAGE TRUCK GROUP DPW-FRTLNR #8 REPAIRS 701006795:01	01-5-703401.00 OUTSIDE REPAIRS	3435.20	14306	02/28/24
AMERICAN	02/07/24	AMERICAN ROCK SALT CO., L DPW-BULK ICE SALT 0760797	01-5-703201.00 SALT & CHEMICALS	1926.06	14307	02/28/24
ARC	02/12/24	ARC MECHANICAL CONTRACTOR TH-TM OFFICE HEAT REPAIR 47887	01-5-706103.00 HEATING	1315.06	14308	02/28/24
BESTSEPT	12/01/23	BEST SEPTIC SERVICE, LLC DPW-PORTA TOILET 44144	01-5-705411.00 REPAIRS & MAINTENANCE	130.00	14309	02/28/24
BCBS	02/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAR '24 HEALTH INS 177029686	01-5-703123.00 HEALTH INSUR	7115.71	14310	02/28/24
BCBS	02/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAR '24 HEALTH INS 177029686	01-5-704123.00 HEALTH INSURANCE	2276.66	14310	02/28/24
BCBS	02/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAR '24 HEALTH INS 177029686	01-5-200123.00 HEALTH INS	2038.31	14310	02/28/24
BCBS	02/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAR '24 HEALTH INS 177029686	01-5-555123.00 HEALTH INSURANCE	2140.71	14310	02/28/24
BCBS	02/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAR '24 HEALTH INS 177029686	01-5-005123.00 HEALTH INSUR	5274.60	14310	02/28/24
BCBS	02/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAR '24 HEALTH INS 177029686	01-5-100123.00 HEALTH INS	4072.41	14310	02/28/24
BCBS	02/02/24	BLUE CROSS/BLUE SHIELD OF TH-MAR '24 HEALTH INS 177029686	01-5-500123.00 HEALTH INS	2565.42	14310	02/28/24
BOUDREAU	02/13/24	BOUDREAU TIRE SERVICE OF DPW-ROAD SERVICE 14989	01-5-703401.00 OUTSIDE REPAIRS	334.00	14311	02/28/24
VTPOWER	02/21/24	BROOK FIELD SERVICE TH-2024 MAINTENANCE CONTR 2024THGEN	01-5-706113.00 REPAIRS & MAINTENANCE	1290.00	14312	02/28/24
CASELLA	02/01/24	CASELLA WASTE SERVICES DPW-JAN '24 RECYCLE 0895590	01-5-705305.00 RECYCLING	3417.30	14313	02/28/24
CASELLA	02/01/24	CASELLA WASTE SERVICES DPW-JAN '24 RECYCLE 0895590	01-5-705308.00 FOOD WASTE DISPOSAL	1462.98	14313	02/28/24
CASELLA	02/01/24	CASELLA WASTE SERVICES DPW-JAN '24 TRASH 0895591	01-5-705303.00 MUNICIPAL SOLID WASTE	3540.14	14313	02/28/24
CASELLA	02/01/24	CASELLA WASTE SERVICES DPW-JAN '24 TRASH 0895591	01-5-705306.00 C & D WASTE DISPOSAL	805.89	14313	02/28/24
COMCAST	02/01/24	COMCAST PD-FEB '24 INTERNET 201PDINT	01-5-485238.00 PHONE & INTERNET	496.53	14314	02/28/24

02/23/24
11:44 amTown of Norwich Accounts Payable
Check Warrant Report # 1101 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 02/28/24 To 02/28/24 & Fund 01Page 2 of 4
ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
COMCAST	02/06/24	TH-MARCH '24 INTERNET 206THINT	01-5-275632.00 SERVER MAINTENANCE	24.95	14314	02/28/24
COOP	02/08/24	PD-OIL 21262	01-5-500306.00 CRUISER MAINT	110.96	14315	02/28/24
DEADRIVER	02/13/24	FD&TH-HEATING OIL 78066&65244	01-5-706103.00 HEATING	1360.71	14316	02/28/24
DEADRIVER	02/13/24	FD&TH-HEATING OIL 78066&65244	01-5-555538.00 PETROLEUM PRODUCTS	855.97	14316	02/28/24
EAGLEPOIN	02/14/24	PD-TRAINING SUPPLIES 149340	01-5-500543.00 TRAINING SUPPLIES	705.00	14317	02/28/24
EAGLEPOIN	02/14/24	PD-TRAINING SUPPLIES 149341	01-5-500543.00 TRAINING SUPPLIES	2198.00	14317	02/28/24
ECFIBER	02/20/24	FD-MARCH '24 INTERNET 220INTERNET	01-5-555625.00 TELEPHONE & INTERNET	76.00	14318	02/28/24
EVANSMOTO	02/06/24	DPW-REG GAS & DIESEL 0059760-IN	01-5-703405.00 PETROLEUM PRODUCTS	1585.85	14319	02/28/24
EVANSMOTO	02/14/24	DPW-DIESEL 140 GALS 0060123-IN	01-5-703405.00 PETROLEUM PRODUCTS	490.75	14319	02/28/24
EVANSMOTO	02/14/24	DPW-DIESEL 200 GALS 0060124-IN	01-5-703405.00 PETROLEUM PRODUCTS	705.33	14319	02/28/24
GNOMON	01/30/24	TM-TOWN REPORT POSTCARDS 1/30PSTCRDS	01-5-005310.00 TOWN REPORT	136.68	14320	02/28/24
GMPC	02/15/24	ACDMY RD LTS 05119200003 215ACADMY	01-5-703307.00 STREETLIGHTS	42.37	14321	02/28/24
HAUN	02/06/24	DPW-SAFTEY GOGGL, NOZZLE 00018739	01-5-703507.00 SUPPLIES	121.16	14322	02/28/24
HAUN	02/08/24	DPW-ACETYLENE CYLINDERS 00020895	01-5-703511.00 REPAIRS & MAINTENANCE	205.76	14322	02/28/24
HAUN	02/16/24	DPW-CYLINDER LEASE 00028400	01-5-703511.00 REPAIRS & MAINTENANCE	434.00	14322	02/28/24
HAUN	02/20/24	DPW-PLASMA CUTTER 00031510	01-5-703513.00 TOOLS	4076.58	14322	02/28/24
HOMEDEPOT	02/03/24	FD-ASSRTD SUPPLY 3514808	01-5-555422.00 FIRE TOOLS & EQUIPMENT	52.23	14323	02/28/24
IRVINGOIL	02/13/24	DPW-760.2 GALS PROPANE 346618	01-5-703503.00 PROPANE	1103.35	14324	02/28/24
JOESEQUIP	01/15/24	FD-CHAINSAW SHARPENING 47193	01-5-555530.00 EQUIPMENT MAINTENANCE	15.00	14325	02/28/24
KEYCOMM	12/19/23	TH-VOICEMAIL HELP 57050	01-5-706113.00 REPAIRS & MAINTENANCE	55.00	14326	02/28/24
KEYCOMM	02/01/24	DPW-EMASSAGE ASSISTANCE 57289	01-5-703515.00 ADMINISTRATION	82.50	14326	02/28/24
MISC	02/12/24	P&R-OVERPAYMENT REFUND REF1608026	01-5-425218.00 REGISTRATION FEES	151.00	14327	02/28/24
MISC	02/21/24	PD-MATT SHOES & CARWASH 221EMPREIMB	01-5-500582.00 UNIFORMS	170.00	14328	02/28/24
MISC	02/21/24	PD-MATT SHOES & CARWASH 221EMPREIMB	01-5-500306.00 CRUISER MAINT	24.00	14328	02/28/24
MAYER	02/23/24	Payroll Transfer PR-02/23/24	01-2-001120.00 EMPLOYEE JUDGEMENT ORDER	25.00	14329	02/28/24

02/23/24
11:44 amTown of Norwich Accounts Payable
Check Warrant Report # 1101 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 02/28/24 To 02/28/24 & Fund 01Page 3 of 4
ashleyw

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
NRRA	12/21/23	NORTHEAST RESOURCE RECOVER DPW-RELEASE #705935 136143	01-5-705305.00 RECYCLING	430.20	14330	02/28/24
NORBOOKS	02/15/24	NORWICH BOOKSTORE TM-JEAN LAWE GFT TWN RPRT 223649	01-5-005310.00 TOWN REPORT	179.75	14331	02/28/24
OTIS	02/12/24	OTIS ELEVATOR COMPANY TH-MARCH '24 ELEVATOR MNT 100401475205	01-5-706107.00 ELEVATOR MAINTENANCE	322.22	14332	02/28/24
PITNEY	02/09/24	PITNEY BOWES TH-LEASE DEC-MAR 2024 3318707908	01-5-275536.00 POSTAGE METER RENTAL	159.57	14333	02/28/24
PITNEYPST	02/16/24	PITNEY BOWES TH-POSTAGE REFIL METER 216POSTAGE	01-5-275538.00 POSTAGE	1000.00	14334	02/28/24
SABIL	02/06/24	SABIL & SONS INC DPW-TRUCK #1 INSPECT, WRK 10629	01-5-703403.00 PARTS & SUPPLIES	1626.60	14335	02/28/24
SABIL	02/06/24	SABIL & SONS INC DPW-TRUCK #1 INSPECT, WRK 10629	01-5-703401.00 OUTSIDE REPAIRS	2210.00	14335	02/28/24
SABIL	02/15/24	SABIL & SONS INC DPW-REPAIRS 10888	01-5-555528.00 FIRE TRK R & M	262.50	14335	02/28/24
SABIL	02/20/24	SABIL & SONS INC DPW-INSPECTIONS 10939	01-5-703401.00 OUTSIDE REPAIRS	110.00	14335	02/28/24
SOLAFLECT	02/15/24	SOLAFLECT SOLAR PARK I, L TH-FEB '24 SOLAR FEB 24	01-5-706101.00 ELECTRICITY	609.09	14336	02/28/24
SOLAFLECT	02/15/24	SOLAFLECT SOLAR PARK I, L TH-FEB '24 SOLAR FEB 24	01-5-705501.00 ELECTRICITY	239.04	14336	02/28/24
SOLAIV	02/15/24	SOLAFLECT SOLAR PARK IV, TH-FEB '24 SOLAR 2402_01	01-5-706115.00 BNDSTND/SIGN/EVCH ELECTRI	17.60	14337	02/28/24
SOLAIV	02/15/24	SOLAFLECT SOLAR PARK IV, TH-FEB '24 SOLAR 2402_01	01-5-485233.00 ELECTRICITY	698.86	14337	02/28/24
SOLAIV	02/15/24	SOLAFLECT SOLAR PARK IV, TH-FEB '24 SOLAR 2402_01	01-5-575233.00 TOWER POWER	22.36	14337	02/28/24
SOLAIV	02/15/24	SOLAFLECT SOLAR PARK IV, TH-FEB '24 SOLAR 2402_01	01-5-500204.00 SPEED SIGNS	84.41	14337	02/28/24
SOLAIV	02/15/24	SOLAFLECT SOLAR PARK IV, TH-FEB '24 SOLAR 2402_01	01-5-705501.00 ELECTRICITY	76.77	14337	02/28/24
STANTEC	01/26/24	STANTEC CONSULTING SERVIC DPW-FEMA HEMLOCK RD 2187570	01-5-703703.00 FEMA GRANT	37958.06	14338	02/28/24
VALLEYNEW	02/02/24	VALLEY NEWS TM-MINUES TAKER JOB ADVER 927966	01-5-005540.00 ADVERTISING	60.50	14340	02/28/24
VERIZWIRE	02/04/24	VERIZON WIRELESS TH-JAN '24 CELL PHONES 9955869910	01-5-425127.00 TELEPHONE	40.40	14341	02/28/24
VERIZWIRE	02/04/24	VERIZON WIRELESS TH-JAN '24 CELL PHONES 9955869910	01-5-005532.00 T MNGR CELL PHONE	40.40	14341	02/28/24
VERIZWIRE	02/04/24	VERIZON WIRELESS TH-JAN '24 CELL PHONES 9955869910	01-5-555625.00 TELEPHONE & INTERNET	80.41	14341	02/28/24
VERIZWIRE	02/04/24	VERIZON WIRELESS TH-JAN '24 CELL PHONES 9955869910	01-5-500501.00 ADMINISTRATION	161.60	14341	02/28/24
VTASSO	02/15/24	VT ASSOCIATION OF CHIEFS PD-2024 ANNUAL MEMBERSHIP 215DUES	01-5-500581.00 DUES/MTGS/EDUC	50.00	14342	02/28/24
WBMASON	02/09/24	W.B. MASON CO., INC. TS-SHARPIES 244494404	01-5-705403.00 PARTS & SUPPLIES	12.49	14343	02/28/24
WBMASON	02/14/24	W.B. MASON CO., INC. TM-STAPLES 244582806	01-5-005610.00 OFFICE SUPPLIES	1.98	14343	02/28/24

02/23/24
11:44 am

Town of Norwich Accounts Payable
Check Warrant Report # 1101 Current Prior Next FY Invoices For Fund (General)
For Check Acct 03(General) All check #s 02/28/24 To 02/28/24 & Fund 01

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ashleyw

Vendor	Invoice Date	Invoice Description Invoice Number	Account	Amount Paid	Check Number	Check Date
WBMASON W.B. MASON CO., INC.	02/14/24	TC-LASER LABEL 244582806B	01-5-100610.00 OFFICE SUPPLIES	7.99	14343	02/28/24
WEEDCONCR WEED PRECAST LLC	11/29/23	DPW-CONCRETE BLOCKS 17695	01-5-703703.00 FEMA GRANT	9340.00	14344	02/28/24
Report Total				----- 120615.47 =====		

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 \$ ***120,615.47
Let this be your order for the payments of these amounts.

Staff Accountant: Ashley Wohler
Ashley Wohler

DocuSigned by:
Brennan Duffy
D4520EC72DA7484...
Brennan Duffy

SELECTBOARD:

Marcia Calloway
Chair

Mary Layton
Vice Chair

Priscilla Vincent

Roger Arnold

Pam Smith

02/23/24

Town of Norwich Accounts Payable

11:44 am

Check Warrant Report # 1102 Current Prior Next FY Invoices For Fund (Operational Perf & Develo)

ashleyw

For Check Acct 03(General) All check #s 02/28/24 To 02/28/24 & Fund 51

Vendor	Invoice Date	Invoice Description	Account	Amount Paid	Check Number	Check Date
STUDIO	02/19/24	STUDIO NEXUS ARCHITECTS & TH-IMPROVEMENT STUDY	51-5-000300.20	4859.79	14339	02/28/24
		2330.03	Fund 51 Exp Long Range st			
Report Total				4859.79		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *****4,859.79

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

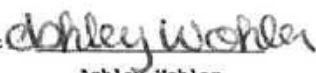
02/26/2024
11:02 am

Town of Norwich Accounts Payable
Check Warrant Report # 1104 Current Prior Next FY Invoices
For checks For Check Acct 03(General) 14345 To 14345 02/28/2024 To 02/28/2024

Page 1 of 1
ashleyw

Vendor	Invoice	Invoice Description	Purchase Amount	Discount Amount	Amount Paid	Check Number	Check Date
NORSCHOOL NORWICH SCHOOL DISTRICT	FY24 2NDPYMT	FY24 2ND PAYMENT	5489405.47	0.00	5489405.47	14345	02/28/24
Report Total			5,489,405.47	0.00	5,489,405.47		

To the Treasurer of Town of Norwich, We hereby certify that there is due to the several persons whose names are listed hereon the sum against each name and that there are good and sufficient vouchers supporting the payments aggregating \$ *5,489,405.47
Let this be your order for the payments of these amounts.

Staff Accountant 
Ashley Wohler

Town Manager: 
Brennan Duffy

SELECTBOARD:

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

Marcia Calloway
Chair, Norwich Selectboard

Thursday, February 22, 2024

Aaron Lamperti
Franny Eanet
557 New Boston Road
Norwich
802 649 2724

Dear Marsha,

Please find attached a letter of support from the Planning Commission for the designation of a portion of our lot between New Boston and Upper Turnpike roads as a preferred site for solar development. We are writing to request that the Selectboard sign this letter as well. As you may know, preferred site status allows a net metering project to receive favorable rates under the state enhanced energy planning statute and thus is necessary to make a project financially viable.

This request is very similar to a successful one made by Norwich Solar Technologies in July of 2021. In this case there are no trails or town parcels nearby and the site is not visible from any town roads. We have notified all abutters, responded to one concern about the view from Upper Turnpike Road and otherwise received only support from our neighbors.

We have also attached a memo from the planning office giving some background on the enhanced energy statute, as well as some maps outlining the site as well as sight lines from surrounding roads and houses.

We would appreciate it if you would put this request on the Selectboard agenda for an upcoming meeting.

Thank you!

Aaron Lamperti & Franny Eanet

Town of Norwich, Vermont



CHARTERED 1761

February 19, 2024

Ms. Judith Whitney, Clerk
Public Service Board of Vermont
112 State Street
Montpelier, VT 05620-2701

Re: Preferred Siting Designation under Rule 5.100


Dear Ms. Whitney,

We refer to the application for a Certificate of Public Good (the "Application") to be filed by Lamperti/Eanet, in respect of the 150 kW-AC solar electricity generation project (the "Project") proposed to be sited at the parcel located at 557 New Boston Road, Norwich, VT 05055, approximate latitude and longitude of 43.75639° N, 72.31352° W (the "Location"). Having made our review, we wish to support the Project and declare our desire to have the Location designated as a "Preferred Site" under Section 5.103 of your Rule 5.100.

We note that we take no position on the Project's compliance with any requirement of Rule 5.100 or of other applicable provisions of Vermont law. This letter is solely for the purpose of providing support for the Project under Section 5.103.

Sincerely,

Town of Norwich Planning Commission
Jaan T. Laaspere, Chair



Town of Norwich Selectboard

Name, Title

Two Rivers-Ottauquechee Regional Commission

Name, Title

TO: Planning Commission
FROM: Kyle Katz, Interim Zoning Administrator
RE: Solar Generation Project “Preferred Site” Status review, New Boston Road
DATE: 12/14/2023

Background

The 2020 Town Plan Energy Chapter contains Policy 3.2.h:

For solar generation projects sized from 15kW to 500kW the presumption is that all of Norwich meets the Public Utility Commission definition of ‘preferred site’, notwithstanding the existing areas of local concern including the Ridgeline Protection Overlay Area and the historic village district as identified in the Norwich Land Use Regulations

The subject site is located partly within the Ridgeline Protection Overlay Area, and therefore does not automatically qualify as a preferred site.

Process

Under such circumstances the following process is available to applicants:

1. Applicant presents materials for review to the Planning Commission requesting a “letter of support” for the project (effectively a conclusion that the project as described does not pose a material conflict with the purpose of the Ridgeline Protection Overlay District)
2. Planning Commission votes on a motion recommending the Selectboard provide a letter of support
3. Applicant presents to the Selectboard, which votes on a motion to provide a letter of support (drafted by the Zoning Administrator)

Standard of Review:

The Ridgeline Protection Overlay (RPO) District Overlay is described on page 28 of the Norwich Zoning Regulations (NZR) as adopted July 1, 2009.

(A)Purpose. The purpose of the Ridgeline Protection Overlay District is to protect Norwich’s rural character and scenic landscape by ensuring that development is located and designed in a manner that protects the uninterrupted skyline and minimizes adverse visual impact on designated ridgelines and adjacent slopes as viewed from public roads (Class 1, 2 and 3 town highways, state highways and interstate highways within the town).

The NZR addresses natural and scenic features in Section 3.13 (page 43). The standard described is “minimize adverse impact of development on significant natural, scenic, and cultural resources” and more specifically:

(3) Scenic Resources. Development shall be *located and configured to avoid undue adverse impacts to scenic resources* identified on maps created in conjunction with the document entitled Inventory of Scenic Resources, prepared by the Scenic Resources Committee of the Norwich Conservation Commission and dated January 2000. (See Map C).

Development within view of scenic roads, as identified in the aforementioned planning documents, shall be designed to avoid undue adverse impact to the identified scenic resources. [emphasis added]

The applicants have provided materials for review addressing the possibility of visual impact, including a map from the ANR Atlas for the subject site.

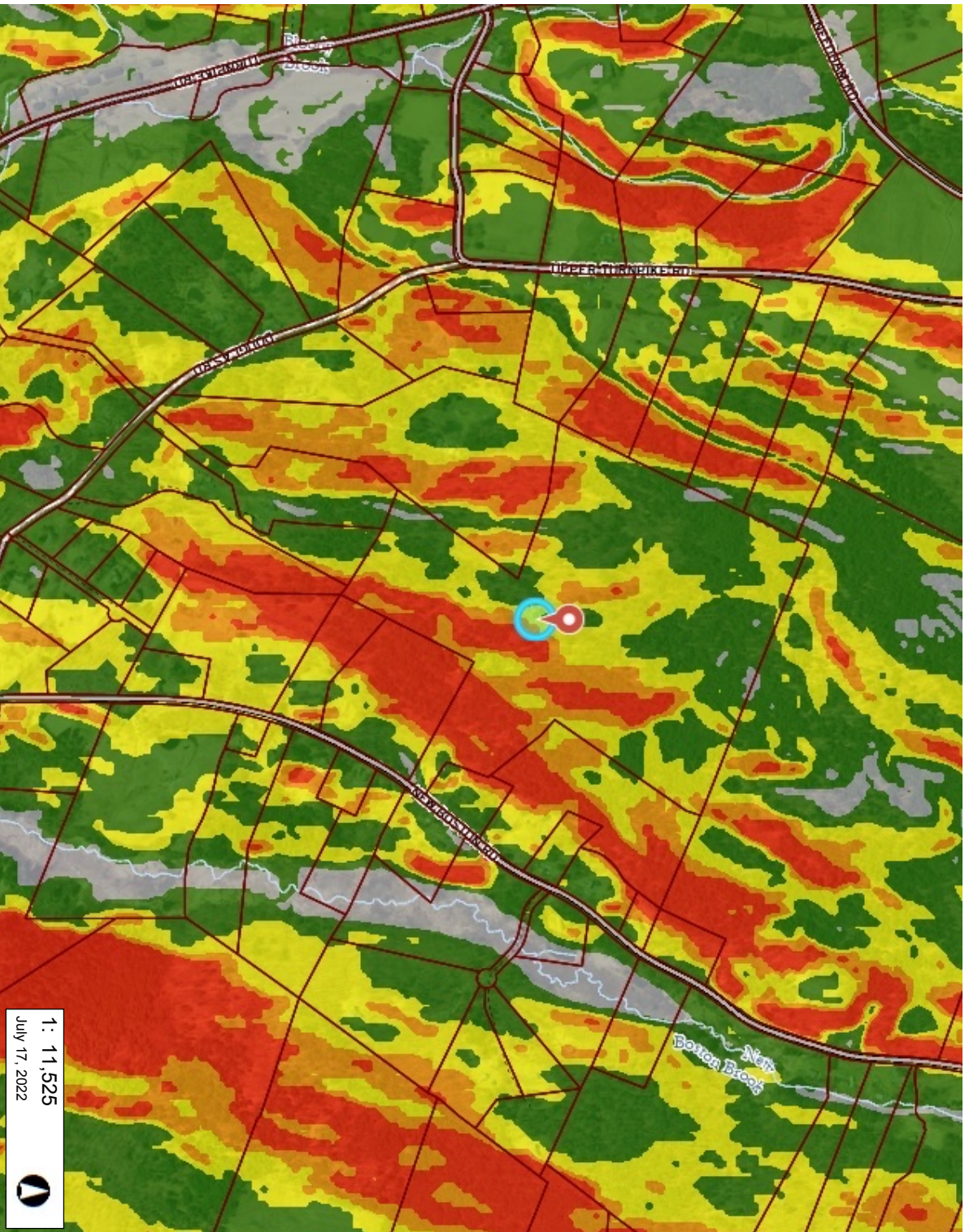
Staff Findings:

1. New Boston Road is not a designated scenic road.
2. There are no mapped wetlands at the site location.
3. The electrical lines will be buried, and will largely follow the driveway, minimizing tree cutting and issues with ledge. There will be no new poles. The underground line will cut across the field at 559 New Boston Road, for which there is a right-of-way in the property deed.
4. The location for the solar generation project on the parcel is not located on steep slopes.
5. The solar generation project does not cause an undue adverse visual impact to the town, state, or interstate highways.

Recommendation:

Staff offers the following in the form of a proposed motion:

I move that the Planning Commission recommend to the Selectboard a letter of support provided to Aaron Lamperti and Franny Eanet (Lamperti/Eanet) for their proposed solar generation project on New Boston Road.



LEGEND

- Parcels (standardized)
- Roads**
 - Interstate
 - US Highway: 1
 - State Highway
 - Town Highway (Class 1)
 - Town Highway (Class 2,3)
 - Town Highway (Class 4)
 - State Forest Trail
 - National Forest Trail
 - Legal Trail
 - Private Road/Driveway
 - Proposed Roads
- Stream/River**
 - Stream
 - Intermittent Stream
- Town Boundary
- Slope**
 - <5%
 - 5-15%
 - 15-20%
 - 20-25%
 - >25%

NOTES

557 New Boston RD, Norwich
Slope & Wetlands
Map created using ANR's Natural Resources Atlas

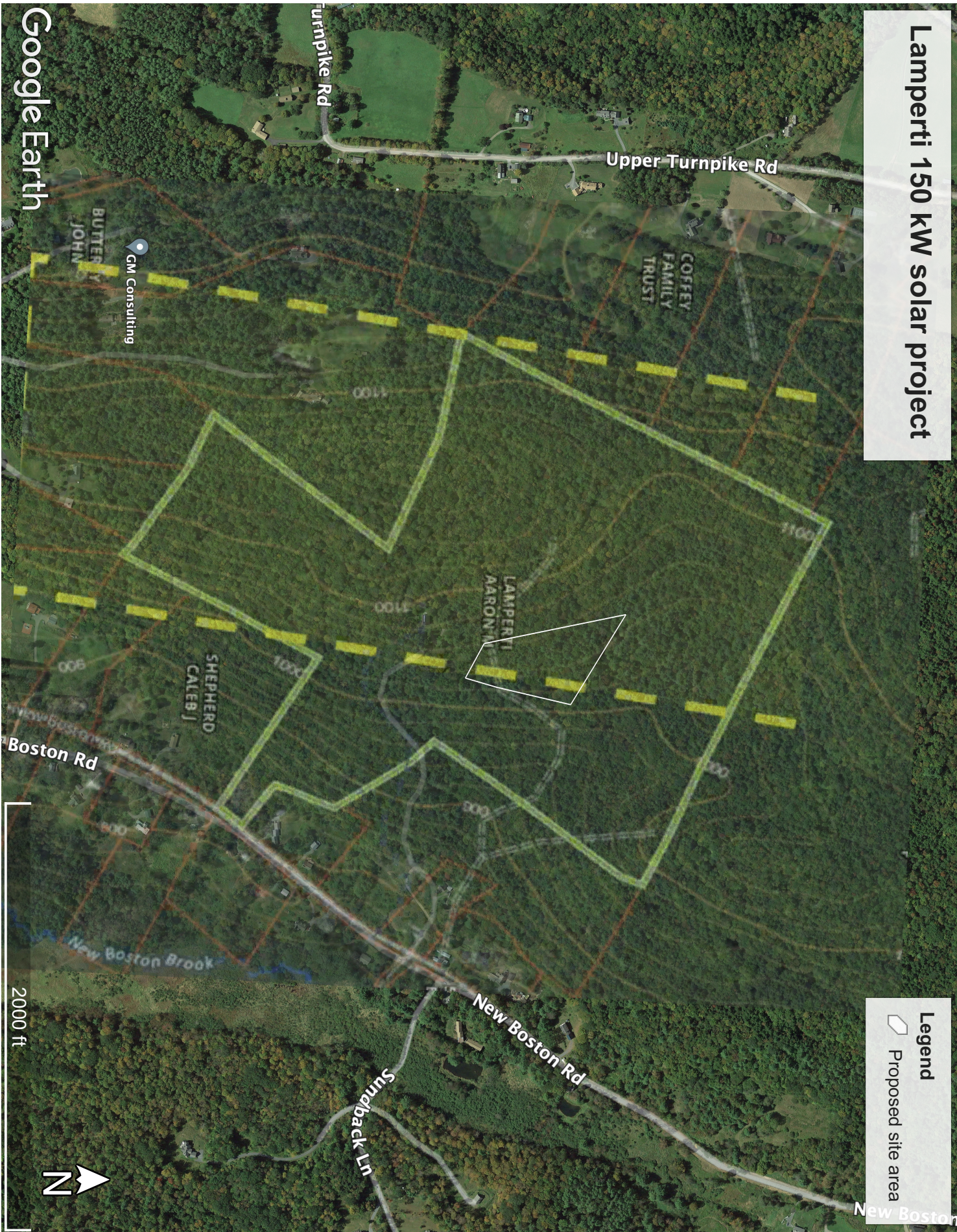
585.0 0 292.00 585.0 Meters
WGS_1984_Web_Mercator_Auxiliary_Sphere
© Vermont Agency of Natural Resources
1" = 960 Ft. 1cm = 115 Meters
THIS MAP IS NOT TO BE USED FOR NAVIGATION

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

1: 11,525
July 17, 2022



Lamperti 150 kW solar project



Legend
Proposed site area

2000 ft



Google Earth

Lamperti 150 kW solar project

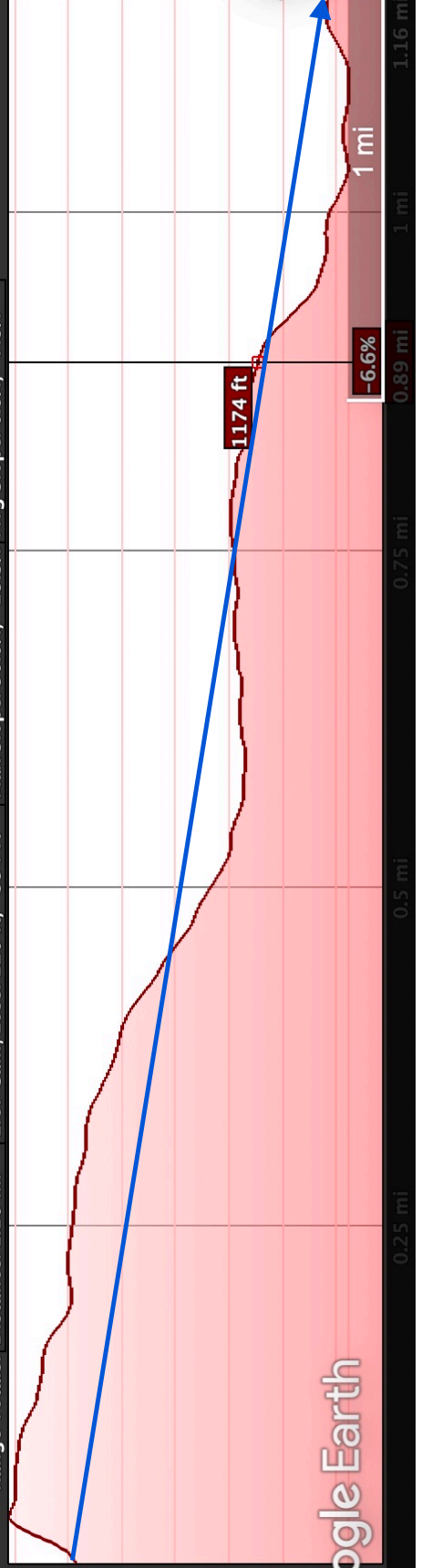
Legend

- Proposed site area
- Topography from North

1174 ft
0.89 mi
-6.6%

Graph: Min, Avg, Max Elevation: 1089, 1235, 1406 ft
Range Totals: Distance: 1.16 mi Elev Gain/Loss: 120 ft, -354 ft Max Slope: 50.0%, -25.3% Avg Slope: 6.8%, -7.8%

1406 ft
1350 ft
1300 ft
1250 ft
1200 ft
1150 ft

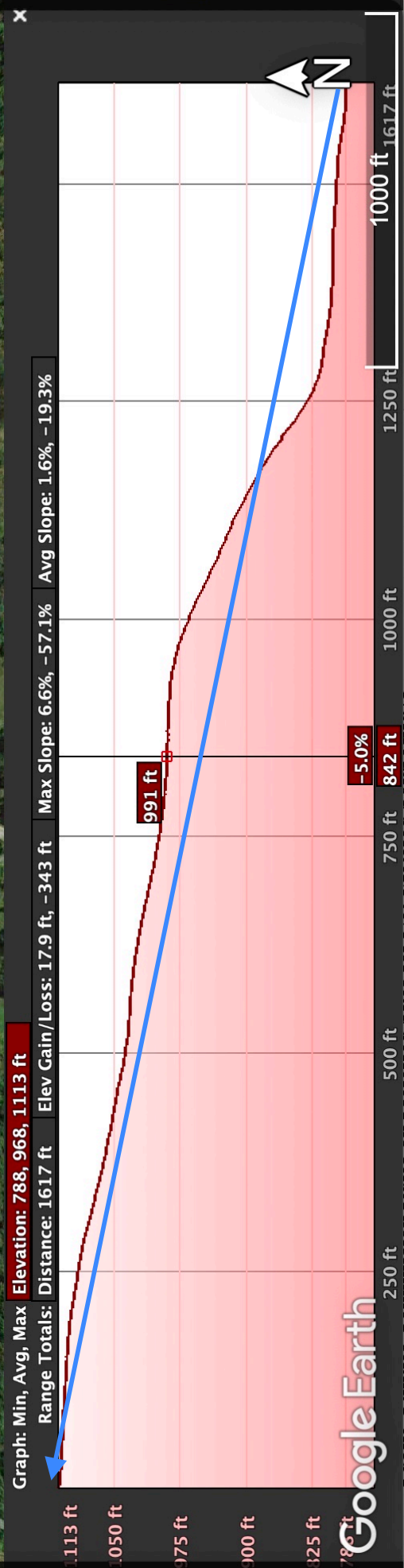


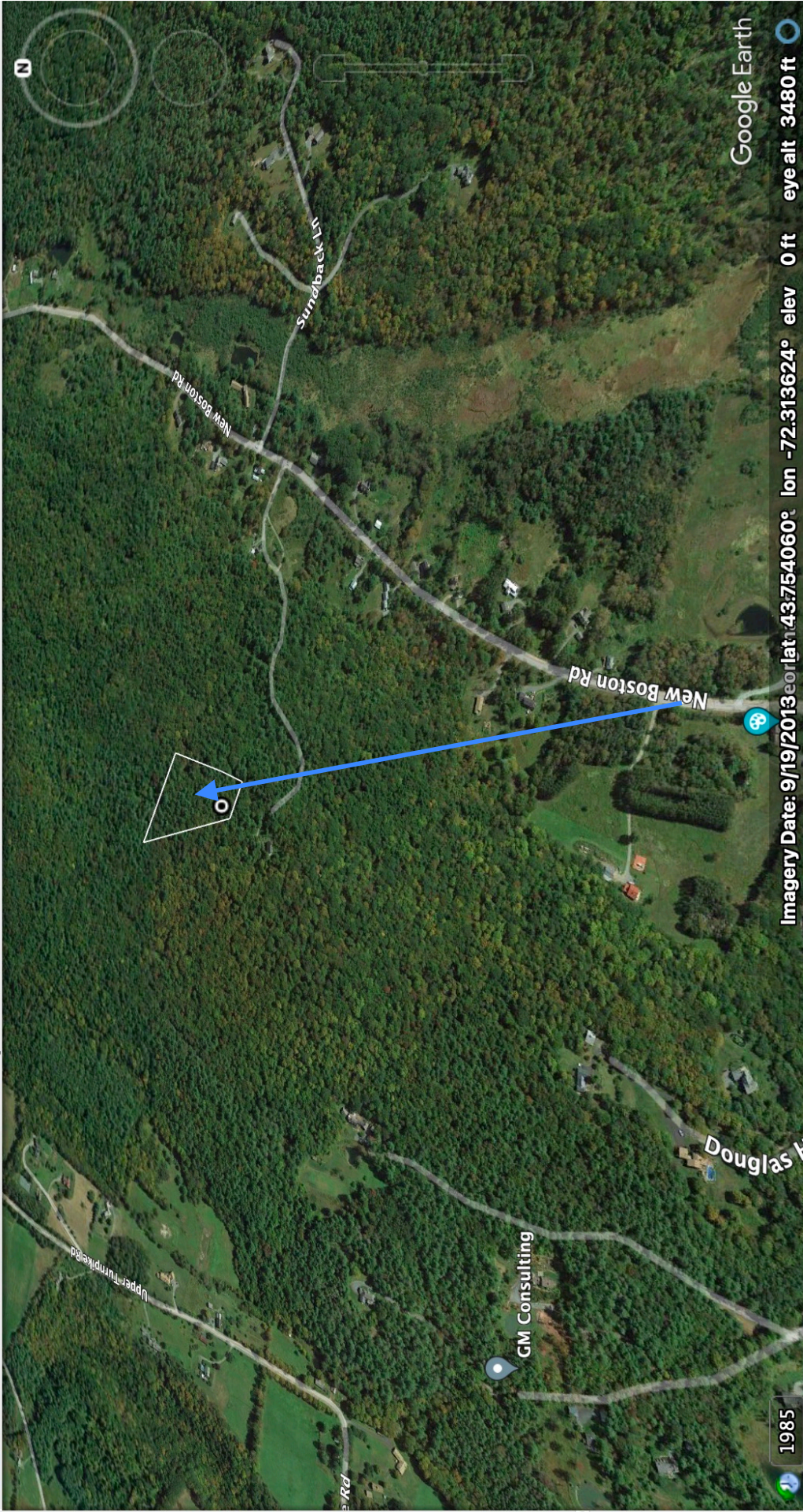
Google Earth

Lamperti 150 kW solar project

Legend

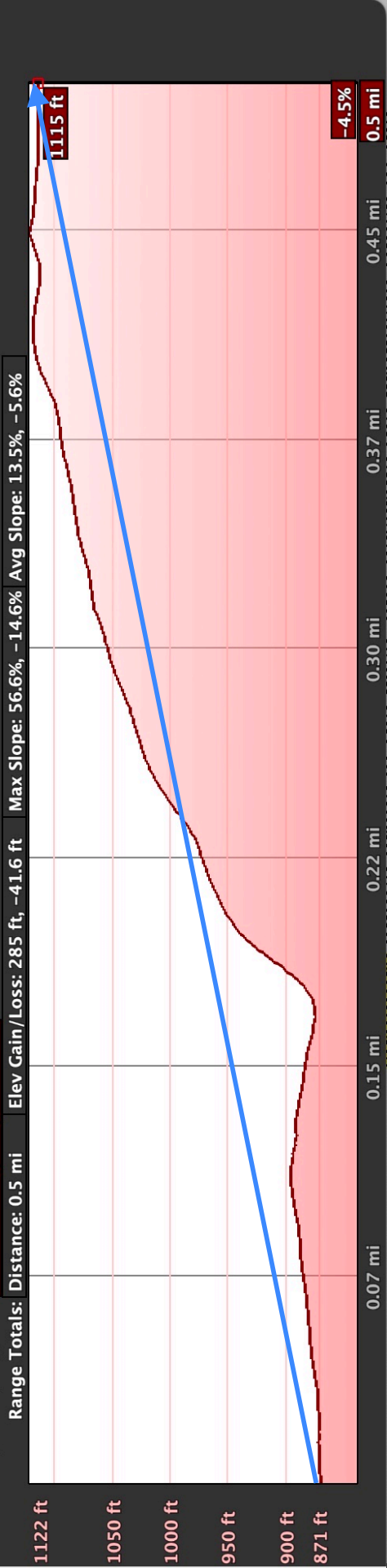
- Proposed site area





Imagery Date: 9/19/2013 **eo** lat: 43:754060° lon -72:313624° elev 0 ft eye alt 3480 ft

Graph: Min, Avg, Max Elevation: 871, 996, 1122 ft Range Totals: Distance: 0.5 mi Elev Gain/Loss: 285 ft, -41.6 ft Max Slope: 56.6%, -14.6% Avg Slope: 13.5%, -5.6%



1115 ft

871 ft

900 ft

950 ft

1000 ft

1050 ft

1122 ft

0.07 mi

0.15 mi

0.22 mi

0.30 mi

0.37 mi

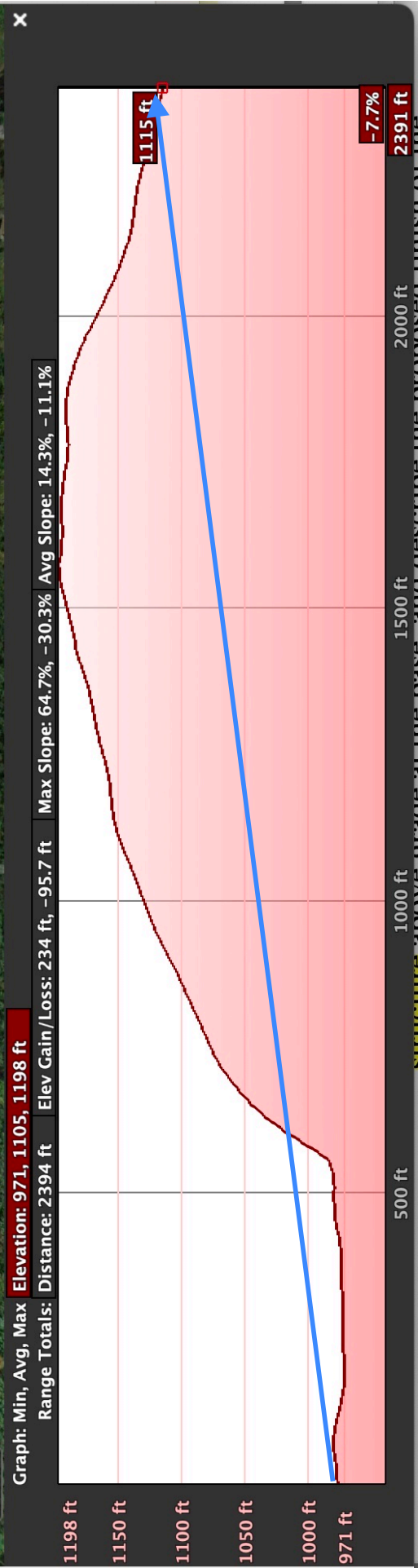
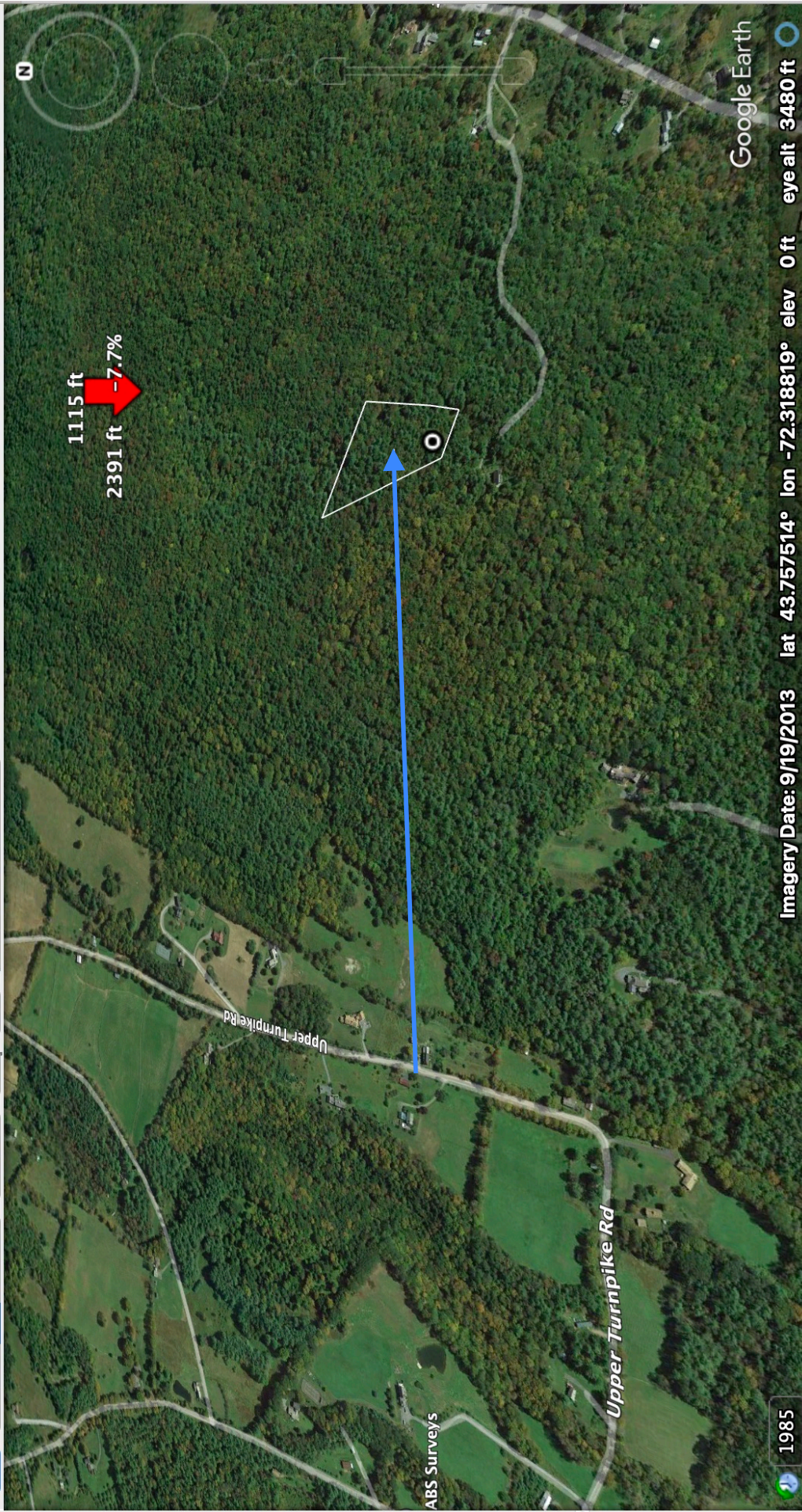
0.45 mi

0.5 mi

-4.5%

1985

Google Earth



Dear Marcia,

January 26, 2024

The Connecticut River Joint Commissions approached the Norwich Conservation Commission seeking a representative to join the Upper Valley Local River Subcommittee. I have volunteered to be the representative and Chris Rimmer has agreed to be an alternate. In order to join, we need approval from the Selectboard.

Here is the description of the Commission sent to us:

The Connecticut River Joint Commissions (CRJC) is a quasi-governmental organization composed of Governor-appointed and designated Commissioners from Vermont and New Hampshire, and the parent organization to five Local River Subcommittees. They may represent different interests, but are united in a shared regard of the Connecticut River, the surrounding landscape, and the ecosystem as a whole. Together, they identify and pursue collaborative efforts that safeguard the Valley.

CRJC facilitates the cooperation of Vermont and New Hampshire to guide development in a manner that conserves the visual, ecological and agricultural resources of the Connecticut River Valley. The CRJC informs policy decisions, links local action to state and federal initiatives, and convenes partners in a common effort to protect the Valley's resources. (You can read more here: <https://www.crjc.org/about-crjc/>.)

We would like to attend the next Selectboard meeting to request approval of our nominations to the subcommittee. We have submitted the applications to Miranda to be included in the packet.

Lynnwood Andrews

Chris Rimmer

From: [Lynnwood B Andrews](#)
To: [Miranda Bergmeier](#)
Subject: Application for CRJC representative - Andrews
Date: Friday, January 26, 2024 1:18:57 PM

Dear Miranda,

I am applying to be the representative from the Norwich Conservation Commission to the Connecticut River Joint Commissions. I need to have the Selectboard approve this application, which I have attached. I am assuming it needs to be in the packet for the next meeting, but not sure. I will be sending a letter to the SB explaining. Chris Rimmer is applying to be the alternate. If this is not the right procedure, please let me know.

Thanks,
Lynnwood



**Local River Subcommittees
For the Connecticut River**

Nomination Form for Municipal Representative

Please complete both sides of this form and return to: Connecticut River Joint Commissions
10 Water Street, Suite 225, Lebanon, NH 03766; Or by e-mail: info@crjc.org; Or by fax: (603) 448-0170
Questions? Please call CRJC at (603) 448-1680; Or Visit our website <https://www.crjc.org/hrs/>

MUNICIPALITY:

DATE:

NOMINEE NAME:

INTEREST(S) NOMINEE IS REPRESENTING: *(check all that apply)*

<input type="checkbox"/> Local Government	<input type="checkbox"/> Recreation
<input type="checkbox"/> Business	<input type="checkbox"/> Agriculture
<input checked="" type="checkbox"/> Conservation	<input type="checkbox"/> Riparian Landowners

NOMINEE MAILING ADDRESS:

Street Address

City State Zip

NOMINEE PHONE NUMBER:

NOMINEE EMAIL:

Chair of Selectboard or Authorized Signature(s)

Name: _____

Title: _____



Additional Information

Please include a short description of your relevant interest and background knowledge of local river-related issues or general river management and protection:

I have been a member of the Norwich Conservation Commission since 2017. I am concerned about the conservation of the riparian habitats along the Connecticut River in Norwich. I do not have expertise in river management, but do have knowledge about plant conservation. I want to keep our commission informed about the river + its conservation.

Committees may engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

- | | | |
|--|---|---|
| <input type="checkbox"/> Review Permits | <input checked="" type="checkbox"/> Public Relations/Education | <input type="checkbox"/> Committee Administration |
| <input type="checkbox"/> Event Organization | <input checked="" type="checkbox"/> River Monitoring (e.g., water quality or invasives) | <input checked="" type="checkbox"/> Management Plan |
| <input type="checkbox"/> Other, please specify:
_____ | | |

Although most meetings require many members to be present in person, a remote option is often available. Please check ALL boxes that apply:

- | |
|--|
| <input checked="" type="checkbox"/> I ^{can} prefer to attend in person |
| <input type="checkbox"/> I need logistical assistance to attend in person |
| <input type="checkbox"/> I cannot attend in person |
| <input checked="" type="checkbox"/> I ^{can} prefer to attend by remote option |
| <input type="checkbox"/> I need logistical assistance to attend by remote option |
| <input type="checkbox"/> I cannot attend by remote option |



Rev. April 2022

Lynnwood B Andrews
69 Meetinghouse Rd
Norwich, VT 05055

Town of Norwich, Vermont



CHARTERED 1761

NORWICH ANNUAL INFORMATIONAL MEETING 03/04/2024

SELECTBOARD MEMBERS:

MARCIA CALLOWAY, CHAIR; MARY LAYTON, VICE CHAIR;
ROGER ARNOLD; PAM SMITH; PRISCILLA VINCENT

TOWN MANAGER:

BRENNAN DUFFY

TOWN OF NORWICH CURRENT STAFFING

- Town Manager's Office:
 - Town Manager, Brennan Duffy (Sept. 2023); * Assistant Town Manager, Miranda Bergmeier
 - Administrative Assistant: **Open position**
- Finance Office:,
 - Finance Director, Barrie Rosalinda (Aug. 2023); * Staff Accountant, Ashley Wohler
- Planning Department:
 - Planning Director: **Open position** * Planning Assistant, Pam Mullen

CURRENT STAFF TOWN DEPARTMENTS

- Fire Department
 - Chief, Alex Northern; * Deputy Chief, Matt Swett; * 22 Volunteers
- Police
 - Chief, Matt Romei (Feb. 2024); * Sergeant, Stuart Rogers; * 2 Officers: **Two Open positions**
 - Administrative Assistant: **Open position**
- Public Works
 - Director, Chris Kaufman * Working Foreman, Jon McKinnon; * Administrative Assistant: **Open position**
 - 3 Equipment Operators (**One Open position**) * 2 Building & Grounds Technicians * 3 Transfer Station Operators
- Recreation
 - Director, Brie Swenson

CURRENT ELECTED OFFICIALS & STAFF IN TRACY HALL

- Treasurer Cheryl Lindberg
 - 2 Assistant Treasurers
- Listers
 - Listers: Ernie Ciccotelli, Cheryl Lindberg, and Jonathan Vincent
 - Assessor: Open position
 - Listers Clerks: Cheryl Lindberg and Amanda Beaulieu
- Town Clerk Lily Trajman
 - Assistant Clerk, Judy Trussell

GOALS FOR FISCAL YEAR 25 BUDGET

- Keep annual tax increase low
- Use the surplus wisely
- Short and Long-term Planning for
 - Capital expenditures
 - Infrastructure needs

COMPONENT CONSIDERATIONS FOR SETTING THE FISCAL YEAR 2025 BUDGET

- The Capital Plan – saving for anticipated “capital” expenditures.
- Routine expenses of running the town – salaries, supplies, etc.
- Unanticipated expenses – climate emergencies, price changes, etc.
- Income – taxes, fees, etc.
- Surplus monies – money budgeted in prior year(s), but neither committed nor spent.
 - This money must be ‘returned’ to the voters to decide how it shall be used.
- Recommendation for a Fiscal Year budget – goals: keeping the annual tax increase low and planning ahead for Norwich’s future needs.

BUDGET SUMMARY

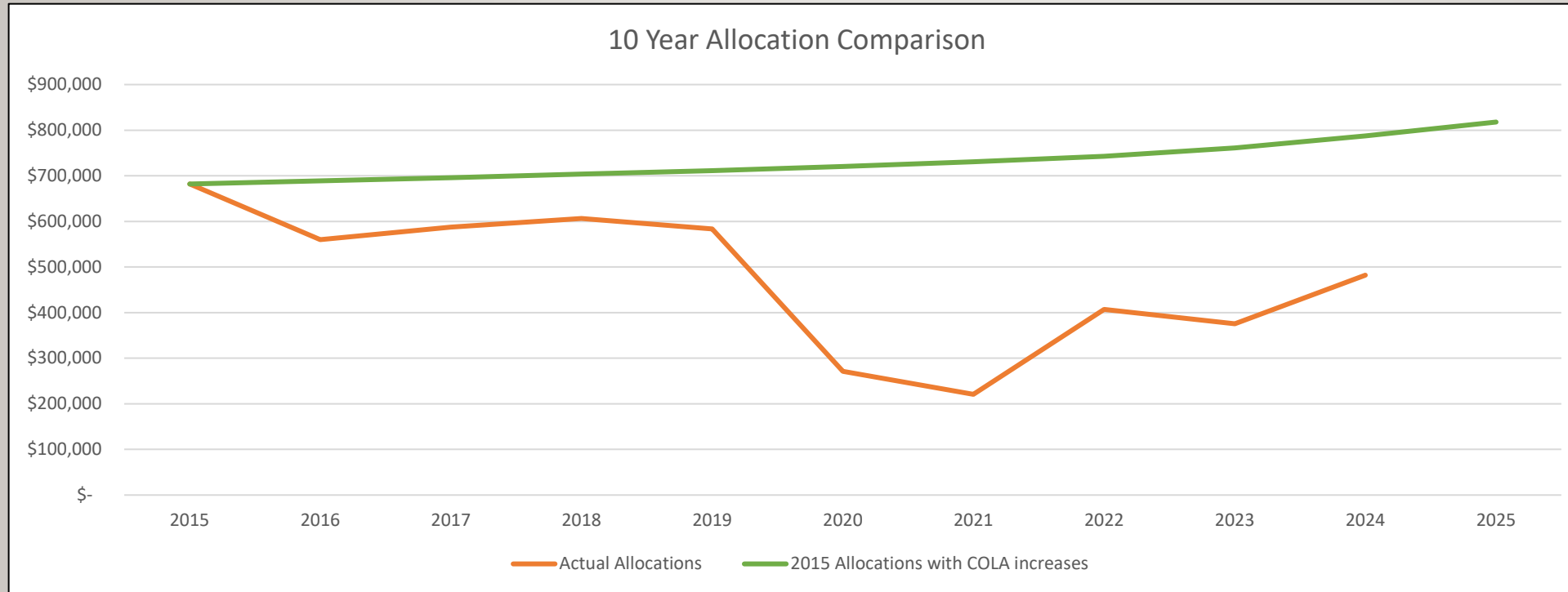
DESCRIPTION	FY 23 ACTUAL		FY24 Budget	FY25 Budget Request	FY25/24 Budget % Change
	FY23 BUDGET	Unaudited			
TOTAL TOWN EXPENDITURES	\$ 4,958,874	\$ 5,580,308	\$ 5,522,127	\$ 6,221,233	12.66%
TOTAL VOTED MONETARY ARTICLES	\$ 416,608	\$ 416,654	\$ 450,560	\$ 642,168	42.53%
TOTAL TOWN EXPENDITURES IF ALL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

SALARY AND CAPITAL ALLOCATION BREAK OUT

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

Capital Allocations					
Department Summary	FY24 Budget	FY25 Budget	Change \$	% change	Cost
Town Compilation					
Total Dept Budget	\$ 5,522,127	\$ 6,221,233	\$ 699,107	12.66%	\$ 0.09199
Capital Allocations- Equipment	\$ 267,001	\$ 609,500	\$ 342,499	128.28%	\$ 0.04507
Capital Allocations- Infrastructure	\$ 185,000	\$ 225,000	\$ 40,000	21.62%	\$ 0.00526
Budget w/o Capital Allocations	\$ 5,070,126	\$ 5,386,733	\$ 316,607	6.24%	\$ 0.04166

10 YEAR HISTORY COMPARISON ACTUAL ALLOCATIONS VS COLA INCREASES



Actual Allocations from Approved Budgets FY15-FY23

With COLA increases based on FY15 allocations

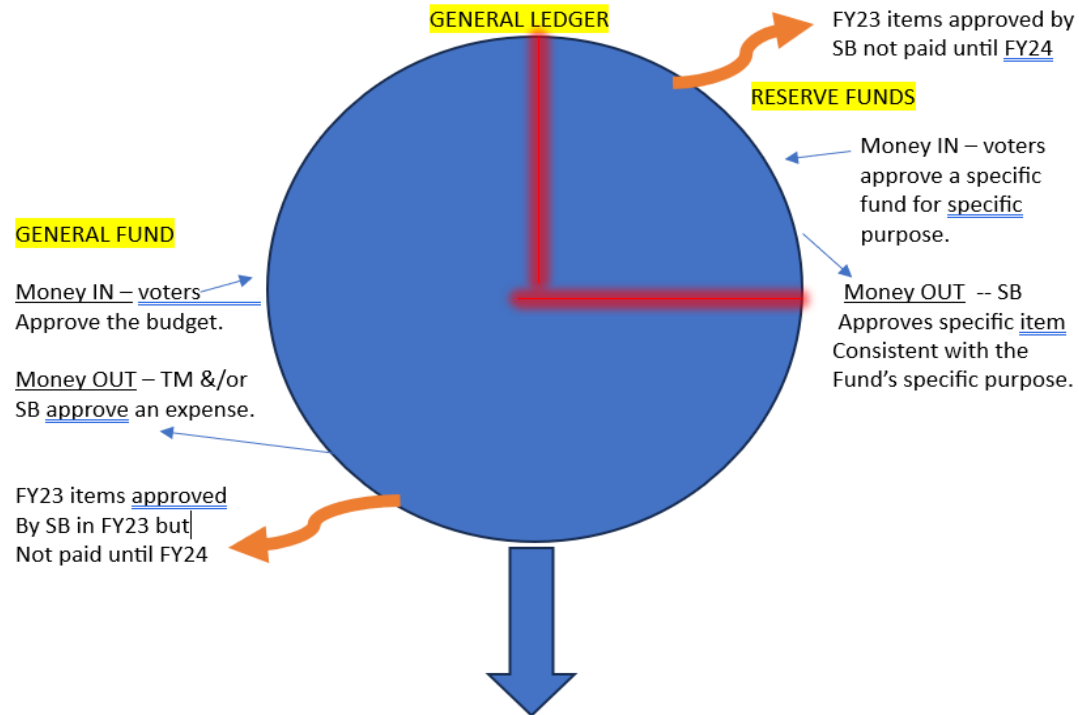
- Total shortfall based on level FY15 funding is \$2,046,099
- FY24 Actual Allocations were \$482,000
- COLA Increased Allocations for FY24 would have been \$787,593

SURPLUS HISTORY

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

- The *General Fund Bal – Unrestricted* line above shows the cumulative balance at the beginning of the fiscal year. (This is a GL account not a designated/committed fund.)
- The *Current Year* line shows the annual budget surplus/(deficit).
 - Fiscal years 2018 and 2022 we had budget deficits (\$2,400,000 and \$521,000).
 - Fiscal years 2019, 2020, 2021 and 2023 we had budget surpluses.
- The *Balance at Year End* shows the accumulated surplus/(deficit) at the end of the fiscal year.
- At the end of FY22 the surplus was \$738,287 and at the end of FY23, the audited surplus fund balance is \$1,800,000

CALCULATION OF SURPLUS



Surplus calculated by TOTAL of General Fund and Reserve Funds

\$1,800,000	Audited Surplus
Less \$700,000	Approved by Selectboard for infusion to the FY25 budget
\$1,100,000	
Less \$100,000	For FY23 unpaid invoices for Police Department Equipment expense
\$1,000,000	Actual Surplus remaining

HOW TO USE THE SURPLUS ?

- Two public listening sessions occurred in January 2024 to solicit ideas for the use of the \$1,000,000 surplus.
- Citizens presented several initiatives for consideration.
- Following that process, the Selectboard agreed to present three options to voters for approval.

THE THREE OPTIONS PRESENTED FOR USE OF SURPLUS

- FIRE APPARATUS FUND → \$300,000
 - Shall the voters approve the use of \$300,000 of the current surplus to fund the Fire Apparatus Fund #6?
- TRACY HALL FUND → \$500,000
 - Shall the voters approve the use of \$500,000 of the current surplus to fund the Tracy Hall Fund #13 for future improvements to Tracy Hall?
- HIGHWAY GARAGE FUND → \$200,000
 - Shall the voters approve the use of \$200,000 of the current surplus to fund the Highway Garage Fund #8 for the DPW Garage?

ON-GOING WORK OF SELECTBOARD, TOWN MANAGER AND STAFF

- Continuing efforts to recruit and retain qualified staff into a fulfilling working environment
- On-going documentation of Selectboard-appointed committees, commissions, etc. to ensure efficiency and coordination of effort with town objectives
- Affirmative steps taken to begin a pedestrian project on Beaver Meadow Road
- Collective Bargaining Agreement negotiations
- Study in progress to ensure the Town is offering competitive compensation
- Study on Tracy Hall improvements for future use and energy efficiency
- On-going response to the July 2023 weather event



Application ID: DLL - Application - 37377
Application for: Second Class License
Category of Business: Second Class

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0006041
Business Address: P.O. Box 908,
Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Phone: 802-649-1143
Management Type if LLC:
Email: dave@norwichinn.com

People Information

• **Person:**
David Burtonbush

Business Role: Registered Agent
Business Address: ,
,
Phone:
Email: dave@norwichinn.com
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:2675
Lodging:2786

Vermont Tax Department:

430204927413 F01

Education Details

Student Name:

Linda Kane

Training Completion Date:

Mon Mar 14 00:00:00 GMT 2022

Mode of Training:

DLC In Person Training

Type of Training:

Second Class (Off Premise)

Foundational License (if applicable)

License Type:

Second Class

License Number:

LP-015329

Licensee Name:

Norwich Inn, The

License Status:

License Active - Ready for Renewal

Licensee Address:

325 Main Street P.O. Box 908,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

David Burtonbush

State of Vermont / DLL Application Fee:

70.00

Date of Submission:

2024-02-14 00:46:37

State of Vermont / DLL Payment Status:

Local Application Fee:

70

Local Control Payment Status:

false



Application ID: DLL - Application - 37376
Application for: Third Class Restaurant/Bar License
Category of Business: Third Class

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0006041
Business Address: P.O. Box 908,
Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Phone: 802-649-1143
Management Type if LLC:
Email: dave@norwichinn.com

People Information

• **Person:**
David Burtonbush

Business Role: Registered Agent
Business Address: ,
,
Phone:
Email: dave@norwichinn.com
US Citizen?
Political Position
Name: David Burtonbush
Office:
Jurisdiction:

Violations:

Violation ID	Court/Traffic Bureau	Offense	Date of Offense
--------------	----------------------	---------	-----------------

Location/ Premises Detail

Location Name: **Do you lease this Premises:**

Norwich Inn, The

Location Address:

325 Main Street,
Norwich, Vermont 05055

Local Jurisdiction/ Town Clerk:

Norwich

Health License:

Food:2675
Lodging:2786

Vermont Tax Department:

430204927413 F01

Education Details

Student Name:

David Burtonbush

Training Completion Date:

Fri Mar 04 00:00:00 GMT 2022

Mode of Training:

DLC Online Training

Type of Training:

First Class (On Premise)

Foundational License (if applicable)

License Type:

Third Class

License Number:

LP-015325

Licensee Name:

Norwich Inn, The

License Status:

License Active - Ready for Renewal

Licensee Address:

325 Main Street ,
Norwich, Vermont 05055

License Start Date:

License End Date:

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:

David Burtonbush

State of Vermont / DLL Application Fee:

1095.00

Date of Submission:

2024-02-14 00:44:40

State of Vermont / DLL Payment Status:

Local Application Fee:

0

Local Control Payment Status:

false



Application ID: DLL - Application - 37373
Application for: Outside Consumption Permit
Category of Business: OCP

Business/ Entity Information

Business/ Entity Name: Green Visions, LLC
Business ID: 0006041
Business Address: P.O. Box 908,
Norwich, Vermont 05055
Entity Type: Limited Liability Corporation
Phone: 802-649-1143
Management Type if LLC:
Email: dave@norwichinn.com

Foundational License (if applicable)

License Type: First Class
License Number: LP-015327
Licensee Name: Norwich Inn, The
License Status: License Active - Ready for Renewal
Licensee Address: 325 Main Street ,
Norwich, Vermont 05055
License Start Date: 2023-04-30
License End Date: 2024-06-30

Event Contact/s

Person:

Business Role: **Phone:**
Business Address: **Email:**
,
, ,

Violations:



Violation ID	Court/Traffic Bureau	Offense	Date of Offense
---------------------	-----------------------------	----------------	------------------------

Event Premises Details

Location Name: Norwich Inn, The	Start date and time of event
Location Address: 325 Main Street, Norwich, Vermont 05055	End date and time of event
Local Jurisdiction/ Town Clerk: Norwich	Approximate Number of Persons Expected
	Describe the type of event/ OCP Area: Consists of two outside patio areas one of which is 40 ft by 30 ft and one that is 20 ft by 30 ft

Documents Attached

Name	Document Type	Assosicated With
D-03305	Other	LN-017727
D-03305	Other	LN-017727

Payment and Acknowledgement

Signed by:	State of Vermont / DLL Application Fee: 20.00
Date and time of Submission: 2024-02-14 00:38:22	State of Vermont / DLL Payment Status:
Local Application Fee: 0	Local Control Payment Status: false

2024 Selectboard Handbook for Appointed Committees, Boards, Commissions

[hereinafter referred to as “the Handbook”]

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- Elected Officials

DRAFT

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 vselectes;
- 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.

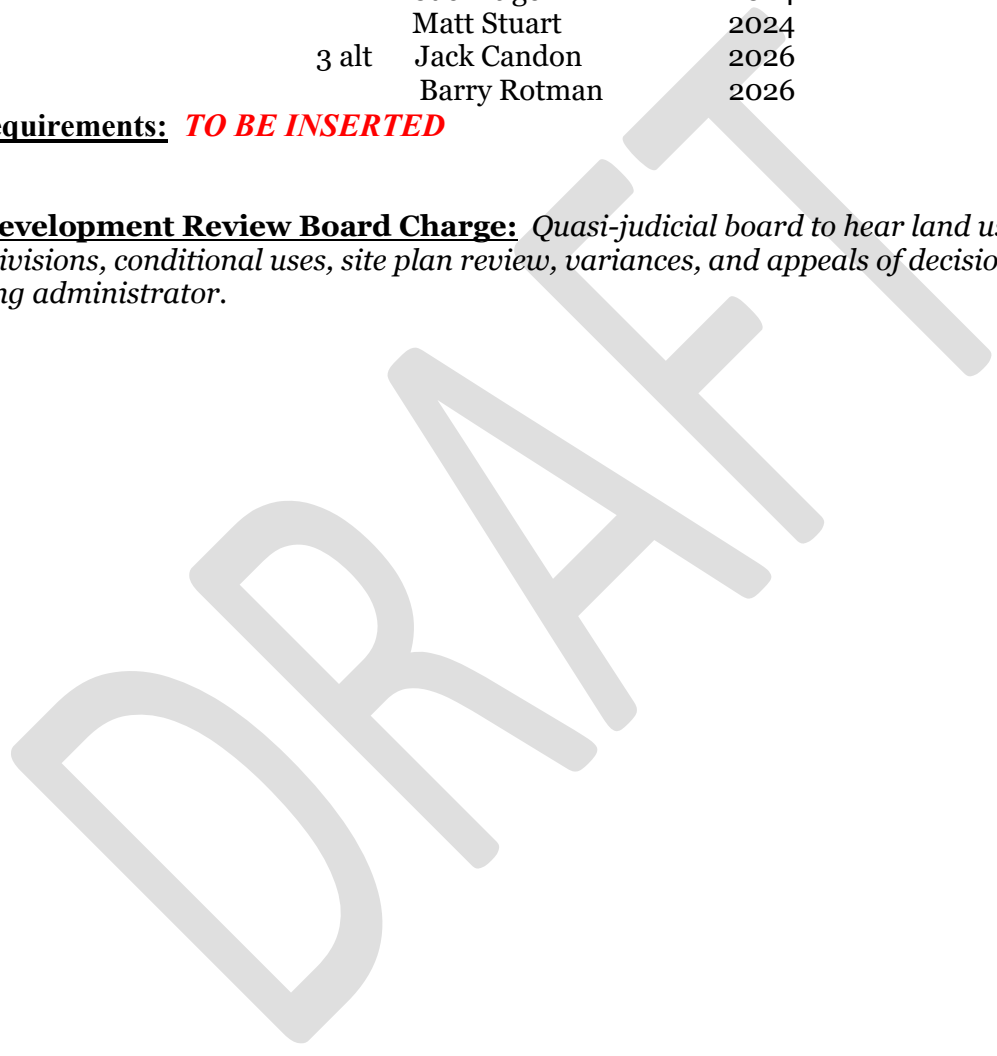
² Norwich Position Descriptions, town website, Conservation Commission.

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	\$
			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.*



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

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
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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 Jeff Goodrich, Vice Chair Ernie Ciccotelli Kris Clement Vincent Crow Bob Pape Stuart Richards	2024 2024 2026 2024 2026 2025 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+ No current Appointment to Planning Commission*
 - *Jeff Goodrich 2024*
 - *Gordon Greenfield+ No current Appointment to Planning Commission*
 - *Brian Loeb+ No current Appointment to Planning Commission*
 - *Paul Manganiello+ No current Appointment to Planning Commission*
 - *Creigh Moffatt+ No current Appointment to Planning Commission*
 - *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?

- Multi-Modal Transportation Subcommittee
 - *Term Length: TO BE INSERTED*
 - *Number of Members: TO BE INSERTED*
 - *Membership and Term Length:*
 - *Jeff Goodrich 2024*
 - *Vince Crow 2026*
- 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*

⁶ Norwich Position Descriptions.

- *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**

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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 Linda Cook Vice Chair Bram Litvinoff Jordan Mueller Lily Terry	2024 2025 2025 2026 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

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

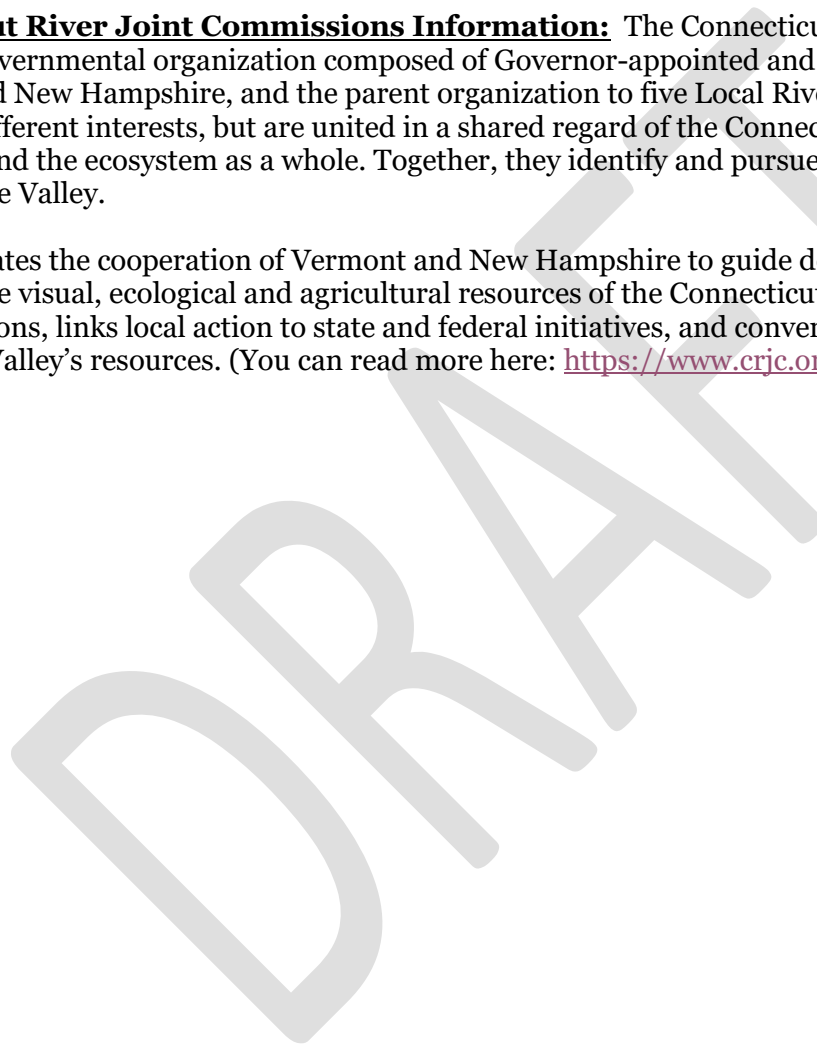
Appointed Representatives – Descriptions & Charges

Name/Charge No. of Members	Term Length	No. of Members	Member Names	Member Term	Budget
Connecticut River Joint Commissions		2	<i>Lynnwood Andrews Chris Rimmer</i>		\$0

Statutory requirements: *TO BE INSERTED IF ANY*

Connecticut River Joint Commissions Information: The Connecticut River Joint Commissions (CRJC) is a quasi-governmental organization composed of Governor-appointed and designated Commissioners from Vermont and New Hampshire, and the parent organization to five Local River Subcommittees. They may represent different interests, but are united in a shared regard of the Connecticut River, the surrounding landscape, and the ecosystem as a whole. Together, they identify and pursue collaborative efforts that safeguard the Valley.

CRJC facilitates the cooperation of Vermont and New Hampshire to guide development in a manner that conserves the visual, ecological and agricultural resources of the Connecticut River Valley. The CRJC informs policy decisions, links local action to state and federal initiatives, and convenes partners in a common effort to protect the Valley’s resources. (You can read more here: [https://www.crjc.org/about-crjc/.](https://www.crjc.org/about-crjc/))



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 *TO BE INSERTED* Alka Dev

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.

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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

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

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

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Temporary Committees

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

- *Childcare Committee 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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**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.

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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>
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

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

** Norwich town residents

- Selectboard statutory authority: 24 V.S.A. § 872.
 - “(a) The selectboard shall have the general supervision of the affairs of the town and shall cause to be performed all duties required of towns and town school districts not committed by law to the care of any particular officer.”
 - See Town Manager Section.
- Selectboard interaction with town staff:
 - The Selectboard has one employee, the Town Manager.
 - The Selectboard acts as one voice and no single Selectboard member supervises or directs the fully appointed Town Manager.
 - The Selectboard’s authority, when the town has voted for a Town Manager form of government, is limited by the statute providing General authority to to the Town Manager, see 24 V.S.A. § 1235, below.
- Town Manager:
 - 24 V.S.A. § 1235 General authority
 - “Subject to the requirements of this chapter, he or she shall have general supervision of the affairs of the town, be the administrative head of all departments of the town government, and shall be responsible for the efficient administration thereof.”
 - 24 V.S.A. § 1236 Powers and duties in particular
 - “The manager shall have authority and it shall be his or her duty:
 - (1) To cause duties required of towns and town school districts and not committed to the care of any particular officer, to be duly performed and executed.
 - (2) To perform all duties now conferred by law upon the selectboard, except that he or she shall not prepare tax bills, sign orders on the general fund of the town, call special or annual town meetings, lay out highways, establish and lay out public parks, make assessments, award damages, act as member of the board of civil authority, nor make appointments to fill vacancies which the selectboard is now authorized by law to fill; but he or she shall, in all matters herein excepted, render the selectboard such assistance as it shall require.
 - (3) To be the general purchasing agent of the town and purchase all supplies for every department thereof; but purchases of supplies for departments over which such manager is not given control, and of the town school district, shall be made according to requisition therefor by such departments or school directors.
 - (4) To have charge and supervision of all public town buildings and repairs thereon, and all building undertaken by the town, unless otherwise provided for by the selectboard, shall be done under his or her charge and supervision.
 - (5) To perform all the duties now conferred by law upon the road commissioner of the town, including the signing of orders; provided, however, that when an incorporated village lies within the territorial limits of a town which is operating under a town manager, and such village fails to pay to such town for expenditure on the roads of the

town outside the village, at least 15 percent of the last highway tax levied in such village, the legal voters residing in such town, outside such village, may elect one or two road commissioners who shall have and exercise all powers of road commissioner within that part of such town as lies outside such village.

(6) [Repealed.]

(7) To do all the accounting for all of the departments of the town and of the town school districts when the board of school directors so request.

(8) To supervise and expend all special appropriations of the town, as if the same were a separate department of the town, unless otherwise provided for by the selectboard.

(9) To have charge, control, and supervision of the following matters:

(A) the police department, if any, and shall appoint and may remove the officers thereof and shall fix their salaries;

(B) the fire department, if any, and shall appoint, fix the compensation of, and may remove all officers and employees thereof;

(C) the system of licenses, if any, not otherwise regulated by law;

(D) the system of sewers and drainage, if any, except the making of assessments therefor;

(E) the lighting of streets, highways, and bridges;

(F) the sprinkling of streets and highways and laying of dust, except the making of assessments therefor;

(G) the maintenance of parks and playgrounds.

(10) To collect all taxes due the town and to perform all the duties now conferred by law upon the collector of taxes, if the town so votes. Such manager shall continue so to do until the town votes otherwise at a meeting duly warned for the purpose of voting on such question. For the collection of taxes, a town manager may charge and collect the same fees as a collector of taxes, and the fees so collected shall be paid into the treasury of the town.”

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.***

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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.***

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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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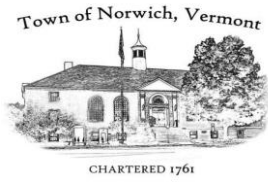
Summary Table with Membership and Terms

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

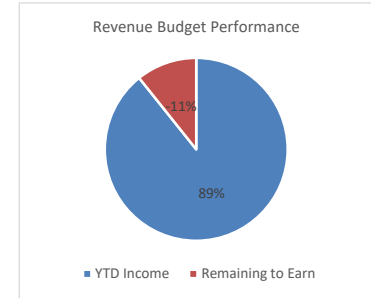
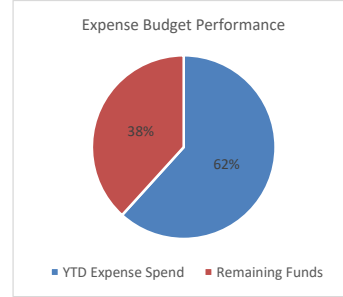
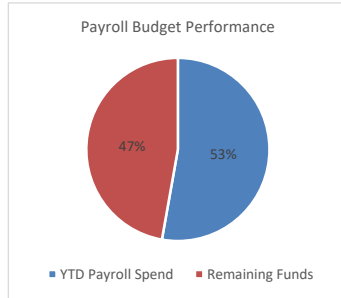
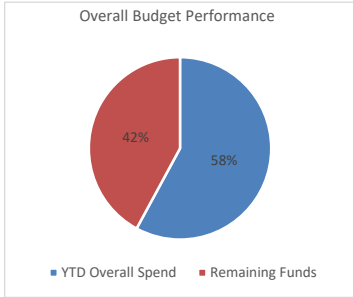
Appointed Representatives *TO BE INSERTED*

Elected Officials *TO BE INSERTED*

DRAFT



TOWN OF NORWICH FINANCIAL DASHBOARD
As of January 31, 2024
Unaudited

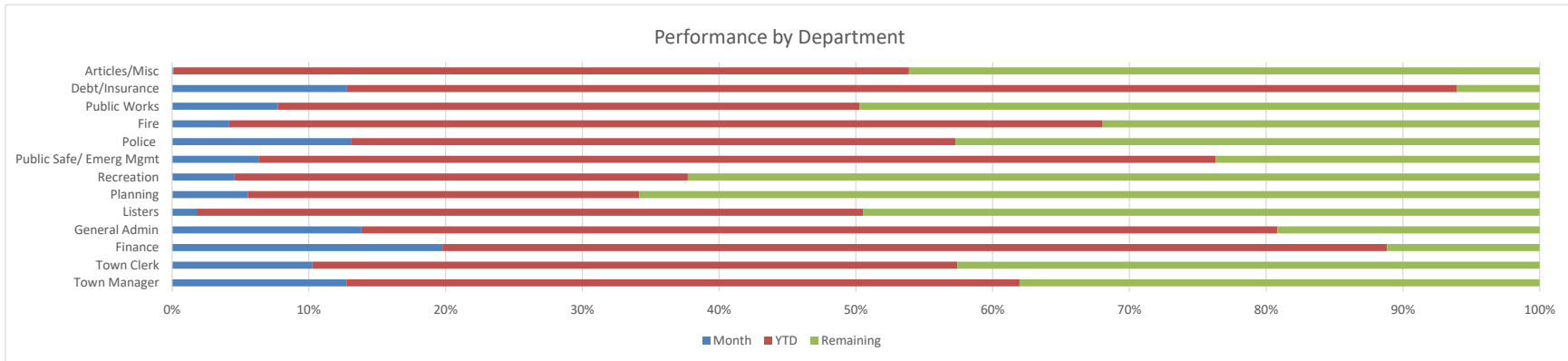


FY24 Overall Budget \$ 5,972,683
YTD Overall Spend \$ 3,458,655
Remaining Funds \$ 2,514,028
FY 24 Performance 57.91%

FY24 Payroll Budget \$ 2,552,823
YTD Payroll Spend \$ 1,347,761
Remaining Funds \$ 1,205,062
FY24 Performance 52.79%

FY24 Expense Budget \$ 3,419,860
YTD Expense Spend \$ 2,110,893
Remaining Funds \$ 1,308,966
FY24 Performance 61.72%

FY24 Revenue Projection \$ 5,375,482
YTD Income \$ 6,110,339
Remaining to Earn \$ (734,857)
FY 24 Performance 113.67%



Town of Norwich Revenue Report
January 31, 2024
Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 31-Jan	FY 24 YTD PERF
PROPERTY TAX REVENUES						
TOWN PROPERTY TAX	\$ 4,098,806	\$ 4,202,296	\$ 4,621,999	\$ 4,766,168.98	\$ -	103.12%
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	\$ 221,900	\$ 954	108.24%
PROPERTY TAX INTEREST	\$ 30,000	\$ 10,305	\$ 30,000	\$ 32,900	\$ 2,169	109.67%
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	\$ 5,538,770	\$ 3,123	103.96%
LICENSE & PERMIT REVENUE						
LIQUOR LICENSE	\$ 600	\$ 600	\$ 600	\$ 70	\$ -	11.67%
DOG LICENSE	\$ 1,750	\$ 2,593	\$ 1,750	\$ 323	\$ 236	18.46%
HUNTING & FISHING LICENSES	\$ 200	\$ 84	\$ 200	\$ 30	\$ -	15.00%
PEDDLER LICENSE	\$ -	\$ 25	\$ -	\$ 25	\$ -	0.00%
BUILDING/DEVELOPMENT PERMITS	\$ 8,000	\$ 7,880	\$ 9,000	\$ 4,138	\$ 275	45.98%
LAND POSTING PERMIT	\$ 200	\$ 215	\$ 200	\$ 255	\$ 5	127.50%
TOTAL LICENSE & PERMIT REVENUE	\$ 10,750	\$ 11,397	\$ 11,750	\$ 4,841	\$ 516	41.20%
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	\$ 10,885	\$ 891	43.54%
RESTORATION		\$ -	\$ -	\$ -	\$ -	0.00%
DOCUMENT COPY FEE	\$ 2,100	\$ 3,696	\$ 2,100	\$ 1,005	\$ 155	47.86%
USE OF RECRDS FEE	\$ 250	\$ 589	\$ 250	\$ 194	\$ 30	77.60%
VITAL STATISTIC FEE	\$ 800	\$ 1,610	\$ 800	\$ 605	\$ 15	75.63%
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	\$ 2,228	\$ 780	63.64%
POLICE REPORT FEE	\$ 500	\$ 236	\$ 500	\$ 258	\$ 108	51.60%
POLICE ALARM RESPONSE FEE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SPECIAL POLICE DUTY FEES	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING DOC COPY FEE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PLANNING MAPS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
RECREATION PROGRAM FEES	\$ 125,000	\$ 73,478	\$ 155,000	\$ 79,879	\$ 1,076	51.53%
TRANSFER STATION STICKERS	\$ 40,000	\$ 46,255	\$ 40,000	\$ 35,371	\$ 641	88.43%
RECYCLING SOLID WASTE FEES	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	0.00%
E-WASTE REVENUE	\$ 3,500	\$ 3,456	\$ 3,500	\$ 2,316	\$ 235	66.17%
RECYCLING REBATES	\$ 6,500	\$ 15,005	\$ 6,500	\$ 9,343	\$ 1,335	143.74%
C & D WASTE REVENUE	\$ 10,000	\$ 13,458	\$ 10,000	\$ 10,527	\$ 572	105.27%
TRASH COUPON	\$ 105,000	\$ 100,970	\$ 105,000	\$ 60,140	\$ 7,495	57.28%
TOTAL SERVICE FEE REVENUE	\$ 325,750	\$ 287,604	\$ 355,750	\$ 212,759	\$ 13,333	59.81%
GRANT REVENUE						
BETTER BACK ROADS GRANT	\$ -	\$ -	\$ -	\$ 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	\$ -	0.00%
ENERGY GRANT		\$ -	\$ -	\$ 4,000	\$ -	0.00%
VLCT GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
GRANTS IN AID PROJECT	\$ -	\$ -	\$ -	\$ 39,500	\$ -	0.00%
BEAVER MEADOW SIDEWALK SCOPING GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Town of Norwich Revenue Report
January 31, 2024
Unaudited

	FY 23 Projection	FY 23 YTD	FY24 Projection	FY 24 YTD	FY 24 31-Jan	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	\$ -	0.00%
OTHER TOWN REVENUES						
TOWN REPORT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BANK INTEREST	\$ 20,000	\$ 26,170	\$ 20,000	\$ 53,754	\$ 3,434	268.77%
TRX FROM SCHOLARSHIP FUND		\$ 2,330	\$ -	\$ 330	\$ -	0.00%
INSURANCE CLAIMS	\$ -	\$ 4,158	\$ -	\$ 3,128	\$ -	0.00%
ATHLETIC FIELD RENTAL	\$ 32,000	\$ 25,125	\$ 32,000	\$ 11,566	\$ 116	36.14%
LINE OF CREDIT (FEMA)		\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER TOWN REVENUES	\$ 52,000	\$ 57,783	\$ 52,000	\$ 68,778	\$ 3,550	132.27%
PUBLIC SAFETY REVENUES						
POLICE FINE	\$ 10,000	\$ 2,402	\$ 10,000	\$ 2,439	\$ 78	24.39%
PARKING FINE	\$ 500	\$ -	\$ 500	\$ 30	\$ -	6.00%
DOG FINE	\$ 125	\$ -	\$ 125	\$ -	\$ -	0.00%
TOTAL PUBLIC SAFETY REVENUES	\$ 10,625	\$ 2,402	\$ 10,625	\$ 2,469	\$ 78	23.24%
MISCELLANEOUS REVENUE						
AMBULANCE BILLS PAID	\$ -	\$ -	\$ -	\$ 634	\$ 633.52	0.00%
COBRA REIMBURSEMENTS		\$ 775	\$ -	\$ 142	\$ 71.04	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	\$ -	0.00%
MISCELLANEOUS	\$ 500	\$ 707	\$ 500	\$ 19,915	\$ 19,588.54	3983.09%
TOTAL MISCELLANEOUS REVENUE	\$ 500	\$ 1,022,298	\$ 500	\$ 32,569	\$ 20,293	6513.90%
TOTAL FEES & SERVICES	\$ 612,875	\$ 2,038,333	\$ 645,125	\$ 571,569	\$ 37,770	88.60%
ALLOWANCE FOR TAX ADJUSTMENTS*	\$ -				\$ -	
TOTAL TOWN REVENUES	\$ 5,375,482	\$ 6,963,292	\$ 5,972,684	\$ 6,110,339	\$ 40,893	102.30%

Town of Norwich
Department Expense Summary
January 31, 2024 Unaudited

	FY 23 Budget	FY 24 Budget	FY 24 YTD	FY 24 Jan	FY 24 Performance
TOWN ADMINISTRATION	\$ 383,197	\$ 469,631	\$ 291,005	\$ 59,921	61.96%
BCA/BOA	\$ 975	\$ 985	\$ 8	\$ -	0.76%
STATUTORY MEETINGS	\$ 14,025	\$ 9,575	\$ 222	\$ 138	2.32%
TOWN CLERK	\$ 183,230	\$ 196,728	\$ 118,795	\$ 21,147	60.39%
FINANCE	\$ 215,646	\$ 235,584	\$ 209,274	\$ 46,585	88.83%
GENERAL ADMINISTRATION	\$ 64,822	\$ 65,800	\$ 53,181	\$ 9,115	80.82%
LISTER	\$ 121,767	\$ 112,890	\$ 57,027	\$ 2,025	50.52%
PLANNING	\$ 185,801	\$ 160,330	\$ 54,763	\$ 8,903	34.16%
RECREATION	\$ 260,412	\$ 335,865	\$ 126,668	\$ 15,342	37.71%
PUBLIC SAFETY FACILITY	\$ 30,680	\$ 36,062	\$ 18,062	\$ 5,005	50.08%
POLICE	\$ 642,802	\$ 746,344	\$ 427,586	\$ 97,571	57.29%
FIRE/FAST	\$ 473,816	\$ 526,236	\$ 358,126	\$ 21,991	68.05%
EMERGENCY MGMT.	\$ 47,875	\$ 47,910	\$ 46,019	\$ 300	96.05%
CONSERVATION COMMISSION	\$ 9,300	\$ 8,500	\$ 1,124	\$ 546	13.22%
PUBLIC WORKS	\$ 1,970,385	\$ 2,206,983	\$ 1,109,798	\$ 170,773	50.29%
LONG TERM DEBT	\$ 162,881	\$ 167,400	\$ 196,450	\$ -	117.35%
TAXES	\$ 3,000	\$ 3,000	\$ 1,564	\$ -	52.14%
INSURANCES	\$ 188,250	\$ 192,300	\$ 142,785	\$ 46,396	74.25%
TOWN TOTAL	\$ 4,958,866	\$ 5,522,124	\$ 3,212,455	\$ 505,758	58.17%
OUTSIDE APPROPRIATIONS	\$ 416,608	\$ 450,560	\$ 246,200	\$ -	54.64%
TOTAL	\$ 5,375,474	\$ 5,972,683	\$ 3,458,655	\$ 505,758	57.91%

Town of Norwich
Expenditures Detail
January 31, 2024 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Jan. 31, 2024	FY 24 PERF
TOWN ADMINISTRATION						
SELECTBOARD STIPEND	\$ 2,500	\$ 2,500	\$ 2,500	\$ 1,250	\$ -	50.00%
TOWN MANAGER WAGE	\$ 96,877	\$ 197,368	\$ 103,997	\$ 85,812	\$ 11,136	82.51%
TREASURER STIPEND	\$ 1,750	\$ 1,750	\$ 1,750	\$ 875	\$ -	50.00%
ADMIN ASSIST WAGE	\$ 58,458	\$ 63,780	\$ 89,284	\$ 48,206	\$ 5,154	53.99%
ADMIN ASSIST OT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 9,631	\$ 16,241	\$ 12,247	\$ 7,947	\$ 934	64.89%
MEDI TAX	\$ 2,175	\$ 3,798	\$ 2,864	\$ 1,917	\$ 218	66.94%
HEALTH INSUR	\$ 43,929	\$ 37,611	\$ 43,087	\$ 36,306	\$ 9,178	84.26%
DISABILITY/LIFE INSURANCE	\$ 1,541	\$ 892	\$ 1,857	\$ 964	\$ 341	51.94%
DENTAL INSURANCE	\$ 884	\$ 579	\$ 1,105	\$ 546	\$ 347	49.39%
VT RETIREMENT	\$ 10,485	\$ 17,150	\$ 13,046	\$ 10,689	\$ 1,294	81.93%
VT RETIREMENT ADJUSTMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
PROFESSIONAL SERVICES	\$ 17,500	\$ 8,568	\$ 18,000	\$ 16,969	\$ 15,585	94.27%
CONTRACTED SERVICES	\$ 30,670	\$ 30,670	\$ -	\$ 300	\$ -	0.00%
LEGAL	\$ 90,000	\$ 183,467	\$ 95,000	\$ 52,614	\$ 14,792	55.38%
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	\$ 314	\$ 93	39.28%
T MNGR CELL PHONE	\$ 480	\$ 944	\$ 1,500	\$ 244	\$ 81	16.24%
T MNGR RECRUITMENT	\$ -	\$ -	\$ 30,000	\$ -	\$ -	0.00%
T MNGR RELOCATION EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
POSTAGE	\$ 100	\$ 56	\$ 100	\$ 1	\$ 1	1.26%
ADVERTISING	\$ 1,000	\$ 2,149	\$ 3,000	\$ 1,101	\$ 118	36.71%
PRINTING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
MILEAGE	\$ 200	\$ 182	\$ 200	\$ -	\$ -	0.00%
OFFICE SUPPLIES	\$ 1,500	\$ 1,768	\$ 2,000	\$ 1,252	\$ 226	62.58%
OFFICE EQUIP	\$ 300	\$ 290	\$ 1,000	\$ 56	\$ -	5.60%
DUES/MTS/EDUC	\$ 750	\$ 1,105	\$ 3,000	\$ 1,952	\$ -	65.08%
SB COMMITTEE EXPENSES	\$ -	\$ 118	\$ 500	\$ -	\$ -	0.00%
ENERGY COMMITTEE GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ENERGY COMMITTEE	\$ 1,760	\$ 722	\$ 1,760	\$ 133	\$ 133	7.58%
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	\$ 359	\$ 290	71.76%
BUSINESS E-MAIL COMPROMISES (BEC'S)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 383,197	\$ 601,159	\$ 469,631	\$ 291,005	\$ 59,921	61.96%
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	\$ 8	\$ -	4.69%
OFFICE SUPPLIES	\$ 25	\$ -	\$ 25	\$ -	\$ -	0.00%
DUES/MTS/EDUC	\$ 300	\$ -	\$ 300	\$ -	\$ -	0.00%
TOTAL	\$ 975	\$ -	\$ 985	\$ 8	\$ -	0.76%
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	\$ 222	\$ 138	55.57%
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	\$ 222	\$ 138	2.32%
TOWN CLERK						
TOWN CLERK WAGE	\$ 75,848	\$ 91,523	\$ 78,472	\$ 39,615	\$ 5,467	50.48%
ASST CLK WAGE	\$ 49,982	\$ 54,656	\$ 52,316	\$ 29,880	\$ 4,064	57.11%
FICA TAX	\$ 7,787	\$ 8,479	\$ 8,109	\$ 4,070	\$ 553	50.20%
MEDI TAX	\$ 1,758	\$ 2,005	\$ 1,896	\$ 952	\$ 129	50.20%
HEALTH INS	\$ 30,633	\$ 29,892	\$ 33,113	\$ 27,341	\$ 7,783	82.57%
DISABILITY/LIFE INS	\$ 1,340	\$ 1,264	\$ 1,340	\$ 793	\$ 222	59.21%
DENTAL INSURANCE	\$ 884	\$ (236)	\$ 884	\$ 436	\$ 327	49.31%
VT RETIREMENT	\$ 8,478	\$ 9,545	\$ 8,828	\$ 4,715	\$ 643	53.40%
DOG/CAT LICENSE	\$ 275	\$ -	\$ 300	\$ 302	\$ -	100.81%
VITAL STATISTICS	\$ 20	\$ 38	\$ 50	\$ -	\$ -	0.00%
RECORD RESTORATION	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
TELEPHONE	\$ 550	\$ 599	\$ 600	\$ 314	\$ 87	52.27%
POSTAGE	\$ -	\$ 31	\$ -	\$ 113	\$ 23	0.00%
OFFICE SUPPLIES	\$ 1,200	\$ 682	\$ 1,290	\$ 412	\$ 127	31.94%
OFFICE EQUIPMENT	\$ 500	\$ 33	\$ 500	\$ 404	\$ -	80.77%
SOFTWARE	\$ 3,600	\$ 3,900	\$ 3,480	\$ 2,030	\$ 870	58.33%
DUES/MTGS/EDUC	\$ 175	\$ 125	\$ 350	\$ 2,419	\$ 851	691.01%
WOMEN'S CLUB GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DES FUND-RECORD RESTORATION	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	100.00%
TOTAL	\$ 183,230	\$ 202,537	\$ 196,728	\$ 118,795	\$ 21,147	60.39%
FINANCE DEPARTMENT						
FINANCE ASSISTANT WAGE	\$ 49,982	\$ 57,471	\$ 55,389	\$ 31,562	\$ 4,314	56.98%
FINANCE OFFICER WAGE	\$ 83,428	\$ 164,769	\$ 91,054	\$ 120,779	\$ 27,029	132.65%

Town of Norwich
Expenditures Detail
January 31, 2024 Unaudited

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Jan. 31, 2024	FY 24 PERF
FICA TAX	\$ 8,508	\$ 9,160	\$ 9,079	\$ 4,809	\$ 684	52.97%
MEDI TAX	\$ 1,921	\$ 2,142	\$ 2,123	\$ 1,125	\$ 160	52.97%
HEALTH INS	\$ 37,522	\$ 15,388	\$ 27,400	\$ 11,747	\$ 3,736	42.87%
DISABILITY/LIFE INS	\$ 1,445	\$ 836	\$ 1,445	\$ 733	\$ 249	50.74%
DENTAL INSURANCE	\$ 884	\$ 902	\$ 884	\$ 432	\$ 144	48.86%
VT RETIREMENT	\$ 9,005	\$ 5,908	\$ 9,885	\$ 4,635	\$ 768	46.89%
PROFESSIONAL SERVICES	\$ 3,000	\$ 2,627	\$ 3,000	\$ 175	\$ 73	5.83%
INDEPENDENT AUDIT	\$ 14,250	\$ 29,430	\$ 28,600	\$ 29,283	\$ 8,753	102.39%
TELEPHONE	\$ 1,000	\$ 894	\$ 1,000	\$ 314	\$ 90	31.40%
POSTAGE	\$ -	\$ 2	\$ -	\$ -	\$ -	0.00%
ADVERTISING	\$ 175	\$ -	\$ 175	\$ -	\$ -	0.00%
PRINTING	\$ 75	\$ 119	\$ 100	\$ 155	\$ 155	155.00%
OFFICE SUPPLIES	\$ 1,750	\$ 1,067	\$ 1,750	\$ 936	\$ 430	53.49%
OFFICE EQUIPMENT	\$ 750	\$ -	\$ 750	\$ 1,587	\$ -	211.60%
SOFTWARE	\$ 1,425	\$ 4,586	\$ 1,425	\$ 300	\$ -	21.05%
DUES/MTGS/EDUC	\$ 525	\$ 20	\$ 525	\$ 560	\$ -	106.63%
BANK CHARGE	\$ -	\$ 278	\$ 1,000	\$ 141	\$ -	14.14%
TOTAL	\$ 215,646	\$ 295,598	\$ 235,584	\$ 209,274	\$ 46,585	88.83%
GENERAL ADMINISTRATION						
TELEPHONE	\$ 600	\$ 496	\$ 650	\$ 293	\$ 84	45.12%
POSTAGE METER RENTAL	\$ 700	\$ 638	\$ 750	\$ 319	\$ 160	42.55%
POSTAGE	\$ 4,000	\$ 3,973	\$ 4,300	\$ 3,833	\$ 1,399	89.15%
OFFICE SUPPLIES	\$ 1,250	\$ 755	\$ 1,300	\$ 189	\$ 135	14.53%
PHOTOCOPIER	\$ 1,600	\$ 1,695	\$ 1,700	\$ 960	\$ 432	56.45%
Remote Meeting Services	\$ -	\$ 6,550	\$ -	\$ 3,057	\$ 1,042	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	\$ 28,190	\$ 5,863	70.48%
DESIGNATED FUND EQUIPMENT	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	100.00%
TOTAL	\$ 64,822	\$ 78,160	\$ 65,800	\$ 53,181	\$ 9,115	80.82%
BOARD OF LISTERS						
LISTER WAGE	\$ 4,500	\$ 3,000	\$ 4,500	\$ 2,740	\$ -	60.90%
ASSESSING CLERK WAGE	\$ 22,547	\$ -	\$ 27,000	\$ 5,140	\$ 710	19.04%
FICA TAX	\$ 1,677	\$ 186	\$ 1,953	\$ 489	\$ 44	25.02%
MEDI TAX	\$ 663	\$ 44	\$ 457	\$ 114	\$ 10	25.02%
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	\$ 7,718	\$ 1,169	21.44%
TAX MAPPING	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
SOFTWARE MAINT/UPDATE	\$ 6,000	\$ 5,680	\$ 6,000	\$ 5,300	\$ -	88.33%
TELEPHONE	\$ 530	\$ 530	\$ 600	\$ 301	\$ 86	50.17%
POSTAGE	\$ 150	\$ 442	\$ 180	\$ 21	\$ 6	11.50%
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	\$ 57,027	\$ 2,025	50.52%
PLANNING/DRB DEPARTMENT						
PLAN ADMIN WAGE	\$ 78,874	\$ 28,612	\$ 88,803	\$ 17,167	\$ 5,368	19.33%
PLANNING DEPT. WAGES	\$ 58,357	\$ 31,779	\$ 28,601	\$ 23,943	\$ 3,142	83.72%
FICA TAX	\$ 8,508	\$ 2,801	\$ 7,279	\$ 1,498	\$ 195	20.58%
MEDI TAX	\$ 1,921	\$ 655	\$ 1,702	\$ 350	\$ 46	20.58%
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	\$ -	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	\$ 326	\$ 98	32.58%
POSTAGE	\$ 450	\$ 130	\$ 500	\$ 80	\$ 3	16.00%
ADVERTISING	\$ 500	\$ 1,061	\$ 540	\$ 81	\$ -	15.00%
PRINTING	\$ 200	\$ -	\$ 200	\$ -	\$ -	0.00%
MILEAGE REIMB	\$ 400	\$ 52	\$ 400	\$ 141	\$ 52	35.37%
OFFICE SUPPLIES	\$ 350	\$ 254	\$ 375	\$ 357	\$ -	95.11%
OFFICE EQUIPMENT	\$ 250	\$ -	\$ 275	\$ 81	\$ -	29.63%
DUES/MTGS/EDUC	\$ 750	\$ 169	\$ 800	\$ -	\$ -	0.00%
TOTAL	\$ 185,801	\$ 80,764	\$ 160,330	\$ 54,763	\$ 8,903	34.16%
RECREATION DEPARTMENT						
RECREATION ADMINISTRATION						
RECREATION DIR WAGE	\$ 71,796	\$ 77,712	\$ 74,280	\$ 43,393	\$ 5,915	58.42%
RECREATION ADMIN ASST	\$ -	\$ -	\$ 41,714	\$ -	\$ -	0.00%
FICA TAX	\$ 4,451	\$ 5,219	\$ 7,192	\$ 3,113	\$ 367	43.29%
MEDI TAX	\$ 1,005	\$ 1,220	\$ 1,682	\$ 728	\$ 86	43.28%
HEALTH INS	\$ 23,046	\$ 400	\$ 17,729	\$ -	\$ -	0.00%
DISABILITY/LIFE INSUR	\$ 756	\$ 738	\$ 1,511	\$ 471	\$ 131	31.15%
DENTAL INSURANCE	\$ 442	\$ 84	\$ 884	\$ -	\$ -	0.00%
VT RETIREMENT	\$ 4,846	\$ 5,092	\$ 7,830	\$ 2,965	\$ 399	37.87%

**Town of Norwich
Expenditures Detail
January 31, 2024 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Jan. 31, 2024	FY 24 PERF
SUPPORT						
ADMINISTRATION	\$ 4,000	\$ 4,457	\$ 4,250	\$ 3,742	\$ 719	88.05%
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	\$ 1,809	\$ 650	51.69%
TRAINING SUPPLIES	\$ 2,000	\$ 2,697	\$ 4,500	\$ 3,416	\$ -	75.90%
MILEAGE REIMB	\$ 200	\$ 304	\$ 250	\$ 365	\$ 200	146.20%
DUES/MTGS/EDUC	\$ 1,000	\$ 682	\$ 1,000	\$ 410	\$ 190	41.00%
UNIFORM	\$ 2,500	\$ 4,246	\$ 3,000	\$ 2,433	\$ 258	81.09%
UNIFORMS CLEANING	\$ 1,500	\$ 919	\$ 1,608	\$ 332	\$ 60	20.62%
BULLET PROOF VESTS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 89,700	\$ 92,130	\$ 116,908	\$ 45,994	\$ 2,077	39.34%
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	\$ 427,586	\$ 97,571	57.29%
FIRE/FAST DEPT.						
FIRE CHIEF WAGES	\$ 70,761	\$ 77,183	\$ 73,168	\$ 42,379	\$ 5,859	57.92%
FIRE OFFICER STIPEND	\$ 2,100	\$ 2,100	\$ 2,100	\$ -	\$ -	0.00%
FIREFIGHTERS WAGE	\$ 30,000	\$ 30,478	\$ 31,125	\$ 15,922	\$ 1,883	51.15%
FF DRILLS/MTGS WAGE	\$ 2,500	\$ 1,512	\$ 2,500	\$ 940	\$ -	37.60%
C-19 GRANT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
C-19 MILEAGE REIUMBURSEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA TAX	\$ 6,532	\$ 6,739	\$ 6,751	\$ 3,545	\$ 451	52.51%
MEDI TAX	\$ 1,528	\$ 1,576	\$ 1,579	\$ 829	\$ 105	52.52%
HEALTH INSURANCE	\$ 21,141	\$ 14,688	\$ 15,102	\$ 12,067	\$ 3,787	79.90%
DISABILITY/LIFE INSURANCE	\$ 736	\$ 719	\$ 736	\$ 473	\$ 125	64.35%
VT RETIREMENT	\$ 4,770	\$ 5,051	\$ 5,081	\$ 2,898	\$ 396	57.04%
DENTAL INSURANCE	\$ 442	\$ 448	\$ 442	\$ 252	\$ 104	56.99%
TOTAL	\$ 140,510	\$ 140,494	\$ 138,583	\$ 79,304	\$ 12,710	57.23%
EMS WAGES						
EMS WAGE	\$ 5,000	\$ 7,722	\$ 5,000	\$ 4,992	\$ 529	99.85%
EMS DRILL WAGE	\$ 1,900	\$ 1,200	\$ 1,900	\$ 580	\$ -	30.53%
EMS FICA TAX	\$ 428	\$ 420	\$ 444	\$ 281	\$ 28	63.19%
EMS MEDI TAX	\$ 100	\$ 98	\$ 104	\$ 66	\$ 7	63.11%
TOTAL	\$ 7,428	\$ 9,440	\$ 7,448	\$ 5,919	\$ 564	79.47%
EDUCATION & TRAINING						
FIRE EDUC/TRAINING	\$ 750	\$ 909	\$ 750	\$ -	\$ -	0.00%
EMS EDUC/TRNG	\$ 1,200	\$ 775	\$ 1,200	\$ 180	\$ -	15.00%
FIRE DUES/MTGS/EDUC	\$ 500	\$ 480	\$ 500	\$ 280	\$ -	56.00%
TOTAL	\$ 2,450	\$ 2,164	\$ 2,450	\$ 460	\$ -	18.78%
TOOLS & EQUIPMENT						
FIRE TOOLS & EQUIPMENT	\$ 4,000	\$ 4,304	\$ 4,200	\$ 1,732	\$ 392	41.25%
EMS TOOLS/ EQUIP	\$ 1,900	\$ 2,171	\$ 2,000	\$ 915	\$ 773	45.74%
RADIO PURCH/REPAIR	\$ 750	\$ 1,785	\$ 800	\$ 597	\$ 597	74.62%
TOTAL	\$ 6,650	\$ 8,260	\$ 7,000	\$ 3,244	\$ 1,762	46.35%
MAINTENANCE						
FIRE TRK R & M	\$ 13,000	\$ 21,169	\$ 14,500	\$ 8,491	\$ 1,247	58.56%
EQUIPMENT MAINTENANCE & SAFETY TESTING	\$ 4,000	\$ 1,106	\$ 4,000	\$ 4,464	\$ 3,664	111.60%
RADIO MAINTENANCE	\$ 500	\$ -	\$ 500	\$ 589	\$ 589	117.80%
SOFTWARE MAINTENANCE	\$ -	\$ 120	\$ -	\$ -	\$ -	0.00%
COMPUTER MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VEHICLE FUEL	\$ 3,500	\$ 3,137	\$ 4,500	\$ 3,867	\$ 1,142	85.93%
TOTAL	\$ 21,000	\$ 25,531	\$ 23,500	\$ 17,411	\$ 6,642	74.09%
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	\$ -	\$ 2,237	\$ 313	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	\$ -	118.00%
OSHA COMPLIANCE	\$ 1,000	\$ 665	\$ 1,000	\$ -	\$ -	0.00%
WATER LINE REPAIR	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 67,354	\$ 65,783	\$ 71,180	\$ 47,711	\$ 313	67.03%
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	\$ -	\$ 9,300	\$ -	0.00%
DRY HYDRANT GRANT	\$ -	\$ 2,940	\$ -	\$ -	\$ -	0.00%
FY 17 HOMELAND SECURITY	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ 24,078	\$ -	\$ 9,300	\$ -	0.00%

**Town of Norwich
Expenditures Detail
January 31, 2024 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Jan. 31, 2024	FY 24 PERF
AMBULANCE EXPENDITURES						
AMBULANCE CONTRACT	\$ 152,925	\$ 149,212	\$ 160,575	\$ 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	\$ -	51.05%
TOTAL FIRE DEPT.						
	\$ 473,816	\$ 503,628	\$ 526,236	\$ 358,126	\$ 21,991	68.05%
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	\$ 904	\$ 300	210.29%
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	\$ -	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	\$ 46,019	\$ 300	96.05%
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	\$ 250	\$ 250	33.33%
TRAILS	\$ 2,750	\$ 2,390	\$ 1,800	\$ 277	\$ 96	15.37%
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	\$ 358	\$ 200	17.91%
WOMAN'S CLUB GRANT	\$ -	\$ 799	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 9,300	\$ 8,402	\$ 8,500	\$ 1,124	\$ 546	13.22%
PUBLIC WORKS DEPARTMENT						
HIGHWAY DIVISION						
DIRECTOR OF PUBLIC WORKS	\$ 87,664	\$ 95,647	\$ 96,520	\$ 53,901	\$ 7,366	55.84%
ADMINISTRATIVE ASSISTANT, PART-TIME	\$ 22,385	\$ 1,221	\$ 22,823	\$ 10,784	\$ -	47.25%
ROAD CREW WAGES	\$ 271,472	\$ 187,537	\$ 316,182	\$ 136,977	\$ 18,272	43.32%
ROAD CREW OVERTIME	\$ 46,150	\$ 39,813	\$ 47,881	\$ 18,223	\$ 9,173	38.06%
PAGER COMPENSATION	\$ 4,650	\$ 4,482	\$ 4,650	\$ 820	\$ -	17.63%
FICA	\$ 26,884	\$ 19,842	\$ 30,259	\$ 13,155	\$ 2,087	43.47%
MEDICARE	\$ 6,071	\$ 4,641	\$ 7,077	\$ 3,077	\$ 488	43.47%
HEALTH INSURANCE	\$ 90,929	\$ 45,419	\$ 76,438	\$ 47,241	\$ 13,196	61.80%
DISABILITY & LIFE INSURANCE	\$ 3,859	\$ 2,685	\$ 4,176	\$ 2,197	\$ 571	52.63%
DENTAL INSURANCE	\$ 2,651	\$ 1,902	\$ 2,872	\$ 1,313	\$ 423	45.72%
RETIREMENT	\$ 27,761	\$ 21,463	\$ 31,403	\$ 14,212	\$ 2,350	45.26%
TOTAL	\$ 590,476	\$ 424,653	\$ 640,281	\$ 301,900	\$ 53,927	47.15%
MATERIALS						
SALT & CHEMICALS	\$ 115,000	\$ 116,830	\$ 119,626	\$ 27,110	\$ 18,959	22.66%
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	\$ 10,465	\$ 8,825	17.75%
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	\$ -	45.85%
SIGNS	\$ 2,250	\$ 2,360	\$ 2,400	\$ 890	\$ 890	37.07%
TOTAL	\$ 328,535	\$ 303,038	\$ 357,617	\$ 39,336	\$ 28,674	11.00%
CONTRACTED SERVICES						
PLOWING & SANDING	\$ 25,000	\$ 78,560	\$ 25,683	\$ 38,230	\$ 19,115	148.85%
ROAD SWEEPING	\$ -	\$ 2,480	\$ 2,325	\$ -	\$ -	0.00%
LEAF REMOVAL	\$ 3,000	\$ -	\$ 3,220	\$ -	\$ -	0.00%
STREETLIGHTS	\$ 13,000	\$ 14,109	\$ 13,900	\$ 7,294	\$ 2,411	52.48%
TREE CUTTING & REMOVAL	\$ 10,000	\$ 8,650	\$ 10,275	\$ 900	\$ 900	8.76%
UNIFORMS	\$ 12,000	\$ 13,000	\$ 12,325	\$ 6,871	\$ 1,615	55.74%
PAVING	\$ 7,500	\$ 4,648	\$ 30,000	\$ 30,040	\$ 40	100.13%
OTHER PROJECTS	\$ 15,500	\$ 13,014	\$ 16,000	\$ 12,452	\$ -	77.82%
CRACK SEALING	\$ 15,000	\$ 18,000	\$ 18,000	\$ 315	\$ -	1.75%
PAVEMENT MARKING	\$ 38,000	\$ 20,105	\$ 39,000	\$ 21,824	\$ -	55.96%
BRIDGES	\$ 50,000	\$ 77,909	\$ 51,375	\$ (34,041)	\$ 259	-66.26%
TOTAL	\$ 189,000	\$ 250,475	\$ 222,103	\$ 83,884	\$ 24,341	37.77%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 35,000	\$ 36,921	\$ 45,000	\$ 12,311	\$ 319	27.36%
PARTS & SUPPLIES	\$ 50,000	\$ 53,007	\$ 55,000	\$ 26,364	\$ 3,277	47.93%
PETROLEUM PRODUCTS	\$ 70,000	\$ 32,626	\$ 77,070	\$ 30,857	\$ 12,062	40.04%
TOTAL	\$ 155,000	\$ 122,554	\$ 177,070	\$ 69,531	\$ 15,658	39.27%
HIGHWAY GARAGE						

**Town of Norwich
Expenditures Detail
January 31, 2024 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Jan. 31, 2024	FY 24 PERF
ELECTRICITY	\$ 4,000	\$ 7,517	\$ 6,000	\$ 366	\$ 366	6.09%
PROPANE	\$ 9,000	\$ 4,915	\$ 10,395	\$ 1,414	\$ 1,414	13.60%
TELEPHONE (Inc. Internet)	\$ 6,500	\$ 4,507	\$ 6,950	\$ 1,914	\$ 514	27.54%
SUPPLIES	\$ 8,250	\$ 5,604	\$ 8,800	\$ 4,635	\$ 367	52.67%
ALARM MONITORING	\$ 900	\$ 119	\$ 1,000	\$ 3,073	\$ 2,738	307.30%
REPAIRS & MAINTENANCE	\$ 7,750	\$ 11,811	\$ 8,300	\$ 4,397	\$ 1,409	52.98%
TOOLS	\$ 7,250	\$ 635	\$ 7,775	\$ 2,557	\$ 434	32.89%
ADMINISTRATION	\$ 5,000	\$ 10,547	\$ 5,300	\$ 353	\$ 83	6.65%
TOTAL	\$ 48,650	\$ 45,656	\$ 54,520	\$ 18,707	\$ 7,324	34.31%
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	\$ 862,245	\$ 129,923	49.59%
BUILDINGS & GROUNDS DIVISION						
BUILDING & GROUND WAGES	\$ 96,545	\$ 71,513	\$ 105,475	\$ 51,117	\$ 6,762	48.46%
OVERTIME WAGES	\$ 5,793	\$ 1,522	\$ 6,000	\$ 2,152	\$ 1,710	35.86%
PAGER COMPENSATION	\$ 750	\$ 1,034	\$ 750	\$ -	\$ -	0.00%
FICA	\$ 6,478	\$ 4,749	\$ 6,958	\$ 3,268	\$ 523	46.97%
MEDICARE	\$ 1,463	\$ 1,111	\$ 1,627	\$ 764	\$ 122	46.98%
HEALTH INSURANCE	\$ 29,180	\$ 16,960	\$ 24,570	\$ 18,232	\$ 4,606	74.20%
DISABILITY & LIFE INSURANCE	\$ 1,089	\$ 694	\$ 1,088	\$ 671	\$ 189	61.69%
DENTAL INSURANCE	\$ 884	\$ 735	\$ 884	\$ 504	\$ 176	57.00%
RETIREMENT	\$ 7,052	\$ 4,919	\$ 7,525	\$ 3,602	\$ 572	47.88%
TOTAL	\$ 149,233	\$ 103,238	\$ 154,877	\$ 80,311	\$ 14,660	51.85%
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	\$ 1,560	\$ 360	30.59%
TOTAL	\$ 4,800	\$ 2,550	\$ 5,100	\$ 1,560	\$ 360	30.59%
EQUIPMENT						
OUTSIDE REPAIRS	\$ 2,000	\$ 106	\$ 2,100	\$ -	\$ -	0.00%
PARTS & SUPPLIES	\$ 2,500	\$ 2,682	\$ 2,600	\$ 1,115	\$ -	42.88%
PETROLEUM PRODUCTS	\$ 2,800	\$ 616	\$ 3,083	\$ 1,036	\$ -	33.59%
TOOLS	\$ 500	\$ 136	\$ 550	\$ -	\$ -	0.00%
TOTAL	\$ 7,800	\$ 3,539	\$ 8,333	\$ 2,151	\$ -	25.81%
CAPITAL EXPENDITURES						
DESIGNATED FUND-EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL-BUILDING AND GROUNDS DIVISION	\$ 163,408	\$ 109,745	\$ 169,885	\$ 84,021	\$ 15,020	49.46%
SOLID WASTE DIVISION						
TRANSFER STATION WAGES	\$ 43,097	\$ 45,877	\$ 45,482	\$ 26,796	\$ 3,771	58.92%
FICA	\$ 2,672	\$ 2,872	\$ 2,820	\$ 1,680	\$ 234	59.58%
MEDICARE	\$ 603	\$ 672	\$ 659	\$ 393	\$ 55	59.58%
TOTAL	\$ 46,372	\$ 49,420	\$ 48,961	\$ 28,869	\$ 4,059	58.96%
CONTRACTED SERVICES						
GUWSWMD ASSESSMENT	\$ 36,120	\$ 36,120	\$ 32,508	\$ 32,508	\$ -	100.00%
MUNICIPAL SOLID WASTE	\$ 51,250	\$ 45,393	\$ 52,650	\$ 25,382	\$ 4,745	48.21%
RECYCLING	\$ 42,250	\$ 43,865	\$ 45,300	\$ 14,478	\$ 2,702	31.96%
C & D WASTE DISPOSAL	\$ 10,250	\$ 14,362	\$ 15,600	\$ 6,693	\$ 1,563	42.91%
FOOD WASTE DISPOSAL	\$ 21,250	\$ 24,654	\$ 22,780	\$ 7,702	\$ (2,000)	33.81%
UNIFORMS	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 161,620	\$ 164,394	\$ 168,838	\$ 86,764	\$ 7,011	51.39%
EQUIPMENT						
PARTS & SUPPLIES	\$ 1,000	\$ 1,384	\$ 1,075	\$ 529	\$ 60	49.25%
REPAIRS & MAINTENANCE	\$ 3,000	\$ 6,390	\$ 3,000	\$ 1,995	\$ -	66.49%
SMALL EQUIPMENT	\$ 500	\$ -	\$ 500	\$ -	\$ -	0.00%
TOTAL	\$ 4,500	\$ 7,774	\$ 4,575	\$ 2,524	\$ 60	55.17%
TRANSFER STATION						
PURCHASED SERVICES	\$ 2,500	\$ 825	\$ 4,000	\$ 1,500	\$ -	37.50%
ELECTRICITY	\$ 2,250	\$ 2,360	\$ 2,300	\$ 2,965	\$ 999	128.91%
PROPANE	\$ 750	\$ 608	\$ 866	\$ -	\$ -	0.00%
TELEPHONE	\$ 500	\$ 448	\$ 525	\$ 256	\$ 74	48.79%
ADMINISTRATION	\$ 1,000	\$ 1,960	\$ 1,000	\$ 338	\$ 138	33.85%
FRANCHISE TAX TO VERMONT	\$ 2,000	\$ 715	\$ 2,150	\$ 1,154	\$ 378	53.68%

**Town of Norwich
Expenditures Detail
January 31, 2024 Unaudited**

DESCRIPTION	FY 23 Budget	FY 23 Actual	FY 24 APPROVED	FY 24 YTD	Current Month Jan. 31, 2024	FY 24 PERF
TOTAL	\$ 9,000	\$ 6,915	\$ 10,841	\$ 6,214	\$ 1,589	57.32%
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	\$ 129,370	\$ 12,719	54.31%
TRACY HALL						
WATER USAGE	\$ 875	\$ 714	\$ 900	\$ 331	\$ 171	36.80%
ELECTRICITY	\$ 16,000	\$ 13,127	\$ 18,192	\$ 6,081	\$ 2,998	33.43%
HEATING	\$ 15,000	\$ 15,869	\$ 18,750	\$ 6,228	\$ 4,352	33.22%
ALARM MONITORING	\$ 1,250	\$ 119	\$ 1,300	\$ 642	\$ -	49.38%
ELEVATOR MAINT	\$ 3,250	\$ 4,307	\$ 3,300	\$ 2,603	\$ 634	78.87%
CUSTODIAN PAGER	\$ 750	\$ -	\$ 750	\$ -	\$ -	0.00%
BUILDING SUPPLIES	\$ 4,200	\$ 2,801	\$ 4,300	\$ 3,196	\$ 825	74.33%
REPAIRS & MAINT	\$ 10,000	\$ 13,982	\$ 10,300	\$ 14,151	\$ 3,874	137.39%
BANDSTAND & SIGN ELECTR (Inc Huntley EV Charge)	\$ 2,500	\$ 1,020	\$ 2,500	\$ 929	\$ 259	37.15%
DESIGNATED FUND-TRACY HALL	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL TRACY HALL	\$ 53,825	\$ 51,938	\$ 60,292	\$ 34,161	\$ 13,112	56.66%
TOTAL PUBLIC WORKS DEPARTMENT	\$ 1,970,385	\$ 2,408,678	\$ 2,206,983	\$ 1,109,798	\$ 170,773	50.29%
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	\$ -	0.00%
Windsor County Equalization		\$ 40,397	\$ -	\$ 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	\$ -	117.35%
TAX EXPENDITURES						
TAX ADJUSTMENTS & ABATEMENT	\$ 3,000	\$ 18,019	\$ 3,000	\$ 1,564	\$ -	52.14%
INTEREST EXPENSE		\$ 7	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 3,000	\$ 18,026	\$ 3,000	\$ 1,564	\$ -	52.14%
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	\$ 2,682	\$ 1,615	81.27%
PROP & CAS INSURANCE	\$ 90,000	\$ 92,230	\$ 92,000	\$ 87,558	\$ 29,853	95.17%
WORKER'S COMP INS	\$ 95,000	\$ 51,146	\$ 97,000	\$ 52,545	\$ 14,928	54.17%
TOTAL	\$ 188,250	\$ 147,590	\$ 192,300	\$ 142,785	\$ 46,396	74.25%
TOTAL TOWN EXPENDITURES	\$ 4,958,866	\$ 5,478,018	\$ 5,522,124	\$ 3,212,455	\$ 505,758	58.17%
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	\$ 3,458,655	\$ 505,758	57.91%

General

Account	Curr Yr Pd 7 Jan Encumbrances	Curr Yr Pd 7 Jan Actual
ASSET		
01-1-001 CASH	0.00	4,310,115.67
01-1-002 INVESTMENTS	0.00	2,054,729.30
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	6,960,677.94
Total RECEIVABLES	0.00	6,960,678.72
01-1-004 OTHER ASSETS	0.00	62,616.14
01-1-090000.00 DUE FROM/TO OTHER FUND	0.00	-3,218,696.27
Total Asset	0.00	10,169,443.56
LIABILITY		
01-2-001 ACCOUNTS PAYABLE	0.00	5,710,851.01
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	5,710,851.01
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	2,651,683.91
Total Fund Balance	0.00	4,458,592.55
Total Liability, Reserves, Fund Balance	0.00	10,169,443.56

NORWICH FIRE DEPARTMENT FEBUARY SB REPORT



PREPARED BY: FIRE CHIEF ALEX NORTHERN

DATE: 2/15/24

Dear town residents, many of us are caretakers, whether full or part-time, of elderly family. I have included some safety tips specifically for you. People over the age of 65 face the greatest risk of dying in a fire – more than 2 ½ times that of the general population. The U.S. Fire Administration wants older adults, their caregivers and all community members to know that there are special precautions you can take to protect yourself and your home from fire.

Install and Maintain Smoke Alarms

The chance of surviving a home fire almost doubles with the initial warning from a smoke alarm.

- Install smoke alarms on each level of your home and inside and outside sleeping areas.
- Test them monthly and replace alkaline batteries at least once a year.
- Caregivers are encouraged to check the smoke alarms of those who are unable to do it themselves.

Plan Your Escape

Developing a fire escape plan around one's capabilities is a key element to fire safety!

- Have at least two exits from every room.
- If you use a walker or wheelchair, check all exits to be sure that you can go through the doorways.
- Unless instructed by the fire department, never use an elevator during a fire.
- If you live in a multi-story home, arrange to sleep on the ground floor near an exit.
- Speak to your family members, building manager or neighbors about your fire escape plan and practice it with them.

Be Safe Around Medical Oxygen

When using medical oxygen, the amount of oxygen in the air can increase. This means there is a higher risk of both fires and burns because it is easier for a fire to start and spread.

- Never smoke in a home where medical oxygen is used.
- Never use a candle, match, lighter or other open flame.
- Never use a fireplace, stove or other equipment fueled by gas, kerosene, wood or coal.
- Keep oil, grease and similar petroleum-based products away from oxygen valves. They can cause a spontaneous explosion.

Be Fire-Safe Around the Home

Careless smoking is a leading cause of home fire deaths among older adults.

- If you must smoke, never smoke in bed.
- Stay in the kitchen when you are frying, grilling or broiling food. Use a timer to remind you that you're cooking.
- Don't overload electrical outlets or extension cords.
- Properly maintain chimneys and keep anything that can burn at least 3 feet away from space heaters.
- Take special precautions if you are on medication that makes you drowsy.

Sincerely,

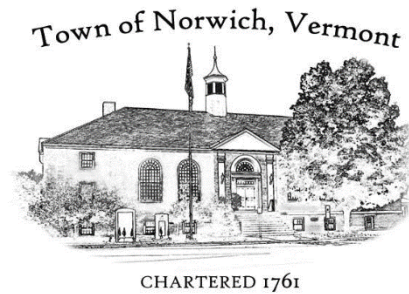
Alexander Northern

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 January:

FIRE CALLS	14
EMS CALLS	14
FIRE MUTUAL AID	1



Q4 Clerk's Report – October to December 2023 Submitted 1/26/2024

Recording and Restoration revenue: \$6,845 (at \$15 per page, \$11 per page to the general fund and \$4 per page to Fund 45 – Restoration and Digitization.)

Deed Copies: \$465 (at \$1 per page)

Research Time: \$86 (at \$4 per hour)

Dog Licenses issued: 3

Marriage Licenses issued: 6

Deaths: 4 – Deaths of Norwich residents that occur outside of Vermont are not reported to the Clerk.

Births: 0 – Births of Norwich residents that occur outside of Vermont are not reported to the Clerk.

Hunting and Fishing Licenses Issued: 5

Land Postings recorded: 37

Green Mountain Passports issued: 2

Vehicle Registration Renewals: 3 – We stopped processing registration renewals on 10/20

Clerk's Office Updates:

Lily attended the New England Association of City and Town Clerks' annual conference in Westbrook, Connecticut in November. The keynote speaker was Cam Awesome, a former professional boxer, whose mantra is "A low hanging fruit has no nutritional value." There was also election security training, time management training (which ironically ran over its allotted time), a book discussion about Candice Millard's Destiny of the Republic, and a closing speech by humorist Gina Barreca during which clerks were invited to share their funniest clerking moments. As always, it was delightful to meet other clerks and share their perspectives on office management, procedures, upcoming elections, and other clerk-y things.

In addition to this, Lily has embarked on a series of visits to clerks in surrounding communities to better understand their policies and procedures. So far she has visited Tracy Borst in Thetford and Cathy Sartor in Sharon. Visits to the clerks in Hartford, Strafford, Fairlee, Hartland and Woodstock are in the works as election duties allow.



MEMORANDUM

TO: Norwich Selectboard
FROM: Marcia Calloway, Chair
DATE: February 22, 2024
RE: 02/28/2024 Selectboard Agenda Discussion Item “Town Manager Reports Discussion tabled from 02/14/2024 as related to Selectboard and Town Manager process for determining Town Manager Goals and Performance Objectives, Priorities, and Review Process and Timeline”

The Town Manager Employment Agreement, Section VI, as executed by the Selectboard and Town Manager on 9/27/2023 specifies how the parties will determine goals and objectives, and evaluation of performance.

“SECTION VI: GOALS, OBJECTIVES & PERFORMANCE

“A. Annually, the Board and Employee shall define such goals and performance objectives, which they determine necessary for the proper operation of the Town and the attainment of the Board’s policy objectives, and shall further establish a relative priority among the various goals and objectives, and said goals and objectives shall be reduced to writing. The parties shall endeavor to develop goals and objectives with the good-faith intent that they shall be reasonably attainable with the time limits specified, within the annual operating and capital budgets and appropriations provided by the Town, and within existing circumstances and external conditions affecting the Town.

“B. The Board shall annually (i.e., within 14 days of the anniversary of the Effective Date) review and evaluate the Employee’s accomplishment of the goals and objectives referenced above. This review and evaluation process shall be in accordance with specific criteria developed jointly from time to time by the Board and Employee. The review and evaluation each year shall be the basis for step increases and all step increases will be conditional upon satisfactory evaluation, such determination of “satisfactory” being at the Board’s sole discretion. In addition to such annual reviews, upon reasonable request of Employee, the Board or its delegates shall meet from time-to-time with Employee to review performance and progress toward goals.”

Parsing those paragraphs, we have the steps for annual identification of those processes:

A. Annually the Board and Employee shall

- a. Define such goals and performance objectives necessary for the proper operation of the town and the attainment of the Board’s policy objectives;
- b. Establish a relative priority among the various goals and objectives;
- c. Reduce the goals and objectives to writing.
- d. Develop goals and objectives with good-faith intent that shall be reasonably attainable with time limits specified and within the annual operating and capital budgets and appropriations provided by the town and within existing circumstances and external conditions affecting the town.

B. Annually the Board shall

- a. Within 14 days of the anniversary of the effective date (of the employment agreement)
 - i. Review and evaluate the Employee’s accomplishment of the goals and objectives referenced above

1. Review and evaluation process shall be in accordance with specific criteria developed jointly from time to time by the Board and Employee
2. Review and evaluation each year shall be the basis for step increases, which will be conditional upon satisfactory evaluation
 - a. “satisfactory” being at the Board’s sole discretion.
- b. Upon reasonable request of Employee, the Board or its delegates shall meet from time-to-time with Employee to review performance and progress toward goals.

To begin the goals and objectives process, I offer the following for the discussion:

1. The attached Excel spreadsheet
 - a. with columns for the required factors specified in the Employment Agreement,
 - b. to be completed individually by Selectboard Members and the Town Manager.
2. A possible timeline for
 - a. Selectboard Members and the Town Manager to complete the Excel Spreadsheet by 03/22/2024;
 - b. Scheduled discussion and agreement on Goals and Objectives at the following Selectboard meeting 03/27/2024;
 - i. As indicated by the language of the document, once the Goals and Objectives are identified and reduced to writing, the spreadsheet will provide a vehicle to record issues and accomplishments or problems as they evolve over time and up to the point of annual evaluation.
 - c. Determination of the review process by May 2024; and,
 - d. Evaluation in an Executive Session at the Selectboard meeting on 09/25/2024.

Anniversary Date based on 9/27/2023 hire date	Review & Evaluation w/in 14 days of ann. Date	Process	Due Date
9/27/2024	9/13/24 to 10/11/24	* SB members and TM will individually complete the goals and objectives for the Town and evaluation of accomplishment.	3/22/2024
		* SB & TM will discuss and agree upon the goals and performance objectives including priorities and known impediments if any.	3/27/2024 after election
		* SB & TM will determine review process	5/8/2024
		* SB & TM will engage in the review process & evaluation	9/25/2024

Name of person filling out this sheet

Example

Example

Example

Example

					Known issues expected to impact successful accomplishments				Known or Unknown	
2024 SB & TM	Priority	Goals	Performance Objectives	Time Limit and/or Time Accomplished	Operating Budget Limitation(s)	Known Capital Budget Limitation(s)	Known Appropriations Limitation(s)	Existing Circumstances which could affect accomplishment	External Conditions which could or did affect accomplishment	Review & Evaluation w/in 14 days of Anniversary Date (Hire date 9/27/2023) -- 2024 window: 9/13/2024 to 10/11/2024
	1	Staffing stability	* Respectful treatment of staff * Development of collaborative working environment and culture in Norwich	ASAP						
	2	Communication								
	3	Routine management of town	* Oversight of staff * Statutory compliance * Oversight of budget and obligations						Emergencies such as Hemlock Road and other climate events	
	4	Rebuild Police Dept	* Hire Chief * Advertise positions	* Done 2/19/24 * ASAP				Collective Bargaining agreement	Availability of applicants	
	5	Fill Planning Director position	* Coordinate understanding & process with Planning Commission * Advertise & Interview	* Done * On-going					Availability of applicants	
	6	HR Compensation Study	* Hire consultant * Review results vis-à-vis Collective Bargaining Agreement	* Done * Pending						

